

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 10/237** : **STOMATOLOGIST GRADE 1/2/3 REF NO: STOM2/03**
Directorate: Office of the Chief Executive Officer
- SALARY** : R1 156 308 – R1 534 356 per annum, excluding commuted overtime
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Dentist and an appropriate PhD degree in Health. Minimum of seven (07) years' experience as a Dentist after registration with the HPCSA and four years' experience in teaching at post graduate level and research in an academic environment. Minimum of at least 5 articles in peer reviewed DoHET accredited journals.
- DUTIES** : Render Clinical services for teaching, service rendering and research. Supervise Undergraduate and Postgraduate research. Teaching and Training of both Undergraduate and Postgraduate students in Oral Health Sciences. Establish and manage an Oral Health Sciences Research Unit. Interest and commitment to building research capacity of staff members. Encourage collaborative research amongst the different departments within the institution and increase research outputs for the institution. Actively lead in the research endeavours with internal and external stakeholders.
- ENQUIRIES** : Mr. P.F Monama –HR Manager Pulankana.Monama@gauteng.gov.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 or emailed to Pulankana.Monama@gauteng.gov.za No faxed applications will be accepted.
- NOTE** : This post is a joint appointment for Gauteng Health and Wits University. 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 current proof of HPCSA registration 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** : 07 April 2023
- POST 10/238** : **MEDICAL SPECIALIST REF NO: SBAH 0020/2023 (X1 POST)**
Directorate: Obstetrics and Gynaecology
- SALARY** : Grade 1: R1 156 308 per annum, plus benefits
Grade 2: R1 322 100 per annum, plus benefits
Grade 3: R1 534 356 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : MBChB and FCOG (Obstetrics and Gynaecology). Registration with the HPCSA as a specialist obstetrician and gynaecologist.
- DUTIES** : The successful candidate will work predominantly in the obstetric unit of the department but will be required to assist with general gynaecological services at Steve Biko Academic Hospital and its referral hospitals. This includes allocation of after-hours services. The post includes teaching and training of under- and post-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** : must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 03 April 2023
- POST 10/239** : **MEDICAL SPECIALIST REF NO: SBAH 0021/2023 (X1 POST)**
Directorate: Internal Medicine
- SALARY** : Grade 1: R1 156 308 per annum, plus benefits
Grade 2: R1 322 100 per annum, plus benefits
Grade 3: R1 534 356 per annum, plus benefits
- CENTRE REQUIREMENTS** : Steve Biko Academic Hospital
: MMed or FCP qualification in Internal Medicine. Proof of registration as an Independent Medical Specialist Physician with the HPCSA. Not for a sub-specialty fellowship. Ability to work with all Unit members e.g Endocrinologist, Nephrologists, Gastroenterologist, Rheumatologist, Pulmonologists, Infectious Diseases, Specialist Physicians, Registrars, MO's, Students, Interns and fulfill the University criteria in doing clinical research and teaching pre and post graduate students. Good people skills and be able to take the lead in a team. Continuous education and evaluation in the clinical setting for General Internal Medicine.
- DUTIES** : In- and outpatient service delivery in General Internal Medicine: ward rounds, out-patient clinics, consultations and calls as per call roster. Implement and monitor adherence to National Core Standards (norms and standards). Reduce medical litigation by exercising good clinical ethics. Participating in a multidisciplinary team to manage and care for patients. Ensure that administration, ICD 10 coding and record keeping is done. Interview, investigate diagnose and oversee the treatment of patients. Supervising and completing of Medico-Legal documents timeously (e.g death certificates). Participation and attendance of Mortality and Morbidity meetings as well as Post Graduate meetings. Willing to do commuted overtime rendering of after-hours (night, weekend and public holiday) duties for General Medicine and the Medical ICU. Academic: training, supervision of Registrars, MO's, Interns and Students. Conducting clinical training, ward rounds and giving small group tutorials as well as lectures. Participate in exams of Students and Registrars. Act as guardian for assigned registrar. Research: Active participation in research and publishing of articles a requirement. This post is not for a sub-specialty fellowship.
- ENQUIRIES APPLICATIONS** : Ms. H Els Tel No: 012 354 2112
: must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 03 April 2023
- POST 10/240** : **MEDICAL SPECIALIST (PAEDIATRICS SURGERY) REF NO: REFS/016506 (X1 POST)**
Directorate: Clinical Services
- SALARY** : Grade 1: R1 156 308 per annum, (all-inclusive package)

		Grade 2: R1 322 100 per annum, (all-inclusive package) Grade 3: R1 354 356 per annum, (all-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Dr George Mukhari Academic Hospital MBCbB & MMed degree or a relevant postgraduate qualification in Paediatrics Surgery and current registration with the HPCSA as a Medical Specialist in Paediatrics Surgery. Grade 1: No experience required after registration with HPCSA as Medical Specialist in Paediatrics Surgery. Grade 2: a minimum of five (5) years appropriate experience after registration with HPCSA as Medical Specialist in Paediatrics Surgery. Grade 3: a minimum of Ten (10) years appropriate experience after registration with HPCSA as Medical Specialist in Paediatrics Surgery. current registration for 2023/2024 financial year is required. Form part of the after-hours specialist cover for the Paediatrics Surgery Department, to provide a 24hr clinical service Must have a strong record of clinical governance; clinical expertise; research and experience of supervision, training and teaching at both under- and post-graduate levels. Must have good inter personal, leadership, administrative, Communication, analytical and problem-solving skills. Computer literacy (Ms Word, MS Excel and Power point) is expected.
<u>DUTIES</u>	:	Ensure effective and efficient clinical service delivery within surgery department. Ensure clinical and co-operation and liaison with other departments within the hospital. To support, teaching and training within the department of Surgery. Conduct and supervise research within the field of Surgery. Manage and perform required administrative and academic duties in support of and coordinated with the Head of Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof Koto Tel No: (012) 521 4153/4150 can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	03 April 2023
<u>POST 10/241</u>	:	<u>MEDICAL SPECIALIST (GENERAL SURGERY) REF NO: REFS/016561 (X2 POSTS)</u> Directorate: Clinical Services
<u>SALARY</u>	:	Grade 1: R1 156 308 per annum, (all-inclusive package) Grade 2: R1 322 100 per annum, (all-inclusive package) Grade 3: R1 354 356 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Dr George Mukhari Academic Hospital

- REQUIREMENTS** : MBChB & MMed degree or a relevant postgraduate qualification in General Surgery and current registration with the HPCSA as a Medical Specialist in General Surgery. **Grade 1:** No experience required after registration with HPCSA as Medical Specialist in General Surgery. **Grade 2:** a minimum of five (5) years appropriate experience after registration with HPCSA as Medical Specialist in General Surgery. **Grade 3:** a minimum of Ten (10) years appropriate experience after registration with HPCSA as Medical Specialist in General Surgery. current registration for 2023/2024 financial year is required. Form part of the after-hours specialist cover for the General Surgery Department, to provide a 24hr clinical service Must have a strong record of clinical governance; clinical expertise; research and experience of supervision, training and teaching at both under- and post-graduate levels. Must have good interpersonal, leadership, administrative, Communication, analytical and problem-solving skills. Computer literacy (Ms Word, MS Excel and Power point) is expected.
- DUTIES** : Ensure effective and efficient clinical service delivery within surgery department. Ensure clinical and co-operation and liaison with other departments within the hospital. To support, teaching and training within the department of Surgery. Conduct and supervise research within the field of Surgery. Manage and perform required administrative and academic duties in support of and coordinated with the Head of Department.
- ENQUIRIES** : Prof Koto Tel No: (012) 5214153/4150
- APPLICATIONS** : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 03 April 2023
- POST 10/242** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/016518 (X1 POST)**
Directorate: Paediatric Surgery
- SALARY** : R858 528 per annum, (all inclusive)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA AS Medical Officer and must be post Community Service. No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patients. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and

completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients.

**ENQUIRIES
APPLICATIONS**

: Dr. D.S Harrison Tel No: (011) 933 8138
 : 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

: 03 April 2023

POST 10/243

: **MEDICAL OFFICER GRADE 1 (EMPLOYEE HEALTH AND WELLNESS)**
REF NO: REFS/016519 (X1 POST)
 Directorate: Employee Wellness Program

**SALARY
CENTRE
REQUIREMENTS**

: R858 528 per annum, all-inclusive package
 : Chris Hani Baragwanath Academic Hospital (CHBAH)
 : Appropriate qualification that allows registration with the HPCSA. Registration with the Health Professions Council of South Africa (HPCSA). At least three (3) years' experience as a medical officer in Public Health Care Sector and five (3) years' experience in Primary Health Care, HAST Management. Clinical skills in patient care. A post graduate Diploma or Certificate in HIV/AIDS Management is an advantage. Competence/knowledge/skills: Computer literacy (Ms Office, Excel, PowerPoint). Ability to communicate well with people

at different levels and backgrounds. Sound Organization skills. Good telephone etiquette and interpersonal skills. Must be able to work under pressure and to take initiative. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Must be self-motivated. Knowledge and application of Batho Pele Principles. Knowledge of relevant Public Service regulations, policies, acts and procedures. Compliance with budgeting, Quality assurance, Ideal Hospital and National Core Standards, Health and Safety and Infection Control principles.

DUTIES

: Provide a Comprehensive Primary Health Care Services including HIV/AIDS management. Application of protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Improve clinical quality PHC services through direct patient care and mentoring and supervising health care professionals through an integrated approach programme. Provide emergency care for injuries that happen on duty and oversee medical reports for injuries on duty that are treated in the hospital and to ensure that they are completed by a treating doctor in accordance with COIDA. Assess employee's mental and physical ability to continuously perform job functions in order to assist line management with incapacity procedures. Develop policies, protocols and standard operating procedures for the unit. Stay abreast with organisation developments. Provide an advisory and support service to management in respect of primary health care related matters. Write referral letters of employees to an external service provider where necessary. Improve quality of care by providing appropriate clinical care. Implement and monitor adherence to National Core standards (norms and standards). Participating in multidisciplinary team to manage patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Reduce medical litigation by exercising good clinical ethics. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.

ENQUIRIES

: Ms. F. Ndebele Tel No: (011) 933 0138

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** : 03 April 2023
- POST 10/244** : **DEPUTY MANAGER NURSING PN-A8 REF NO: DMN/2022/03/04**
Directorate: Mental Health Programmes
- SALARY** : R856 272 per annum, (all-inclusive package)
- CENTRE** : JHB Health District
- REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) that allows registration with SANC as a Professional Nurse. One-year qualification in Advanced Psychiatric Nursing Science will be an added advantage. A minimum of 9 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years' of the period referred to above must be appropriate/recognizable experience at management level in Psychiatric Nursing. Registration with SANC. Applicant must be in a possession of a valid South African driver's license, must be able to work under pressure, have strong leadership skills, good verbal and written communication skills, sound interpersonal skills, project management skills, financial and human resource management skills. Applicants should be prepared to undergo pre-employment and periodic medical surveillance as part of the employment conditions. Computer literacy. Ability to work independently, and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills.
- DUTIES** : Conduct a situational analysis of mental health in the district which includes Population Profile, Map and report of public, non-governmental organizations (NGOs), private, mental health related Public Benefit Organizations, and traditional health services, Status of Information Technology in the District Budget plan. Based on the situational analysis report, develop an action plan towards improvement in mental health coverage and mental health process of care and care outcomes including Primary Health care services, Community Psychiatry district allied health workers, NGOs and Community Health Workers. Ensure that mental health services include treatment, prevention, promotion and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies including suicide and substance use disorders prevention. Ensure that quality mental health services are provided according to professional standards and ethical principles. Establish routine ongoing training and supervision for PHC and mental health teams. Establish referral pathways and coordination with all stakeholders. Include Monitoring & Evaluation through appropriate tools and indicators. Implementation of the operational plan. Inter-sectoral and inter-disciplinary collaboration and coordination. Monitoring and evaluation through quality assessments and tools. Develop research and translate into improved services. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Provide professional, technical and management support for the provision of quality patient care through proper management of mental health care programs. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to mental health care. Utilize information technology and other management information systems to manage mental health information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective mental health care. Manage and utilize resources in accordance with relevant directives and legislation: (Human, Financial, Physical and Material resources). Provide full-time technical and management support to district, district hospitals and contracted care services. Coordinate mental health related research and development. Manage staff performance and development.
- ENQUIRIES** : Ms. L. Matlala Tel No: 011 694 3708
- APPLICATIONS** : must be submitted only through this email: DistrictJobApplications@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. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. 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. Johannesburg Health District does not have budget for resettlement and S&T claims.
- CLOSING DATE** : 07 April 2023
- POST 10/245** : **DEPUTY DIRECTOR: FINANCE AND SUPPLY CHAIN REF NO: REFS/016461 (X1 POST)**
Directorate: Finance and SCM
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum, (all-inclusive package)
: Leratong Hospital
: Relevant Degree/BTech or National Diploma with Advanced Diploma in Financial Accounting or Financial Management (NQF 7) or equivalent. Ten (10) years relevant experience in Finance and Supply Chain Management of which 3 years must be at an Assistant Director level. Additional qualification in Supply Chain Management will be an added advantage. Experience of financial management in a hospital will be an added advantage. Computer efficiency and driver's license essential. Extensive knowledge of Public Finance Management Act, Treasury Regulations, Supply Chain Management Policies and Procedures, Resource Management, Change Management as well as Risk Management. Leadership skills, problem solving skills, time management, strategic and operational planning, project management skills, good communication skills, policy analysis and development, client orientation and customer focus. Numerical and analytic.
- DUTIES** : Develop a business (operational plan in line with the strategic objectives of the department and hospital: Monitor the implementation of the business plans, organize and control activities. Develop operational standards and ensure the attainability/sustainability of these standards. Compile monthly, quarterly, and annual reports. Financial Management: Render an effective financial management process in line with PFMA. Compile annual budget projections and ensure that budget preparations are in line with the strategic plans and hospital objectives. Plan and prioritize expenditure in line with the budget. Monitor expenditure trends through monthly and quarterly reports. Manage revenue collection by maximizing debt recovery methods to obtain targets. Ensure that reports are generated and submitted to the CEO and Central Office. Manage the implementation of Policies, Practices, Procedures based on PFMA directives and Treasury Regulations: Ensure effective management of the implementation of Policies, delegations, Audit recommendations and procedures. Ensure effective internal controls and compliance to policies, procedures, and regulations. Develop financial and supply chain communication strategies and systems for the hospital. Compile and evaluate audit action plans monthly and submit to management for reviews. Develop, implement, maintain, and capacitate effective transversal Financial System (BAS/SAP/SRM): Manage the authorisation of payments on the SAP/SRM/BAS Systems. Manage and authorise financial reports (in Year Monitoring, Non-negotiables). Manage and authorise the monthly reconciliation of BAS/PAAB and various other recons like No 2 account, Petty Cash, Fruitless/Wasteful irregular expenditure, losses etc. Ensure effective risk management within the institution. Provide an effective Supply Chain Management: Monitor and evaluate demand and acquisition management to determine compliance and the achievement of desired outcomes. Manage the procurement of medical, non-medical commodities and equipment. Develop systems and procedures for the managing of medical stock and equipment.

Ensure compliance with Legislation, Policies and Prescripts with regards to the procurement of goods and services. Monitor and ensure proper updating of the asset register. Ensure compilation of demand plans and procurement plans. Ensure that reports are generated and submitted to the CEO and Central Office. Effective management of human resources in the finance and supply chain departments.

**ENQUIRIES
APPLICATIONS**

: Dr. D.P Moloi Tel No: 011 411 3531
: Applications should be submitted strictly online at the following E-Recruitment portal: – <http://www.professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. NB For assistance with online applications please email your query to e-recruitment@gauteng.gov.za

NOTE

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

CLOSING DATE

: 03 April 2023

POST 10/246

: **DEPUTY DIRECTOR: ADMIN SUPPORT AND LOGISTICS REF NO: REFS/016525 (X1 POST)**

Directorate: Admin Support and Logistics

**SALARY
CENTRE
REQUIREMENTS**

: R766 584 per annum, (plus benefits)
: Dr George Mukhari Academic Hospital
: A recognized 3 years Bachelor's degree or National Diploma in Public Management /Administration or Health Sciences with at least 10 Years' experience in the relevant field of which 3 Years must be at an Assistant Director/Management Level. Experience on Middle Management level in a Hospital setup will be an added advantage. Strong management, leadership skills and the ability to interpret and implement policies, directives and guidelines of the Gauteng Department of Health. Excellent verbal and written communication skills with good interpersonal skills. Negotiation, team building, conflict and problem solving skills. Candidates are required to have an understanding of the hospital Laundry, Cleaning, Accommodation, Fleet Management and Security Services. Knowledge and understanding of computer literacy in MS Package (MS Word, MS Excel, MS Power-point and MS Outlook). Knowledge of public service legislation, policies and procedures such as the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act. Prepared to work under pressure and stressful situations. Knowledge on Planning and Organising, Administration Procedures relating to specific working environment including norms and standards, Compilation of Management reports, reporting procedures, research analysing, Programme / Project Planning, Strategic Planning and Career Management.

DUTIES

: Will be responsible for management and the administration of Laundry, Cleaning, Accommodation, Fleet Management and Security Services of the hospital. Ensure that the sub-directorate Comply with the Human Resources requirements with particular emphasis on contracting and evaluating the immediate subordinates annually and quarterly respectively against the

departmental and institutional objectives and provision of staff development where and when needed. Maintenance of a well-managed laundry services which is characterised by provision of adequate quantities and quality linen to the end user on request. Maintenance of well-managed internal cleaning services which will bring in clean and neat wards, offices and any other location that is used by the hospital. Management of accommodation both residential and workspace. Management of hospital fleet. Maintenance of well-managed security services which will bring in a safe and sound environment for staff, clients, visitors and other resources and property in the hospital. Participate in the drawing of Operational Plans of Administration Support, Logistics and Patient Affairs Directorate. Facilitate and monitor the implementation of the Strategic Plan, Operational Plan and prepare inputs for the Directorate Performance Quarterly Reviews. Perform any other duties delegated by the Director, Admin Support, Logistics and Patient Affairs

ENQUIRIES
APPLICATIONS

: Mr. DP Malahlela Tel No: (012) 529 3693
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed. Section E and G: noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached" this is acceptable as long as the CV has been attached and provides the required information. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

POST 10/247

: **ASSISTANT MANAGER NURSING-AREA (PHC SPECIALTY) REF NO: JHB/D/A1**
Directorate: Nursing

SALARY
CENTRE
REQUIREMENTS

: R642 942 per annum, (plus benefits)
: Sub District D (Soweto Clinics)
: 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. Currently Registered with the SANC as Professional Nurse. 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/ recognizable 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.
<u>DUTIES</u>	:	Demonstrate effective communication with patients, supervisors, other Health Professionals, and junior colleagues including more complex report writing when required. Work as part of a multi-disciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial, and religious differences. Be able to manage own work, time, and that of junior colleagues to ensure proper nursing service delivery. Promote patient advocacy and ensure that all clinics adhere to the Batho Pele principles and quality priorities. Be able to develop contacts, build & maintain a network of professional relations to enhance service delivery. To always ensure compliance to professional and ethical standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facilities. Facilitate provision of a comprehensive package of service at PHC level. Support all clinics to adhere to 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 clinics. Support clinics to adhere to the Office of the Health Standards Compliance requirements, Ideal clinic compliance and support PHC re-engineering program implementation at all clinics. Support management and control of Human, Financial and material resources. Monitor utilization of budget to ensure that the clinics function 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 managers and staff. Administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly reports, annual reports and any other required report using the expected submission standard. Manage implementation of Infection Prevention and Control guidelines. Oversee implementation of the COVID 19 vaccination program. General administration duties and management soft skills is mandatory.
<u>ENQUIRIES</u>	:	Ms. M Mazibuko Tel No: (011) 527 1086 / (010) 345 4324
<u>APPLICATIONS</u>	:	must be submitted only through this email: SubDistrictD.JobApplications@gauteng.gov.za Applicants must indicate the post reference number as subject line of the email.
<u>NOTE</u>	:	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. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body (only when shortlisted). 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. Johannesburg Health District does not have budget for resettlement and S&T claims.
<u>CLOSING DATE</u>	:	06 April 2023
<u>POST 10/248</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC SPECIALTY) REF NO: JHB/D/M1 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R588 378 per annum, (plus benefits)
<u>CENTRE</u>	:	Moroka Clinic
<u>REQUIREMENTS</u>	:	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. Currently Registered with the SANC as Professional Nurse. A post-basic nursing qualification with duration of at least 01 year in the specialty relevant to PHC setting accredited with the SANC. 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 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. Participate in implementation of COVID19 vaccination and compliance to guidelines thereof. General administration duties and management soft skills is mandatory.

**ENQUIRIES
APPLICATIONS**

: Ms. M. Mazibuko Tel No: (011) 984 4120
: must be submitted only through this email: SubDistrictD.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. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body (only when shortlisted). 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. Johannesburg Health District does not have budget for resettlement and S&T claims.

CLOSING DATE

: 06 April 2023

POST 10/249

: **OPERATIONAL MANAGER NURSING SPECIALTY (PN-B3) REF NO: REFS/016520 (X1 POST)**
Directorate: Paediatrics Oncology

**SALARY
CENTRE
REQUIREMENTS**

: R588 378 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council. A

minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in the Paediatrics department. The applicant should be in possession of a post basic qualification in Oncology nursing science with the minimum of one-year post qualification. A post basic qualification in Nursing Administration will be an added advantage. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of legal prescripts that regulate nursing and health services. Ability to take charge and make appropriate independent decisions. Decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, Ideal Hospital Realization framework and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.

DUTIES

: Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Be allocated to work night shifts and relieve the supervisor when required. Perform as an operational manager in accordance with the scope or practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implement of the Ideal Hospital and Realization framework. Manage and monitor effective utilization and supervision of human, financial and material resources. Co-ordination and provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, and procedures. Maintain constructive working relationships with nursing and other stake holders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in training, research, and self-development. Management of personnel performance and review thereof.

**ENQUIRIES
APPLICATIONS**

: Mr. NB Mulaudzi Tel No: (011) 933 0134/
: 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** : 03 April 2023
- POST 10/250** : **ASSISTANT DIRECTOR (DIAGNOSTIC RADIOGRAPHY) REF NO: REFS/016397 (X1 POST)**
Directorate: Clinical Support
- SALARY CENTRE REQUIREMENTS** : R540 840 per annum, (plus benefits)
: Dr. George Mukhari Academic Hospital
: Appropriate Qualifications i.e. A Bachelor`s degree or Diploma in Diagnostic Radiography. Current registration with the Health Professional Council of South Africa (HPCSA). A minimum of five (5) years appropriate experience after registration with HPCSA as an independent practitioner of which three (3) years must be of appropriate managerial/supervisory experience in Diagnostic Radiography. A post graduate qualification in Management will be an added advantage. Computer literacy and associated software programs. Good communication, organizational and conflict resolution skills. Valid driver`s license. Overall Management of the Radiography department. Ensure provision and management of a 24-hour Service delivery. Knowledge of PFMA, Public Service legislations, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the health sector and Radiography profession. Knowledge of legal compliance requirements for the safe use of Hazardous substance in all spheres of Radiography and OHS Act. Knowledge of HIM Policy, National Core Standard, Quality assurance programme and strategic management. Knowledge and experience of supply chain management processes, Finance management and human resource issues. Computer skills, excellent time management skills, written and verbal business skills, report writing and presentation skills, be proactive and initiative in problem solving and decision making. Must demonstrate honesty, integrity, high work ethic and ability to work independently and in a team. Good interpersonal skills, strategic planning and leadership skills. Ability to develop the standard of the profession in all spheres related.
- DUTIES** : Assist and support radiography managers at all levels of care in GDOH. Develop and monitor implementation of relevant policies and guidelines. Conduct training needs and analysis for all the professionals. Facilitate the CPD programmes for as per year planner and as needs arises. Conduct quality assurance assessment in various institutions to ensure compliance to safety regulations and quality assurance for Radiography, accreditation standards, equipment. Conduct support visits to the various facilities for guidance and service delivery monitoring. Drive innovation and integration services across all levels of care. Foster partnership with HPCSA, SAHPRA and other relevant statutory bodies for service delivery efficiency and patient safety. Monitor the Radiation Compliance rate continuously and provide assistance through use of PIDS reports. Work with other Directorates such as HRD for training related matters. Coordinate the tender processes for procurement of equipment. Perform ad-hoc duties allocated by management team.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at

www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and section E and G should be ignored if the required information is attached on CV. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

- ENQUIRIES APPLICATIONS** : Dr. NME Sithole Tel No: 012 529 3692
 : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- CLOSING DATE** : 03 April 2023. Closing time will be 12H00 on the closing date.
- POST 10/251** : **RADIOTHERAPY RADIOGRAPHER REF NO: SBAH 0022/2023 (X7 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 REQUIREMENTS** : Steve Biko Academic Hospital
 : BSc Radiography Diagnostic and Honours Radiotherapy or National Diploma Diagnostic and National Diploma Radiotherapy. Current registration with the HPCSA as a Radiotherapy Radiographer and **Grade 1:** 4 years' appropriate experience after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer. **Grade 2:** 14 years' appropriate experience after registration after registration with the Health Professional Council (HPCSA) as Diagnostic Radiographer, of which 10 years must be after registration in Radiation Oncology Radiography. **Grade 3:** 24 years' appropriate experience after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic Radiographer, of which 20 years must be after registration in Radiation Oncology Radiography. Comprehensive knowledge and working experience in VMAT and Stereotactic Radiosurgery. Grade 1: Hardworking individual with good interpersonal skills (Communication within the team and with patients is very important). Be able to take instructions from senior radiographers as well as still be able to voice opinions. Must be able to work in a stressful environment. Grade 2: All of the above as well as show some leadership skills and be a team leader. Take responsibility and hard working. Be able to teach/mentor students. Grade 3: All of the above as well as have managerial skills, high level of responsibility. Be able to solve problems in the area of work. Provide assistance to the manager when required.
- 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 APPLICATIONS** : Ms. P Pillay Tel No: 012 354 2309
 : 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** : 03 April 2023
- POST 10/252** : **SOCIAL WORKER SUPERVISOR REF NO: REFS/016521**
Directorate: Employee Health and Wellness
- SALARY** : R401 691 per annum, plus benefits
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Social Science/ Work, Registered Counsellor, or Psychology. Registration with the Professional Body of Health Professions Council of South Africa. Five (5) years' relevant experience in an Employee Health and Wellness Department. Knowledge/skills/competency: Knowledge and understanding of Employee Health and Wellness (EHWP) strategic framework for the Public Service. Knowledge of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), Public Service Act and Regulations. Functional knowledge of mainstreaming HIV/AIDS and TB. Knowledge of the PILIR and PRAAD policy. Must have people management skills, must have ability to interpret and apply legislation, policies, and strategies. Excellent communication (verbal and written) skills. Knowledge and application of Employee Health and Wellness Counselling skills, report writing, program design and implementation skills, good presentation skills, assessment /diagnostic skills, problem-solving, project management, analytical skills, innovative, quality orientated and computer literacy.
- DUTIES** : Coordinate the Employee Health and Wellness Programme in line with the Department of Public Service and Administration (DPSA) Strategic Framework. Develop, implement, and review the Employee Health and Wellness Programme strategies. Coordinate the implementation of wellness, HIV/AIDS and TB programmes, projects, and interventions. Liaise with relevant external parties for referrals and identify appropriate institutions that will assist staff. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programmes to enhance the health and wellness of employees and the organization. Advise management regarding the trends that could influence overall work performance as a result of social malfunctioning. Provide the facilitation of onsite critical incident stress debriefing following traumatic incidents. Facilitate and conduct stress management workshops, relationships management workshops or training, financial management and debt control. Oversee the functioning of sports and other physical and recreational activities. Oversee the functioning of bereavement committee. Conduct staff satisfaction survey, analyse, evaluate data, and communicate information, statistics and results Monitor, evaluate and report to all stakeholders to ensure continuous improvement of the Employee Health and Wellness Programme.
- ENQUIRIES** : Ms. F Ndebele Tel No: (011) 933 8176
- 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 : 03 April 2023

POST 10/253 : **ASSISTANT DIRECTOR: FACILITY MANAGEMENT UNIT**
 Directorate: Facility Management Unit
 Kindly note that this post is a re- advertisement; previous applicants are encouraged to re-apply.

SALARY : R393 711 per annum (Level 09), plus benefits
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent or N3 and a passed trade test in the building environment or construction. A valid Driver's license. Seven (7) years appropriate experience, three of which should be at supervisory level - facility management experience in Public Health will be added advantage. Experience in social facilitation, community and stakeholder liaison (clients / stakeholders) and conflict management. Knowledge and skills: Public Service Act, Public Service Regulations, Labour Relations Act, Public Service Resolutions, Public Service Delivery Documents, Performance Management Development System, National Building Regulation and Building Standard Act, Construction Manual, Ribbon Development Act, Public Finance Management Act, Occupational Health and Safety Act, sound knowledge of Supply Chain Management processes Numeric, Good communication and interpersonal relations, Programme and project management, Project design and analysis, Legal and operational compliance, Analytical and problem solving, Negotiations and conflict resolution, Sound report writing. Presentation, Creative and innovative. Ability to work independently and under pressure, to interact with stakeholders on various levels.

DUTIES : Provide day-today maintenance by ensuring that all fixtures are in safe working condition inside and outside the hospital buildings. Adherence to Occupational Health and Safety Regulations by ensuring that maintenance is conducted. Compile, implement and report the day-today minor Projects Implementation Plan. Conduct periodic inspections on the hospital building. Compile and report on Statutory and Major Projects Implementation Plan. Ensure the implementation of turnaround strategy of the maintenance of the Hospital. Scrutinize specifications in consultation with the inspectors of the Department of Infrastructure and Development (did) both local and central office. Develop maintenance strategy and Implementation of policy guidelines, norms and standards according to regulatory framework. Perform preventative maintenance in the Hospital and ensure that checklists are completed. Liaison with DID regarding major maintenance within the hospital. Compile weekly and monthly reports and present to the Hospital Maintenance Committee and Management Committee. Assist with monitoring of all statutory Projects and

onsite contractors, Liaison with all stakeholders including Environmental Health Practitioners. Allocate Parking space to the staff members and manage staff information (Parking and Accommodation). Perform routine inspections of immovable assets in the Hospital. Ensuring availability of diesel, oxygen, coal, visual gas and other supplies. Ordering of Material, stock and equipment for the unit. Managing the FMU stock control and storeroom. Provide a neat, safe and cleaning environment that complies with OHS Regulations. Ensure effective management of immovable assets of the Hospital. Ensure the contracting and evaluations of staff according to PMDS Policy.

**ENQUIRIES
APPLICATIONS**

: Dr E.H.L Mpshe Tel No: (012) 318 6502
 : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za

NOTE

: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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. 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.

CLOSING DATE

: 03 April 2023

POST 10/254

: **PHYSIOTHERAPIST GRADE1 REF NO: REFS/016522 (X2 POSTS)**
 Directorate: Physiotherapy

**SALARY
CENTRE
REQUIREMENTS**

: R332 427per annum, plus benefits
 : Chris Hani Baragwanath Academic Hospital
 : Appropriate qualification that allows for registration with HPCSA as an independent practice Physiotherapist. No experience required after completion of community service in Physiotherapy as required in respect of RSA qualified employees. Experience in a tertiary academic hospital, ICU experience, post-graduate qualification and/or short courses in Physiotherapy will be added advantages. Competencies/knowledge/skills: Must have knowledge of current health and public service legislation, regulations, and policies. Knowledge in the application of clinical Physiotherapy theory, practices, and ethics. Competency requirements: Communication skills, report writing skills, planning & organizational skills, networking & liaison skills, basic Physiotherapy clinical skills, research skills, analytical skills, presentation skills. Computer literacy (Ms Word, Ms Excel). Ability to work as a member of a multidisciplinary team. Effective interpersonal skill, planning & organizational skills, and leadership qualities.

DUTIES

: Render effective patient centred Physiotherapy services for in- and outpatients in adherence to the scope of practice and health protocols. Carry out delegated duties. Implement and adhere to national, provincial, institutional, and departmental policies, procedures, regulations, guidelines, and SOP's. Work with colleagues and provide relieve as and when the need arises. Work closely with the interdisciplinary team members. Perform weekend and public holiday duties in accordance with departmental protocols. Participate in student training, supervision, and participate in performance management and development (PMDS). Monitor proper utilization of allocated financial and physical resources. Participate in the implementation and monitoring of quality assurance standards such as record keeping, data collection, assist with budget control, asset management, etc. Contribute and participate in professional development of self, colleagues, and members of the interdisciplinary team members. Participate in research projects of the department. Communicate effectively with all stakeholders.

<u>ENQUIRIES</u>	:	Mrs. E Haarhoff Tel No: 011 933 8927
<u>APPLICATIONS</u>	:	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.
<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>	:	03 April 2023
<u>POST 10/255</u>	:	<u>HEALTH AND SAFETY OFFICER REF NO: CHBAH 638 (X1 POST)</u> Directorate: Employee Health and Wellness
<u>SALARY</u>	:	R269 214 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Grade 12 and a relevant Diploma in Occupational Health and Safety. A minimum of 2 years recognisable experience as an Occupational Health and Safety Officer. Basic certificates in HIRA / Incident Investigator / Legal liability and ISO 45001 Occupational Health & Safety Management systems will be advantageous. Knowledge/Skills/Competency: Understanding of the relevant legislation and policies framework. Public Finance Management Act (PFMA), Public Sector Risk Management framework. OHS ACT No 85 OF 1993 and regulations, National Health Act 61 of 2003, Environmental Health norms and standards. Good communication (Verbal and written), good interpersonal relationship. Computer (MS Office packages), report writing skills, knowledge of Performance Management System & Development, conflict resolution, auditing, and all relevant departmental policies and procedures. Coordinate the activities of OHS, identify risks, and perform the secretariat function of the OHS Committee.
<u>DUTIES</u>	:	Developing, implementing, and improving health and safety management system in the workplace. Ensuring compliance with the relevant health and safety legislation. Conduct Hazards Identification Risk assessment to ensure safety for the facility. Conduct regular inspections and OHS audit to ensure

compliance with the OHS Act. Form an integral part of OHS committee and ensure commencement of OHS meetings Develop a risk assessment and update the hospital risk register with relevant stakeholders. Investigate OHS complains and provide reports and Quality improvement plan to management. Conduct incident investigation or any occupational diseases in collaboration with the OHS clinical programme coordinator. Ensure overall supervisory, coordination, implementation and monitor compliance of SHERQ programmes. Develop an emergency preparedness plan and ensure drills are conducted. Conduct OHS trainings and promote OHS culture in the facility. Work in collaboration with facility Manager to ensure that all contractors have safety files prior to handing over of site. Ensure a culture of innovation and performance. Ensure that the occupational health and safety rules are observed in a working environment. Distribution of emergency procedures and ensuring that the hospital is compliant in terms of fire safety. Work with Supply Chain Management to ensure procurement Personnel Protective Equipment's for employees.

**ENQUIRIES
APPLICATIONS**

: Ms F Ndebele Tel No: (011) 933 0138/0142
 : 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

: 03 April 2023

POST 10/256

: **ADMINISTRATION OFFICER REF NO: REFS/016494 (X1 POST)**
 Directorate: Supply Chain Management (SCM)

**SALARY
CENTRE
REQUIREMENTS**

: R269 214 per annum (Level 07), (plus benefits)
 : Dr George Mukhari Academic Hospital
 : Minimum of Grade 12 or equivalent, National Diploma (NQF6) in office Administration, Public Management, Public Administration, Business

Administration or relevant, minimum of 3 years' experience in administration / office management or secretary, three (3) year National Diploma (NQF6) in Public Administration/Office Management or related field will be an added advantage. Proficiency in all Microsoft Office applications (computer skills). Valid Driver's License will be an added advantage. Strong Administrative and organizational skills. Communication skills written and verbal. Teamwork and interpersonal skills Customer service skills. Problem-solving skills. Technology and software skills (will be tested). Facilitation, Interpersonal skills. Telephone etiquette, Decision Making, Analytical, Project Management, Supervisory skills. Knowledge and understanding of the legislative framework governing the Public Service.

DUTIES

: Provide secretarial, administrative and receptionist support in the Directors' office. Manage and administer the Director's diary and itinerary. Develop and maintain a schedule of meetings for the directorate and Director's office. Provide secretariat duties during meetings, including minutes taking, compilation of agenda and action plan, and distribution thereof. Ensure effective and efficient functioning of the Directorate. Assist with arrangements of personal development training of staff members of the Directorate. Record and follow up on action plans for the Director. Track and monitor projects tasks within the Directorate. Type and prepare all the necessary documentation for the Director. Ensure the safekeeping and filing of all documentation and records in the office of the Director in line with the relevant legislation and policies. Develop and maintain document tracking systems (manual and electronic) in the Director's. Ensure the smooth running of the Director's office by handling all correspondence and queries requiring the attention of the manager. Timeously respond to enquiries received from internal and external stakeholders. Obtains inputs, collate and compile reports, e.g., progress, monthly and management reports. Proofread submissions/reports and make notes for the Director. Provide financial administration and supply chain support for the directorate. Facilitate and coordinate all logistical and resource requirements of the directorate. Keep and maintain asset register for the directorate. Compliance to Batho Pele and Customer Care practices. Maintain a leave register and personnel records for the directorate. Liaise with all the relevant stakeholders and maintain professional relations. Supervise and provide personnel administration services within the directorate. Administer travel arrangements for the director (accommodation, travel, venues arrangements, etc.). Administer claims and sundry payments (S & T, cellular phone, petty cash, payments, ad hoc).

**ENQUIRIES
APPLICATIONS**

: Ms EL Letshwiti Tel No: (012) 529 3515
 : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails

reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 03 April 2023

POST 10/257

: **ADMINISTRATION OFFICER REF NO: REFS/016496 (X1 POST)**
Directorate: Nursing Services

SALARY

: R269 214 per annum (Level 07), (plus benefits)

CENTRE

: Dr George Mukhari Academic Hospital

REQUIREMENTS

: Minimum of Grade 12 or equivalent, National Diploma (NQF6) in office Administration, Public Management, Public Administration, Business Administration or relevant, minimum of 3 years' experience in administration / office management or secretary, three (3) year National Diploma (NQF6) in Public Administration/Office Management or related field will be an added advantage. Proficiency in all Microsoft Office applications (computer skills). Valid Driver's License will be an added advantage. Strong Administrative and organizational skills. Communication skills written and verbal. Teamwork and interpersonal skills Customer service skills. Problem-solving skills. Technology and software skills (will be tested). Facilitation, Interpersonal skills. Telephone etiquette, Decision Making, Analytical, Project Management, Supervisory skills. Knowledge and understanding of the legislative framework governing the Public Service.

DUTIES

: Provide secretarial, administrative and receptionist support in the Directors' office. Manage and administer the Director's diary and itinerary. Develop and maintain a schedule of meetings for the directorate and Director's office. Provide secretariat duties during meetings, including minutes taking, compilation of agenda and action plan, and distribution thereof. Ensure effective and efficient functioning of the Directorate. Assist with arrangements of personal development training of staff members of the Directorate. Record and follow up on action plans for the Director. Track and monitor projects tasks within the Directorate. Type and prepare all the necessary documentation for the Director. Ensure the safekeeping and filing of all documentation and records in the office of the Director in line with the relevant legislation and policies. Develop and maintain document tracking systems (manual and electronic) in the Director's. Ensure the smooth running of the Director's office by handling all correspondence and queries requiring the attention of the manager. Timeously respond to enquiries received from internal and external stakeholders. Obtains inputs, collate and compile reports, e.g., progress, monthly and management reports. Proofread submissions/reports and make notes for the Director. Provide financial administration and supply chain support for the directorate. Facilitate and coordinate all logistical and resource requirements of the directorate. Keep and maintain asset register for the directorate. Compliance to Batho Pele and Customer Care practices. Maintain a leave register and personnel records for the directorate. Liaise with all the relevant stakeholders and maintain professional relations. Supervise and provide personnel administration services within the directorate. Administer travel arrangements for the director (accommodation, travel, venues arrangements, etc.). Administer claims and sundry payments (S & T, cellular phone, petty cash, payments, ad hoc).

ENQUIRIES

: Dr. FF Mafisa Tel No: (012) 529 3873

APPLICATIONS

: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV

has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 03 April 2023

POST 10/258

: **ADMINISTRATION OFFICER REF NO: REFS/016484 (X1 POST)**
Directorate: Information Communication and Technology (ICT)

SALARY
CENTRE
REQUIREMENTS

: R269 214 per annum (Level 07), (plus benefits)
: Dr George Mukhari Academic Hospital
: Minimum of Grade 12 or equivalent, National Diploma (NQF6) in office Administration, Public Management, Public Administration, Business Administration or relevant, minimum of 3 years' experience in administration / office management or secretary, three (3) year National Diploma (NQF6) in Public Administration/Office Management or related field will be an added advantage. Proficiency in all Microsoft Office applications (computer skills). Valid Driver's License will be an added advantage. Strong Administrative and organizational skills. Communication skills written and verbal. Teamwork and interpersonal skills Customer service skills. Problem-solving skills. Technology and software skills (will be tested). Facilitation, Interpersonal skills. Telephone etiquette, Decision Making, Analytical, Project Management, Supervisory skills. Knowledge and understanding of the legislative framework governing the Public Service.

DUTIES

: Provide secretarial, administrative and receptionist support in the Directors' office. Manage and administer the Director's diary and itinerary. Develop and maintain a schedule of meetings for the directorate and Director's office. Provide secretariat duties during meetings, including minutes taking, compilation of agenda and action plan, and distribution thereof. Ensure effective and efficient functioning of the Directorate. Assist with arrangements of personal development training of staff members of the Directorate. Record and follow up on action plans for the Director. Track and monitor projects tasks within the Directorate. Type and prepare all the necessary documentation for the Director. Ensure the safekeeping and filing of all documentation and records in the office of the Director in line with the relevant legislation and policies. Develop and maintain document tracking systems (manual and electronic) in the Director's. Ensure the smooth running of the Director's office by handling all correspondence and queries requiring the attention of the manager. Timeously respond to enquiries received from internal and external stakeholders. Obtains inputs, collate and compile reports, e.g., progress, monthly and management reports. Proofread submissions/reports and make notes for the Director. Provide financial administration and supply chain support for the directorate. Facilitate and coordinate all logistical and resource requirements of the directorate. Keep and maintain asset register for the directorate. Compliance to Batho Pele and Customer Care practices. Maintain a leave register and personnel records for the directorate. Liaise with all the relevant stakeholders and maintain professional relations. Supervise and provide personnel administration services within the directorate. Administer travel arrangements for the director (accommodation, travel, venues arrangements, etc.). Administer claims and sundry payments (S & T, cellular phone, petty cash, payments, ad hoc).

ENQUIRIES
APPLICATIONS

: Mr. A Malepane Tel No: (012) 529 3065
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is

consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 03 April 2023

POST 10/259

: **ADMINISTRATION OFFICER REF NO: REFS/016482 (X1 POST)**
Directorate: Human Resource Management (HR)

SALARY

: R269 214 per annum (Level 07), (plus benefits)

CENTRE

: Dr George Mukhari Academic Hospital

REQUIREMENTS

: Minimum of Grade 12 or equivalent, National Diploma (NQF6) in Office Administration, Public Management, Public Administration, Business Administration or relevant, minimum of 3 years' experience in administration / office management or secretary, three (3) year National Diploma (NQF6) in Public Administration/Office Management or related field will be an added advantage. Proficiency in all Microsoft Office applications (computer skills). Valid Driver's License will be an added advantage. Strong Administrative and organizational skills. Communication skills written and verbal. Teamwork and interpersonal skills Customer service skills. Problem-solving skills. Technology and software skills (will be tested). Facilitation, Interpersonal skills. Telephone etiquette, Decision Making, Analytical, Project Management, Supervisory skills. Knowledge and understanding of the legislative framework governing the Public Service.

DUTIES

: Provide secretarial, administrative and receptionist support in the Directors' office. Manage and administer the Director's diary and itinerary. Develop and maintain a schedule of meetings for the directorate and Director's office. Provide secretariat duties during meetings, including minutes taking, compilation of agenda and action plan, and distribution thereof. Ensure effective and efficient functioning of the Directorate. Assist with arrangements of personal development training of staff members of the Directorate. Record and follow up on action plans for the Director. Track and monitor projects tasks within the Directorate. Type and prepare all the necessary documentation for the Director. Ensure the safekeeping and filing of all documentation and records in the office of the Director in line with the relevant legislation and policies. Develop and maintain document tracking systems (manual and electronic) in the Director's. Ensure the smooth running of the Director's office by handling all correspondence and queries requiring the attention of the manager. Timeously respond to enquiries received from internal and external stakeholders. Obtains inputs, collate and compile reports, e.g., progress, monthly and management reports. Proofread submissions/reports and make notes for the Director. Provide financial administration and supply chain support for the directorate. Facilitate and coordinate all logistical and resource requirements of the directorate. Keep and maintain asset register for the

directorate. Compliance to Batho Pele and Customer Care practices. Maintain a leave register and personnel records for the directorate. Liaise with all the relevant stakeholders and maintain professional relations. Supervise and provide personnel administration services within the directorate. Administer travel arrangements for the director (accommodation, travel, venues arrangements, etc.). Administer claims and sundry payments (S & T, cellular phone, petty cash, payments, ad hoc).

ENQUIRIES : Ms. TC Mnguni Tel No: (012) 529 3164
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 03 April 2023

POST 10/260 : **ADMINISTRATION OFFICER REF NO: REFS/016479 (X1 POST)**
Directorate: Finance

SALARY : R269 214 per annum (Level 07), (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Minimum of Grade 12 or equivalent, National Diploma (NQF6) in Office Administration, Public Management, Public Administration, Business Administration or relevant, minimum of 3 years' experience in administration / office management or secretary, three (3) year National Diploma (NQF6) in Public Administration/Office Management or related field will be an added advantage. Proficiency in all Microsoft Office applications (computer skills). Valid Driver's License will be an added advantage. Strong Administrative and organizational skills. Communication skills written and verbal. Teamwork and interpersonal skills Customer service skills. Problem-solving skills. Technology and software skills (will be tested). Facilitation, Interpersonal skills. Telephone etiquette, Decision Making, Analytical, Project Management, Supervisory skills. Knowledge and understanding of the legislative framework governing the Public Service.

DUTIES : Provide secretarial, administrative and receptionist support in the Directors' office. Manage and administer the Director's diary and itinerary. Develop and maintain a schedule of meetings for the directorate and Director's office. Provide secretariat duties during meetings, including minutes taking, compilation of agenda and action plan, and distribution thereof. Ensure effective and efficient functioning of the Directorate. Assist with arrangements of personal development training of staff members of the Directorate. Record and follow up on action plans for the Director. Track and monitor projects tasks

within the Directorate. Type and prepare all the necessary documentation for the Director. Ensure the safekeeping and filing of all documentation and records in the office of the Director in line with the relevant legislation and policies. Develop and maintain document tracking systems (manual and electronic) in the Director's office. Ensure the smooth running of the Director's office by handling all correspondence and queries requiring the attention of the manager. Timeously respond to enquiries received from internal and external stakeholders. Obtain inputs, collate and compile reports, e.g., progress, monthly and management reports. Proofread submissions/reports and make notes for the Director. Provide financial administration and supply chain support for the directorate. Facilitate and coordinate all logistical and resource requirements of the directorate. Keep and maintain asset register for the directorate. Compliance to Batho Pele and Customer Care practices. Maintain a leave register and personnel records for the directorate. Liaise with all the relevant stakeholders and maintain professional relations. Supervise and provide personnel administration services within the directorate. Administer travel arrangements for the director (accommodation, travel, venues arrangements, etc.). Administer claims and sundry payments (S & T, cellular phone, petty cash, payments, ad hoc).

**ENQUIRIES
APPLICATIONS**

: Mr. LW Mokoena Tel No: (012) 529 3690
 : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 03 April 2023

POST 10/261

: **ADMINISTRATION OFFICER REF NO: REFS/016499 (X1 POST)**
 Directorate: Clinical Services

**SALARY
CENTRE
REQUIREMENTS**

: R269 214 per annum (Level 07), (plus benefits)
 : Dr George Mukhari Academic Hospital
 : Minimum of Grade 12 or equivalent, National Diploma (NQF6) in Office Administration, Public Management, Public Administration, Business Administration or relevant, minimum of 3 years' experience in administration / office management or secretary, three (3) year National Diploma (NQF6) in Public Administration/Office Management or related field will be an added advantage. Proficiency in all Microsoft Office applications (computer skills). Valid Driver's License will be an added advantage. Strong Administrative and organizational skills. Communication skills written and verbal. Teamwork and interpersonal skills Customer service skills. Problem-solving skills. Technology

and software skills (will be tested). Facilitation, Interpersonal skills. Telephone etiquette, Decision Making, Analytical, Project Management, Supervisory skills. Knowledge and understanding of the legislative framework governing the Public Service.

DUTIES

: Provide secretarial, administrative and receptionist support in the Directors' office. Manage and administer the Director's diary and itinerary. Develop and maintain a schedule of meetings for the directorate and Director's office. Provide secretariat duties during meetings, including minutes taking, compilation of agenda and action plan, and distribution thereof. Ensure effective and efficient functioning of the Directorate. Assist with arrangements of personal development training of staff members of the Directorate. Record and follow up on action plans for the Director. Track and monitor projects tasks within the Directorate. Type and prepare all the necessary documentation for the Director. Ensure the safekeeping and filing of all documentation and records in the office of the Director in line with the relevant legislation and policies. Develop and maintain document tracking systems (manual and electronic) in the Director's. Ensure the smooth running of the Director's office by handling all correspondence and queries requiring the attention of the manager. Timeously respond to enquiries received from internal and external stakeholders. Obtains inputs, collate and compile reports, e.g., progress, monthly and management reports. Proofread submissions/reports and make notes for the Director. Provide financial administration and supply chain support for the directorate. Facilitate and coordinate all logistical and resource requirements of the directorate. Keep and maintain asset register for the directorate. Compliance to Batho Pele and Customer Care practices. Maintain a leave register and personnel records for the directorate. Liaise with all the relevant stakeholders and maintain professional relations. Supervise and provide personnel administration services within the directorate. Administer travel arrangements for the director (accommodation, travel, venues arrangements, etc.). Administer claims and sundry payments (S & T, cellular phone, petty cash, payments, ad hoc).

**ENQUIRIES
APPLICATIONS**

: Dr. MC Holm Tel No: (012) 529 3876
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 03 April 2023

- POST 10/262** : **ADMINISTRATION OFFICER REF NO: REFS/016478 (X1 POST)**
 Directorate: Admin Support and Logistics
- SALARY** : R269 214 per annum (Level 07), (plus benefits)
- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : Minimum of Grade 12 or equivalent, National Diploma (NQF6) in Office Administration, Public Management, Public Administration, Business Administration or relevant, minimum of 3 years' experience in administration / office management or secretary, three (3) year National Diploma (NQF6) in Public Administration/Office Management or related field will be an added advantage. Proficiency in all Microsoft Office applications (computer skills). Valid Driver's License will be an added advantage. Strong Administrative and organizational skills. Communication skills written and verbal. Teamwork and interpersonal skills Customer service skills. Problem-solving skills. Technology and software skills (will be tested). Facilitation, Interpersonal skills. Telephone etiquette, Decision Making, Analytical, Project Management, Supervisory skills. Knowledge and understanding of the legislative framework governing the Public Service.
- DUTIES** : Provide secretarial, administrative and receptionist support in the Directors' office. Manage and administer the Director's diary and itinerary. Develop and maintain a schedule of meetings for the directorate and Director's office. Provide secretariat duties during meetings, including minutes taking, compilation of agenda and action plan, and distribution thereof. Ensure effective and efficient functioning of the Directorate. Assist with arrangements of personal development training of staff members of the Directorate. Record and follow up on action plans for the Director. Track and monitor projects tasks within the Directorate. Type and prepare all the necessary documentation for the Director. Ensure the safekeeping and filing of all documentation and records in the office of the Director in line with the relevant legislation and policies. Develop and maintain document tracking systems (manual and electronic) in the Director's. Ensure the smooth running of the Director's office by handling all correspondence and queries requiring the attention of the manager. Timeously respond to enquiries received from internal and external stakeholders. Obtains inputs, collate and compile reports, e.g., progress, monthly and management reports. Proofread submissions/reports and make notes for the Director. Provide financial administration and supply chain support for the directorate. Facilitate and coordinate all logistical and resource requirements of the directorate. Keep and maintain asset register for the directorate. Compliance to Batho Pele and Customer Care practices. Maintain a leave register and personnel records for the directorate. Liaise with all the relevant stakeholders and maintain professional relations. Supervise and provide personnel administration services within the directorate. Administer travel arrangements for the director (accommodation, travel, venues arrangements, etc.). Administer claims and sundry payments (S & T, cellular phone, petty cash, payments, ad hoc).
- ENQUIRIES** : Mr. DP Malahlela Tel No: (012) 529 3693
- APPLICATIONS** : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that

the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

- CLOSING DATE** : 03 April 2023
- POST 10/263** : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: SBAH 0023/2023 (X1 POST)**
Directorate: Pharmacy
- SALARY** : R217 854 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Registration with the South African Pharmacy Council as a qualified Post Basic Pharmacist Assistant for a period of 0 to 5 years.
- DUTIES** : Stock control of medicine which includes, ordering, receiving, issuing and maintenance of stock. Compounding or preparation of sterile or non-sterile medicines in accordance with standard operating procedures. Provisioning of information. Reading and preparation of prescriptions following the interpretation and evaluation of the prescription by a pharmacist. Provision of instruction regarding the correct use of medicine supplied. Any other task necessary for the provision of quality pharmaceutical services. Recording of all transactions in accordance to the standards operating procedure. Compliance to Good Pharmacy Practice. Performing of afterhours service when required.
- ENQUIRIES** : Ms. L Deysel Tel No: 012 354 1282
- APPLICATIONS** : must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 03 April 2023
- POST 10/264** : **SECRETARY REF NO: SEC01/03**
Directorate: Office of the Chief Executive Officer
- SALARY** : R181 599 per annum (Level 05), plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Must have Grade 12/Matric certificate with 5 years working as a Secretary or a diploma/degree in secretarial/or office administration with 3 years' experience working as Secretary. Must be Computer Literate (Ms Word, Excel, PowerPoint and Ms Outlook and use of the Internet). Good communication skills – both verbal and written, have good interpersonal skills, Ability to work independently and in teams and to multi-task. Ability to act with tact and discretion, work independently and as a team member. Ability to work under pressure. Knowledge of relevant departmental policies and protocols and the Public Service Act. Event coordination, general office administration, document and file management, and organising skills. Ability to organise/prioritise tasks and effectively manage time. Willingness to occasionally work after hours when needed. Experience in rendering support to senior management would be an added advantage.
- DUTIES** : Provide secretarial, office administration, support and coordination in the office of the CEO. Responsible for diary management, attending to telephone calls & enquiries, setting up meetings, documents & record management and typing of documents. Capture and keep safe records such in the office of the CEO.

Minute-taking during meetings, preparation of agenda and distribution of minutes. Provide logistical support such as arrange functions, venues, refreshments, etc. Set up and maintain paper & electronic filing systems records, correspondence and other materials. Responsible to order and dispense office supplies. Execute receptionist and general administrative duties in the CEO's office.

- 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, Grade 12 Certificate 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** : 07 April 2023

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** : 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** : 04 April 2023 @12H00
- NOTE** : Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The 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). Failure to submit all the requested documents will result in the application not being considered. 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). 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. 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

OTHER POSTS

- POST 10/265** : **DEPUTY DIRECTOR: FINANCIAL BUSINESS SYSTEMS REF NO: GPT/2023/03/01**
Directorate: Financial Business Systems
- SALARY** : R766 584 per annum, (all-inclusive package) consists of 70% or 75% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules)
- CENTRE REQUIREMENTS** : Johannesburg
: A three-year tertiary qualification (NQF Level 7) as recognised by SAQA in Computer Science/ Information Technology/ Informatics/ Financial Information Systems/ Finance or Statistics. Mathematics. Minimum 3-5 years' development experience as BI developer in data extraction, transformation, modelling and data visualization modelling of financial data relating to General Ledger, Accounts payable, Trial balance information and related master data. Minimum 3-5 years' professional reporting experience as a business intelligence developer using BI tools: QlikView, or Microsoft Power BI or SAAS or SQL and integrating with various data source using Single Configurator, Extension. Proactive individual with good verbal and written communication skills. Innovative, creative and futuristic thinking capabilities. Ability to communicate with internal, external stakeholders. Attention to detail and quality. A self-starter and willing to work under pressure, with tight deadlines and long working hours. Honesty & Integrity. Understanding of the National Treasury Auditor download files will be an added advantage.
- DUTIES** : Create new BI applications to provide business insights as required by the various departments. Develop multidimensional semantic layer and BI query objects for system end users. Maintain existing Qlik applications to ensure that any database changes or business logic changes reflect in all relevant reports. Maintain and develop BI applications Transact-SQL queries/ views, stored procedures, functions and optimize SQL queries to enhance system performance. Ensure that database designs are consistent with information architecture and information management Standards as well as industry standards. Create new applications, improve those that already exist, add new features, and modify the operation existing business applications to meet user needs. Identify data sourcing, maintenance of existing reports, whilst ensuring integration across data cubes. Collaborates with business units, business analyst, and management to assess information and resource needs. Participate in the analysis and selection of innovative technology solutions, as well as the development of prototypes. Identify and enhance data quality processes and procedures continuously to eliminate negative impacts on data and business reporting.
- ENQUIRIES** : Ms. Kgothatso Sikhosana Tel No: (011) 227-9000
- POST 10/266** : **DEPUTY DIRECTOR: MUNICIPAL ASSET MANAGEMENT REF NO: GPT/2023/03/02**
Directorate: Municipal Accounting, Reporting and Asset Management
- SALARY** : R766 584 per annum, (all-inclusive package) consists of 70% or 75% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules).
- CENTRE REQUIREMENTS** : Johannesburg
: A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Financial Management/ Accounting/ Auditing/Internal Auditing/ Cost Management or Cost Accounting. 3-5 years' supervisory and people management experience. 5 years of experience in Asset Management. At least

		3 years working experience in local government or Provincial Treasuries' MFMA Unit. Knowledge of Public Service Act and Regulations, SA Constitution, Disaster Management Act, Electricity and Water Act, Municipal Finance Management Act and Regulations.
<u>DUTIES</u>	:	Manage and provide leadership to the sub-directorate. Provide and manage the monitoring of asset management issues in local authorities and advice, guidance and provide remedial actions where required includes inventory management. Manage the monitoring, evaluation and reporting on compliance by municipalities with asset practices against the legislated prescripts. Provide and manage support to municipalities pertaining to municipal asset management.
<u>ENQUIRIES</u>	:	Ms. Kgothatso Sikhosana Tel No: 011 227 9000
<u>POST 10/267</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: GPT2023/03/03</u> Directorate: Corporate Services
<u>SALARY</u>	:	R766 584 per annum, (all-inclusive package) consists of 70% or 75% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg A three-year tertiary qualification (NQF Level 7) as recognised by SAQA in Human Resource Management/ Human Resource Development/ Public Management. 3-3-5 years' experience in HR Management/ Development at a junior management level (ASD) in HR Development or and Management field. Knowledge of Public Service Act and Regulations.
<u>DUTIES</u>	:	To coordinate, facilitate and monitor the provision of staff training and development including induction and orientation of newly appointed employees. Implement training interventions in line with training calendar/WSP. Manage the implementation of youth developmental programme. Manage the implementation of Adult Education Training (AET). Compile and submit training reports to internal and external stakeholders. Present quarterly training plans and reports to Skills Development Committee. Develop, submit and implement WSP/ATR. Conduct training needs analysis. Present WSP&ATR to Skills Development Committee. Develop and communicate training calendar to employees. Liaise with relevant SETAs. Manage the implantation of the Internal and External Bursary Programme. Ensure bursary adverts are compiled and issued out timeously. Conduct a bursary briefing sessions to new bursary holders. Ensure bursary files are audited. Ensure bursary data are captured and updated on PERSAL and database timeously; Manage payment of invoices to institutions & books stores. Ensure timeous debt recovery for defaulters. Ensure proper bursary transfer/take-over. Facilitate vocational work for external bursaries. Management of Performance Management and Development System. Ensure compliance to the PMDS policies, guidelines, and regulations. Facilitate workshops and workshops and roadshows on PMDS documents, templates, etc. Ensure that Performance incentives are paid as prescribed. Manage training budget. Amend/draft HRD/PMDS policies and/or Standard Operating Procedures.
<u>ENQUIRIES</u>	:	Ms. Linda Ninzi Tel No: (011) 227-9000
<u>POST 10/268</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT REF NO: GPT2023/03/04</u> Directorate: Municipal Supply Chain Management
<u>SALARY</u>	:	R766 584 per annum, (all-inclusive package) consists of 70% or 75% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg A three-year tertiary qualification (NQF level 7) as recognised by SAQA Degree in Financial Management/ Accounting/ Auditing/ Cost Management/ Cost Accounting/ Logistics/ Supply Chain. Minimum of 3 years' experience in Junior Management level. Minimum of 5 years' experience in Supply Chain Management environment. Minimum of 2 years' experience in Local Government or minimum of 2 years' experience in Provincial Treasury in the MFMA environment. Must have knowledge of PFMA, knowledge of MFMA, Preferential Procurement Policy Framework Act (PPPFA) and regulations,

		Provincial Treasury policies and guidelines, Commercial Law principles/ procedures, Contract Law principles/ procedures, Public Service Regulatory Framework, Broad Based Black Economic Empowerment Act (BBBEE), and BEE Code of Good Practice.
<u>DUTIES</u>	:	Monitor, Evaluate and report on compliance with Supply Chain Management Regulatory Framework. Provide advice, guidance, and remedial actions on SCM issues and monitor remedial actions. Manage the component.
<u>ENQUIRIES</u>	:	Ms. Khensani Chauke Tel No: (011) 227-9000
<u>POST 10/269</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL FISCAL PLANNING AND POLICY REF NO: GPT/2023/03/05 (X3 POSTS)</u> Directorate: Local Government Financial Services
<u>SALARY</u>	:	R766 584 per annum, (all-inclusive package) consists of 70% or 75% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg A three-year tertiary qualification (NQF level 07) as recognised by SAQA in Public Finance/ Local Government Finance/ Economics/ Public Administration with specialization in Local Government. 3 years' experience as junior management level. Minimum of 5 years working experience in fiscal planning and policy/ research/ economics. At least 2 years' experience in the local government or Provincial Treasury MFMA environment. Knowledge of National and GPG Treasury Regulations, PFMA, MFMA, Public Service Act and Regulations. Skills advanced excel, project management, scientific writing, policy analysis, contract management, budget information and budget analysis.
<u>DUTIES</u>	:	Review and development of new and existing local government finance policies. Liaisons with all internal and external policy and research stakeholders. Research and develop policy development around tax and tariff instruments. Managing the provision of Departmental input into policy and legislative processes of various local government authorities and National public service departments. Compile and present Fiscal and Capital planning alignment implementation information statement rated on/to TMR linked to IDP, SDBIP and BEPP. Co-ordinate, present and participate in the IDP Review and Engagement sessions hosted by COGTA and Gauteng planning Commission engagements with municipalities. Hosting of information-sharing and learning forums such conferences, workshops and consultations relating to the development of relevant sector policies. Undertaking research and the drafting of research reports on issues relating to the local government financial governance and finance policy.
<u>ENQUIRIES</u>	:	Ms. Khensani Chauke Tel No: (011) 227-9000
<u>POST 10/270</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL COMPLIANCE AND IGR REF NO: GPT/2023/03/06</u> Chief Directorate: Municipal Compliance and Financial Management Support
<u>SALARY</u>	:	R766 584 per annum, (all-inclusive package) consists of 70% or 75% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Finance/ Local Government Finance/ Financial Management/Accounting/Economics/Auditing/ Internal Auditing/ Cost Management/ Management Accounting or Cost Accounting. 5 years of work experience in Local Government Finance/ Local Government Financial Governance /Provincial/ National departments monitoring municipal finances/ financial governance. 3-5 years supervisory or people management experience (junior management level in local government finance/local government financial governance).
<u>DUTIES</u>	:	The incumbent will be responsible for: Managing the sub directorate. Manage the monitoring of establishments of the Financial Disciplinary Boards. Monitor MFMA compliance and implementation of 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. Manage the promotion of the adoption of the Financial Management Capability Maturity models within the directorate

and in collaboration with other Chief Directorates within GPT. Working with COGTA and other Chief Directorates within Gauteng Provincial Treasury monitor the recoverability of UIFW Expenditures by Gauteng Delegated municipalities. Conducts assessments, write reports and consolidate MFMA Reporting Requirements Reports, and present own findings to management and external stakeholders. Co-chair the Interns Forum. Manage the coordination of the MFMA Internal Steering Committee and CFO Forum. Represent the Directorate in all Directorate related IGR engagements.

- ENQUIRIES** : Ms. Kgothatso Sikhosana Tel No: 011 227 9000
- POST 10/271** : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: GPT/2023/03/07**
Directorate: Gauteng Audit Services
- SALARY** : R766 584 per annum, (all-inclusive package) consists of 70% or 75% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules).
- CENTRE REQUIREMENTS** : Johannesburg
: A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Internal Auditing. 3-5 years of experience at junior managerial level (ASD) in Internal Audit. 5-6 years' experience in internal quality assurance. Knowledge of Departmental policies and procedures. Public Finance Management Act. Treasury Regulations. DPSA Frameworks and IIA Standards.
- DUTIES** : Perform Internal Assessments (Monitor the execution of the approved annual Quality Assurance Plan, Conduct, and supervise engagement planning, Supervise and review fieldwork of the projects, consolidate draft reports, Communicating results). Update GAS Policies and Methodologies (Review of policies, methodologies, and customization of TeamMate libraries, Conduct workshops/awareness on the Policies and Methodologies of GAS). Technical Support (Attend to Teammate queries within set timeframes, provide teammate training, Provide advisory services on the IPPF). People and Staff Utilisation (Facilitate training of Interns/learners including induction, Allocation, and rotation of interns, attending to all administrative issues relating to internship program).
- ENQUIRIES** : Ms. Kgothatso Sikhosana Tel No: 011 227 9000
- POST 10/272** : **ASSISTANT DIRECTOR: PUBLIC FINANCE REF NO: GPT/2023/03/08**
Directorate: Public Finance
- SALARY** : R393 711 per annum, (including benefits)
- CENTRE REQUIREMENTS** : Johannesburg
: A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Economics/ Statistics, specialising in Econometrics/ Informatics. A postgraduate qualification will be an added advantage. 3-5 years' experience at functional level in Economics or Statistics, relating to the main objectives/ outputs as set in section B. Experience in Statistics (Microsoft Project) and Microsoft Tools (Power BI and Excel) will be an added advantage. Knowledge and understanding of Basic Conditions of Employment Act (BCEA), Knowledge and application of Public Finance Management Act, Treasury Regulations and Division of Revenue Act.
- DUTIES** : Medium-Term Expenditure Committee, Premier's Budget Committee, Benchmark Analysis (Budget Preparation and Support). Budget, Conditional Grant, and Quarterly Assessment Analysis. Performance Management Reviews of Compensation of Employees Spending (COE) aimed towards outcomes, impact, efficiency, and productivity gains. Maintain Public Finance Shared Folder on the Server. Non-financial performance information. Knowledge Management and Cross-Cutting Responsibilities.
- ENQUIRIES** : Ms. Khensani Chauke Tel No: (011) 227-9000
- POST 10/273** : **ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING AND FINANCIAL REPORTING (ACCOUNTING SUPPORT) REF NO: GPT/2023/03/09 (X3 POSTS)**
Directorate: Municipal Financial Governance
- SALARY** : R393 711 per annum, (plus benefits)
- CENTRE REQUIREMENTS** : Johannesburg
: A degree (NQF Level 7) in Financial Management Accounting/Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 3 – 5 years

		of working experience in Financial Management Accounting/ Accounting/ Auditing. At least 2 years working experience in local government or Provincial Treasuries in a similar role.
<u>DUTIES</u>	:	Assist with the management of the operations of the sub-directorate. Monitor the implementation of the accounting standards (GRAP and others) and review and report on the quality of the annual financial statements. Monitor compliance by municipalities and municipal entities with the accounting reporting framework in respect to the MFMA, the MFMA Regulations and other related Legislations. Provision of Accounting Services and Support to municipalities and municipal entities. Participation in intergovernmental relations structure (internally and externally).
<u>ENQUIRIES</u>	:	Mr. Sihle B Hlomuka Tel No: 011 227 9000
<u>POST 10/274</u>	:	<u>ASSISTANT DIRECTOR: FISCAL POLICY ANALYSIS REF NO: GPT/2023/03/10</u> Directorate: Sustainable Fiscal Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum, (plus benefits) Johannesburg A degree in Public Management/ Administration/ Governance, Public Policy/ Public Finance, Public Economics and or related field at NQF level as recognised by SAQA. 3-5 years' experience in the Fiscal Policy/ Budget Management/Public Finance areas and/or related to job content. Knowledge of MS Word, Excel, PowerPoint, Research analysis. Skills in report writing, problem solving and a team player.
<u>DUTIES</u>	:	Provide support with monitoring/implement of revenue enhancement strategy through providing inputs on revenue proposals from the departments; contributing to discussions regarding an equitable division of revenue and participate in the medium-term revenue planning process. Provide input into the transparent and effective revenue management process, through supporting departments in application of effective tools and techniques to maximize the collection of revenue owed to the province, prepare reports for revenue forums and other stakeholders, and conduct site visits to various revenue collecting institutions. Provide inputs into the development of revenue management policy and other policies relating to revenue. Collect revenue management through collecting inputs into the guidelines on best revenue practices. Conducting and supporting determination of own revenue estimates, in-year revenue adjustments for the Medium-Term Revenue and Expenditure Framework through analysing revenue budget proposals from departments and provide own revenue analysis on proposals and provide recommendations. Assist departments to explore on all potential revenue sources through collecting data and information on all revenue related matters. Assessing and reporting on the review of tariffs from departments.
<u>ENQUIRIES</u>	:	Ms. Grieta Ndala Tel No: 011 227 9000
<u>POST 10/275</u>	:	<u>AUDITOR: RISK & COMPLIANCE AUDIT SERVICES REF NO: GPT/2023/03/11</u> Directorate: Risk & Compliance Audit Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R331 188 per annum, (plus benefits) Johannesburg A three-year tertiary qualification (NQF Level 6) Diploma (NQF level 7 as recognised by SAQA) in Internal Auditing/Auditing/Accounting. 2 years' experience in Internal Auditing environment.
<u>DUTIES</u>	:	To execute audits in compliance with the IIA standards and GAS methodology (from Planning, fieldwork, and Reporting). Audit Project Planning. Audit Project Execution. Audit Project Reporting. People and Staff Utilisation.
<u>ENQUIRIES</u>	:	Ms Tshiamo Sokupha Tel No: 011 227 9000