

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that the following posts were advertised in Public Service Vacancy Circular 04 dated 03 February 2023 (**For Dr. George Mukhari Academic Hospital**): Nuclear Medicine Radiographer: the enquiry and post numbers has been amended as follows: Dr. NE Nyakane Tel No: 012 521 4625 and Number of posts: 02 with Post No: 04/206 and also post of Professional Nurse (PNA 2-4) General Nursing (Mother and Child) the post number has been amended as follows: ten (X10) posts with Ref No: Refs/016089, the closing date is on the 24th February 2023. Kindly note that the following post was advertised in Public Service Vacancy Circular 04 dated 03 February 2023 (**For Steve Biko Academic Hospital**), The Post as follows (1) Administration Officer Level 7 with Ref No: SBAH 0016/2023 has been withdrawn from publication with immediate effect.

OTHER POSTS

- POST 05/188** : **HEAD OF CLINICAL UNIT GRADE 1 MEDICAL ANAESTHESIA REF NO: PHOLO 2023/01/01**
Directorate: Anaesthesia
- SALARY CENTRE REQUIREMENTS** : R1 807 380 – R1 918 284 per annum, (all inclusive)
: Pholosong Hospital
: The appointment to Head Clinical Unit (Medical): Grade 1 requires appropriate qualification (Specialist in Anaesthetics). Registration certificate with HPCSA, plus 5 years' experience after registration with HPCSA as a Medical Specialist in Anesthetics. HPCSA current registration (2023) (annual registration card). Knowledge, Skills, Attributes and Abilities: Possess sound knowledge of Human Resources Management, budgeting, programme, planning, implementation and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good communication skills, leadership, decision making and clinical skills. Sound knowledge of clinical procedures and protocols. Assessment and management of critical ill patients. Have the ability to evaluate new technologies and decide on the cost effective implementation thereof. Ability and experience in teaching, research and administration. Willingness to provide after hour specialist services.
- DUTIES** : Effective overall management of the service, their organization and monitoring to identify needs and to formulate and implement staffing and health care programmes. Provision of consultative service. Development of and implementation of guidelines, protocols and clinical audits, revising as needed, to optimize patient care within available resources. Management and control of equipment. Optimize use of Human and other resources. Strategize and implement outreach programmes. Provide training and support to students, medical interns, community service doctors, nursing staff, medical officers and specialist in the unit.
- ENQUIRIES APPLICATIONS** : Dr H. Mlahleki Tel No: (011) 812 5163
: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment

verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 24 February 2023

POST 05/189

: **CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: HEID/CM/01/2023 (X1 POST)**
Directorate: Clinical

SALARY CENTRE REQUIREMENTS

: R1 227 255 per annum (inclusive package), plus benefits
: Heidelberg Hospital
: Grade 1: Registration with the HPCSA as a Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. A minimum of 6 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. An additional Hospital management qualification will be an added advantage. Supervisory experience within a hospital domain will be an added advantage. Knowledge in Administration, Finance and Supply Chain Management, strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative Frameworks such as (National Health Act, PFMA, PSA and its regulations, Mental Health Act and other relevant Statutes). Must be able to work under pressure, cope with high workload and be willing to manage the Hospital after hours.

DUTIES

: Responsible for the leadership and management of the delivery of clinical services to patients referred to Heidelberg Hospital. Participate actively administrative duties of the departments. Offer comprehensive quality level hospital services to patients. Optimally supervise departments, mentor, and coach junior medical staff. Support district health services. Participate in continuing medical education, as required by the HPCSA. Participate and network with other hospitals and in the cluster. Perform Clinical audits and provide support to other departments/disciplines to ensure effective and comprehensive clinical services regarding patients care and treatment. Lead and drive Continuing Professional Development (CPD) and Morbidity & Mortality (M&M) Programme. Ensure that quality assurance, including clinical audit is conducted in the department in line with Ideal Hospital Framework and lead the department. Conduct patient redress and compile reports for medico-legal cases. Serve as a senior member of the Hospital Executive Management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital executive and general management with the day to day running of the hospital. Assist EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of Heidelberg Hospital as a whole and attend all applicable management meetings. Implement cost containment measures, analyze budget and ensure effective and efficient use of resources. Monitor commuted overtime and ensure adherence to RWOP's policy. Maintain discipline and deal with grievances and labour related issues in terms of the laid down policies and procedures Management of personnel performance and reviews thereof, (Contracting, reviews and final assessments) and perform any other duties delegated by the Superiors.

ENQUIRIES APPLICATIONS

: Dr I Molatlhegi Tel No: 016 341 1207
: 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. 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. The institution reserves the right not to fill the post.

NOTE

: 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). Accompanied by a

comprehensive C.V, 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.

- CLOSING DATE** : 24 February 2023
- POST 05/190** : **MEDICAL SPECIALIST GRADE 1 ANAESTHESIA REF NO: PHOLO 2023/01/02**
Directorate: Anaesthesia
- SALARY CENTRE REQUIREMENTS** : R1 156 308 – R1 227 255 per annum, (all inclusive)
: Pholosong Hospital
: MBCHB or equivalent qualification. Registration certificate with the HPCSA as a Medical Specialist Anaesthesiology. Annual fees renewal registration with HPCSA. Knowledge and skills in Clinical Anaesthesia, Ophthalmology, Medical AND Surgical care. Demonstrate the ability to supervise and teach junior staff. The ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organizing, leadership, decision-making and interpersonal skills. **Grade 1:** requires appropriate qualification plus registration with HPCSA as a Medical Specialist in Anaesthesiology. **Grade 2:** requires appropriate qualification, registration certificate plus 5 year's experience after registration with HPCSA as a Medical Specialist in Anaesthesiology. **Grade 3:** requires appropriate qualification, registration certificate plus 10 years' experience after registration with HPCSA as a Medical Specialist in Anaesthesiology.
- DUTIES** : Assist the medical personnel with effective overall management of the provision of Anaesthetic services. Provide emergency specialist cover for the department, including after hours and public holidays. Provide a consultative service on Anaesthesia related matters within staffing norms. Commuted overtime will be required. Assist with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimise patient care in theatre and wards with the resources available. Optimise delegated use of Human and other resources. Assist with auditing the activity and outcome of service of the Anaesthetic Department. Be part of the relevant committees at the hospital. Be actively involved in the teaching programmes. Be involved in managing patients in the Critical Care Units.
- ENQUIRIES APPLICATIONS** : Dr H. Mlahleki Tel No: (011) 812 5163
: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. (Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 24 February 2023

- POST 05/191** : **MEDICAL SPECIALIST GRADE 1 – GRADE 3 REF NO: PHOLO 2023/01/03**
Directorate: Paediatrics
- SALARY** : Grade 1: R1 156 308 – R1 227 255 per annum, (all inclusive)
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as Medical Specialist in Paediatrics. Registration with the HPCSA as Medical Specialist in a normal specialty and current registration (2023). No experience. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** : To participate and assist in teaching/ training programme of both undergraduates and postgraduates. To conduct clinical research/ audits and/or participate in the research program in the department, including supervising MMed students. Attend meetings and training as approved by Head of Unit and/or Head of Department. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Aptitude for increasing the “footprint” Paediatric services across the Pholosong hospital cluster. Clinical skills to manage high volume patient numbers have clinical experience to help with any subspecialty clinic work, as determined by the needs of the department of Paediatrics at Pholosong Regional Hospital. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment). Supervising the management of and managing paediatric patients, and coordinate any services required for patient care. To provide clinical care/ services in the general paediatric wards (both inpatients and outpatients services). To assist in providing clinical services in paediatric subspecialties as determined by the department of Paediatrics. Successful candidates will be required to work in the following subspecialty clinics: Rheumatology, Neurodevelopment and any other clinic in need as determined by the Department of Paediatrics at the time of Appointment.
- ENQUIRIES** : Dr H. Mlahleki Tel No: (011) 812 5163
- APPLICATIONS** : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver’s license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 24 February 2023
- POST 05/192** : **DENTIST GRADE 1/2/3 REF NO: DENTA&E-01 (X2 POSTS)**
Directorate: Admissions & Emergencies
Duration: Two (2) years Contract
- SALARY** : R833 340 – R1 139 217 per annum, (inclusive package), exc. commuted overtime
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Registration with HPCSA as a Dentist in category independent practice. Current proof of HPCSA registration (proof to be submitted if shortlisted).

Minimum of two (2) years' appropriate experience post community service as a Dentist preferably with exposure to public oral health services. Previous work experience in the Oral health Services Academic platform and a post-graduate qualification in Oral Health Sciences will be an added advantage. Competencies Required: Knowledge of Departmental Policies, Code of conduct, Batho Pele, Patients Right's charter, Communication skills, Conflict resolution capabilities, Problem solving and Interpersonal skills.

DUTIES : Dentist will be responsible for rendering clinical services (screening/admissions/emergencies/waiting lists) including participation in all departmental activities and related administration. Provide support to the Clinical manager in ensuring an efficient standard of patient care and oral services are maintained. Assist with clinical audits. The successful candidate will be expected to work with and supervise students on the training platform.

ENQUIRIES : Dr P Molokomme, Phuti.Molokomme@wits.ac.za
APPLICATIONS : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 255 Block 2 (Yellow Block), Parktown. No faxed applications will be accepted.

NOTE : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document and the highest required qualifications as well as and current proof of HPCSA where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE : 24 February 2023

POST 05/193 : **ASSISTANT MANAGER NURSING (PHC SPECIALTY AREA) RE NO: SUB-G124**
 Directorate: Nursing

SALARY : R642 942 per annum, (plus benefits)
CENTRE : Sub-District G
REQUIREMENTS : A Basic R425 qualification (i.e., Diploma/ degree in nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse. Registration with the SANC as Professional Nurse and. A Post basic qualification with a duration of at least 1 year accredited with the SANC in the specialty relevant to PHC setting. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the PHC setting after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Other skills/requirement: Knowledge of the application of nursing act, Public Service Regulations, Basic Condition of Employment Act, Labour Relations Act, Public Finance Management Act, Treasury Regulations, Human resource management; Leadership, organizational, decision making and problem-solving skills. Understanding the application of Batho Pele Principle. Patient's Rights Charter and quality assurance system. Ability to communicate (verbally and written). Good people management and presentation skills. Interpersonal social mobilisation, networking and report writing as well as Team building and Policy formulation. Computer literacy and a valid Driver's license are essential.

DUTIES : To ensure that a comprehensive quality nursing treatment and care service is delivered to patients in a cost effective, efficient, and equitable manner by the facilities. To always ensure compliance to professional and ethical standards. Promote quality of nursing care and ethos as directed by the professional scope of practice and standards as determined by SANC. Facilitate provision of a comprehensive package of service at PHC level and ensure that the facilities adhere to the principles of Batho Pele. Ensure effective

implementation of Service and Quality Improvement Plans, Occupational Health, and Safety as well as Quality Assurance Program etc. Ensure compliance with ideal clinic, clinical guidelines and protocols, norms and standards within the facilities. Adhere to Office of the Health Standard Compliance and ensure effective achievement on Ministerial Priorities, Ideal Clinic Compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of day, weekly, monthly, quarterly and annual reports. General administration duties and management soft skills is mandatory.

ENQUIRIES : Mr. P. Mathole Tel No: (011) 213 9708
APPLICATIONS : Must be submitted only through this email: SubDistrictG.JobApplications@gauteng.gov.za Applicants must indicate the post reference number as subject line of the email.

NOTE : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference no is correctly quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after closing date will not be considered. Note: Johannesburg Health District does not have budget for resettlement and S&T claims.

CLOSING DATE : 24 February 2023

POST 05/194 : **OPERATIONAL MANAGER NURSING (PHC SPECIALTY) REF NO: SUB-G123 (X3 POSTS)**
 Directorate: Nursing

SALARY : R588 378 per annum, (plus benefits)
CENTRE : Vlakfontein Clinic, Eikenhof Clinic and Orange Farm Ext 7 Clinic
REQUIREMENTS : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with the SANC as Professional Nurse and. A post-basic nursing qualification with duration of at least 01 year, accredited with SANC in the specialty relevant to PHC setting. A minimum of 09 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience in the PHC setting after obtaining the 1 year post basic qualification in the relevant specialty. 2 years' experience at management / supervisory level will be an added advantage. Other skills/requirement: Financial management and human resource management; leadership, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy.

DUTIES : To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of Service and Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, norms and standards within the clinic. Adhere to the Office of the Health Standards Compliance requirements and

ensure effective achievement on ministerial priorities, Ideal clinic 127 compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS), develop and implement staff training plan. Attend to grievances of staff and administer discipline and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly and annual reports. General administration duties and management soft skills is mandatory.

ENQUIRIES APPLICATIONS : Mr. P. Mathole Tel No: (011) 213 9708
 : Must be submitted only through this email: SubDistrictG.JobApplications@gauteng.gov.za Applicants must indicate the post reference number as subject line of the email.

NOTE : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People With Disabilities Are Encouraged To Apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after closing date will not be considered. Note Johannesburg Health District does not have budget for resettlement and S&T claims.

CLOSING DATE : 24 February 2023

POST 05/195 : **ASSISTANT MANAGER: INTERNAL MEDICINE REF NO: REFS/016128 (X1 POST)**
 Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R588 378 – R682 089 per annum, plus benefits
 : Tembisa Provincial Tertiary Hospital
 : Basic R425 qualification (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. Registration with SANC. A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least three (3) years of this period referred to above must be appropriate/recognizable experience at management level.

DUTIES : To ensure clinical nursing practise by the nursing team in accordance of the scope of practice. To promote quality of nursing care as directed by the professional scope of practise and standards. To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To do hospital calls as required by the service. To demonstrate effective communication with patients, relatives and other health professionals. To work as part of the multidisciplinary team on a supervisory level. Ensure effective and efficient budget control and assets control for the department. Develop nursing policies and procedures. Ensure implementation of SCM and HR policies. Conduct clinical audits in Nursing Directorate and monitor if audits are done in wards. Oversee patient care. Management of budgetary decision. Set work schedule. Coordinate meetings.

ENQUIRIES APPLICATIONS : Ms. V. Ramalapa Tel No: (011) 923 2195
 : Applications can be hand delivered to Human Resource Office, Tembisa Provincial Tertiary Hospital. Applications may also be uploaded online at www.gautengonline.gov.za at <http://professionaljobcentre.gpg.gov.za> or use the email address: Tembisahr1.hr@gauteng.gov.za

NOTE : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled, signed and completed in accordance with 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 an updated detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, 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. The recommended candidates may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. TPTH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 24 February 2023
- POST 05/196** : **ASSISTANT MANAGER NURSING SERVICES REF NO: HEID/ASN/01/2023 (X1 POST)**
Directorate: Health
- SALARY CENTRE REQUIREMENTS** : R588 378 - R624 207 per annum
: Heidelberg Hospital
: Basic qualification accredited with the South African Nursing Council (SANC) in terms of Government Notice R425 (i.e. Diploma/ Degree in General Nursing) and Midwifery) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A registration with SANC as a Professional Nurse. Diploma or Degree in Nursing and administration or management. A minimum of eight (8) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/ recognizable experience at management level. Previous experience in Medical and Surgical Ward will be an added advantage. Computer literacy is essential. Presentation and report writing skills, Strong Leadership skills, Good Communication and Problem-solving skills, Planning and Organizing skills and Financial Management skills. Problem solving, conflict resolution skills, able to work under pressure. Sound interrelationship is necessary in understanding of National Core Standards. Nursing strategy. PFMA, Labour Relations and other related legislative framework. Ability to work under pressure.
- DUTIES** : Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistence communication of relevant accurate and comprehensive information on health care. Develop/ establish and maintain constructive working relationship with nursing and other stakeholders (i.e inter-sectoral and multi-disciplinary teamwork). Participate in the analysis. Formation and implementation of Nursing guideline, practices, policies and procedures. Manage effective utilization and supervision of human, financial and material resources. Coordination of provision effective training and research. Maintain professional growth/ ethical standards and development of self and subordinates
- ENQUIRIES APPLICATIONS** : Ms LLP Msiza 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** : 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). Accompanied by a comprehensive C.V, 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. Notes: The institution reserves the right not to fill the post

- CLOSING DATE** : 24 February 2023
- POST 05/197** : **ASSISTANT MANAGER NURSING-NIGHT SUPER REF NO: PHOLO 2023/01/04**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R588 378 – R682 089 per annum, (all inclusive)
: Pholosong Hospital
: Basic Diploma/Degree that allows registration with South African Nursing Council (SANC) as a Professional Nurse and Midwife. Diploma or Degree in Nursing Administration/ Management. A minimum of eight (8) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Current year SANC registration (2023). At least three (3) years of the period referred to above must be appropriate/ recognizable experience at management level. Basic Computer literacy is mandatory. Skills: Strong Leadership skills, Good Communication, Conflict management/ Problem-solving skills and ability to work under pressure.
- DUTIES** : Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Manage allocation/ utilization of human, financial and physical resources for different departments including effective bed management. Ensure effective and consistent communication of relevant, accurate and comprehensive information on health care to Executive and other relevant stakeholders as directed. Give support to staff regarding clinical matters and engage in problem solving/ conflict management. Develop/ establish and maintain constructive working relationship with clinical and non-clinical staff that will allow consistency in patient care by a Multi-disciplinary team. Be flexible, responsive and give staff support. Manage and resolve complaints and patient safety incidences timeously. Supervise implementation of Nursing guidelines, practices, policies and procedures. Maintain professional growth/ ethical standards and development of self and subordinates through on-going training and Research.
- ENQUIRIES APPLICATIONS** : Ms. M.G. Makgoba Tel No: (011) 812 5162
: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply
- CLOSING DATE** : 24 February 2023

POST 05/198 : **OPERATIONAL MANAGER NURSING PNB3 SPECIALTY- CRITICAL CARE REF NO: PHOLO 2023/01/05**
Directorate: Nursing- ICU and High Care

SALARY : R588 378 – R662 220 per annum, (all inclusive)
CENTRE : Pholosong Hospital
REQUIREMENTS : Diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse with midwifery. A post basic qualification, with a duration of at least 1 year in Critical Care Nursing Science accredited with SANC. Current registration with SANC as a Professional Nurse (2023). A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as Professional Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Critical Care Unit after obtaining the 1-year post basic qualification in the Critical Care nursing specialty. Nursing Management will be an added advantage. Knowledge and understanding of nursing processes and other legal/ Ethical framework. Leadership, Communication, decision making, problem solving and Computer skills.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Ensure compliance to basic Principles of Nursing/ patient care by team including Infection prevention and control principles, etc. effectively manage the utilization and supervision of Human, Financial and material resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and self-development. Ensure effective communication via Health Information system programs. Knowledge and implementation of DOH Policies, Standard Operating procedures and Protocols. Ensure that Nursing Norms and Standards are maintained and upheld. Accurate collation and consolidation of statistics to ensure evidence based nursing practice. Manage and resolve Patient safety incident and complaints timeously.

ENQUIRIES : Ms. M.G. Makgoba Tel No: (011) 812 5162
APPLICATIONS : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 24 February 2023

POST 05/199 : **OPERATIONAL MANAGER NURSING PNB3 SPECIALTY ORTHOPAEDIC NURSING REF NO: PHOLO 2023/01/06 (X1 POST)**
Directorate: Nursing- Orthopaedic Ward

SALARY : R588 378 – R662 220 per annum, (all inclusive)
CENTRE : Pholosong Hospital
REQUIREMENTS : Diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse with midwifery. A post basic qualification, with a duration of at least 1 year in Orthopaedic Nursing Science accredited with SANC. Current registration with SANC as a Professional Nurse (2023). A minimum of 9 years appropriate/recognizable experience in nursing after

- registration with SANC as Professional Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Orthopaedic Department after obtaining the 1-year post basic qualification in the Orthopaedic Nursing Science specialty. Nursing Management will be an added advantage. Knowledge and understanding of nursing processes and other legal/ Ethical framework. Leadership, Communication, decision making, problem solving and Computer skills.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Ensure compliance to basic Principles of Nursing/ patient care by team including efficient Pre-Operative/ Post-Operative care, Infection prevention and control principles, etc. Manage effectively the utilization and supervision of Human, Financial and material resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and self- development. Ensure effective communication via Health Information system programs. Knowledge and implementation of DOH Policies, Standard Operating procedures and Protocols. Ensure that Nursing Norms and Standards are maintained and upheld. Accurate collation and consolidation of statistics to ensure evidence based nursing practice. Manage and resolve Patient safety incident and complaints timeously.
- ENQUIRIES** : Ms. M.G. Makgoba Tel No: (011) 812 5162
- APPLICATIONS** : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 24 February 2023
- POST 05/200** : **ASSISTANT MANAGER NURSING (PN-A7 REF NO: CHBAH 629 (X1 POST)**
Directorate: Nursing (Infection Control)
- SALARY** : R588 378 per annum, plus benefits
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Basic R425 qualification (i.e., Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. Registration with the South African Nursing Council (SANC). A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in general nursing. At least three (3) years of the period above must be experience as an Operational Manager /IPC Programme Coordinator. Post basic qualification in Health Services Management, Diploma/certificate in Infection Prevention & Control and Driver's licence will be added as an advantage. Competencies/Knowledge/Skills: Computer literacy, leadership, ward management/ward administration, planning, organizing, coordination, and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines. Preparedness to work in stressful conditions as the need arises. Demonstrate effective communication at all

- levels of service delivery. Demonstrate an in-depth understanding legislation and ethical practices relating to public service, public health, nursing and other multidisciplinary health professions acts.
- DUTIES** : Implement Infection prevention and control operational plan. Monitor and evaluate multidisciplinary team compliance to clinical standards and Ideal Hospital Standards. Identify health care associated infections, investigate the type of infection and infecting organism, conduct surveillance in hospital infections and participate in outbreak investigation. Participate in the training and education of personnel. Provide expert consultative advice regarding the health of staff and other appropriate hospital programme in matters relating to transmission of infections. Compile and analyse reports to improve quality care. Compile hospital weekly and monthly reports. Liaise with district health structures and with other facilities where appropriate. Manage performance of the IPC team. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
- ENQUIRIES** : Mr MB Mulaudzi Tel No: (011) 933 0134
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 24 February 2023
- POST 05/201** : **CHIEF OCCUPATIONAL THERAPIST REF NO: JUB 07/2023**
Directorate: Therapeutic and Medical Support Services
- SALARY** : R487 305 per annum
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Relevant degree in Occupational Therapy. A post graduate qualification diploma or degree in Occupational Therapy will be an added advantage. Registration with HPCSA as an independent practitioner and current registration. A minimum of three years' experience post community service. Proven experience in a clinical care setting will be an added advantage.

Experience with PMDS and supervision of occupational therapist/s and or midlevel workers. Proven student training experience. Knowledge of quality assurance procedures and methods. National Core Standards, Health, and Safety infection control principles. Computer literacy (Microsoft word, Microsoft Excel. PowerPoint etc. Good leadership, negotiation, problem solving, communication and interpersonal skills, strategic planning, and organizational skills. Must have a good understanding of public hospital operational system. Good written and communication skills.

DUTIES : The incumbent will be responsible for the management of all the Occupational Therapy service related to the care facility including treatment, recordkeeping, effective quality service delivery, human resource management of Occupational therapist Midlevel workers, financial and stock management, quality improvement projects, risk management, training and development of the OT staff. Your clinical duties will include the executing the Occupational Therapy process with your clinical case load in an MDT setting, allocating workload and leave management. Assist in the management of all resources of the Occupational Therapy department and implement sectional and provincial quality assurance measures in the department. Participate in the formulation and review of strategies in allocated area of work as required. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training to allocated Occupational Therapy students as required and contribute to research activities, deal with grievances and labour relations issues in terms of laid down policies.

ENQUIRIES : Mr Madavha MP Tel No: (012) 717 9382
APPLICATIONS : Documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

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, 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. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. 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.

CLOSING DATE : 24 February 2023 at 15:00

POST 05/202 : **CLINICAL PROGRAMME COORDINATOR REF NO: REFS/016127 (X1 POSTS)**

Directorate: Nursing

SALARY : R464 466 – R522 756 per annum, plus benefits
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. Registration with SANC. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

DUTIES : Render a nursing service within the scope of practice of every category of nurses by ensuring that all wards implement the Nursing care standards and procedures as set out at nursing colleges. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality nursing. Coordinate college matter with regards to student training and accommodation in the hospital, be a link for student training with feeder colleges and SANC ensure compliance with training requirement for all students and nursing staff (all categories) in the ward and all SOP and requirement for student training. Conduct training need analysis and implement all applicable strategies to empower staff training according to Training and Development Policy. Coordinate the orientation and induction program in the hospital. Supervise staff and Nurses residence. Have knowledge of Ideal Hospital Realization framework. Maintain a constructive working relationship with nursing and other stakeholders both internal and external. Utilize human material and physical

		resources efficiently and effectively. Adhere to provincial hospital and departmental policies, procedures, guidelines and regulations.
<u>ENQUIRIES</u>	:	MS. V. Ramalapa Tel No: (011) 923 2195
<u>APPLICATIONS</u>	:	Applications can be hand delivered to Human Resource Office, Tembisa Provincial Tertiary Hospital Applications may also be uploaded online at www.gautengonline.gov.za at http://professionaljobcentre.gpg.gov.za or use the email address: TembisaHR5.HRM@gauteng.gov.za .
<u>NOTE</u>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled, signed and completed in accordance with 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 an updated detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, 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. The recommended candidates may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. TPTH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	24 February 2023
<u>POST 05/203</u>	:	<u>CLINICAL PROGRAMME COORDINATOR: INFECTION PREVENTION CONTROL (IPC) GRADE 1 REF NO: IPC02/23</u> Directorate: Nursing
<u>SALARY</u>	:	R464 466 – R522 756 per annum, excluding benefits
<u>CENTRE</u>	:	WITS Oral Health Centre
<u>REQUIREMENTS</u>	:	Valid Grade 12 Certificate. Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma / degree in Nursing) or Equivalent qualification that allows registration with SANC as a Professional Nurse with SANC, a minimum of seven (7) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years' working experience in infection prevention control. Infection Control certificate with recognized institution will be an added advantage. Must be computer literate and have good communication and presentation skills. Knowledge in infection prevention control, waste management Regulations and Policies. Knowledge of Guidelines in application of clinical infection prevention control policies, current Health and public Legislations. Experience of working in an Oral health environment will be an added advantage.
<u>DUTIES</u>	:	Facilitate, coordinate and review National, Provincial and Regional legislation regarding infection control, waste management Policies and Protocols and monitoring thereof. Implement and maintain an effective Hospital Infection Surveillance System in alignment with infection prevention control policies. Monitor the utilization of finance, human and material resources. Promotion of awareness on outbreaks. Develop and monitor implementation on infection prevention control and waste management standards operating procedure (SOP's) for the institution. Conduct training, compile monthly, quarterly and annual Infection prevention control and waste management reports. Ensure that nosocomial infections are investigated and reported. Ensure compliance to Infection prevention control and waste management policies. Conduct periodic audits to ensure compliance to infection prevention control and waste management policies. Develop and monitor an ongoing hand washing hygiene

in the Hospital. Assist in quality improvement and OHS matters within the institution. Represent Infection prevention and control and waste management at all management and other stakeholder meetings as required. Participate in committees as delegated. Assist with induction of students on IPC and waste management in order to strengthen compliance with IPC standards within the institution. Assist in developing IPC systems and processes for sterilization department in the institution. Implement and monitor proper cleaning standards as per National IPC guidelines. Work in collaboration with environmental health to maintain proper standards within the institution.

- ENQUIRIES** : Ms T Mquqo Thabela.mquqo@wits.ac.za
- APPLICATIONS** : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Hospital Street, Area 254 (Yellow Block) Wits Dental Hospital Reception, Parktown. No Faxed/email applications will be accepted
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document and the highest required qualifications as well as and current proof of SANC where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 24 February 2023
- POST 05/204** : **RADIOTHERAPY RADIOGRAPHER REF NO: SBAH 0012/2023 (X3 POSTS)**
Directorate: Radiation Oncology
- SALARY** : Grade 1: R413 688 per annum, plus benefits
Grade 2: R487 305 per annum, plus benefits
Grade 3: R574 020 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : BSc Radiography: Diagnostic and Honours: Radiotherapy. Current registration with the HPCSA as a Radiotherapy Radiographer.
- DUTIES** : Delivery of radiation treatment including VMAT and stereotatic treatments. Set up patients using guided equipment (AlignRT). Participate in localization and treatment planning procedures. Apply excellent patient care by attending to patients physical and emotional needs. Provide required information to patients and their families. Perform administrative duties. Organize work flow in duty area. Grade 2-3 Discipline and conflict management of junior staff members. Clinical guidance and evaluations of students.
- ENQUIRIES** : Ms. P Pillay Tel No: 012 354 2309
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 24 February 2023
- POST 05/205** : **PROFESSIONAL NURSE SPECIALTY – ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: PHOLO 2023/01/07 (X3 POSTS)**
Directorate: Nursing- Obstetrics and Gynaecology
- SALARY** : R400 644 – R464 466 per annum, (all inclusive)

<u>CENTRE REQUIREMENTS</u>	:	Pholosong Hospital
	:	Basic Diploma/Degree that allows registration with South African Nursing Council (SANC as a Professional Nurse). One (01) year Post basic qualification Advanced Midwifery and Neonatal Nursing Science registered with SANC. A minimum of four (4) years appropriate/ recognizable nursing experience in nursing as a Professional nurse with the SANC in General nursing. Current year SANC registration (2023). Sound interpersonal and communication skills.
<u>DUTIES</u>	:	Provision of high quality, holistic and Specialized Antenatal, Intrapartum and Postnatal care including Neonatal care within set standards and within Professional/ legal framework. Implement Obstetric priority programs, EMTCT, MBFI, ESMOE, etc. Ensure safe Pre-Operative and Post-Operative Nursing practices to prevent Maternal Mortality including adherence to Principles of Infection Prevention and Control. Promotion of professionalism and adhere to Nursing professional Ethics. Maintain Professional and Ethical growth/ development through training and Research. Perform nursing administrative duties including Shift leading and relieving the Operational manager. Must be willing to work day and night shift.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M.G. Makgoba Tel No: (011) 812 5162
	:	Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	24 February 2023
<u>POST 05/206</u>	:	<u>PROFESSIONAL NURSE SPECIALTY - OPERATING THEATRE NURSING</u> <u>REF NO: PHOLO 2023/01/08 (X1 POST)</u> Directorate: Nursing- Theatre and CSSD
<u>SALARY</u>	:	R400 644 – R464 466 per annum, (all inclusive)
<u>CENTRE REQUIREMENTS</u>	:	Pholosong Hospital
	:	Basic Diploma/Degree that allows registration with South African Nursing Council (SANC as a Professional Nurse). One (01) year Post basic qualification Operating Theatre Nursing Science registered with SANC. A minimum of four (4) years appropriate/ recognizable nursing experience in nursing as a Professional nurse with the SANC in General nursing. Current year SANC registration (2023). Sound interpersonal and communication skills.
<u>DUTIES</u>	:	Provision of high quality, holistic and patient-centered Pre-Operative, Intra-Operative and Post-Operative Nursing care. Prepare Theatre Medical Equipment and consumables according to booked Operations. Ability to laisse with different units for Pre-Operative patient optimization including Pre-Operative visits as indicated and Post-Operative management and transfer. Adhere basic Principles of Infection Prevention and Control. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Ability to carry out Nursing administrative duties including shift leading and relieving the Operational manager including CSSD supervision. Maintain Professional and Ethical growth/ development through training and Research. Must be willing to work day and night shift.
<u>ENQUIRIES</u>	:	Ms. M.G. Makgoba Tel No: (011) 812 5162

- APPLICATIONS** : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 24 February 2023
- POST 05/207** : **PROFESSIONAL NURSE SPECIALTY- CRITICAL CARE NURSING REF NO: PHOLO 2023/01/09 (X1 POST)**
Directorate: Nursing- ICU and High Care
- SALARY CENTRE REQUIREMENTS** : R400 644 – R464 466 per annum, (all inclusive)
Pholosong Hospital
Basic Diploma/Degree that allows registration with South African Nursing Council (SANC as a Professional Nurse). One (01) year Post basic qualification Critical Care Nursing Science registered with SANC. A minimum of four (4) years appropriate/ recognizable nursing experience in nursing as a Professional nurse with the SANC in General nursing. Current year SANC registration (2023). Sound interpersonal and communication skills.
- DUTIES** : Provision of high quality, holistic and specialized Nursing care within set standards within Professional and legal framework in a highly specialized Critical Unit. Effective utilization of Human, financial and material resources including utilization of Critical care beds. Adhere basic Principles of Infection Prevention and Control. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Ability to carry out Nursing administrative duties including shift leading and relieving the Operational manager. Be flexible and be able to prioritize and respond to patient care needs. Maintain Professional and Ethical growth/ development through on-going training and Research. Must be willing to work day and night shift.
- ENQUIRIES APPLICATIONS** : Ms. M.G. Makgoba Tel No: (011) 812 5162
Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in

		accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	24 February 2023
<u>POST 05/208</u>	:	<u>PROFESSIONAL NURSE SPECIALTY – ADVANCED MIDWIFERY & NEONATAL NURSING SCIENCE/ NEONATAL ICU/ CHILD NURSING/ CRITICAL NURSING REF NO: PHOLO 2023/01/10 (X1 POST)</u> Directorate: Nursing- Neonatal Unit/ Neonatal ICU
<u>SALARY</u>	:	R400 644 – R464 466 per annum, (all inclusive)
<u>CENTRE</u>	:	Pholosong Hospital
<u>REQUIREMENTS</u>	:	Basic Diploma/Degree that allows registration with South African Nursing Council (SANC as a Professional Nurse). One (01) year Post basic qualification Advanced Midwifery and Neonatal Nursing Science/ Neonatal ICU Science/ Child Nursing Science/ Critical Nursing Science registered with SANC. A minimum of four (4) years appropriate/ recognizable nursing experience in nursing as a Professional nurse with the SANC in General nursing. NB: Preference will be given to candidates with Neonatal background/ experience. Current year SANC registration (2023). Sound interpersonal and communication skills.
<u>DUTIES</u>	:	Provision of high quality, holistic and specialized Neonatal care within set standards and within Professional/ legal framework. Implement priority programs, EMTCT, MBFI, etc. and adhere to Principles of Infection Prevention and Control. Effective utilization of human, financial and material resources including utilization of Critical care beds. Be flexible and be able to prioritize, respond and advocate for best Neonatal clinical outcomes. Maintain Professional and Ethical growth/ development through training and Research. Perform nursing administrative duties including Shift leading and relieving the Operational manager. Must be willing to work day and night shift.
<u>ENQUIRIES</u>	:	Ms. M.G. Makgoba Tel No: (011) 812 5162
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	24 February 2023
<u>POST 05/209</u>	:	<u>PROFESSIONAL NURSE SPECIALTY- TRAUMA NURSING REF NO: PHOLO 2023/01/11 (X2 POSTS)</u> Directorate: Nursing- Accident and Emergency
<u>SALARY</u>	:	R400 644 – R464 466 per annum, (all inclusive)
<u>CENTRE</u>	:	Pholosong Hospital
<u>REQUIREMENTS</u>	:	Basic Diploma/Degree that allows registration with South African Nursing Council (SANC as a Professional Nurse). One (01) year Post basic qualification Trauma Nursing Science registered with SANC. A minimum of four (4) years appropriate/ recognizable nursing experience in nursing as a Professional nurse with the SANC in General nursing. Current year SANC registration (2023). Sound interpersonal and communication skills.

- DUTIES** : Provision of high quality, holistic and specialized Nursing care within set standards within Professional and legal framework in a highly specialized Accident and Emergency Unit. Be flexible, able to handle high patient flow pressure, be able to prioritize and respond to patient care needs in an emergency. Effective utilization of Human, financial and material resources. Adhere basic Principles of Infection Prevention and Control. Ability to carry out Nursing administrative duties including shift leading and relieving the Operational manager. Maintain Professional and Ethical growth/ development through on-going training and Research. Must be willing to work day and night shift.
- ENQUIRIES** : Ms. M.G. Makgoba Tel No: (011) 812 5162
- APPLICATIONS** : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 24 February 2023
- POST 05/210** : **PROFESSIONAL NURSE GRADE 1 – (SPECIALTY NURSING) (PN-B1) REF NO: CHBAH 630 (X3 POSTS)**
Directorate: Nursing Services (Ophthalmology Department)
- SALARY** : R400 644 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Basic R425 qualification (i.e., Diploma or Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the South African Nursing Council as a Professional Nurse. A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science – Ophthalmology Nursing. Competencies/Knowledge/Skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
- DUTIES** : Provide optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Act as shift leader in the unit (where necessary). Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Mr. N.B. Mulaudzi Tel No: (011) 933 0134
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main

Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed applications will be considered.

NOTE

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

CLOSING DATE

: 24 February 2023

POST 05/211

: **PROFESSIONAL NURSE GRADE 1 – (SPECIALTY NURSING) (PN-B1) REF NO: CHBAH 631 (X3 POSTS)**
Directorate: Nursing Services (Ophthalmology Department)

SALARY

: R400 644 per annum, (all-inclusive package)

CENTRE

: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: Basic R425 qualification (i.e., Diploma or Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the South African Nursing Council as a Professional Nurse. A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science – Ophthalmology Nursing. Competencies/Knowledge/Skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

DUTIES

: Provide optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Act as shift leader in the unit (where necessary). Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework. Comply with the Performance

		Management and Development System (contracting, quarterly reviews and final assessment)
<u>ENQUIRIES</u>	:	Mr. N.B. Mulaudzi Tel No: (011) 933 0134
<u>APPLICATIONS</u>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae 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, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	24 February 2023
<u>POST 05/212</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: JUB 04/2023</u> Directorate: Hospital Management
<u>SALARY</u>	:	R393 711 – R475 596 per annum, (plus benefits)
<u>CENTRE</u>	:	Jubilee District Hospital
<u>REQUIREMENTS</u>	:	An appropriate degree or diploma in Human Resources/Public management or equivalent qualification with a minimum of Five (5) Years' experience in Human Resource Management in the Public Service, of which three years must be in a supervisory level. Proven supervisory experience. Knowledge and understanding of Public Service legislative framework. Extensive knowledge and experience of the PERSAL system and Human Resource Administration processes. Computer literate (MS Word, MS Excel, and Power Point. Knowledge of the Public Service Act, Public Finance Management Act, Labour Relations Act, Skills Development Act, and other Legislative Prescripts that govern Human Resource Management. Good written and advanced communication skills. Must have leadership, planning, organizing and problem solving and conflict management skills. Must be able to manage and lead a team. Ability to multitask and prioritize. Ability to work in a high volume and highly pressurized environment.
<u>DUTIES</u>	:	Lead and manage the Human Resource teams. Manage HR budget. Implement and interpret policies, directives and guidelines. Implement and maintain sound quality management systems, including applicable legislations,

policies, good practice, and standards. Manage Recruitment & Selection processes. Provide training, guidance and support to HR staff and line managers. Approve and qualify all mandates and transactions related to appointments, transfers, terminations, salary administration and management of condition of service etc. Manage ODS appointments, grade progression for OSD and non-OSD. Ensure that PERSAL related transactions and mandates forwarded Gauteng Department of Finance (GDF) are captured correctly. Manage staff establishment and post filling. Draw up a post-filling plan. Implement policy and procedures on Incapacity leave and Ill-Health Retirement (PILLIR). Provide strategic and operational support to staff and line managers. Manage the Performance Management and Development System (PMDS) and the implementation thereof. Manage Labour Relations unit and Training unit. Compile and submit reports or any other HR related submissions. Manage audit queries. Manage and implement RWOPS/ORW, Declaration of Financial Disclosure /e-Disclosures. Monitor overtime and capturing of the authorization for overtime. Manage leave and work attendance by staff. Ensure that leaves are correctly captured on PERSAL. Collect specimen signatures. Implement effective Human Resources and general administrative management within the unit. Serve on EXCO and all relevant statutory committees as required. Develop and implement relevant strategic and Operational Plans with monitoring and evaluations to achieve Hospital Objectives. Prepare and submit consolidated monthly, quarterly and annual reports to the manager HRM. Maintain ethical and professional conduct.

- ENQUIRIES** : Ms DV Mthethwa Tel No: 012 717 9301
- APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department, Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- 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, 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. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. 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. Those who applied before are requested to re-apply.
- CLOSING DATE** : 24 February 2023 a: 15:00
- POST 05/213** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: JOB 05/2023**
Directorate: Supply Chain Management
Re-Advert
- SALARY** : R393 711 – R475 596.per annum, (plus benefits)
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : The Applicant should be in possession of Grade 12 and appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Supply Chain Management, Public Management, Public Administration, Logistic Management or with five (5) years relevant experience of which three (3) years should be on salary level 7/8 in all the elements of Supply Chain Management. The applicant should have in-depth knowledge of government and departmental policies, prescribed Rules and Regulations that governs SCM. S/he must have knowledge of financial policies as guided by Public Finance Management Act and Treasury Regulations supply chain management Framework and a clear understanding of processes and procedures involved in the daily running of the different elements of supply chain management. S/he must have good interpersonal relationship, leadership, and communication skills. Must be able to read and write reports regarding progressive performance of the units. The Applicant must have knowledge of financial matters, human resource issues, quality management as well as risk management. The incumbent must be able to plan and organize. Must be innovative and able to work under pressure. Must possess negotiation skills and be able to analyze and interpret policies. Ability to work independently without close supervision and to multitask. The incumbent should be self-

- driven, creative, flexible, and highly motivated. Excellent co-ordination skills. Willingness to work irregular hours and to travel when required. Proven report writing and presentation skills. Proven computer literacy. Knowledge of SAP-SRM and reconciliation of Procurement system with payment system (BAS).
- DUTIES** : The successful candidate will be reporting to the office of the CEO and will be responsible for the management of the following elements of Supply Chain Demand Management – Ensuring availability of Demand plan as well as Procurement plan. Processing of RLS01 and VA2 requests of the whole Institution. Researching of market related prices for buy-out items. Acquisition Management – Sourcing of Quotation Adjudication Committee for approval. Logistics management – Creation of shopping cards. Expediting of creation of purchase orders from HPC. Ensuring availability of stock all the time. Ensuring prompt and accurate posting of transactions of the ledger cards. Deliveries of stock to end users are timeously executed. GRV's are captured within the specified time by department. Management of 0 – 9 files. Management of commitments. Clearing of web cycles. Asset Management – Ensuring that state property is taken care of. Maintenance of assets registers. Barcoding of Assets. Verification of Assets. Disposal Management – Ensuring that goods are disposed in a manner that is prescribed by the departmental regulations. Compile relevant reports relating to bids, RFQ's, contracts and operating leases as per departmental standards. Others – Human Resource Management, provide general office support, attend to Auditor general findings and recommendations and queries raise by end users.
- ENQUIRIES** : Ms D.V Mthethwa Tel No: 012 717 9301
- APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- 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, 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. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. 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. Those who applied before are requested to re-apply. 24 February 2023 at 15:00
- CLOSING DATE** :
- POST 05/214** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: JUB 06/2023**
Directorate: Finance Department
Re-Advert
- SALARY** : R393 711 – R475 596 per annum, (plus benefits)
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : The Applicant must be in possession of Grade 12 with three-year National Diploma (NQF Level 6) or bachelor's degree (NQF Level 7) in Accounting/Financial Management/Management Accounting. Five (5) Years' experience in Financial Management in the Public Service, of which three years must be in a supervisory level. The Applicant should have Knowledge of the Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act, DORA, and Administrative Procedure Manual. Knowledge on Departmental Transversal Systems, Basic Accounting Systems (BAS), Personnel and Salary Administration (PERSAL), SAP and SRM systems, PAAB and HIS systems. Knowledge of Budget procedures, Financial Planning and analysis. Understand Human Resource Practices. Financial Management Skills, Problem solving and decision Management's skills. Good communication skills, strategic leadership capability, Presentation skills and report writing skills. Training and development skills and be computer literate.
- DUTIES** : Provide effective management and control of all finances of the Hospital and ensure that appropriate financial regulations and procedures are in place. Manage expenditure and revenue collection daily. Ensure implementation of internal controls and safekeeping of all the financial records. Ensure compliance to policies and prescripts. Compile monthly, quarterly and annual

expenditure reports. Develop, implement and monitor measures designed to optimize revenue collection from patients. Manage the implementation of service level agreements. Manage payments of suppliers within 30 days. Financial management control and compliance with delegation regularly. Oversee general financial management including inputs into policy formulation on an ongoing basis. Develop and maintain policies and processes. Monitor revenue collected, and expenditure incurred and submit reports and plans as required. Provide advice and guidance to role players on revenue and expenditure procedures. Manage the provision of salaries and payroll. Monitor budget and setting targets. Ensure Budget shifts are captured on BAS. Forecast, set targets and monitor budget quarterly. Monitor and advise on efficient allocation of budget for the entity. Identify areas of over/under expenditure and misallocation. Facilitate and manage shifting of funds and pass journals. Render financial business support and risk management, audit action plan progress reports. Ensure that cashier, banking and debt management, monitoring and reporting services are rendered. Provide financial administration and accounting services (Ledgers, journals, accounting and reporting (interim and annual financial statements). Prepare and consolidate Medium- term Expenditure Framework (MTEF) and Adjustment Budget Estimates within the programmes. Ensure alignment of demand plan management, procurement plan to the Budget. Ensure that the procurements of goods and services are in line with the procurement and demand plan.

- ENQUIRIES** : Ms DV Mthethwa Tel No: (012) 717 9301
- APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- 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, 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. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. 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. Those who applied before are requested to re-apply. 24 February 2023 at 15:00
- CLOSING DATE** :
- POST 05/215** : **ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN REF NO: ASDFIN/01**
Directorate: Finance
- SALARY** : R393 711 per annum (Level 09), excluding benefits
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : A tertiary qualification (NQF level 6/7) in Financial Management/Accounting/Supply Chain Management/Logistics and other related fields. Three to five (3-5) years relevant experience in Financial Management and Supply Chain Management. Knowledge and experience in budget, expenditure, procurement, assets and revenue. Good understanding of Financial management and Supply Chain Policies & Procedures such as PFMA, Treasury regulations, PPPFA, SCM procedures and delegations of authority including transversal systems. Must have certificate in Good understanding of conditional grants. Good communication and report writing skills, Presentation and interpersonal skills. Computer literate with extensive knowledge of excel Spreadsheet. Able to work under pressure.
- DUTIES** : The incumbent will manage Finance and Supply Chain Management including Assets management. Co-ordinate and compile the Institutional budget and ensure compliance with prescripts. Compile statutory reports and ensure timeous submission of monthly, quarterly and annual reports including MTEF reports such as budget, expenditure, revenue and supply chain. Monitor expenditure trends against budget and conditional grants. Coordinate the compilation of the institutional demand management and procurement plan. Verify payment processes in the institution. Ensure proper controls and systems are in place to manage the workflow in the division and attend to audit queries. Manage and supervise staff. Ensure timeous collection of revenue.

- ENQUIRIES** : Ms MS Raphalo Synthia.raphalo@wits.ac.za
- APPLICATIONS** : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 255 Block 2 (Yellow Block), Parktown. No faxed applications will be accepted.
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document and the highest required qualifications, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 24 February 2023
- POST 05/216** : **ASSISTANT DIRECTOR: PATIENT AFFAIRS REF NO: PHOLO 2023/01/12 (X1 POST)**
Directorate: Patient Affairs
- SALARY** : R393 711 – R463 764 per annum, (all inclusive)
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : National Diploma/Degree (NQF level 6/7) in Public Management/Administration/Business Administration or any relevant equivalent qualification (NQF level 6/7) with 5 - 10 years proven experience in Patient Administration.5 years 'experience should be at level of Senior Admin Officer level 7\8 in Hospital Patient Administration environment. Experience in managing people and projects with the ability to plan strategically. Computer literacy: Microsoft Office applications i.e. Word, Excel, Power Point and Outlook. Knowledge, skills and training. Competencies Required good knowledge and understanding of the policies and procedures governing patients 'administration in the public sector. Understanding of current Patient Affairs/Administration with specific reference to both Outpatients and Inpatient Management. Ability to make progressive decisions and work under pressure. Ability to exercise good judgement and discretion in applying and interpreting departmental policies and procedure and develop unit Standards operating procedures. Proactive approach to problem solving and ability to prioritize issues and other work related matters and to comply with timeframes. Ability to translate strategic objectives into practical planning framework. Must have high level of reliability and ethics, commitment to work beyond the call of duty, Relate well to a diversity and range of stakeholders.
- DUTIES** : Manage the following areas to ensure efficiency and cost effectiveness: Patient Administration, Ward Clerks, Patients Medical Records, Mortuary Services, Porter. Ensure that patient registrations are carried out correctly and accurately. Implementation of integrated Lean management philosophy into the hospital's mandate, guidelines or policies. Ensure efficient and effective booking system throughout the clinical business unit. Continuously provide report related to patient Administration. Develop patient Administration standard operating procedures and ensure that they are implemented effectively. Ensure compliance with all statutory regulations and policies. Assist in ensuring that the hospital has appropriate and effective monitoring systems in place to guarantee value for money and high-quality service. Monitor staff appraisal (PMDS).Train, develop and monitor staff to improve service delivery. Co-ordinate the drawing of strategic plans, business plans, and operational plans in patient administration. Ensure that controls are in place to prevent abuse of state properties. Maintain effective and efficient utilization of all allocated resources. Ensure that patients are registered and their files are retrieved timeously and so that they proceed to their clinics. Regularly conduct internal audit in patient Administration, Medical Records and Mortuary. Ensure effective and efficient cash management of all state monies collected. Contribute as a member of a multi-disciplinary management team towards the effective management of the hospital. Management of the hospital. Management of budget allocated to sub-programmers.

- ENQUIRIES APPLICATIONS** : Mr J.M. Segabutla Tel No: (011) 812 5170/5163
 : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 24 February 2023
- POST 05/217** : **MIDDLE MANAGER: COMMUNICATION REF NO: PHOLO 2023/01/13 (X1 POST)**
 Directorate: Communication
- SALARY CENTRE REQUIREMENTS** : R393 711 – R463 764 per annum, (all inclusive)
 : Pholosong Hospital
 : Grade 12 and, an appropriate recognized three (3) year National Diploma/Degree (NQF Level 6/7) in a Communications/ Marketing/Public Relations or related field. 5 year's relevant health experience within the media and communication environment of which 3 years should be at supervisory Level 7/8. Drivers' license will be an added advantage. Good understanding of relevant legislations and prescripts including systems and procedures of the Public Service. Excellent working knowledge of writing, sub-editing and understanding of the media environment in Gauteng and South Africa. Research, scripting, content management, editing, proof reading and project management skills. Computer proficiency (Microsoft Office Suite). Excellent communication (verbal and written), presenting and reporting skills. Must have good interpersonal relations. Must be able to work under pressure and put up extra hours where necessary. Knowledge Skills: Departmental Policies and procedures. Public Finance Management Act. Basic knowledge of all legislations, Project management, Batho Pele. Planning and Organising, Problem solving, listening, observations and event management.
- DUTIES** : Provide an efficient and effective communication support service to the institution. Implement Public Relation/communication strategies in line with the strategic objective of the Department's communication strategy. Manage marketing and branding of the institution. Support Programme Coordinators to facilitate Public Relations functions in the institution. Co-lead all internal and external communication initiatives of the institution. Market and liaise with the media. Co-ordinate production of departmental publications. Market and co-ordinate hospital's events. Draft briefing notes for press briefings. Draft press statement, media invitations and media responses. Maintain the media database on a regular basis. Provide monthly reports. Maintain the media database on a regular basis. Maintain institution's newsletter and electronic website. Write regular opinion pieces for the department and promote departmental programs in the media. Supervise, develop and manage employee's performance in accordance with the Employee Performance Management and Development System. Be a secretary and liaison between the Hospital Board and participate in a various committee Internal and external.
- ENQUIRIES APPLICATIONS** : Dr N. Makgana Tel No: (011) 812 5163
 : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067

- Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 24 February 2023
- POST 05/218** : **PHYSIOTHERAPIST GRADE 1 REF NO: HEID/PHSIO/01/2023 (X1 POST)**
Directorate: Clinical Support and Therapeutic Services
- SALARY** : R378 318 per annum, (inclusive package), plus benefits
CENTRE : Heidelberg Hospital
REQUIREMENTS : Degree in Physiotherapy i.e: a 4 year degree .Currently registered with the HPCSA as an independent Practice Physiotherapist. A minimum of 1 year community service completed. Sound knowledge of clinical theory, practice and ethics relating to the delivery of Physiotherapy services within a hospital setting. Knowledge of current health and public service legislation, regulations and policies. Computer literacy. Personal Attributes Good communication skills (verbal and written), computer skills and good interpersonal skills, Ability to work in a multi-disciplinary team and in a changing environment and under pressure.
- DUTIES** : To provide optimal evidence-based Physiotherapy treatment to patients. To perform and complete administrative functions including data compilation and monthly report submission. Participate in the mentoring and training of community service therapists and students. Participate in the departmental policy on training and professional development. To ensure departmental standards are met and effective patient service delivery in line with National Standards.
- ENQUIRIES** : Mr N Sithole Tel No. 016 341 1100
APPLICATIONS : 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** : 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). Accompanied by a comprehensive C.V, 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 results 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. Note: The institution reserves the right not to fill the post.
- CLOSING DATE** : 24 February 2023

- POST 05/219** : **LABOUR RELATION OFFICER REF NO: HRHEID/LRO/2022**
Directorate: Nursing
- SALARY** : R269 214 - R317 127 per annum (Level 07), (plus benefits)
CENTRE : Heidelberg Hospital
REQUIREMENTS : A Diploma or Degree in Human Resource Management Or Labour Law and a minimum of 3 years' experience in Labour Relations. A minimum of Grade 12 Certificate with 5 years' experience in the Labour Relations. PERSAL certificates will be an added advantage. Computer Literacy. Computer literacy (Microsoft office suite, certificate should be attached). Excellent report writing skills. Complex problem-solving skills. Negotiation, facilitation and organizing skills. Experience in the investigation of misconduct cases and the handling of grievances. Knowledge of relevant Labour Legislations. A valid Driver's license.
- DUTIES** : Investigate grievances and write reports, Investigate misconduct and handle abscondments. Arrange grievance hearings and disciplinary hearings. Represent the hospital in grievance hearings and disciplinary hearings. Provide training to employees. Provide weekly, monthly, quarterly and annual statistics and reports. Render secretarial support. Develop a year plan for Bi and Multilateral meetings. Strike management. Facilitate mandates for conciliations and arbitrations. Prepare bundles and arrange witnesses. Develop Labour Relations policies in consultation with Central Office. Give advice to management, employees and unions on a daily basis. Appoint Presiding Officers and Investigating Officers. Forward appeals to the Appeals committee. Compliance to timeline and policies.
- ENQUIRIES** : Mr TA Maclare Tel No: (016)341 1100
APPLICATIONS : 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** : 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). Accompanied by a comprehensive C.V, 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, Coloreds 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. Notes: The institution reserves the right not to fill the post.
- CLOSING DATE** : 24 February 2023
- POST 05/220** : **HUMAN RESOURCE OFFICER TRAINING REF NO: PHOLO 2023/01/14**
Directorate Human Resource
- SALARY** : R269 214 – R463 764 per annum, (all inclusive)
CENTRE : Pholosong Hospital
REQUIREMENTS : Grade 12 with 5 years' experience in HRD or National Diploma/Degree in Human Resource/ Public Administration/ relevant degree/Diploma with 3 years' experience in HRD. Computer Literacy. Competencies Skills: problem solving organizing, strategic planning computer utilization, change/diversity management, team building, conflict resolution, presentation, and facilitation. Communication verbal and written.
- DUTIES** : Monitor the co-ordination of training and development interventions, coordinate the identification of training and developmental needs, co-ordinate and oversee the development of and monitor the implementation of workplace skills plan for the hospital, ensure co-ordination of training and development programmes (including learner ships), manage co-ordination hospital EEC & Training Committee and Moderating Committee, Be part of Provincial EEC , Be part of Provincial EEC co-ordinate and Implement Onboarding programme and In-service trainings on HR policies for all personnel in the district. Ensure

		compliance to PRAAD policy. Coordinate PMDS for the district. Perform any other delegated duties.
<u>ENQUIRIES</u>	:	Ms. M.J. Mokoena Tel No: (011) 812 5179
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	24 February 2023
<u>POST 05/221</u>	:	<u>ADMINISTRATION OFFICER: MEDICAL RECORDS MANAGEMENT REF NO: PHOLO 2023/01/15</u> Directorate Patient Affairs
<u>SALARY</u>	:	R269 214 – R463 764 per annum, (all inclusive)
<u>CENTRE</u>	:	Pholosong Hospital
<u>REQUIREMENTS</u>	:	Grade 12-certificate or equivalent qualification. Three (3) to five (5) years Public Sector experience in Document and Records /Archives Management. Higher/National/Advanced Certificate in Archives and Records Managements or related qualification will be an added advantage. Excellent verbal and written communication skills. Good interpersonal relation skills and ability to work under pressure and meet deadlines. Computer certificate (Proof must be attached), typing skills, organizational/administrative skills. Knowledge of Promotion of Administrative Justice Act, Promotion of Access to Information Act, Popia Act and all applicable governmental prescripts and legislations. Ability to maintain good record keeping (electronic and manual).
<u>DUTIES</u>	:	Ensure efficient and effective booking system throughout the clinical business. Assist with administration and implementation of PAIA in the department. Manage both PAIA Office and Medical Records staff. Monitor all PAIA request and adhere to PAIA SOP. Facilitate awareness sessions for PAIA/PAJA/POPIA/MISS and National Archives Act in the hospital. Supervise staff and monitor their performance. Develop a monthly section 32 report. Manage and maintain confidentiality of documents efficiently and effectively. File documents in a way, which is orderly and enables easy access to information. Supervise the processing and process for archiving and Disposal of medical records. Compile monthly statistics and any other administration duties as delegated from time to time by authorized personnel.
<u>ENQUIRIES</u>	:	Mr. J.M. Segabutla Tel No: (011) 812 5170
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. If you have not been contacted within three (3) months after the closing date, please accept that your application was

unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 24 February 2023
- POST 05/222** : **STAFF NURSE GRADE 1 REF NO: CHBAH 633 (X36 POSTS)**
Directorate: Nursing
- SALARY CENTRE** : R179 172 per annum, plus benefits
Chris Hani Baragwanath Academic Hospital (CHBAH):
Medicine & Psychiatry (X10 Posts)
Surgical & Ophthalmology (X10 Posts)
Clinical Support (X6 Posts)
Obstetrics Gynae (X5 Posts)
Paediatrics (X5 Posts)
- REQUIREMENTS** : Appropriate qualification that allows registration with SANC as a Staff Nurse. Registration with SANC as a Staff Nurse Competencies/knowledge/skills: Demonstrate knowledge and understanding of relevant legal and ethical framework i.e., Acts, policies, SOP's, guidelines, and protocols governing the public service and Nursing Practise. Demonstrate basic knowledge of Ideal Hospital Realization and maintenance. Effective utilization of resources, maintenance of proper and accurate record keeping. Demonstrate basic communication with patients, supervisors, and colleagues. Willing to rotate through department and work night duty. Maintain professional growth/ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.
- DUTIES** : Provide basic clinical nursing care in accordance with the scope of practice and nursing standards. Implementation and development of basic patient care plans to provide quality patient care. Prepare patients for diagnostic and surgical procedures. Utilize resources economically, effectively, and efficiently.
- ENQUIRIES APPLICATIONS** : Mr MB Mulaudzi Tel No: (011) 933 0134
Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record

checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 24 February 2023
- POST 05/223** : **FOOD SERVICE AIDS REF NO: STDH/20220015 (X5 POSTS)**
Directorate: Support services
- SALARY** : R107 196 – R126 270 per annum, plus benefits
- CENTRE** : Sizwe Tropical Disease Hospital
- REQUIREMENTS** : Abet level 4/ Grade 10. Cleaning experience will be an added advantage. Knowledge of cleaning procedures, colour coding and bucket system as well as the use of cleaning equipment. Ability to read and write. Be reliable and punctual. Must be prepared to work shifts, weekend and Public holidays. Work as a team and rotate to various sections.
- DUTIES** : Provision of cleaning services in the hospital, rendering comprehensive cleaning services which includes cleaning offices, wards corridors, and boardrooms by means of: sweeping, scrubbing, mopping floors, dusting and waxing office furniture. Vacuuming and shampooing floors, dusting and cleaning of bins daily, collecting and removing waste papers. Clean kitchen basins and restrooms, refill hand soap liquid soap, replace toilet papers and hand towels. Report any broken cleaning material and machinery.
- ENQUIRIES** : Ms RE Mabaso Tel No: (011) 531 – 4311
- APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
- NOTE** : The application must include only fully completed and signed new 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 candidates to HR on or before the day of interview. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 24 February 2023

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

- APPLICATIONS** : **Central corridor address:** Applications to be submitted at 115 Main Street, Mathomo Mall, Johannesburg.
East Corridor: Applications to be submitted at Faranani Multi Purpose, Modjadji Street, Tsakane and Ferrari Street, Opposite Police Station, Edenpark.
Head of Office (Johannesburg): 35 Surrey House, Cnr Rissik & Fox Street, Johannesburg Central,
North Corridor: 111 Swaan Street, East Lynne, Pretoria.
South Corridor: CCMA Buliding, Cnr Kruger Avenue & Edward Street, Vereeniging.
West Corridor: Cnr Braam & Rietief Street, Toekomsrus Stadium, Toekomsrus.15048 Conner Uthlanong & Kagiso Drive (Provincial Archives)
- FOR ATTENTION** : HR: Recruitment and Selection
- CLOSING DATE** : 28 February 2023
- NOTE** : Applicants can apply manually using new Z83 form accompanied by a detailed CV. Certified copies of qualifications and other supporting documents will be required from shortlisted candidates. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be

applicable, however from 01st January 2021, a new application form which can be downloaded at www.dpsa.gov.za-vacancies. From 01 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. The Department reserves the right to withdraw posts if by doing so, the interests of the Department will be best served. Enquiries: Mr. Ouwen Gaveni Tel No: (011) 355 –2861, Mr. Nkhumeleni Magadze Tel No: (011) 355 – 2677, Ms. Vivien Khanye Tel No: (011) 355 - 2606

MANAGEMENT ECHELON

- POST 05/224** : **CHIEF FINANCIAL OFFICER REFS/ SACR/2023/02**
Directorate: Office of the Chief Financial Officer
- SALARY CENTRE REQUIREMENTS** : R1 308 051 per annum, (all-inclusive package)
: Johannesburg (Head office)
: The successful candidate should have a grade 12 plus Bachelor's degree (NQF 7) in commerce/Finance. A minimum of 6 years' experience on the level of a Senior Management in a financial environment. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty, Extensive knowledge of the financial and related prescripts of the Public Service, costing methodologies and performance measurement. Sound knowledge of accounting procedures and requirements. Ability to develop, interpret and implement accounting policies and regulations. Working knowledge of GRAP, BAS, PFMA and MTEF. Proven strategic leadership and business partnering skills, problem solving, decision making, communication and analytical skills. Knowledge of the Department's constitutional mandate and its relationship with National and other stakeholders. Sound interpersonal relations. Computer literacy. A valid driver's license is essential.
- DUTIES** : Provide Strategic leadership, information and advice to the Accounting Officer in relation to financial matters. Prepare and provide financial report and Annual Financial statements required in terms of Public service statutory framework. Support the Accounting Officer and the senior managers in the execution of their functions in terms of the PFMA and other related legislations. Assist the Accounting Officer on finance related matters, including all processes in the budget cycle of the Department, costing of the Departmental business plans, monitoring and evaluation of expenditure and leading performance audits on all budget objectives. Provide financial information and expenditure reports to management. Develop and implement financial management strategies to ensure the long term sustainability of the Department. Represent the Department in all matters relating to financial management and budget administration in the Department. Compile all necessary responses pertaining to the Audit General and other queries on financial matters. Ensure effective and efficient supply chain management in line with the Treasury Regulations. Ensure effective and efficient asset and inventory management in line with PFMA. Establish and maintain effective and transparent systems of financial management, risk management, internal control, budgeting administration, asset management, and supply chain management. Ensure compliance with the legislative framework of the Government. Carry out any other responsibilities and duties as determined by the Accounting Officer.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/225** : **DIRECTOR: SECURITY AND FACILITY MANAGEMENT REF NO: REFS/ SACR/2023/03**
Directorate: Security and Facility Management
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum, (all inclusive-package)
: Johannesburg (Head office)
: The successful candidate should have a matric certificate plus a Degree (NQF Level 7) in Office Administration/Facility Management, Public/Business Administration or Property Management or Records Management. Safety and security management training. Minimum of at least 5-7 years' experience in Safety and Security, Records and Facilities Management of which 5 years and upwards must have been at middle management level. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty.

Skills; Organizing. Report writing. Ability to operate computer. Interpersonal relationship. Problem solving. Project management. Budgeting. Analytical thinking. Conflict resolution. Verbal and written communication. Presentation and training. Supervision. Planning. Knowledge: Public finance management act. Public Service Regulations. Conducting of threat and risk assessment. Conducting of Security audit. National Information Security Policy. Understanding of norms and standards for Office Accommodation. Minimum Information Security Standards (MISS). Implementation of Control of Access to Public Premises and vehicle Act. Departmental Security Policy and Operational Procedures. Implementation Health and Safety Policy.

DUTIES : Ensure the effective and efficient operation of the unit. Manage the total security function (physical, Personnel, Document and Communication). Develop and implement security policy in line with government security requirements. Identify risk and threats to the security of the Department. Assess and improve the effectiveness of security measures and procedures. Represent the Department in all matters relating to financial management and budget administration in the Department. Compile all necessary responses pertaining to the Auditor General and other queries on financial matters. Manage and utilize resources allocated to the Department according to PFMA. Manage the development and implementation of policies of the unit. Development and implementation of security system. Develop and implement contract for outsourced services. Develop and implement plans for facility management. Develop and implement office accommodation model in terms of norms and standards. Ensure proper record management of the department by implementing the policy, procedure and file plan in accordance with national archives act. Develop and maintain a healthy working relationship with stakeholders of other institutions both internal and external including other security and intelligence capabilities such as NIA, SAPS etc. Administer all vetting or screening of officials and companies. Participate in the development and implementation of the Departmental Business Continuity Plan. Ensure the development and implementation of Registry and Records Management Policies and Standards, File Plan implementation. Develop and implement a Departmental sustainable space provision plan, total Facilities Management Plan/ Strategy that involves but not limited to, sourcing model, procuring and delivery services and management performance. Create enabling environment for core to implement programme this include but not limited to the provision of office space at Corridors and Regional level.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/226 : **DIRECTOR: NORTH CORRIDOR REF NO: REFS/ SACR/2023/04**
Directorate: North Corridor

SALARY : R1 105 383 per annum, (all inclusive-package)
CENTRE : Pretoria

REQUIREMENTS : The successful candidate should have matric certificate plus an undergraduate qualification in Public Management / BA Degree / B. Comm / Degree in Business Management (NQF level 7) as recognized by SAQA. Minimum of 5 years of experience at middle / senior management level in operations management environment, coordination and facilitation, implementation and monitoring of programmes at community level, as well as stakeholder management and communication. A valid driver's Licence. Knowledge: Detailed understanding of operations management, Social Cohesion and Nation Building and Inter-Governmental Relations. Knowledge of wide range of work procedures and or processes such as Public Sector operations, Strategy Partnerships, IDP processes, Service Delivery Models, Drafting of service level agreements (SLA), Memorandum of understanding (MOU). Skills: Decision making. Leadership. Negotiations. Financial management. Planning and organizing. People management. Problem and conflict management. Stakeholder management. Verbal and written communication. Report writing. Relationship management. People management. Project management. Financial management. Report writing. Planning. Monitoring.

DUTIES : Management of Intergovernmental and stakeholders relations. Manage the development, review and implementation of policies and monitor compliance thereof. Manage the provision of administrative support services to the corridor. Manage mainstreaming and implementation of social cohesion. Manage facilitate the sponsorship of corridor programmes. Ensure and monitor the implementation of Sport, Arts, Culture and Heritage programmes.

- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/227** : **DIRECTOR: TRANSFORMATION PROGRAMMES REF NO: REFS/ SACR/2023/05**
Directorate: Transformation Programmes
- SALARY** : R1 105 383 per annum, (all inclusive-package)
CENTRE : Johannesburg (Head office)
REQUIREMENTS : The successful candidate should have a matric certificate plus a Bachelor's Degree in General Management/ Public Management/ Human Resource Management (NQF level 7), or equivalent qualification recognized by SAQA with a 5-10 years of experience in the environment of which at least 3 years should be in middle management/ Deputy Director. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty. A valid driver's license. Skills: Decision making. Management of projects. Technical Analytic skills. Negotiation. Financial Management. Strategic and Operational. Planning and Organizing. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer Literacy. Report writing. Relationship management. Knowledge of: Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Knowledge of Basic Conditions Employment Act, Community Development, Project Management principles, Legislations and prescripts.
- DUTIES** : Develop transformational policies, programmes and strategies and monitor the implementation thereof. Manage, coordinate, advise on and support the implementation of transformation programmes and activities. Identify transformation programmes and empowerment interventions. Advise internal units on the integration of transformation programmes within the Department and branch operational plans. Establish forums and engage stakeholders on the promotion and implementation of programmes and projects. Advice on translating government targets into department specific targets. Conduct impact assessments and report thereon.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

OTHER POSTS

- POST 05/228** : **CHIEF ENGINEER: MECHANICAL REF NO: REFS/ SACR/2023/06**
Directorate: Infrastructure Development
- SALARY** : R1 090 224 – R2 068 053 per annum, (all inclusive-package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.
- CENTRE** : Johannesburg (Head office)
REQUIREMENTS : The successful candidate should have a Grade 12 certificate plus a Degree (NQF Level 7) in Engineering. Registration with the Engineering Council of South Africa as a professional Engineer: Mechanical. Valid driver's license. Computer literacy. Appropriate experience after qualification has been obtained. Six (6) years' experience post qualification. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. All Best Practices Guides issued by the Construction Industry Development Board. Council for Built Environment Act of 2000. PFMA/ DoRA/ Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/ Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000.
- DUTIES** : Determine engineering functional and technical norms and standards in line with nationality prescribed norms and standards. Apply engineering norms and standards in terms of all projects. Validate that infrastructure projects implemented by Implementing Agents comply with approved functional and technical norms and standards including compliance to legal, safety and health requirements. Update functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Develop policies, procedures and criteria for infrastructure projects from an engineering perspective. Prepare commissioning plans from an engineering perspective. Undertake extensive analyses from an engineering perspective to inform strategies related to the architectural services to directly support and realise the goals of the Department. Develop Project Initiation Reports, Strategic Briefs, Concept and Viability Reports or sign off in the case of outsourced services. Provide engineering inputs to all AS

Built Plans. Provide engineering inputs to the End of Year Evaluation and preparation of the End of Year Report. Provide engineering inputs to the User Asset Management Plan. Make technical inputs to the finalisation of the project list. Assist with Technical Condition Assessments from engineering perspective. Develop Business Cases for projects. Determine document management system requirements from an engineering perspective. Provide engineering inputs to prepare the Infrastructure Programme management Plan. Monitor the implementation of Programmes and Projects by the Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Manage project implementation of projects that are not allocated to an Implementation Agent (IA). Review and sign off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementation Agent (IA). Review and recommend Variation Orders in terms of contract management practice and financial implications. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports and designs, in accordance with strategic decision-making points as defines in the Provincial Infrastructure Delivery Framework (IDMS). Manage the updating of project/ programme documentation and information and submit all built environment documentation and financial documentation to the Assistant Director Finance. Manage the interface between the end-user/ community structures and Implementing Agent. Prepare and submit progress reports (Financial and non-financial indicators). Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and budget on completion of projects. Collect and update systems (if applicable) in terms of Technical Condition Assessments. Orientate users I terms of optimal usage of Facilities. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage and participate in Post Project Occupancy Evaluation exercises. Determine functional and technical norms and standards that should be updated from and architectural perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms. Monitor expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects. Provide credible information for updating of the project management system and the Infrastructure Reporting Model. Study professional journals and publications to stay abreast of new developments. Monitor and study the sector, legal frameworks, standard changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/ or required. Interact with relevant Professional Bodies/ Councils. Maintain discipline. Manage performance and development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Plan and allocate work. Develop and implement processes to promote control of work. Implement quality control of work delivered by employees.

- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/229** : **CHIEF ENGINEER: STRUCTURAL/CIVIL REF NO: REFS/ SACR/2023/07**
Directorate: Infrastructure Development
- SALARY** : R1 090 224 – R2 068 053 per annum, (all inclusive-package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.
- CENTRE** : Johannesburg (Head office)
- REQUIREMENTS** : The successful candidate should have a Grade 12 certificate A Matric certificate and an Engineering Degree (B Eng/BSC (Eng) (NQF Level 7). Must be registered as a Professional Engineer with ECSA. 6 years' experience post qualification. And a Valid Drivers License. Skills: Strategic capability and leadership. Problem solving and analysis. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer. People management. Planning and organizing. Conflict management. Negotiation. Change management. Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting.

Professional judgement. Research and Development. Creating a high-performance culture. Knowledge: Public service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/ Resolutions of Public Sector bargaining Councils. Basic conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related protocols and Regulations. PFMA/DORA/Treasury Regulations. Practice notes, instructions, Circulars. Provincial, Departmental Supply Chain Management Policies. Construction Industry Development Board act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public service Act of 1994 and Regulations of 2001. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Health Act and Regulations Act 61 of 2003. Engineering Profession Act of 2000. Competency Standards for Construction Procurement as issued by CIDB. Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. All different contract options for infrastructure projects.

DUTIES

: Provide support to prepare IPMP, prepare the IFIP, allocate projects and finalise procurement schedules. Develop and enforce standards designs (where applicable and in line with Educational designs) verify all building plans. Manage procurement for construction projects in close collaboration with departmental SCM. Manage implementation of projects, including contract management, in line with budgets, timeframes and quality standards. Prepare and present progress reports. Manage implementation of condition assessments. Perform Final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor, and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g., short-term assignments and secondments within and across operations, in support of individual development plans, requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the availability and management of funds to meet the MTEF objectives within the engineering environmental services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Health Facilities in terms of equipment. Monitor training and related activities. Monitor safety audits. Monitor waste management policies and procedures. Monitor effective implementation of waste management and compliance with legislative requirements. Ensure continuous professional development to keep up with new technologies and procedure. Research on technical engineering technology to improve expertise. Liaise with relevant bodies and councils on engineering related matters. Undertake planning for future human resource needs. Maintain discipline. Manage performance and development of

development employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

ENQUIRIES

: Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/230

: **CHIEF ENGINEER: ELECTRICAL REF NO: REFS/ SACR/2023/08**
Directorate: Infrastructure Development

SALARY

: R1 090 224 – R2 068 053 per annum, (all inclusive-package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.

CENTRE

: Johannesburg (Head office)

REQUIREMENTS

: A Matric certificate and an Engineering degree (B Eng/BSC (Eng). Must be registered as a Professional Engineer with ECSA. 6 years' experience post qualification. And a Valid Drivers License. Skills: Strategic capability and leadership. Problem solving and analysis. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer. People management. Planning and organizing. Conflict management. Negotiation. Change management. Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgement. Research and Development. Creating a high-performance culture. Knowledge: Public service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/ Resolutions of Public Sector bargaining Councils. Basic conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related protocols and Regulations. PFMA/DORA/Treasury Regulations. Practice notes, instructions, Circulars. Provincial, Departmental Supply Chain Management Policies. Construction Industry Development Board act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000and Regulations. Public service Act of 1994 and Regulations of 2001. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Health Act and Regulations Act 61 of 2003. Engineering Profession Act of 2000. Competency Standards for Construction Procurement as issued by CIDB. Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development Board Act of 2000and Regulations. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. All different contract options for infrastructure projects.

DUTIES

: Provide support to prepare IPMP, prepare the IFIP, allocate projects and finalise procurement schedules. Develop and enforce standards designs (where applicable and in Line with Educational designs) verify all building plans. Manage procurement for construction projects in close collaboration with departmental SCM. Manage implementation of projects, including contract management, in line with budgets, timeframes and quality standards. Prepare and present progress reports. Manage implementation of condition assessments. Perform Final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor, and report on all resources. Compile risk logs and manage significant

risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g., short-term assignments and secondments within and across operations, in support of individual development plans, requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the availability and management of funds to meet the MTEF objectives within the engineering environmental services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Health Facilities in terms of equipment. Monitor training and related activities. Monitor safety audits. Monitor waste management policies and procedures. Monitor effective implementation of waste management and compliance with legislative requirements. Ensure continuous professional development to keep up with new technologies and procedure. Research on technical engineering technology to improve expertise. Liaise with relevant bodies and councils on engineering related matters. Undertake planning for future human resource needs. Maintain discipline. Manage performance and development of development employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/231** : **CHIEF ARCHITECT REF NO: REFS/ SACR/2023/09**
Directorate: Infrastructure Development
- SALARY** : R939 408 – R1 755 627 per annum, (all inclusive-package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.
- CENTRE** : Johannesburg (Head office)
- REQUIREMENTS** : The successful candidate should have a Grade 12 certificate and an NQF Level 7 in Architecture. Certificate Course in infrastructure Delivery Management. Must be registered with SACAP as a professional Architect. 6 years post qualification Architect experience required. Experience in Project Management. Skills: Financial Management, Presentation, Communication, Computer, Project Management, Leadership, Stakeholder relationship management, Change management, Planning and Organising, Human Resource Management. Knowledge: Public Service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and safety Act of 1993 and Regulations. Labour Relations Act of 1995/ Resolutions of Public Sector Bargaining Councils. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Architectural Profession Act 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977, regulations and Municipal Regulations.
- DUTIES** : Provide support to prepare IPMP, prepare the IFIP, allocate projects and finalise procurement schedules. Develop and enforce standards designs (where applicable and in line with Educational designs). Verify all building plans. Manage procurement for construction projects in close collaboration with departmental SCM. Manage implementation of projects, including contract management, in line with budgets, timeframes and quality standards. Prepare and present progress reports. Manage implementation of condition assessments. Provide inputs at the Education Forum in the Province to interpret, customize and adopt guidelines for functional and technical norms and standards. Assess feasibility of space through post project evaluation and update life cycle costing norms based on learning generated. Assess feasibility

of proposed projects. Provide technical inputs for the formulation of the procurement strategy and drafting of the Infrastructure Programme Implementation Plan. Provide technical inputs to prepare the Infrastructure Programme Implementation Plan. Provide inputs to the updating of the Service Delivery Agreement. Finalise the design of Master Plans. Validate that designs are in line with standardised norms and standards. Perform final review and approvals or audits on architectural designs according to design principles or theory. Coordinate design efforts and integration across disciplines to promote seamless integration with current technology. Finalise the project brief as received from the Department of Education. Finalise Accommodation Schedules. Finalise Operational Narratives. Validate relevant Project Execution Plans in terms of architectural inputs. Validate buildings plan in line with National and Local Government Building Regulations. Manage the execution of architectural strategy through the provision of appropriate structures, systems, and resources. Set architectural standards, specifications, and service levels. Monitor and maintain efficiencies according to organisational goals to direct or redirect architectural services for the attainment of organisational objectives. Finalise designs from an architectural perspective. Prepare technical documentation for Supply Chain Management processes. Serve on the relevant Supply Chain Management Committees to make technical inputs as a member of these Committees (if appointed). Undertake site visits at agreed intervals to monitor performance. Review progress reports submitted by districts and intervene where required. Review cost and scope variations from an architectural perspective. Design and implement interventions for projects that are not performing in line with cash flow projections, quality standards and timeframes. Validate invoices from an architectural perspective. Validate Project Execution Plans from an architectural perspective. Provide inputs to the setting of standards for documentation from an architectural perspective. Monitor that the required documentation from an architectural perspective are submitted to the Centralised Document warehouse. Monitor that As Built Plans are corrected and submitted before final payments are made. Attend meetings with the Department of Education to pro-actively identify problems and jointly agree on solutions as defined in the Provincial Infrastructure Delivery Management Framework from an architectural perspective. Provide inputs and credible data for the financial and non-financial performance reports from an architectural perspective. Make inputs to progress reports for all the relevant Governance Infrastructure Structures from an architectural perspective. Provide inputs for monthly progress reports for monitoring implementation of Annual Performance Plan and any specific reports required from legislature, Provincial Treasury, etc. from an architectural perspective. Validate reports on projects implemented by Alternative Implementing Agents have been completed and provide consolidated progress reports for the Education Infrastructure portfolio from an architectural perspective. Study professional journals and publications to stay abreast of new developments. Monitor and study legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Apply findings research in the work environment. Interact with relevant Professional Bodies/ Councils. Sign performance agreements for the personnel based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback (aligned to quarterly performance assessments) to personnel on performance. Mentor and coach personnel. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, and core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in compliance with Public Finance Management Act and the Treasury Regulations. Manage funds in compliance with any conditions stated in the Division of Revenue Act and signed Service Delivery Agreements. Limit under spending or overspending on any built environment project. Manage the effective spending of infrastructure grant funding in order to get value for money.

<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<u>POST 05/232</u>	:	<u>DEPUTY DIRECTOR: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: REFS/ SACR/2023/33</u> Directorate: Infrastructure Management
<u>SALARY</u>	:	R908 502 per annum, (all-inclusive package). The Department will award a higher salary notch based on the experience of the applicant.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg (Head Office) The successful candidate should have grade 12 plus a Degree in Built Environment. Public Sector Management and/or related Management experience in Delivery and oversight of infrastructure programmes. (5 years post qualification) 5 years' middle management experience. A valid drivers' license. Construction Industry Development Board Act of 2000 and Regulations. All Best Practices Guides issued by the Construction Industry Development Board. Council for Built Environment Act of 2000. PFMA/DoRA/Treasury Regulations, Practice notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administration of Administrative Justice Act of 2000. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public Service Act of 1994 and Regulations of 2001.
<u>DUTIES</u>	:	Identify Infrastructure strategic objective. Determine greatest needs Department addressed as the highest priorities in terms of infrastructure delivery-including both Capital and Maintenance projects. Prepare Medium Term, Annual and Adjustments Budget. Finalize and approve Infrastructure Programme Management Plans with inputs from built environment professionals. Sign off on inputs provided to the preparation of the Infrastructure Programme Implementation Plan by implementing Agent(s) with inputs from built professionals. Review and sign-off infrastructure Programme Implementation Plans with inputs from the built environment professionals. Review and recommend signing of Agency and Service Delivery Agreements with inputs from the built environment professionals. Conduct condition assessments with inputs from the built environment professionals. Prepare maintenance plans and budget based on assessments. Manage procurement of maintenance through SCM. Implement day to day maintenance projects and programmes. Manage maintenance contracts in collaboration with SCM. Prepare maintenance plans and budgets with municipalities. Monitor implementation of maintenance by municipalities. Sign-off Project Execution plans based on recommendations of the built environment professionals. Sign-off scope and/or cost variations based on recommendations of the built environment professionals. Sign-off on Design documentation, site evaluation reports, hand over reports and close out reports based on recommendations by built environment professionals. Sign-off on specifications (document review) based on recommendations of built environment professionals. Undertake regular project site meetings and visits. Implement commissioning plans effectively and efficiently. Finalize and approve all infrastructure monitoring reports (performance and financial reports) environment professionals. Update Project/Programme Management systems with inputs from the built environment professionals. Manage Post Project with inputs from the built environment professionals and prepare reports. Make inputs to the End of the Year Evaluation and preparation of the report. Make inputs of post Project Occupancy evaluations and preparation of report. Manage feedback learning generated in terms of the application of approved norms and standards. Manage social facilitation with inputs from the built environment professionals. Monitor EPWP targets and reports on targets. Use of funds in terms of contracts issued effectively, efficiently and in compliance with Public Finance Management Act. Review and make recommendations on Task and Work Orders with inputs from the built environment professionals. Authorize invoice certified by implementation Agents with inputs from the built environment professionals. Update financial documentation and records. Prepare financial reports including management information. Update the Infrastructure Reporting Model in terms of stage 5-9. Align Sub Directorate core business and strategic objectives to that of the Department. Provide clarity to staff to understand their roles and responsibilities. Maintain discipline. Manage

performance and development of employees. Undertake human resources and other related administrative function. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Implement quality control of work delivery by employees.
Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

ENQUIRIES

POST 05/233

DEPUTY DIRECTOR - CREATIVE ARTS REF NO: REFS/ SACR/2023/11
Directorate: Creative Arts

**SALARY
CENTRE
REQUIREMENTS**

R766 584 per annum, (all-inclusive package)
North Corridor, Region B C & D
The successful candidate should have a Grade 12 Certificate plus a Degree (NQF level 7) in Arts/ a National Diploma in Project Management/ Public Management (NQF level 6) or equivalent. A minimum of 3-5 years' relevant experience in Assistant Director/ middle management position; Knowledge: A good knowledge and understanding of the principles, policies and best practice applications for creative arts administration and management. An understanding of community arts management. Skills: Strategic planning; Policy analysis and development; Planning and organizing; Decision making; Project management; Communication; Computer literate; Interpersonal relations, budgeting and supply chain management.

DUTIES

Develop, review and implement policies; Manage planning, development, coordination of arts and culture programmes in the corridors; Monitor compliance with legislative requirements, policies and procedures and Grants-in-Aid; Monitor the promotion of creative arts in the Corridors; Create enabling environment for local and provincial programs. Nurture and develop talent; Manage the strategic objective of creative arts in communities; Host and retain major events cultural events in the province; Cultivate, facilitate and promote a conducive environment which allow Gauteng to excel in creative arts; Manage the promotion of social cohesion, nation building and national identity in the province.

ENQUIRIES

Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/234

DEPUTY DIRECTOR: CREATIVE ARTS REF NO: REFS/ SACR/2023/12
Directorate: Creative Arts

**SALARY
CENTRE
REQUIREMENTS**

R766 584 per annum, (all-inclusive package)
North Corridor, Region B C & D
The successful candidate should have a Grade 12 Certificate plus a Degree (NQF level 7) in Arts/ a National Diploma in Project Management/ Public Management (NQF level 6) or equivalent. A minimum of 3-5 years' relevant experience in Assistant Director/ middle management position; Knowledge: A good knowledge and understanding of the principles, policies and best practice applications for creative arts administration and management. An understanding of community arts management. Skills: Strategic planning; Policy analysis and development; Planning and organizing; Decision making; Project management; Communication; Computer literate; Interpersonal relations, budgeting and supply chain management.

DUTIES

Develop, review and implement policies; Manage planning, development, coordination of arts and culture programmes in the corridors; Monitor compliance with legislative requirements, policies and procedures and Grants-in-Aid; Monitor the promotion of creative arts in the Corridors; Create enabling environment for local and provincial programs. Nurture and develop talent; Manage the strategic objective of creative arts in communities; Host and retain major events cultural events in the province; Cultivate, facilitate and promote a conducive environment which allow Gauteng to excel in creative arts; Manage the promotion of social cohesion, nation building and national identity in the province.

ENQUIRIES

Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/235

DEPUTY DIRECTOR: CREATIVE ARTS REF NO: REFS/ SACR/2023/13
Directorate: Creative Arts

**SALARY
CENTRE**

R766 584 per annum, (all-inclusive package)
West Corridor, Region C & D

<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate plus a Degree (NQF level 7) in Arts/ a National Diploma in Project Management/ Public Management (NQF level 6) or equivalent. A minimum of 3-5 years' relevant experience in Assistant Director/ middle management position; Knowledge: A good knowledge and understanding of the principles, policies and best practice applications for creative arts administration and management. An understanding of community arts management. Skills: Strategic planning; Policy analysis and development; Planning and organizing; Decision making; Project management; Communication; Computer literate; Interpersonal relations, budgeting and supply chain management.
<u>DUTIES</u>	:	Develop, review and implement policies; Manage planning, development, coordination of arts and culture programmes in the corridors; Monitor compliance with legislative requirements, policies and procedures and Grants-in-Aid; Monitor the promotion of creative arts in the Corridors; Create enabling environment for local and provincial programs. Nurture and develop talent; Manage the strategic objective of creative arts in communities; Host and retain major events cultural.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<u>POST 05/236</u>	:	<u>DEPUTY DIRECTOR: SPORT AND RECREATION REF NO: REFS/SACR/2023/14</u> Directorate: Sport and Recreation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584 per annum, (all-inclusive package) West Corridor, Region A & B
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate plus 3 year tertiary Qualification (Degree (NQF Level 7)/B-Tech (NQF Level 7)/National Diploma (NQF Level 6) in a Sport and or Recreation field) or relevant qualification. A minimum of 3-5 years' experience in Assistant Director / Middle management position within the Sport and Recreation environment. Skills: Strategic planning; Policy analysis and development; Planning and Organizing; Decision making; Project management; Communication; Computer literacy; Interpersonal relations; problem solving; conflict resolution; budgeting and supply chain management basic understanding.
<u>DUTIES</u>	:	Develop, review and implement policies; management, planning, development, coordination of Sport and Recreation programmes in the corridor; Monitor compliance with legislative requirements, policies and procedures; Report and monitor the promotion of sport and recreation at the corridor in compliance with ISO 9001; Create an enabling environment for local and provincial programs to be implemented; Identify and develop talent. Host sport and recreational events at corridor and provincial level. Manage risks, audit findings, APP and Operational Plan targets. Manage budget and expenditure as per PFMA. Management and development of personnel. Coordinate intergovernmental relations and projects, stakeholder management. Coordinate research and impact studies. Assist in the promotion of social cohesion, nation building and national identity in the province.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<u>POST 05/237</u>	:	<u>DEPUTY DIRECTOR: SPORT AND RECREATION REF NO: REFS/SACR/2023/15</u> Directorate: Sport and Recreation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584 per annum, (all-inclusive package) South Corridor, Region A, B & C
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 certificate plus 3 year tertiary Qualification (Degree (NQF Level 7)/B-Tech (NQF Level 7)/National Diploma (NQF Level 6) in a Sport and or Recreation field) or relevant qualification. A minimum of 3-5 years' experience in Assistant Director / Middle management position within the Sport and Recreation environment. Skills: Strategic planning; Policy analysis and development; Planning and Organizing; Decision making; Project management; Communication; Computer literacy; Interpersonal relations; problem solving; conflict resolution; budgeting and supply chain management basic understanding.
<u>DUTIES</u>	:	Develop, review and implement policies; management, planning, development, coordination of Sport and Recreation programmes in the corridor; Monitor compliance with legislative requirements, policies and procedures; Report and monitor the promotion of sport and recreation at the corridor in compliance with

ISO 9001; Create an enabling environment for local and provincial programs to be implemented; Identify and develop talent. Host sport and recreational events at corridor and provincial level. Manage risks, audit findings, APP and Operational Plan targets. Manage budget and expenditure as per PFMA. Management and development of personnel. Coordinate intergovernmental relations and projects, stakeholder management. Coordinate research and impact studies. Assist in the promotion of social cohesion, nation building and national identity in the province.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/238 : **DEPUTY DIRECTOR – SPORT AND RECREATION REF NO: REFS/SACR/2023/16**
Directorate: Sport and Recreation

SALARY : R766 584 per annum, (all-inclusive package)
CENTRE : Central Corridor, Region A & E
REQUIREMENTS : The successful candidate should have a Grade 12 certificate plus 3 year tertiary Qualification (Degree (NQF Level 7)/B-Tech (NQF Level 7)/National Diploma (NQF Level 6) in a Sport and or Recreation field) or relevant qualification. A minimum of 3-5 years' experience in Assistant Director / Middle management position within the Sport and Recreation environment. Skills: Strategic planning; Policy analysis and development; Planning and Organizing; Decision making; Project management; Communication; Computer literacy; Interpersonal relations; problem solving; conflict resolution; budgeting and supply chain management basic understanding. Relations; problem solving; conflict resolution; budgeting and supply chain management.

DUTIES : Develop, review and implement policies; management, planning, development, coordination of Sport and Recreation programmes in the corridor; Monitor compliance with legislative requirements, policies and procedures; Report and monitor the promotion of sport and recreation at the corridor in compliance with ISO 9001; Create an enabling environment for local and provincial programs to be implemented; Identify and develop talent. Host sport and recreational events at corridor and provincial level. Manage risks, audit findings, APP and Operational Plan targets. Manage budget and expenditure as per PFMA. Management and development of personnel. Coordinate intergovernmental relations and projects, stakeholder management. Coordinate research and impact studies. Assist in the promotion of social cohesion, nation building and national identity in the province.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/239 : **DEPUTY DIRECTOR: SPORT AND RECREATION REF NO: REFS/SACR/2023/17**
Directorate: Sport and Recreation

SALARY : R766 584 per annum, (all-inclusive package)
CENTRE : Central Corridor, Region D F & G
REQUIREMENTS : The successful candidate should have a Grade 12 certificate plus 3 year tertiary Qualification (Degree (NQF Level 7)/B-Tech (NQF Level 7)/National Diploma (NQF Level 6) in a Sport and or Recreation field) or relevant qualification. A minimum of 3-5 years' experience in Assistant Director / Middle management position within the Sport and Recreation environment. Skills: Strategic planning; Policy analysis and development; Planning and Organizing; Decision making; Project management; Communication; Computer literacy; Interpersonal relations; problem solving; conflict resolution; budgeting and supply chain management basic understanding. Relations; problem solving; conflict resolution; budgeting and supply chain management.

DUTIES : Develop, review and implement policies; management, planning, development, coordination of Sport and Recreation programmes in the corridor; Monitor compliance with legislative requirements, policies and procedures; Report and monitor the promotion of sport and recreation at the corridor in compliance with ISO 9001; Create an enabling environment for local and provincial programs to be implemented; Identify and develop talent. Host sport and recreational events at corridor and provincial level. Manage risks, audit findings, APP and Operational Plan targets. Manage budget and expenditure as per PFMA. Management and development of personnel. Coordinate intergovernmental relations and projects, stakeholder management. Coordinate research and

impact studies. Assist in the promotion of social cohesion, nation building and national identity in the province.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/240 : **DEPUTY DIRECTOR - CREATIVE ARTS REF NO: REFS/ SACR/2023/18**
Directorate: Creative Arts

SALARY : R766 584 per annum, (all-inclusive package)
CENTRE : East Corridor, Region C D & F
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus a Degree (NQF level 7) in Arts/ a National Diploma in Project Management/ Public Management (NQF level 6) or equivalent. A minimum of 3-5 years' relevant experience in Assistant Director/ middle management position; Knowledge: A good knowledge and understanding of the principles, policies and best practice applications for creative arts administration and management. An understanding of community arts management. Skills: Strategic planning; Policy analysis and development; Planning and organizing; Decision making; Project management; Communication; Computer literate; Interpersonal relations, budgeting and supply chain management.

DUTIES : Develop, review and implement policies; Manage planning, development, coordination of arts and culture programmes in the corridors; Monitor compliance with legislative requirements, policies and procedures and Grants-in-Aid; Monitor the promotion of creative arts in the Corridors; Create enabling environment for local and provincial programs. Nurture and develop talent; Manage the strategic objective of creative arts in communities; Host and retain major events cultural.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/241 : **DEPUTY DIRECTOR – LIBRARY & INFORMATION SERVICES REF NO: REFS/ SACR/2023/19**
Directorate: Provincial Archives, Library and Information Services

SALARY : R766 584 per annum, (all-inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have a Grade 12 certificate plus a 3 year tertiary qualification (National diploma/degree in library science/ information science. A minimum of 3-5 years in management at Assistant Director Level. Skills: Organizing own work; Problem solving; Customer care: Good interpersonal relations; Creative thinking; Computer literacy e.g. Micro Soft Office and Internet; Numeracy; Ability to work under pressure; Language proficiency; Communication; Analytical thinking; Managerial; Project management; Strategic planning; Financial management. Knowledge: Library and information science matters; Prescripts and legislations; Procedures and processes; Public Finance Management Act; Public Service Act and Regulations; Other applicable Legislations governing Public Service practices; Departmental strategy; Public Service policy and strategy on library and archive matters; Promotion of access to information Act 2 of 2000(PAIA).

DUTIES : Manage the line function of library services and information resources; Provide the library and information management systems; Facilitate the classification and cataloguing; Monitor the selection and acquisition of library material; Facilitate the provision of reference and information services; Plan the marketing of the library services. Manage the development of library policies and procedures; Conduct research on relevant information; Develop and ensure implementation of policies and procedures; Review and evaluate the outcomes of the policy and procedures; Develop operational plan. Manage human, financial and physical resources.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/242 : **DEPUTY DIRECTOR: DEPUTY DIRECTOR ARCHIVES REF NO: REFS/ SACR/2023/20**
Directorate: Provincial Archives, Library and Information Services

SALARY : R766 584 per annum, (all-inclusive package)
CENTRE : Kagiso – Gauteng Provincial Archives
REQUIREMENTS : The successful candidate should have a Grade 12 certificate plus a 3-year tertiary qualification (National diploma (NQF level 6) /degree (NQF level 7) in Archival Studies/ Information Science A 3 year National diploma/degree. A 1

year Archival Studies certificate/1 year Records management Certificate will serve as an added advantage. A minimum of 3-5 years in management at Assistant Director Level. Skills: Organising. Ability to perform routine tasks. Ability to operate computer (both hardware and software). Problem solving. Ability to operate equipment. Interpersonal relationship. Research. Analytical thinking. Conflict resolutions. Policy analysis. And development. Policy objectives formulation. Budgeting. Facilitation. Ability to relate different matters which have common denominations. Knowledge: Finance: Financial regulations and instructions that must be followed during the normal course of work. That could include matters such as assisting in the budgeting process/compiling a small budget. Administrative procedures relating to specific working environments including norms and standards. Planning and organizing: How to do basic planning i.r.o. supplies needed/processes to follow to perform tasks.HR Matters such as what resources are available. What training are available. Following labour relations practices/guidelines. Maintaining discipline and motivating personnel. Assist in the merit assessment etc. and general supervisory functions. Planning and organizing: How to plan for activities and resources needed which are not of a complex nature, such as the planning and co-ordination of own work and that of sub-ordinates. Reporting procedures, Research/analysing, Meeting procedures, Use of internet and other database, Procurement directives and procedures, Compilation of management reports, Program/project planning Computer: Basic knowledge required to operate a computer system including knowledge of word processing and spreadsheet packages. Computer: Detail knowledge of the operation/utilisation of specific computer software packages and efficient utilisation of both hardware and software.

DUTIES

: Contribute strategically to the Archival and Records Service in Gauteng by facilitating the development of policy and legislation to ensure legislative compliance. Advice client bodies on records management throughout the records lifecycle, from creation or acquisition, through active use, maintenance, and storage phases, to the eventual destruction of records or transfer to the repository. Initiates and facilitates records inspections at client bodies. Assist client bodies with the development of records retention schedule. Obtains and issue Provincial written authorisation to dispose of records. Organise and facilitate public outreach programs and exhibitions. Provide advice and ensure compliance in the implementation of electronic records management systems. Negotiate acquisition of new collections. Control the budget and ensure spending in compliance with the PFMA. Represent the Gauteng Provincial Archives at local, provincial and national Archives and Records Service meetings. Manage and lead the Archives and Records Service section staff to ensure a high-quality customer service and service delivery to the client bodies and the public. Ensure proper preservation of Gauteng memories and archival records of historical value. Ensure awareness and compliance with the Promotion of Access to Information Act. (PAIA). Ensure access to historically valuable records and memories to the researchers and the public. Ensure capacity in the Archives and Records Service by providing advice and organising workshops and training seminars and information in areas of expertise. Assess and approve records management documents from client bodies. Manage the collection, creation, and preservation of oral history.

ENQUIRIES

: Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/243

: **DEPUTY DIRECTOR: AUDIT MANAGEMENT REF NO: REFS/SACR/2023/21**
Directorate: Risk and Integrity Management

SALARY CENTRE REQUIREMENTS

: R766 584 per annum, (all-inclusive package)
: Johannesburg (Head Office)
: The successful candidate should have a grade 12 certificate plus a 3 year Degree (NQF level 7)/Diploma (NQF level 6)/ in Auditing/Financial Management and Accounting or relevant qualification. A minimum of 5 years of relevant experience of which 3 years should be a supervisory position. Completed articles will be an added advantage. Skills: Decision making. Management of projects. Technical analytic skills. Negotiation. Financial management. Planning and Organizing. Conflict management. Verbal and written communication. Leadership computer literacy. Report writing. Relationship Management. Knowledge: Public Service Regulatory Framework, e.g. Public service Act, Public Service Regulations, Public Finance

- management Act. Treasury Regulation; Batho Pele Principles; Code of Conduct etc. Understanding of the Department's Strategic Objective.
- DUTIES** : Provide inputs to the formation of the audit plan covering critical processes/activities. Manage responses to queries from AG, GAS and legislature affecting the office of Chief Risk Officer. Draw-up an audit action plan and track its implementation with relevant managers. Monitoring and evaluation of the effectiveness of internal control measures. Coordinate engagement/exit meeting between line managers, GAS and AG. Facilitate information collation with business units within the agreed upon timelines from receipt of information requests. Verification of information prior to submission to the auditors (where possible). Monitor progress on the implementation of action plans on audit findings. Co-ordinate and participate in the monthly/quarterly meetings with management to discuss progress made in implementing action plans. Ensure updating of the tracking register upon discussions with management. Ensure compilation and submission of POE on action implemented.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/244** : **DEPUTY DIRECTOR: INTEGRITY MANAGEMENT REF NO: REFS/SACR/2023/22**
Directorate: Risk and Integrity Management
- SALARY** : R766 584 per annum, (all-inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The Successful candidate should have a Diploma (NQF 6)/ Degree (NQF 7) in Forensic Audit/ Risk/ Security or relevant qualification. A minimum of 3-5 years relevant experience of which at least 3 years should be in supervisory level. SKILLS: Decision making. Planning and Organising. Problem solving. Conflict Management. Verbal and written communication. Leadership. Computer Literacy. Report writing. Communication skills. Knowledge: Public Service Regulatory Framework; Public service Act; Public service Regulations; PFMA; Treasury Regulations; Batho Pele Principles; Code of Conduct; Public Service Integrity Management Framework.
- DUTIES** : Develop the fraud prevention plan and ethics management plan. Implementation of the fraud prevention and ethics management plan. Conduct ethics risk assessment. Ensure follow ups on the implementation of ethics action plans identified. Identification and assessment of corruption risks. Ensure follow ups on the implantation of action plans on corruption risks identified. Updating of a database of cases reported on corruption and unethical conduct reflecting with status on the investigation of cases reported. Promotion of integrity and ethical behaviour. Implementation of the code of conduct. Conduct employee educational and awareness programmes. Develop and ensure updating of the RWOPS register. Develop and ensure updating of the gift register. Facilitate the submission of financial disclosures electronically. Develop and update a register of employee's interests. Ensure verification of interests disclosed. Reporting on non-compliance.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/245** : **DEPUTY DIRECTOR: GEOGRAPHICAL NAMES REF NO: REFS/SACR/2023/23**
Directorate: Heritage
- SALARY** : R766 584 per annum, (all-inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : National Diploma (NQF6) / Degree (NQF 7) in Social science/ History. A minimum of 3-5 years' relevant experience as Assistant Director / Middle Management. Knowledges: PFMA; Legislations and prescripts. Skills: Decision making, Management of projects, Technical Analytic skills, Negotiation, Financial Management, Strategic and operational, Planning and Organizing, Problem solving, Conflict management, Verbal and written communication, Leadership, Computer literacy, Report writing, Relationship management.
- DUTIES** : Ensure the implementation of Gauteng naming policy and other relevant legislation; Ensure compliance with the SAGN Act and Gauteng naming Policy framework and regulations; Ensure implementation of executive decisions by Geographical Names Committee; Assist Local government to develop geographical names systems; Conduct research on unrecorded names and identify wrongly spelt and corrupted names in the province; Develop and

manage the provincial names register, liaising with relevant stakeholders; Coordinate the Geographical names awareness campaign and public participation sessions.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/246 : **DEPUTY DIRECTOR: MUSEUMS & MONUMENT REF NO: REFS/SACR/2023/24**
Directorate: Heritage

SALARY : R766 584 per annum, (all-inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate must have Grade 12/ Matric certificate plus a National Diploma (NQF 6)/ Degree (NQF 7) in heritage and Museums studies/ Bachelors of Arts in Social Sciences or Equivalent qualification. A minimum of 3-5 years' relevant experience of which at least 3 years should be in Supervisory s/ Management level\ Assistant Director; Knowledge: Basic financial procedures that must be followed during (e.g. receiving of finds) payments on behalf of the State, Basic HR matters such as what resources are available, what training are available, following labour relations practices/guidelines. Maintaining discipline and motivating personnel. Assist in merit assessment etc. and general supervisory functions. Reporting procedures. Research/analyzing. Procurement directives and procedures. Skills: Organizing, Ability to operate computer (both hardware and software) problem solving, Conflict resolution, Project management, Policy analysis and development, Policy/objectives formulation, Budgeting, Facilitation, Research, Analytical thinking, Ability to relate different matters which have common denominators, Interpersonal relationships, Maintaining discipline.

DUTIES : Monitor the development of museums in the Province; Liaise with Academic Institutions on museum development; Monitor and ensure adherence to policies, Develop and manage museums systems; Manage and provide advice on exhibitions in museums.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/247 : **DEPUTY DIRECTOR: SECURITY MANAGEMENT AND OFFICE ADMIN REF NO: REFS/ SACR/2023/25**
Directorate: Security Management and Office Administration

SALARY : R766 584 per annum, (all-inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate must have Grade 12/ Matric certificate plus relevant related Degree (NQF level 7) /Diploma (NQF level 6) in Public/Business Administration, Safety and Security. A minimum 5 years' experience in supervisory position in administration and safety and security, experience in Public Sector. Experience in events management. Skills: decision making. Management of projects. Financial and organizing problem solving, conflict management, verbal and written communication. Leadership. Computer literacy. Relationship management. Knowledge: National Archives Act. Access to public Premise and Vehicle Act. Minimum Information Security Standards. Public Financial Management Act.

DUTIES : Management of resources, including human resources and financial. Assist HR to conduct Pre-employment screening for new employees (Verification of qualification, citizenship and criminal record) monitor and ensure that services rendered by security and cleaning or any service providers is of quality (value for money). Manage all aspects of vetting investigation and administer within the unit. Conduct research and advice department on matters relating to vetting. Manage the development and implementation of records management policy, procedures and filing systems. Ensure filing of documents in accordance with National Archives Act and internal filing system to enhance access to and retrieval of information. Produce quarterly report on daily report on daily request and retrieval of files. Ensure the screening of both and employees and services providers. Monitor the extend of adherence to security policy and measures. Conduct constant research on effective and efficient security measures. Reveals systematic weakness, recurring risks and inform managers and employees of system weakness and risks. Manage the security function of the departmental (personnel, documents, physical, communication, information (IT) Surveillance). Develop and monitor security contract. Investigate all losses, security breaches in order to determine liability and

accountability. Conduct security threats and risk audits. Draft internal security policy based on MISS policy. Facilitate advice and ensure implementation of security risk policy, procedures, and standards on a nationwide basis. Ensure safety of personnel, property, premises, and information of the department. Liaise with other relevant Security Agencies for security related matters i.e NIA, SAPS, EMS etc. Ensure the development of all Security policies. Facilitate and coordinate and implement security plans for national days including departmental events. Develop and manage the distribution of documents all offices and all departments via messenger services and courier services. Liaise with both National and Provincial Archivist and perform all obligations in terms of relevant legislations.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/248 : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: REFS/SACR/2023/26**
Directorate: Office of the Head of Department

SALARY : R766 584 per annum, (all-inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Minimum grade 12 plus a National diploma/ degree in business administration/Public administration (NQF Level 6 or NQF level 7)). 3 – 5 years' experience in the public sector. Experience in events management, project management. 3 years should be in an Assistant Director or Middle Management position. Skills: decision making. Analytical skills. Negotiation. Financial management, planning and direction, people management, problem solving, good verbal and written communication, computer literacy, stakeholder and partnership management. Report writing, Knowledge: Public Service regulations.

DUTIES : Manage the administrative and logistical support services in the office of the Head of Department (HOD). Manage and maintain a system of protection of information within the office of the Head of Department (HOD). Manage and provide administrative protocol services at key departmental events. Liaise with internal and external stakeholders. Coordinate and consolidate Executive Council (EXCO) reports. Manage the coordination and consolidate the responses to legislature reports. Manage the overall day to day smooth running of office.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/249 : **DEPUTY DIRECTOR: VISUAL ARTS, CRAFT AND DESIGN INDUSTRIES REF NO: REFS/ SACR/2023/27**
Directorate: Creative Industries

SALARY : R766 584 per annum, (all-inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A recognized undergraduate qualification in Visual Arts, craft and Design (NQF level 7) or relevant qualification. A minimum of 3-5 years' experience in Visual Arts, craft and design environment. A valid driver's license. Knowledge and understanding: Knowledge of principles, legislation and policies related to cultural and creative industries. Computer Literacy. Skills: Strategic planning; Policy analysis and development; Planning and Organizing; Decision making; Project management; Communication; Computer literacy; stakeholder management, problem solving, service delivery innovation, leadership, risk management, Interpersonal relations; budgeting, analytical thinking and research. Ability to relate different matters which have common denominators.

DUTIES : To support policy regulatory direction in the cultural and creative industries. Assist in developing policies in the Visual arts, craft and design. Manage, planning, development, coordination of Visual arts, craft and design programmes. To coordinate exhibition and trade fairs. Facilitate interaction with all stakeholders in the sector. To initiate, support and facilitate research and development in the sector. To support in the implementation of the Creative Industries sector policies and strategies. Provide input into the compilation of the strategic and operational plans for the Directorate. Manage the implementation of the workplans. Monitor the development and implementation of programs and projects for creation of quality jobs and income generating opportunities.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

- POST 05/250** : **DEPUTY DIRECTOR: PROCUREMENT REF NO: REFS/ SACR/2023/29**
Directorate: Supply Chain Management
- SALARY** : R766 584 per annum, (all-inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : An appropriate 3 year recognised National Diploma (NQF 6) / Bachelor's Degree (NQF 7) in Supply Chain Management/Procurement or any relevant qualification. A minimum of 3-5 years working experience in Supply Chain Management of which 3 years should be at Assistant Director or management level. Skills: Leadership, Conflict Management, Labour Relations. Mentoring of Staff. Proactive abilities to deal with diverse matters. Problem solving. Attributes-Customers focused ethics. Change management. Quality oriented. Listening skills. Decisive and Confident. Customer Oriented. Ability to work under pressure.
- DUTIES** : Management of the team. Monitor and implement the staff training and development requirements. Manage staff performance to achieve required outcomes and departmental objectives. Provide leadership and guidance to the team. Manage investigate disciplinary cases regarding misconduct. Design and implement of procurement processes and policies. Design and implement a risk strategy for procurement for procurement. Produce monthly reports on the performance in relation to transactions. Manage client relations with services providers contracted to the department. Management of specific projects. Ensure that the services providers are paid timeously and effectively. Management of departmental demand planning processes in conjunction with Finance and End Users. Manage demand and acquisition of goods and services of the department. Develop, implement and continuously improve sourcing processes. Management of the tender processes of all tender requirements in the department. Management of Audit General's requirements manage the budget expenditure for the procurement unit. Manage departmental budgets through spending. Manage supplier complaints and grievances. Extension consultation end users in the demand planning process. Development of Contract requirements through spend analysis. Development of terms of references for tender processes. Management of International sporting events.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/251** : **DEPUTY DIRECTOR: OD JOB EVALUATION PROCESS IMPROVEMENT REF NO: REFS/ SACR/2023/31**
Directorate: Human Capital Management
- SALARY** : R766 584 per annum, (all-inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful Candidate should have Grade 12 certificate. A 3-year tertiary qualification (NQF Level 6/7) in Industrial Psychology, Management Services, Operations Management with 3-5 years' experience as an Assistant Director/ middle management position. A valid driver's license Skills: work study investigation skills. Change Management. Establishment administration. Job Profiling. Job Evaluation. Analytical. Report. Consultation. Communication. Project Management. People Management. Inter-personal. Knowledge: Knowledge and understanding of work study systems, frameworks, and processes applicable in the public service. Knowledge of change management frameworks in the public service. Knowledge of organizational structure and establishment administration systems and processes. Knowledge of job profiling and job evaluation system, processes, and procedures applicable in the public service.
- DUTIES** : Manage the coordination, facilitation and implementation of Job Evaluation and Job Description: Manage and monitor on coordination, facilitation of the development and implementation of job descriptions Facilitate development and review of job description guidelines and templates. Manage awareness sessions and workshops regarding development, review, and maintenance of Job Evaluation. Manage identification and prioritisation of posts to be evaluated. Manage departmental job evaluation (JE) projects and liaise with OOP (project plans, submissions etc.) Report on all job evaluation projects including audits Monitor and advice on coordination and facilitation of all job evaluation process. Ensure quality assurance on all JE activities. Manage development and review of departmental job evaluation policy. Manage the job evaluation database and related records. Manage the coordination, facilitation

and implementation of organisation structure and post establishment investigations and related projects within the Department: Manage all departmental organisational structure interventions. Facilitate pre-diagnostic sessions and compile reports and presentations Develop, consult, and ensure approval of organisational design project plans. Manage creation, abolishing of posts and job design processes. Manage and monitor the alignment of the organizational structure to the post establishment. Manage and facilitate the implementation of OFA report and action plans. Manage the development of Business process mapping and standards operating procedures: Manage the Facilitation, Identification, and prioritisation of business processes to be mapped and standard operating procedure (SOPs) to be developed within all departmental components. Manage the development of business process project plans in liaison with process owners. Facilitate workshops to develop process maps. Facilitate the business process mapping within business units to improve operational efficiency. Manage the data base on all business processes and standard operating procedures. Manage the implementation of the approved business process and standard operating procedures. Manage the coordination, facilitation and implementation of change management and OFA within the Department: Consult and liaise with OOP, consultants regarding departmental change management projects Provide inputs on the development and review of the departmental and provincial change management frameworks/policies. Manage coordination and facilitation of change agents training and any other development related initiative Manage coordination and facilitation of change managements events, roadshows, and other change management awareness related workshops. Manage and facilitate the implementation of OFA. Manage the implementation of OFA report/action plans. Manage coordination, facilitation of the review of the Human Resource Delegations: Liaise with DPSA, OOP, GDSD Management. Manage the review of Human Resource Delegations, Monitor and quality assure the coordination and facilitation of the review Of the HR Delegations. Manage and monitor timeous sign off and submission of HR Delegations.

- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/252** : **DEPUTY DIRECTOR: PORTFOLIO MANAGEMENT REF NO: REFS/SACR/2023/32**
Directorate: Infrastructure Management
- SALARY** : R766 584 per annum, (all-inclusive package). The Department will award a higher salary notch based on the experience of the applicant.
- CENTRE REQUIREMENTS** : Johannesburg (Head Office)
: The successful candidate should have Grade 12 Certificate plus a University Degree NQF level 7) in Built Environment. A minimum of 3 - 5 years' relevant management experience in infrastructure planning post qualification. A valid drivers' license.
- DUTIES** : Direct and manage the following: Preparation of business cases and strategic briefs for all infrastructure projects. Preparation of the Infrastructure Asset Management Policy, Strategy and Plan for the Department and update it every year. Determination of control budgets and cash flow projections for projects in planning and design. Spending against control budgets for all projects in planning and design. Infrastructure End of Year Infrastructure Evaluation and prepare reports. Review and acceptance of Concept Reports for all infrastructure projects. Gateway reviews. Post occupancy valuations. Updating performance and financial information related to infrastructure projects in planning and design. Validation of budget performance information for projects in planning and design.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/253** : **TOWN REGIONAL PLANNER PRODUCTION REF NO: REFS/SACR/2023/10**
Directorate: Infrastructure Development
- SALARY** : R646 854 – R982 326 per annum, (all-inclusive package), (OSD). The Department will award a higher salary notch based on the experience of the applicant.
- CENTRE REQUIREMENTS** : Johannesburg (Head office)
: The successful candidate should have Grade 12 certificate plus a Degree (NQF 7) in Town and Regional Planning. The candidate should have registered

with SACPLAN as a Professional Town Planner. A minimum of 3 years' relevant town planning experience post qualification. Knowledge of the Framework of Infrastructure Delivery and Procurement management. FIDPM. A valid drivers' license. Knowledge: PFMA/DoRA/Treasury Regulations, Practice notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administration of Administrative Justice Act of 2000. Public Service Act of 1994 and Regulations of 2001. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Preferential Procurement Act of 2000 and Regulations. Government Immovable Assets Management Act of 2007. National Environment Management Act of 2008 and amendments. Labour Relations Act of 1995/Resolution of Public Sector Bargaining Councils. Standard for Infrastructure Procurement and Delivery Management of National Treasury. Gauteng IDMS Framework. Property Valuers Profession Act of 2000. Spatial Planning systems and norms of Government. Town Planning Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveyors Profession Act of 2000. Project Construction Management Valuers Profession Act 2000. Relevant Provincial Land Administration Legislation.

DUTIES

: Align town planning infrastructure modelling to the Departmental service plan. Prepare inputs to project planning reports from a town planner perspective. Prepare inputs to project execution plan as required as it relates to town planning specific information. Provide inputs to the Infrastructure Programme Management Plan (IPMP) and the Infrastructure Programme Implementation Plan (IPIP) as it relates to town planning related issues within legislative frameworks & norms. Validate the procurement plan as prepared by the Custodian to assess that there is alignment between site acquisition and site readiness. Coordinate site clearance in collaboration with the Custodian. Provide inputs to procurement processes when required. Prepare inputs to Medium, Annual and adjustment budgets from a town planning perspective. Develop a ranking list/criteria starting with the neediest as part of the process to eliminate backlogs aligned to the provincial spatial plan for infrastructure delivery, Provincial Infrastructure Plan and Integrated Development Plan (IDPs) of Municipalities. Determine town planning service level infrastructure standards, spatial norms, service level norms and undertake comprehensive spatial planning for infrastructure planning. Undertake spatial analysis and modelling to support comprehensive infrastructure planning framework. Identify suitable sites for infrastructure projects and undertake final validation on suitability. Validate all aspects of town planning requirements for planned infrastructure projects. Represent the Department at the different spatial forums for example the planning divisions to promote alignment between health planning and broader provincial planning. Interact with the Custodian, COGTA and related planning forums in the province to promote seamless and integrated spatial planning. Make town planning inputs to prioritization model(s). Make town planning inputs to the development of commissioning plans. Make town planning inputs to the User Asset Management Plan. Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards from a town planning perspective. Make inputs to the technical norms and standards in line with nationally prescribed technical norms and standards from a town planning perspective. Make inputs to infrastructure policies from a town planning perspective. Contribute to the updating of functional and technical norms and standards updated based on learning generated through post project evaluations and post occupancy evaluation from a town planning perspective. Contribute from a town planning perspective to post project, post occupancy and end of the year evaluations as well as preparation of reports. Study professionals and publications to stay abreast of new developments. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Update the infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant professional bodies/councils.

ENQUIRIES

: Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/254 : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: REFS/ SACR/2023/34**
Directorate: Strategic Planning and Knowledge Management

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have a Grade 12 certificate an appropriate tertiary qualification, National Diploma (NQF 6) Degree (NQF7) in Public Administration or Knowledge Management studies. Extensive and relevant experience in the core business Sport, Arts, Culture and Recreation preferably in the public service environment. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Skills: Planning and Organizing, Ability to operate computer, Service delivery process improvement, Problem solving, Formulating and editing, People management, Conflict resolution, Interviewing, Facilitation, Interpersonal relationship, Research, Analytical thinking, Decision judgement, Teamwork, Client Orientation, Communication, Drive for results, Management skills, Learning and knowledge sharing, Project Management, Policy Analysis and interpretation, Report writing and Supervising. Knowledge: Good knowledge and understanding of the mandate, core business of the Department and community development. Knowledge in service delivery process improvement, understanding of policies of the Department. Public Service Regulatory Frameworks, and Clients orientation. Understanding of Transformation, Modernization and Re-industrializing the service delivery.

DUTIES : Develop and coordinate the implementation of Departmental knowledge management strategy and systems. Establish and review the strategy to acquire the more knowledge. Develop knowledge enquiring process. Design communication process. Design the system to encourage employee to share knowledge effectively and efficiently. Interact and coordinate interviews with relevant stakeholders to share the knowledge acquired. Develop processes to disseminate the knowledge. Develop quarterly articles to ensure effective flowing of Departmental knowledge. Write timeously the articles or leaflets for sharing of knowledge for service delivery improvement. To ensure the compilation and maintenance of a database on statistics and outcomes. Analyse departmental documents and draft reports on findings. Monitor the outcomes of the knowledge management systems and make recommendations for training.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/255 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: REFS/ SACR/2023/35**
Directorate: Strategic Management Planning Reporting

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have a three- year tertiary qualification, National Diploma (NQF 6) or B Degree (NQF 7) in Public Management/ Public Administration or Social Sciences or Project Management. Postgraduate certificate/ qualification in M&E will be an added advantage. A minimum of 3-5 years' experience in Monitoring and Evaluation field. Skills: Problem solving, Decision making, Communication and presentation skills, Interpersonal relations, Computer skills, good report writing skills, research skills and data analysis skills. Knowledge: Government-Wide Monitoring & Evaluation Framework, National Evaluation Plan, understanding and application of the relevant Public Service legislative framework, and broad knowledge of government development objectives.

DUTIES : Implement M&E processes and systems to ensure effective monitoring and evaluation of Departmental programmes, events and projects. Coordinate and conduct monitoring visits to programmes, events and projects. Conduct monthly and quarterly performance information verification. Coordinate the evaluation of Departmental programmes, events and projects. Coordinate M&E capacity building programmes for officials and stakeholders. Coordinate quarterly institutional performance review sessions for the Department.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/256 : **ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT PLANNING AND REPORTING REF NO: REFS/ SACR/2023/36**
Directorate: Strategic Management Planning Reporting

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have a Grade 12 certificate plus a National Diploma (NQF 6) / Degree (NQF 7) in Public Management & Governance/ Administration, Social Sciences, Strategic Management or relevant qualification. A minimum of 3-5 years' experience in government planning, reporting and Monitoring and Evaluation environment. Knowledge and understanding of Framework for Strategic Plans and Annual Performance Plans, Medium-Term Strategic Framework, Framework for Managing Performance Information Treasury Regulations, PFMA, MTSF, Integrated development, and planning. Skills: problem solving, decision making, verbal and written communication, relationship management, computer literacy, management of projects, technical, analytical, planning and organizing, conflict management, financial management and leadership, record keeping (both electronic and manual), report writing and negotiation skills.

DUTIES : Implement the Departmental Strategic Planning Systems Framework. Development and Coordination of Strategic Plans, Annual Performance Plans and Operational Plans. Coordinate the development and implementation of Service Delivery Improvement Plan, Charter and Standards. Integrated Planning and Reporting. Coordinate and facilitate Departmental and Chief Directorates' Strategic Planning and Budgeting Retreats and pre-retreats. Consolidation of inputs into the Estimate of Provincial Revenue Expenditure (EPRE). Consolidation of Departmental inputs into the Growing Gauteng Together (GGT) 2030 Plan of Action and Provincial Plan. Development of Departmental Sector Plans, Development and implementation of the Annual Strategic Planning Schedule. Coordinate and facilitate strategic and operational planning processes. Consolidate input into the SONA, SOPA and Budget Speeches. Review the annual performance plan as per budget adjustment process. Analyse organisational performance and provide strategic inputs. To undertake any other duties compatible with the nature of the post or as directed by the line manager. Communicate in the workplace and team. Responsible for corporate identity compliance. Render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Monitor the expenditure of the sub-directorate. Act as Deputy Director when required. Input into the integrated development plans of local government. Represent the department at various National and Provincial Forums.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/257 : **ASSISTANT DIRECTOR: POLICY AND RESEARCH REF NO: REFS/ SACR/2023/37**
Directorate: Strategic Planning and Reporting

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have grade 12 certificate plus an appropriate tertiary qualification, National Diploma (NQF 6) Degree (NQF 7) / Postgraduate Degree (NQF 8)/ B – Tech Social Science in Public Management and Governance / Administration or Development Studies plus relevant experience in policy development and research area preferably in the public service environment. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Skills: Management - Strategic planning, research analysis and development ,ability to conduct quantitative and qualitative research, excellent analytical and advanced research report writing, ability to implement knowledge management systems and practices, analytical thinking, decision making, communication and research findings presentation, computer literate, good interpersonal relations and ability to work beyond official working hours, problem solving and conflict resolution, ability to prioritize and manage time effectively. Knowledge: Excellent knowledge and understanding of research principles, design, methodology and instruments. Good knowledge and understanding of research management which includes developing a research proposal, collection data, writing research report and presenting findings. Good understanding of knowledge management systems

		and practices. Planning and organizing. HR matters. Finance. Training. Compilation of management reports. Reporting procedures. Research and policy analysis. Administration procedures relating to specific working environment including norms and standards.
<u>DUTIES</u>	:	Ensure effective development and implementation of research strategy and policy management assignments. Develop, Implement and maintain protocols for both external and internal research policy. Plan, Facilitate integration of research activities in the department for supremacy of resources alignment. Maintain repository of research products and facilitate dissemination of research results for good governance. Facilitate the development and review of both sectoral and operational policies.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<u>POST 05/258</u>	:	<u>ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES (NORTHERN CORRIDOR REGION A ART) REF NO: REFS/ SACR/2023/38</u> Directorate: Creative Cluster & Communities
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum, (plus benefits) Tshwane The successful candidate should have a grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF 6)/degree (NQF 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level, Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.
<u>DUTIES</u>	:	Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province (Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region).
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<u>POST 05/259</u>	:	<u>ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES (WESTERN CORRIDOR REGION A ART) REF NO: REFS/ SACR/2023/39</u> Directorate: Creative Cluster & Communities
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum, (plus benefits) West Corridor The successful candidate should have a grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF 6)/degree (NQF 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level, Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.
<u>DUTIES</u>	:	Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province (Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region).
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<u>POST 05/260</u>	:	<u>ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES (WESTERN CORRIDOR REGION D ART) REF NO: REFS/ SACR/2023/40</u> Directorate: Creative Cluster & Communities
<u>SALARY CENTRE</u>	:	R393 711 per annum, (plus benefits) West Corridor

- REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF 6)/degree (NQF 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level, Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.
- DUTIES** : Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province (Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region)
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/261** : **ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES (WESTERN CORRIDOR REGION C ART) REF NO: REFS/ SACR/2023/41**
Directorate: Creative Cluster & Communities
- SALARY** : R393 711 per annum, (plus benefits)
CENTRE : West Corridor
REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF 6)/degree (NQF 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level, Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.
- DUTIES** : Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province (Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region)
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/262** : **ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES (WESTERN CORRIDOR REGION B ART) REF NO: REFS/ SACR/2023/42**
Directorate: Creative Cluster & Communities
- SALARY** : R393 711 per annum, (plus benefits)
CENTRE : West Corridor
REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF 6)/degree (NQF 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level, Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.
- DUTIES** : Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province (Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region).
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/263 : **ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES (EASTERN CORRIDOR REGION F ART) REF NO: REFS/ SACR/2023/43**
Directorate: Creative Cluster & Communities

SALARY : R393 711 per annum, (plus benefits)
CENTRE : East Corridor
REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF 6)/degree (NQF 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level, Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.

DUTIES : Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province (Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region).

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/264 : **ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES (EASTERN CORRIDOR REGION C & D ART) REF NO: REFS/ SACR/2023/44**
Directorate: Creative Cluster & Communities

SALARY : R393 711 per annum, (plus benefits)
CENTRE : East Corridor
REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF 6)/degree (NQF 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level, Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.

DUTIES : Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province (Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region).

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/265 : **ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES (EASTERN CORRIDOR REGION B ART) REF NO: REFS/ SACR/2023/45**
Directorate: Creative Cluster & Communities

SALARY : R393 711 per annum, (plus benefits)
CENTRE : East Corridor
REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a three-year tertiary qualification, National Diploma (NQF 6)/degree (NQF 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level, Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.

DUTIES : Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province

(Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region).

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/266 : **ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES (SOUTHERN CORRIDOR REGION B ART) REF NO: REFS/ SACR/2023/46**
Directorate: Creative Cluster & Communities

SALARY : R393 711 per annum, (plus benefits)
CENTRE : South Corridor
REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF 6)/degree (NQF 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level, Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.

DUTIES : Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province (Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region)

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/267 : **ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES (CENTRAL CORRIDOR REGION B & C ART) REF NO: REFS/ SACR/2023/48**
Directorate: Creative Cluster & Communities

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Central Corridor
REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF 6)/degree (NQF 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level, Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.

DUTIES : Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province (Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region)

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/268 : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (NORTHERN CORRIDOR REGION C & D) REF NO: REFS/ SACR/2023/50**
Directorate: \ Sport Development and School Sport

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Tshwane
REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and

support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.

DUTIES : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/269 : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (NORTHERN CORRIDOR REGION A) REF NO: REFS/ SACR/2023/51**
Directorate: Sport Development and School Sport

SALARY : R393 711 per annum, (plus benefits)

CENTRE : Tshwane

REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.

DUTIES : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/270 : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (NORTHERN CORRIDOR REGION E & F) REF NO: REFS/ SACR/2023/52**
Directorate: Sport Development and School Sport

SALARY : R393 711 per annum, (plus benefits)

CENTRE : Tshwane

REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure

the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.

DUTIES : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/271 : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (NORTHERN CORRIDOR REGION B) REF NO: REFS/ SACR/2023/53**
Directorate: Sport Development and School Sport

SALARY CENTRE REQUIREMENTS : R393 711 per annum, (plus benefits)
: Tshwane

The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.

DUTIES : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/272 : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (WESTERN CORRIDOR REGION A) REF NO: REFS/ SACR/2023/54**
Directorate: Sport Development and School Sport

SALARY CENTRE REQUIREMENTS : R393 711 per annum, (plus benefits)
: Western Corridor

The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes.

		Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.
<u>DUTIES</u>	:	To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<u>POST 05/273</u>	:	<u>ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (WESTERN CORRIDOR REGION B) REF NO: REFS/ SACR/2023/55</u> Directorate: Sport Development and School Sport
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum, (plus benefits) Western Corridor The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.
<u>DUTIES</u>	:	To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<u>POST 05/274</u>	:	<u>ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (WESTERN CORRIDOR REGION C) REF NO: REFS/ SACR/2023/56</u> Directorate: Sport Development and School Sport
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum, (plus benefits) Western Corridor The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the

implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.

DUTIES : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/275 : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (WESTERN CORRIDOR REGION D) REF NO: REFS/ SACR/2023/57**
Directorate: Sport Development and School Sport

SALARY : R393 711 per annum, (plus benefits)

CENTRE : Western Corridor

REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.

DUTIES : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/276 : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (SOUTH CORRIDOR REGION C) REF NO: REFS/ SACR/2023/58**
Directorate: Sport Development and School Sport

SALARY : R393 711 per annum (plus benefits)

CENTRE : South Corridor Region C

REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans.

		Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.
<u>DUTIES</u>	:	To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<u>POST 05/277</u>	:	<u>ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (SOUTH CORRIDOR REGION B) REF NO: REFS/ SACR/2023/59</u> Directorate: Sport Development and School Sport
<u>SALARY</u>	:	R393 711 per annum, (plus benefits)
<u>CENTRE</u>	:	South Corridor: Region B
<u>REQUIREMENTS</u>	:	The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.
<u>DUTIES</u>	:	To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
<u>POST 05/278</u>	:	<u>ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (EAST CORRIDOR REGION F) REF NO: REFS/ SACR/2023/60</u> Directorate: Sport Development and School Sport
<u>SALARY</u>	:	R393 711 per annum (plus benefits)
<u>CENTRE</u>	:	East Corridor: Region F
<u>REQUIREMENTS</u>	:	The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate

- the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.
- DUTIES** : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/279** : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (EAST CORRIDOR REGION A) REF NO: REFS/ SACR/2023/61**
Directorate: Sport Development and School Sport
- SALARY** : R393 711 per annum, (plus benefits)
CENTRE : East Corridor: Region A
REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.
- DUTIES** : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/280** : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (EAST CORRIDOR REGION B) REF NO: REFS/ SACR/2023/62**
Directorate: Sport Development and School Sport
- SALARY** : R393 711 per annum, (plus benefits)
CENTRE : East Corridor: Region B
REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning

system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.

DUTIES : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/281 : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (EAST CORRIDOR REGION E) REF NO: REFS/ SACR/2023/63**
Directorate: Sport Development and School Sport

SALARY CENTRE REQUIREMENTS : R393 711 per annum, (plus benefits)
: East Corridor: Region E
: The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.

DUTIES : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/282 : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (CENTRAL CORRIDOR REGION B&C) REF NO: REFS/ SACR/2023/64**
Directorate: Sport Development and School Sport

SALARY CENTRE REQUIREMENTS : R393 711 per annum, (plus benefits)
: Central Corridor: Region B&C
: The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport

programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.

DUTIES : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/283 : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (CENTRAL CORRIDOR REGION F) REF NO: REFS/ SACR/2023/65**
Directorate: Sport Development and School Sport

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Central Corridor: Region F
REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.

DUTIES : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/284 : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (CENTRAL CORRIDOR REGION D) REF NO: REFS/ SACR/2023/66**
Directorate: Sport Development and School Sport

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Central Corridor: Region D
REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and Public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport

- programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.
- DUTIES** : To promote positive images of the department where possible. To undertake any other duties compatible with the nature of the post or as directed by line manager. Communicate in the workplace and team. Responsible for corporate identity compliance render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Monitor own performance and that of others. Assist in the coordination and planning of Sport Development and School Sport programs / events.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/285** : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT (CENTRAL CORRIDOR REGION A&E) REF NO: REFS/ SACR/2023/67**
Directorate: Sport Development and School Sport
- SALARY** : R393 711 per annum, (plus benefits)
CENTRE : Central Corridor: Region A&E
REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sports / Project management/ and public management or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Knowledge and Skills: To efficiently plan operations. The efficient reporting of operations. Effective management of projects and support services. To ensure implementation of projects and programs. Ensure the compilation and maintenance of database on statistics and outcomes. Implementation of policies and procedures. Develop, manage, and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programme. Facilitate the development and maintenance of integrated school sport provisioning system. Facilitate the development and implementation of school sport programme. Monitor, evaluate and report on the performance of a school sport system. Maintain partnerships with stakeholders.
- DUTIES** : Provide input into the compilation of the operational plans for the sub-directorate. Manage the implementation of the Annual Performance plans at sub-directorate level. Compile and submit budget estimates for the sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the sub-directorate. Acts as Deputy Director: Corporate Communications as required. Facilitate training and development of staff. School Sport: Facilitate capacity building for educators. Facilitate capacity building for school sport structures. Liaise with district school sport officials. Coordinate regional and provincial tournaments and sport events. Facilitate the preparation of Team Gauteng's participation in the national tournaments. Liaise with service providers to ensure correct service delivery.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/286** : **ASSISTANT DIRECTOR: RECREATION (CENTRAL CORRIDOR REGION B&C) REF NO: REFS/ SACR/2023/68**
Directorate: Recreation
- SALARY** : R393 711 per annum, (plus benefits)
CENTRE : Central Corridor: Region B&C
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.

- DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/287** : **ASSISTANT DIRECTOR: RECREATION (CENTRAL CORRIDOR REGION D) REF NO: REFS/ SACR/2023/69**
Directorate: Recreation
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus benefits)
: Central Corridor: Region D
: The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.
- DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/288** : **ASSISTANT DIRECTOR: RECREATION (EAST CORRIDOR REGION E) REF NO: REFS/ SACR/2023/70**
Directorate: Recreation
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus benefits)
: East Corridor: Region E
: The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.
- DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/289** : **ASSISTANT DIRECTOR: RECREATION (EAST CORRIDOR REGION C&D) REF NO: REFS/ SACR/2023/71**
Directorate: Recreation
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus benefits)
: East Corridor: Region C&D
: The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy

- Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.
- DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/290** : **ASSISTANT DIRECTOR: RECREATION (EAST CORRIDOR REGION F)**
REF NO: REFS/ SACR/2023/72
Directorate: Recreation
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus benefits)
: East Corridor: Region F
: The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.
- DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/291** : **ASSISTANT DIRECTOR: RECREATION (EAST CORRIDOR REGION B)**
REF NO: REFS/ SACR/2023/73
Directorate: Recreation
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus benefits)
: East Corridor: Region B
: The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.
- DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/292** : **ASSISTANT DIRECTOR: RECREATION (SOUTH CORRIDOR REGION C)**
REF NO: REFS/ SACR/2023/74
Directorate: Recreation
- SALARY CENTRE** : R393 711 per annum, (plus benefits)
: South Corridor: Region C

- REQUIREMENTS** : The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.
- DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/293** : **ASSISTANT DIRECTOR: RECREATION (SOUTH CORRIDOR REGION A)**
REF NO: REFS/ SACR/2023/75
Directorate: Recreation
- SALARY** : R393 711 per annum, (plus benefits)
CENTRE : South Corridor: Region A
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.
- DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/294** : **ASSISTANT DIRECTOR: RECREATION (SOUTH CORRIDOR REGION B)**
REF NO: REFS/ SACR/2023/76
Directorate: Recreation
- SALARY** : R393 711 per annum, (plus benefits)
CENTRE : South Corridor: Region B
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.
- DUTIES** : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/295 : **ASSISTANT DIRECTOR: RECREATION (NORTH CORRIDOR REGION C&D) REF NO: REFS/ SACR/2023/77**
Directorate: Recreation

SALARY : R393 711 per annum, (plus benefits)
CENTRE : North Corridor: Region C&D
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.

DUTIES : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/296 : **ASSISTANT DIRECTOR: RECREATION (NORTH CORRIDOR REGION A) REF NO: REFS/ SACR/2023/78**
Directorate: Recreation

SALARY : R393 711 per annum, (plus benefits)
CENTRE : North Corridor: Region A
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.

DUTIES : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/297 : **ASSISTANT DIRECTOR: RECREATION (NORTH CORRIDOR REGION E&F) REF NO: REFS/ SACR/2023/79**
Directorate: Recreation

SALARY : R393 711 per annum, (plus benefits)
CENTRE : North Corridor: Region E&F
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.

DUTIES : Mass Participation: Facilitate the implementation of talent identification program in participating schools. Provide support to the Contract workers

(school sport assistants). Liaise with the school sport committee. Coordinate sch Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting. ool sport festivals. Facilitate the establishment school leagues. Do monitoring and evaluation of the program and events. Liaise with relevant district officials. Provide support on Partnership (Dreams and Teams).

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/298 : **ASSISTANT DIRECTOR: RECREATION (NORTH CORRIDOR REGION B)**
REF NO: REFS/ SACR/2023/80
Directorate: Recreation

SALARY : R393 711 per annum, (plus benefits)
CENTRE : North Corridor: Region B
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.

DUTIES : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/299 : **ASSISTANT DIRECTOR: RECREATION (WEST CORRIDOR REGION B)**
REF NO: REFS/ SACR/2023/81
Directorate: Recreation

SALARY : R393 711 per annum, (plus benefits)
CENTRE : West Corridor: Region B
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.

DUTIES : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/300 : **ASSISTANT DIRECTOR: RECREATION (WEST CORRIDOR REGION A)**
REF NO: REFS/ SACR/2023/82
Directorate: Recreation

SALARY : R393 711 per annum, (plus benefits)
CENTRE : West Corridor: Region A
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Sport

Management, Recreation or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in government, experience/knowledge of the sport federations and recreation structures, are very important. Skills: Management, Strategy Planning, Policy Analysis and development, Planning and Organizing, Decision Making, Project Management, Communication, Computer Literate and Interpersonal Relations. Knowledge: A good knowledge and understanding of the principles, policies, and best practice applications for sport administration and management. An understanding of community participation.

DUTIES : Implement policies and ensure compliance. Coordinate recreation programs. Assist in the coordination and planning of recreation programs/events. Coordinate capacity building and support to team Gauteng/ Corridor and Gauteng Provincial. Provide administration support services/budget management, HR and reporting.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/301 : **ASSISTANT DIRECTOR: PRESERVATION AND CONSERVATION REF NO: REFS/ SACR/2023/83**
Directorate: Archival Services

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Kagiso – Gauteng Provincial Archives
REQUIREMENTS : The successful candidate should have grade 12 certificate plus a three-year tertiary qualification, National diploma (NQF 6) / Degree (NQF 7) in Conservation. A Driver's license. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level, Experience to perform tests and deacidification of paper and books. Skills: Computer, Planning and organizing, Good verbal and written communication skills, flexibility, Teamwork and Interpersonal relations. Knowledge: Knowledge of a wide range of work procedures and/or processes such as: knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of and ability to perform teste and deacidification of paper and books. Knowledge of binding and conservation materials and tools, as well their use. Ability to create preservation enclosures, including boxes and encapsulations. Ability to plan, organize, coordinate and critique work assignments. Knowledge and understanding of the legislative framework governing the public services.

DUTIES : Uses independent judgement to restore or repair binding in accordance with historical styles and conservation requirements. This may include construction of new spines, rebacking, resewing of the text blocks and complete rebinding. Performs various paper repair techniques to correct tears, lacunae, stains etc. examples of paper repair include; endsheet replacement, tissue repair, guarding of center folds and removing and replacing old mends. Create protective enclosures including phase boxes, rare book boxes, portfolios, envelopes and polyester encapsulations for material which cannot be otherwise treated. Deacidifies paper by aqueous and non-aqueous methods to slow or halt acidic deterioration. Determine the reaction of paper, ink and dyes to deacidification and determines the most appropriate reaction of completing work on each individual item. Tests paper, textiles, leather, adhesives and other library materials and structures by chemical and mechanical means to determine their durability and longevity. Examples of tests are those for acid, ground wood and alum content and flexibility, solubility and durability of materials. Assists in training, work assignment and supervision of the student assistants.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/302 : **ASSISTANT DIRECTOR: READING ROOM AND RESEARCH REF NO: REFS/ SACR/2023/84**
Directorate: Archival Services

SALARY : R393 711 per annum, (plus benefits)
CENTRE : kagiso – Gauteng Provincial Archives
REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a three-year tertiary qualification, National Diploma (NQF 6)/Bachelor's Degree (NQF 7) in Archival Studies, Records Management, Library and Information management, Information Management or Oral History. A valid Driver's License. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must

be at a supervisory level. Skills: Research, Organizing, Report writing, Ability to operate computers, Interpersonal Relationship, Problem solving, Project management, Budgeting, Accountability, Analytical thinking, Conflict resolution, Verbal and written communication, Presentation and training, Supervision, Planning. Knowledge: Information Retrieval, Records Management practices, Records collection development Archival processes, National Archives Act, Promotion of Access to information Act, Public Finance Management Act, Public Service Regulations, Labour Relations Act, Supply Chain Management Regulations and procedures, Budgeting and budget control, Report writing and procedures, Departmental mandate and core programme.

DUTIES : To provide efficient reading room service and professional advice to all users. To provide guidance and support to researchers and other users. To provide hands on assistance on the need or on request. To provide researchers with information and material on the Archives collection. To source and retrieve information for the public and researchers. To conduct reference interviews.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/303 : **ASSISTANT DIRECTOR: ORAL HISTORY REF NO: REFS/ SACR/2023/85**
Directorate: Provincial Archives

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Kagiso – Gauteng Provincial Archives

REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a 3 year tertiary qualification, National Diploma (NQF 6)/Degree (NQF 7) in Historical Science / Anthropology/Social Science. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. A valid Driver's license. Skills: Organizing, Report writing, Ability to operate computers, Interpersonal relationship, Problem solving, Project management, Budgeting, Accountability, Analytical thinking, Conflict resolution, Verbal and written communication, Presentation, training, Supervision, Planning. Knowledge: Records Management practices, National Archives Act, Gauteng Provincial Archives Act, Promotion of Access to information Act, Public Finance Management Act, Public Service Regulations, Labour Relations Act, Supply Chain Management Regulations and procedures, Budgeting and budget control, Report writing and procedures, Departmental mandate and core programme.

DUTIES : Conduct recording or filming of oral history projects. Conduct oral history trainings. Undertake the identification, research, selection and exhibition or display of oral history items. Undertake research to identify potential sources. Advise on oral history methods and equipment. To collect research and transcribe oral history records. Implement oral history programmes.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/304 : **ASSISTANT DIRECTOR: HISTORY AND HERITAGE COLLECTION REF NO: REFS/ SACR/2023/86**
Directorate: Provincial Archives

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Kagiso – Gauteng Provincial Archives

REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF 6) / Degree (NQF 7) in Historical Science/Anthology/Social Science. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Skills: Research, Organizing, Report writing, ability to operate computers, Interpersonal relationship, Problem solving, Verbal and written communication, Presentation, Training, Supervision and Planning. Knowledge: Records Management Practices. National Archives Act. Gauteng Provincial Archives Act. Promotion of Access to information Act. Public Finance Management Act. Public Service Regulations. Labour Relations Act. Supply Chain Management Regulations and Procedures. History and Heritage projects. Budgeting and budget control. Reporting writing and procedures. Departmental mandate and core programme.

DUTIES : To conduct archival and history collection development. To perform desktop research on archival and historical collection. Assist in the collection of public and non-public archival and historical records. Provide advice on archival and

- historical collection and accessioning methods. Undertake the identification, research, selection and exhibition or display of heritage collections.
Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- ENQUIRIES** :
- POST 05/305** : **ASSISTANT DIRECTOR: OUTREACH PROGRAMMES REF NO: REFS/ SACR/2023/87**
Directorate: Archives Preservation
- SALARY CENTRE REQUIREMENTS** :
- R393 711 per annum, (plus benefits)
Kagiso – Gauteng Provincial Archives
- The successful candidate should have a grade 12 certificate plus a three-year tertiary qualification, National Diploma (NQF 6)/ Bachelor's Degree (NQF 7) in Archival Studies, Records Management, Information Management or Oral History. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Driver's License. Skills: Marketing, Organizing. Report writing. Ability to operate computers. Interpersonal relationship. Problem solving. Project management. Budgeting. Conflict resolution. Verbal and written communication. Presentation. Training. Supervision. Planning. Knowledge: Knowledge of a wide range of work procedures and/or processes such as: Records Management practices. National Archives Act. Gauteng Provincial Archives Act. Promotion of Access to Information Act. Public Finance Management Act. Public Service Regulations. Labour Relations Act. Supply Chain Management Regulations and procedures. Budgeting and budget control. Reporting writing and procedures. Departmental mandate and core programme.
- DUTIES** :
- To conduct educational and public outreach programmes such as tours, lectures, classes and school visits. Undertake the identification, research, selection and display of items for exhibitions. To promote and market archives and records management functions and services. To conduct presentations on archives and records management based on the need or the request received from the client offices. To promote awareness of Gauteng heritage and memory. To participate in consultation meetings and fora to address relevant concerns and problems with regards to records management practices.
- ENQUIRIES** :
- Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861
- POST 05/306** : **ASSISTANT DIRECTOR: DIGITIZATION REF NO: REFS/ SACR/2023/88**
Directorate: Provincial Archives
- SALARY CENTRE REQUIREMENTS** :
- R393 711 per annum, (plus benefits)
Kagiso – Gauteng Provincial Archives
- The successful candidate should have grade 12 certificate plus a three-year tertiary qualification, National Diploma (NQF 6)/ Bachelor's Degree (NQF 7) in Archival Studies, Records Management, Information Management or Oral History. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. A Driver's license. Skills: Organizing, Report writing, Ability to operate computers, Interpersonal relations, Problem solving, Project management, Budgeting, Conflict Resolution, Verbal and written communication, Presentation, Training, Supervision and Planning. Knowledge: Through knowledge of digitization best practices and standards, Knowledge of ANSI/NISO technical metadata for still images, knowledge of digital audio/visual recording wrappers and codes, knowledge of MARC, DACS, AAR2r, Familiarity with LC authority files and ULAN preferred, Familiarity with VRACore, CDWA, CCO and Getty vocabularies preferred, Ability to prioritize and work with minimum supervision, Good organizational skills and attention to detail, Records management, practices, National Archives Act, Gauteng provincial Archives Act, Promotion of Access to information Act, Supply Chain Management Regulations and procedures. Budgeting and budget control, Reporting writing and procedures, Departmental mandate and core programme.
- DUTIES** :
- To digitize photographs, audio-visual materials and Documents in accordance with archival standards. To colour correct digital images. To conduct digital cataloguing. To conduct digital curatorship. To edit audio-visual recordings for the use on web and in exhibition.
- ENQUIRIES** :
- Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/307 : **ASSISTANT DIRECTOR: LIBRARY SERVICES MONITORING REF NO: REFS/ SACR/2023/89**
Directorate: Library Services

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have a Grade 12 certificate plus a 3-year tertiary qualification (National Diploma (NQF 6)/degree (NQF 7) in library science/ information science. A monitoring and Evaluation qualification will be an added advantage. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Skills: organizing, ability to operate computer, problem solving, conflict resolution, project management, policy analysis and development, policy / objectives formulation, budgeting, facilitation, research, analytical thinking, ability to relate different matters which have common denominators, interpersonal relationships. Knowledge: Finance, HR matters, training, compilation of management reports, reporting procedures, research / analyzing, procurement directives and procedures, planning and organizing, computer, how a department functions.

DUTIES : Work with municipal library managers. Develop action plans and monitoring mechanism in line with the norms and standards. Conduct monitoring visits to libraries across Gauteng. Support LIS services of local government by assisting them to develop business plans and by attending monthly and quarterly decision-making meeting. Formulate project plans. Reconcile financial expenditure of municipalities. Verify project implementation and expenditure by visiting the respective libraries. Compile monthly, quarterly reports on monitoring findings and make recommendations, supervise staff. Assist in developing policy for monitoring and evaluation and support.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861

POST 05/308 : **ASSISTANT DIRECTOR: LIBRARY SERVICE REF NO: REFS/ SACR/2023/90**
Directorate: Library Services

SALARY : R393 711 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have a grade 12 certificate, plus three year tertiary qualification, National diploma (NQF 6)/degree (NQF 7) in library science/ information science. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Skills: Organizing own work, Problem solving, Customer care, Good interpersonal relations, Creative thinking, Computer literacy e.g., Micro Soft Office and Internet, Numeracy, Ability to work under pressure, Language proficiency, Communication, Analytical thinking, Managerial, Project management, Conflict Management, Decision Making, Project Management, Planning and organizing, Team Leadership. Knowledge: Library and information science matters, Prescripts and legislations, Procedures and processes, Public Finance Management Act, Public Service Act and Regulations, Other applicable Legislations governing Public Service practices, Departmental strategy, Public Service policy and strategy on library and archive matters, Promotion of access to information Act 2 of 2000(PAIA).

DUTIES : Implement flagship programs at provincial level. Support municipal library programs. Coordinate corridor library programs. Gather data / statistics on library programs and provide reports. Facilitate the classification and cataloguing. Acquire new library material. Analyse library material according to the applicable library systems. Co-ordinate the marketing of the library services. Identify library resources according to the themes of the occasion. Oversee the displaying of library material during library/departmental events. Monitor the selection and acquisition of library material. Plan the annual programme for selection and procure of library material. Compile the tender specification for procurement of library resources. Facilitate the provision of reference and information services. Monitor the circulation of library resources. Supervise Perform administrative and supervisory functions. Compile and circulate draft policy. Supervise human resources. Identify training and development needs for colleagues.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: (011) 355 – 2606/2677/2861