

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Tshwane District Health Services: Kindly note that the post of Professional Nurse (PHC mental health CCPT): Directorate: Mental Health Program with Ref No: TDHS/A/2023/14 was advertised to be in Public Service Vacancy Circular 06 of 2023, posting date 17 February 20223. The number of posts is seven (7). And kindly note that the post of Occupational Therapy Technician: Directorate: Mental Health Program with Ref No: TDHS/A/2023/16 was advertised to be in Public Service Vacancy Circular 06 of 2023, posting date 17 February 20223. The number of posts is two (2). **Kopanong Hospital:** kindly note that the following X2 posts were advertised in Public Service Vacancy Circular 06 with Ref No: 06/2023 and Ref No: 07/2023 both dated 17 February 2023. The Note has been amended as follows; NOTE: Fully completed new Z83, CV, no attachments/proof/certified copies/copies on application, Z83 and CV Only. Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR office. People with Disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Medical surveillance will be conducted to successful candidate. The closing date has been extended to 10 March 2023

OTHER POSTS

<u>POST 07/209</u>	:	<u>MEDICAL SPECIALIST REF NO: HRM/2022/51</u> Directorate: Psychiatry (Re-Advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R1 156 308 - R1 227 255 per annum Mamelodi Regional Hospital National senior certificate plus MBCh / MBChB plus FC Psychiatry or MMed (Psychiatry). Registration with HPCSA as a Medical Specialist. Appropriate experience in Psychiatric setting. Grade 1: No Experience after registration with the HPCSA as Medical Specialist in a normal specialty.
<u>DUTIES</u>	:	Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the Hospital including assessment, treatment and monitoring of psychiatric patients within the framework of the Mental Health Care Act (No. 17 of 2002). Development and implementation of evidence-based, clinical protocols and guidelines. Partake in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities in the units and other departments. Implement and monitor adherence to Mental Health Care Act. Rendering of afterhours services including weekends (commuted overtime). Lead the multidisciplinary team discussions of patients in the psychiatric wards. Liaise with referral centres for patients who need further care and investigations. Training of staff members in the unit and other departments. Active participation in all hospital committees. To liaise with external stakeholders where appropriate and always maintain Professional and Ethical conduct.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr EB Mankge Tel No: (012) 841 8305 Must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122 or hand delivery to: Human Resource Office, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION NOTE</u>	:	HR Manager. Mr MH Hlophe Tel No: (012) 841 8329 Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV (only). Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. 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. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.
<u>CLOSING DATE</u>	:	17 March 2023

- POST 07/210** : **REGISTRAR (MEDICAL) REF NO: SBAH 0018/2023 (X3 POSTS)**
 Directorate: Obstetrics and Gynaecology
- SALARY** : R858 528 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB or equivalent degree.
DUTIES : The successful candidate will work in the in the Department of Obstetrics and Gynaecology and rotate at the hospitals that comprise the Pretoria Academic Complex. These include Kalafong Provincial Tertiary Hospital and Witbank Hospital. After-hour services are compulsory. The post includes teaching and training of under-graduate students in the department. The successful candidate will be required to participate in the departmental research initiative and in departmental outreach programs.
- ENQUIRIES** : Prof. P Soma-Pillay Tel No: 012 354 2366
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** : 10 March 2023
- POST 07/211** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/016317 (X1 POST)**
 Directorate: Psychiatry
- SALARY** : R858 528 per annum, (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Appropriate qualification which allows registration with the Health Professionals Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as a Medical Practitioner. No experience required.
- DUTIES** : Clinical assessment, history taking, mental state examination, physical examination and management of all patients. Assessment and management of emergencies. Counselling and education of patients and families. Proper clinical record keeping. Prepare referral letters and discharge summaries for all patients. Proper record of all lab results. Participates in ward/department admin and maintains ward records. Commitment to providing emergency care. Highest level of ethics, professionalism and punctuality. Ability to work in a team and to report all potential conflict of interests and corruption. The incumbent will be expected to interview, investigate, diagnose, and initiated treatment of patients in the department. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Dr Talatala Tel No: 011 933 9239
APPLICATIONS : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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** : 10 March 2023
- POST 07/212** : **OPERATIONAL MANAGER (SPECIALTY UNIT) PNB 3 CRITICAL CARE**
REF NO: JUB 10/2023
Directorate: Nursing
- SALARY** : R588 378 – R662 220 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12 (Matric) or equivalent qualification. Basic R425 Diploma/Degree in Nursing and Midwifery or equivalent qualification that allows for registration with the SANC as Professional Nurse plus post basic qualification with the duration of at least one year in diploma in medical and surgical nursing science in critical care- general. Minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional nurse with SANC as the professional nurse in general nursing and midwifery. At least 5 years of the period referred to above must be appropriate /recognisable experience in the specific speciality units (Critical Care Unit General) after obtaining the 1 year post basic qualification in the relevant speciality. Diploma/Degree in management will be added advantage. Registration with SANC. Other Skills: willingness to work shifts, public holidays, after hours, standby and weekends. Ability to act for another nurse managers including night shift supervisors.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact service delivery. Ensure clinical nursing practice by the Nursing team (unit) in accordance with the scope of practice and nursing standard as determined by the hospital. Demonstrate understanding and knowledge of relevant health information to health care users to assist in achieving optional quality health care, goals and objective including rehabilitation of patients. Maintain constructive working relationship with nursing and other stake holders. Participate in the analysis, formulation of and implementation of the nursing guidelines, protocols, standards operating procedures. Practice norms and standards. Maintain professional growth /ethical standards and development of self and subordinated. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate on basic understanding of HR, Financial policies, and practices.
- ENQUIRIES** : Ms Aphane KJ Tel No: (012) 717 9300
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** : 10 March 2023 at 15:00
- POST 07/213** : **ASSISTANT MANAGER NURSING (NIGHT) REF NO: JUB 13/2023 (X2 POSTS)**
Directorate: Nursing
- SALARY** : R588 378 – R662 220 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Basic R425 Qualification (diploma/Degree) in nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in general nursing. 3 years management experience as operational Manager. Registration with SANC as a professional nurse. Possess a degree/diploma in nursing management and education. Have a good problem-solving skill, decision making skills and interpersonal skills. Compulsory service certificate.
- DUTIES** : Supervise and evaluate quality of nursing as directed by professional scope of practice and self -nursing standard within a professional framework. Implement nursing legislation related framework and Ethnical nursing practices. Manage resources effectively and efficiently in the hospital, compile and analyses reports to improve quality patientcare. Participate in training, research and self-development. Be allocated to work night shifts, weekends, public holidays and relieve supervisors when required. Supervise the hospital activities as a night supervisor. Display a concern of patients, promoting, advocating, and facilitating proper treatment care and ensuring that the units adhere to the principles of BATHO-PELE. Demonstrate an in - depth understanding of nursing legislation and related legal and ethnical nursing practices and how these impacts on service delivery. Ensure clinical nursing practice and nursing standard as determined by the hospital. Demonstrate basic understanding of HR and financial policies and practices. Able to develop contacts, built and maintain a network of professional relations to enhance service delivery. Able to manage own work, time and that of junior colleagues to ensure proper nursing in the unit.
- ENQUIRIES** : Ms Aphane KJ Tel No: (012) 717 9300
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** : 10 March 2023 Time: 15:00
- POST 07/214** : **OCCUPATIONAL THERAPIST - GRADE 1 – CHIEF SUPERVISORY REF NO: HRM: 04/23**
Directorate: Occupational Therapist
- SALARY** : R487 305 per annum, (plus benefits)
CENTRE : Sterkfontein Hospital

- REQUIREMENTS** : Relevant diploma or Degree in Occupational Therapy. Registered with HPCSA as an Occupational Therapist: Independent practice. A Post graduate qualification – diploma or degree in Mental Health or Vocational Rehabilitation will be an advantage, or appropriate experience in Mental Health. A minimum of five years' work experience post community-service. Experience within the forensic setting and longer stay Mental Health Care users and appropriate programs will be an advantage. Must be computer literate.
- DUTIES** : Render an Occupational Therapy service in allocated areas of work (forensic and long stay patients) that complies with the standards and norms as indicated by Health Policies. This service will include the comprehensive assessment and treatment of identified users (inclusive of observandi) with efficient recordkeeping to ensure effective quality service delivery. Human resource management of Occupational therapists and OTTs. Participation in the QA process and implementation of quality improvement projects and risk management. Training and development of the OT staff. Supervise allocated students. Be responsible for therapeutic and/ income generating projects in area of work. Good management and leadership qualities will be required. Working well within the MDT. Act on behalf of the OT Manager when requested.
- ENQUIRIES** : Ms. L.R. Hendricks Tel No: (011) 951 8364
APPLICATIONS : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Application must be submitted on a fully completed new format Z83 (81/971431 www.dpsa.gov.za), accompanied by a detailed CV with atleast two contactable references. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 10 March 2023 at 12H00
- POST 07/215** : **CHIEF DIETITIAN REF NO: REFS/016318 (X1 POST)**
 Directorate: Dietetics
- SALARY** : R487 305 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital: Dietetics Department
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietitian. Registration as a Dietitian with Independent Practitioner status. A minimum of three years' experience after the completion of community service. Knowledge requirements: knowledge of current health and public service legislation, regulations, and policies. Knowledge in the application of Clinical Dietetics theory, practices and ethics. Competency requirements: Communication skills, report writing skills, decision making skills, computer literacy (MS Word, MS Excel, PowerPoint etc.), planning and organizational skills, networking and liaison skills, expert Dietetic clinical skills, research skills, analytical skills, presentation skills, human resource management skills and financial management skills. The ability to work under pressure and cope with a high-volume workload, that might sometimes require working more than the core hours (stand-by duty after hours/public holidays).The following will be added advantages: A minimum of two years' experience in a Tertiary Academic Hospital (post community service year). A minimum of one year experience (post community service year) in the field of paediatric Dietetics.
- DUTIES** : Manage, plan, coordinate, implement and report on Dietetic services in allocated work section. Render an experienced and specialized Dietetic service in the department. Develop Standard Operating Procedures (SOPs) in line with the National and Provincial Strategies. Provide input in the development of national/provincial guidelines, protocols and policies. Become a committee

member of any delegated committee within the hospital/provincial/national. Monitor the implementation of guidelines, protocols and SOPs. Contribute to the departmental planning, budgeting, monitoring and evaluation processes. Monitor the proper utilization of allocated financial, human and physical resources. Attend relevant meetings and assume relevant functions on behalf of the Dietetics Head of Department (H.O.D) or as delegated. Participate in planning and delivering CPD programs, within the hospital/provincially. Supervise and manage the performance of allocated staff, through the development of job descriptions and employee performance agreement and development plans (EPMDS). Participate in the supervision and training of Dietetic 4th year students. Implement and monitor Quality Assurance through carrying out audits, developing and implementing quality improvement plans, and collating and analysing statistics. Contribute to the development of the Dietetics Department and the Dietetics profession by promoting and carrying out research and other projects in own work area. Coordinate and ensure the promotion and marketing of Dietetics services in the hospital and community. To evaluate and ensure that the therapeutic menu complies with quality standards (including all aspects of planning, analysis, production and portioning) in conjunction with the Food service Manager. Adhere to and implement all relevant policies, procedures, standards and legislation.

**ENQUIRIES
APPLICATIONS**

: Ms. Neo Mongoegei Tel No: 011 933 8685
 : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE

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

: 10 March 2023

<u>POST 07/216</u>	:	<p><u>PNB 1- 2 PROFESSIONAL NURSE SPECIALTY REF NO: REFS/KPTH/02/2023 (X8 POSTS)</u></p> <p>Directorate: Nursing Services Departments: Theatre, Advanced Midwifery, Child Nursing Science/Critical Care and Neonatology, and Orthopaedics</p>
<u>SALARY</u>	:	<p>Grade D 1: R400 644 – R464 466 per annum, (plus benefits), Grading According to OSD policy. Grade D 2: R492 756 - R606 042 per annum, (plus benefits), Grading According to OSD policy.</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Kalafong Provincial Tertiary Hospital</p> <p>Grade 12. Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma / Degree in Nursing as a Professional nurse or equivalent qualification that allows registration with SANC as a Professional Nurse. Post-Basic Nursing qualification with a duration of at least 1 year in the specialized area mentioned above. Current (2023) SANC receipt. Grade 1: A minimum of 4 years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. (Ability to work independently and to take decision in the specialized area. Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted) Computer literacy and driver's license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counseling.</p>
<u>DUTIES</u>	:	<p>Provision of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively supervision and utilization of resources. i.e. Human, Material, and monitoring of the services. Participate in training and research. Provision of support on nursing services. Perform a clinical nursing practice in accordance with the scope of practice and Nursing standards. Maintain professional growth / ethical standards and self-development. Promote quality nursing care as directed by the Professional scope of practice and standard.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Ms. K.A Kelembe Tel No: (012) 318-6622</p> <p>must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.</p>
<u>APPLICATIONS</u>	:	<p>Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new amended Z83 form accompanied by a Curriculum Vitae (CV) only that highlighting or stating the requirements mentioned above, and applicants must indicate the post reference number on their applications. Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). Qualifications of candidates recommended for appointment will be verified. Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Kalafong Tertiary Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representative in terms of race, disability and gender will receive preference.</p>
<u>CLOSING DATE</u>	:	<p>10 March 2023</p>

POST 07/217 : **PROFESSIONAL NURSE PNB1 REF NO: RMMCH01/2023**
 Directorate: Theatre

SALARY : R400 644 – R 464 466 per annum, (all-inclusive package)
CENTRE : Rahima Moosa Mother and Child Hospital
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 a Professional Nurse plus a post basic qualification in Theatre Technique. Current registration with SANC. A Minimum of 4 years appropriate / recognisable experience in nursing after registration as professional Nurse with SANC in General Nursing. Theatre experience will be an advantage. Good communication skills, verbal and written. Understanding of National Core Standards, able to work under pressure. Must be able to maintain respect and dignity of patients and relatives.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional and legal framework. Effective utilisation of resources. Participation in training and research. Provisioning of Support to Nursing Services. Maintain professional growth/ethical standards and self-development, and always lead by example. Promotion of a scientific, high quality nursing care that is cost effective and efficient.

ENQUIRIES : Matron L Rose Tel No: 011 470 9033 / 9030
APPLICATIONS : Hardcopy applications must be forwarded to Rahima Moosa Mother and Child Hospital, Admin Building, Cnr. Fuel and Oudtshoorn Street, Coronationville or be posted to Private Bag X20, Newclare 2112.

NOTE : Applications must be submitted on a duly completed new Z83 form. The Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 form must be fully completed (please refer to the left side of the Z83 special notes for clarity), it must be initialled and signed. According to the Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 form and a detailed CV. The CV should be recently updated and specifies the following: All experiences 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 the same with that of the CV. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from HR. Failure to submit any of the requested documents will result in the application not being considered. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. It is a legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Checks (PSC) – verification, upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal record checks as well as a credit/financial stability check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993. Correspondence will be limited to shortlisted candidates only.

CLOSING DATE : 17 March 2023

POST 07/218 : **PROFESSIONAL NURSE PNB1 REF NO: RMMCH02/2023**
 Directorate: TSSU (Theatre Supply Sterilisation Unit)

SALARY : R400 644 – R464 466 per annum, (all-inclusive package)
CENTRE : Rahima Moosa Mother and Child Hospital
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 a Professional Nurse plus a post basic qualification in Theatre Technique. Current registration with SANC. A Minimum of 4 years appropriate / recognisable experience in nursing after registration as professional Nurse with SANC in General Nursing. Theatre experience and sterilisation skills will be an advantage. Good communication skills, verbal and written. Be able to work under pressure. Must be able to maintain respect and dignity of patients and relatives.

- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional and legal framework. Effective utilisation of resources. Participation in training and research. Provisioning of Support to Nursing Services. Maintain professional growth/ethical standards and self-development, and always lead by example. Promotion of a scientific, high quality nursing care that is cost effective and efficient.
- ENQUIRIES APPLICATIONS** : Matron L Rose Tel No: 011 470 9033 / 9030
: Hardcopy applications must be forwarded to Rahima Moosa Mother and Child Hospital, Admin Building, Cnr. Fuel and Oudtshoorn Street, Coronationville or be posted to Private Bag X20, Newclare 2112.
- NOTE** : Applications must be submitted on a duly completed new Z83 form. The Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 form must be fully completed (please refer to the left side of the Z83 special notes for clarity), it must be initialled and signed. According to the Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 form and a detailed CV. The CV should be recently updated and specifies the following: All experiences 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 the same with that of the CV. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from HR. Failure to submit any of the requested documents will result in the application not being considered. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. It is a legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Checks (PSC) – verification, upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal record checks as well as a credit/financial stability check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993. Correspondence will be limited to shortlisted candidates only.
- CLOSING DATE** : 17 March 2023
- POST 07/219** : **CLINICAL TECHNOLOGIST REF NO: SBAH 0019/2023 (X1 POST)**
Directorate: Cardiology
- SALARY CENTRE REQUIREMENTS** : R332 427 per annum, plus benefit
: Steve Biko Academic Hospital
: B-Tech Clinical Technology: Cardiology degree or equivalent qualification. Registration with the Health Professional Council of South Africa as a Clinical Technologist in the specialized category Cardiology. HPCSA registration must be an Independent / Private Practice Practitioner. Professional person with integrity and ability to perform well under pressure. Self-driven, good communication, presentation and interpersonal skills.
- DUTIES** : Clinical service rendering in a multi-disciplinary Cardiology team. After-hours emergency standby and call-out for emergency procedures. Effectively perform diagnostic and therapeutic procedures on patients. Effectively perform clinical technology quality control procedures, including the management, calibration and sterilization of medical equipment and clinical supplies, ensuring effective and efficient utilization of resources in the workplace. Supervise and train clinical technology students.
- ENQUIRIES APPLICATIONS** : Prof A Sarkin Tel No: 012 354 2277
: 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** : 10 March 2023
- POST 07/220** : **OCCUPATIONAL THERAPIST GRADE 1 REF NO: JUB 08/2023**
Directorate: Therapeutic and Medical Support Services
- SALARY** : R332 427 - R378 318 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : National Senior Certificate, Degree in Occupational Therapy. Appropriate clinical experience in the field of Occupational Therapy in all areas, current year registration with HPCSA as an occupational therapist is compulsory. Must have registered as an independent practitioner. Have completed community service. Good communication and computer skills, ability to work in multidisciplinary team.
- DUTIES** : Rendering comprehensive Occupational Therapy production services in the field of adult physical, paediatric, and mental health conditions assist in the management of all resources in the allocated subsections. Implement sectional and provincial quality assurance measures, administrative and management in the designated area. Participate in the formulation and review of strategies in allocated area of work. Participate in continuous professional development of self, colleagues, and students. Perform record keeping and data collection.
- 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** : 10 March 2023 at 15:00
- POST 07/221** : **PHYSIOTHERAPIST GRADE 1 REF NO: JUB 09/2023**
Directorate: Therapeutic Services
- SALARY** : R332 427 – R378 318 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : National Senior Certificate, a degree in physiotherapy. Registration certificate as independent practitioner with the HPCSA and current registration with HPCSA.
- DUTIES** : To provide efficient, effective and accessible quality patient care services. Treat patients and staff in a courteous, respectful, caring, and professional manner. To participate in continuous professional development. To promote and improve healthy lifestyle and health education through awareness campaign. To liaise with other members of the inter-disciplinary team. To perform and complete administrative functions including data compilation and monthly reports submission. Assist with conducting required audits including self-assessment. Assist with coordination of and provisioning of assistive technologies. Have sound knowledge of public service acts, regulations and policies. Be able to communicate effectively.
- ENQUIRIES** : Mr Letsoalo MT Tel No: (012) 717 9319
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** : 10 march 2023 at: 15:00
- POST 07/222** : **PROFESSIONAL NURSE: GENERAL GRADE 1-3 / SPECIALTY STREAM (PSYCHIATRY): GRADE 1 (X14 POSTS)**
- SALARY** : PNA2 / PN B1 R268 584 per annum, plus benefits. Specialty R400 644 per annum, plus benefits
- CENTRE** : Weskoppies Hospital
- REQUIREMENTS** : Grade 12 and Basic qualification as a professional nurse according to R 425 that leads to registration with the south African nursing council as a professional nurse. Requirements for appointment in the speciality stream: Post basic qualification in the speciality area: psychiatry recognized in accordance with R 212 a minimum of 4 years' experience as a professional nurse. NB: due to equity requirements, only male candidates will be considered.
- DUTIES** : Provision of optimal, holistic specialized nursing care provided within set standards and a professional / legal framework. Effectively manage the utilization of resources. Participation in training and research Provision of effective support to nursing services Maintain professional growth / ethical standards and self-development.
- ENQUIRIES** : Ms P B Schoonwinkel Tel No: 012 319 9877
- APPLICATIONS** : Applications to be hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 in an application box at the main gate and applicant should sign in register book between 8am-3pm or Post delivered to HR: Recruitment and Selection, Weskoppies Hospital, Private Bag X 113, Pretoria 0001. On the closing date applicant should submit their applications at the security gate before 12h00 noon. No faxed or emailed application will be considered.
- NOTE** : Applications received after the closing date will not be considered. Application must be submitted on a New Z83 application form and a detailed CV must be attached. Applicants need not attach supporting documents. Only shortlisted candidates will be requested to submit certified supporting documents. Weskoppies Hospital is committed to the pursuit of diversity, redress and promotes representation in terms of equity-employment especially on race, disability, and gender. Candidates will be subjected to security screening and vetting process. Males with disabilities are encouraged to apply.
- CLOSING DATE** : 10 March 2023 at 12:00
- POST 07/223** : **CLEANERS REF NO: JUB 11/2023 (X7 POSTS)**
Directorate: Admin and Support Services
- SALARY** : R107 196 - R126 270 per annum
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Grade 10-12/Abet level 4-5, 1 year experience of cleaning. Good communication skills, ability to use cleaning machine and materials. Possess physical strength, be prepared to work shifts, be able to rotate to different areas that needs cleaning.
- DUTIES** : Clean wards, showers, offices, toilets, passages, dust, wash walls, windows, bedside lockers, scrubbing and polish the floor. Prepare boardrooms. Operate heavy duty /industrial cleaning machine. Keep equipment's clean, remove medical and general waste. Safe keeping and control of cleaning equipment's and materials. Adhere to occupational health safety and infection prevention control policies and standards. Perform any duties delegated by supervisor.
- ENQUIRIES** : Mr. Kgomo DN Tel No: (012) 717 9347
- APPLICATION** : 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** : 10 March 2023 at 15:00
- POST 07/224** : **PORTER REF NO: JUB 12/2023 (X3 POSTS)**
Directorate: Admin and Support Services
- SALARY** : R107 196 - R126 270 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 10-12/Abet level 4-5, relevant experience as a porter or mortuary attendant. Able to read and write. Be prepared to work shifts, weekends and holidays. Knowledge of customer care. Knowledge of occupational health and safety act. Understanding of Batho - Pele principles.
- DUTIES** : Accompany walking patients on wheelchairs and stretchers to various service points. Assisting in loading and offloading patients from ambulance and private cars. Cleaning of wheelchairs and stretchers from all hospital treatment points to porter's bay. Transport corpse from the wards to the mortuary. Assist with messenger services and deliver blood samples and files.
- ENQUIRIES** : Mr. Kgomo DN Tel No: (012) 717 9347
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** : 10 March 2023 at: 15:00

OFFICE OF THE PREMIER

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

- APPLICATIONS** : Applications must be submitted on the GPG Professional Job Centre website, (www.gautengonline.gov.za)
- CLOSING DATE** : 10 March 2023
- NOTE** : The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) Only and at least three (3) contactable referees quoting the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier (OoP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive

on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. NB. Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

MANAGEMENT ECHELON

- POST 07/225** : **DIRECTOR GENERAL REF NO: 016050**
 Branch: Office of the Director General
 (3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R2 068 458 – R2 330 121 per annum, (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Departments.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in the following fields: Public Management, Business Administration, Social Science, Law, Strategic Management, Human Resources and Finance or equivalent. 8 to 10 years' experience at Senior Managerial level (Deputy Director General) or equivalent, of which 5 years must be at SMS level in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting and expenditure control. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.
- DUTIES** : Serve as the Accounting Officer of the Gauteng Office of the Premier in accordance with the provisions of the PFMA. Providing strategic leadership to the Department; Overseeing the development, implementation, and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management and application of good corporate governance principles. Driving the implementation of the Growing Gauteng Together [GGT] 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Drive the delivery agenda of the Gauteng Provincial Government (GPG), Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Improve the quality of life of the citizens of Gauteng. Promote Gauteng as a Global City Region. Specific focus areas include the following: The incumbent will serve as the Secretariat of the Executive Council and ensure its effective functioning. Provide strategic direction to line Departments in GPG as define by the Act. Ensure the promotion of good international and intergovernmental relations. Support the Premier in coordinating and implementing GPG policies, as well as statutory and political responsibilities effectively and efficiently. Represent the department at various fora.
- ENQUIRIES** : Ms Sylvia Mtshali Tel No: (011) 355 6820

PROVINCIAL TREASURY

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



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.
- CLOSING DATE** : 13 March 2023 @12H00
- NOTE** : Applications must be submitted on a duly New signed, comprehensive CV obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). To access the SMS pre-entry certificate course and for further details, please click on the Following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website:www.thensg.gov.za GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. Application forms must be placed in a box on the ground floor, clearly marked Gauteng Provincial Treasury. Treasury will not be held responsible for application placed in the wrong box. All applicants are required to fill the register as confirmation that they submitted their applications. If you do not hear from us for the period of three months, consider your application to be unsuccessful.

OTHER POSTS

- POST 07/226** : **ASSISTANT DIRECTOR: MUNICIPAL COMPLIANCE AND IGR REF NO: GPT/2023/02/07**
Directorate: Municipal Finance Management
- SALARY** : R393 711 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A degree (NQF level 7) in Accounting/Auditing/Internal Auditing/Economics/Public Administration/Local government Finance. 3 years of work experience in local government finance preferably with proven experience relating to output of the post.
- DUTIES** : The incumbent will be responsible for: Monitoring of financial misconduct (e.g., Establishment of Disciplinary Boards), Municipal Annual Reports, Municipal

Oversight Reports, Information to be placed on the website of municipalities, Minimum Competency Levels of Municipal Officials, Municipal Financial Management Internship Programme. Assist in developing reporting frameworks for the Directorate and ensure compliance with Municipal Financial Management Act and related Regulations. Promotion of the adoption of the Financial Management Capability Maturity models within the directorate and in collaboration with other Chief Directorates within GPT. Conduct assessments and produce reports. Coordination of the MFMA Internal Steering Committee. Coordination of the Intergovernmental Relations Fora/ Forums (e.g., MEC for Finance Forum, CFO Forum, Municipal Financial Management Interns Forum). Provide support to municipalities pertaining to MC&IGR deliverables where required. Participate in intergovernmental structures where the MC& IGR activities are discussed. Submit reports as required in the Operational Plans, Annual Performance Plans.

ENQUIRIES : Ms. Kgothatso Sikhosana Tel No: 011 227 9000

POST 07/227 : **ASSISTANT DIRECTOR: INTERNAL RISK MANAGEMENT REF NO: GPT/2023/02/08 (X2 POSTS)**
Directorate: Strategy Management

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

REQUIREMENTS : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Auditing or Finance or Statistics or Risk Management. 3 – 5 years' experience at functional administration level in Enterprise Risk Management.

DUTIES : To co-ordinate and facilitate the provision of organisation risk management Services. To assist in implementing the risk management in line with the GPG Risk Management Framework. Conduct risk assessment and monitor the risk response activities. To assist in implement the Business Continuity Management (BCM) within the Department. Prepare and submit risk reports to be tabled at the Department's governance structures.

ENQUIRIES : Ms. Tshiamo Sokupha Tel No: (011) 227 9000