

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 14/268</u>	:	<u>MEDICAL SPECIALIST REF NO: MRH/04/2023</u> Directorate: Psychiatry
<u>SALARY</u>	:	Grade 1: R1 156 308 - R1 227 255 per annum Grade 2: R1 322 100 - R1 403 235 per annum Grade 3: R1 534 356 - R1 918 284 per annum
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior certificate plus MBChB / MBChB plus FC Psychiatry or MMed (Psychiatry) that allows registration with HPCSA as a Medical Specialist. Appropriate experience in Psychiatric setting. (Grade 1: No Experience after registration with the HPCSA as Medical Specialist in a normal specialty. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA.).
<u>DUTIES</u>	:	Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the hospital including assessment, treatment and monitoring of psychiatric patients within the framework of the Mental Health Care Act (No. 17 of 2002). Development and implementation of evidence-based, clinical protocols and guidelines. Partake in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities in the units and other departments. Implement and monitor adherence to Mental Health Care Act. Rendering of afterhours services including weekends (commuted overtime). Lead the multidisciplinary team discussions of patients in the psychiatric wards. Liaise with referral centres for patients who need further care and investigations. Training of staff members in the unit and other departments. Active participation in all hospital committees. To liaise with external stakeholders where appropriate and always maintain Professional and Ethical conduct.
<u>ENQUIRIES</u>	:	Dr EB Mankge Tel No: (012) 841 8305
<u>APPLICATIONS</u>	:	must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	HR Manager. Mr MH Hlophe (HR Manager)
<u>NOTE</u>	:	Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV ONLY. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	12 May 2023
<u>POST 14/269</u>	:	<u>MEDICAL SPECIALIST GRADE 1-3 REF NO: HRM: 09/23</u> Directorate Clinical
<u>SALARY</u>	:	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)
<u>CENTRE</u>	:	Sterkfontein Hospital

<u>REQUIREMENTS</u>	:	Grade 1: FCPsych (SA) and/or MMed (Psychiatry) and registration with the HPCSA as Medical Specialist. Grade 2: additional 5 years since registration as a specialist Grade 3: additional 10 years since registration as a specialist. The post is a joint appointment of the Gauteng Department of Health and the University of the Witwatersrand Department of Psychiatry.
<u>DUTIES</u>	:	Clinical service Delivery: Assess, treat, monitor mental health care users in line with the Mental Health Care Act No 17 of 2002. Participate in Forensic psychiatric work (Forensic assessments in terms of section 79 of Criminal Procedure Act as well as the management of state patients). Prepare psychiatric and medico-legal reports as required, lead a multidisciplinary team to ensure a holistic approach to patient care. Liaise with Department of Justice. Teaching and training: Supervision, teaching, and assessment of postgraduate and undergraduate students. This includes registrars, medical officers medical students, psychology interns, occupational therapy students and others. Participate in the academic programmes at Sterkfontein Hospital including those scheduled by Wits University. Train and teach hospital staff when requested. Administrative and managerial: Partake in clinical audits. Provide input to management where appropriate. Perform clinical related administration task. Membership of and participation in relevant committees. Research: Actively participate and promote the research programme. Supervision, and examination of MMeds.
<u>ENQUIRIES</u>	:	Dr T.A.S Melapi Tel No: (011) 951 8341
<u>APPLICATIONS</u>	:	Application must be submitted on a fully completed new format Z83 (81/971431 www.dpsa.gov.za) accompanied by a detailed CV with at least two contactable references, to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the main entrance.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidates will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), the recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
<u>CLOSING DATE</u>	:	09 May 2023, Time: 12H00
<u>POST 14/270</u>	:	<u>MEDICAL SPECIALIST REF NO: REFS/016890 (X1 POST)</u> Directorate: Psychiatry
<u>SALARY</u>	:	R1 156 308 per annum, (all inclusive)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Specialist in psychiatry. Registration with the HPCSA as Medical Specialist in a normal specialty. Experience in running of a Dual Diagnosis (Substance Abuse comorbid with mental illness) program will be added as an advantage.
<u>DUTIES</u>	:	The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. To run and oversee an outpatient and an inpatient Dual Diagnosis unit. Improve quality of care by providing appropriate clinical care supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings. Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits, and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Preparing and writing of reports.

Assist the Clinical Head with Administration responsibilities. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment).

**ENQUIRIES
APPLICATIONS**

: Dr M. Talatala Tel No: (011) 933 9239
: 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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). 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 application form 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

: 09 May 2023

POST 14/271

: **MEDICAL SPECIALIST: EAR, NOSE & THROAT GRADE 1-3 REF NO: REFS/016809**
Directorate: Medical Department
(Re-Advertisement)

SALARY

: Grade 1: R1 156 308 per annum, (all-inclusive remuneration package)
Grade 2: R1 322 100 per annum, (all-inclusive remuneration package)
Grade 3: R1 534 356 per annum, (all-inclusive remuneration package)

**CENTRE
REQUIREMENTS**

: Leratong Hospital
: Appropriate Medical Degree that allows registration with the HPCSA as a Medical Specialist. Registration Certificate with the HPCSA as ENT Medical Specialist. **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. A resuscitation course such as APLS (or PALS), ACLS, ATLS will be added advantage.

Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with all the disciplines teams. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. Experience in the public sector would be an advantage. Candidate will be expected to perform commuted overtime.

DUTIES

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

ENQUIRIES

: Dr. P Phanzu Tel No: (011) 411 3508

APPLICATIONS

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

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). Correspondence will only be limited to shortlisted candidates. Suitable candidates will be subjected to vetting and personnel pre-employment suitability checks (criminal record, citizenships, credit record checks, qualification verification and employment verification) where applicable, candidates will be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. It is Departments intention to promote representativity (race, gender, and disability) in the Public Service through the filling of these posts. The Department reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disabilities are encouraged to apply.

CLOSING DATE

: 09 May 2023

POST 14/272

: **DEPUTY DIRECTOR: CLINICAL SUPPORT AND THERAPEUTIC SERVICES**
REF NO: REFS/016897 (X1 POST)
Directorate: Clinical Support

SALARY
CENTRE

: R896 535 per annum (all package inclusive)
: Dr George Mukhari Academic Hospital

REQUIREMENTS

: A bachelor's degree or equivalent qualification in any of the following disciplines: Speech and Audiology, Speech Therapy, Audiology, Occupational Therapy, Podiatry, Physiotherapy, Radiography, Clinical Psychology, Dietician and Nutrition which allows you to register with HPCSA. A minimum of 5 years appropriate experience after registration with HPCSA of which a minimum of 3 years appropriate experience must be on a Managerial position. A management course and/or postgraduate qualification will be an added advantage. Current HPCSA annual registration card and HPCSA independent Practice Certificate. Applicants must be in possession of a valid South African driver's licence. Knowledge and Skills: Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of the government. Analytical assessment and evaluation skills. Computer literacy and report writing skills using excel, word and PowerPoint. Knowledge of PFMA and budgeting. Competences Skills: Strategic Capability and Leadership. Change management skills, Programme and Project management skills, Client Orientation and Customer Focus skills, Financial and Human Resource management skills. Good Communication Skills-verbal and written including presentation skills. Skilled in Policy development, Knowledge management skills, Problem Solving skills. Attributes: Good Interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Applicants should be prepared to undergo technical assessment, pre-employment, and periodic medical surveillance as part of the employment conditions.

DUTIES

: Provide strategic leadership to Clinical Support and Therapeutic Services in line with Annual Performance Plan and strategic plans of the hospital, province, and National department of health. Develop an operational plan. Facilitate implementation of relevant professional's policy guidelines, protocols and SOP's in line with the national and provincial health system. Strengthen clinical governance and clinical care. Collaborate with academic and other relevant stakeholders. Solve complex professional and management problems and policy issues. Co-ordinate and direct Clinical Support and Therapeutic Services activities by means of agreed budgets, efficient control of production processes, utilization of technology and optimal staff utilization and relations to provide efficient Clinical Support and Therapeutic Services patient care. Manage and equip the Clinical Support and Therapeutic Services health workforce across all sections to improve quality, reduce risk, create continuous improvement cultures, and more effectively develop innovative roles and service delivery models in line with Clinical governance, NCS and Ideal Hospital framework. Ensure that services in the Clinical Support and Therapeutic Services Sections will be Patient-centred care that is respectful of, and responsive to, the preferences, needs and values of patients and community at large. Ensure that Clinical Support and Therapeutic Services Section are encouraged to utilise multidisciplinary and discipline-specific competency-based training and assessment to ensure the clinical practice of staff meets desired standards. Inculcate a culture where-by the Clinical Support and Therapeutic Services health professionals are active members on committees within the organisation to influence priorities for health care and education e.g., Quality committees, working groups, professional development committees, or multidisciplinary team. Effective management of Overtime and RWOPS. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines, and code of conduct for public service.

ENQUIRIES APPLICATIONS

: Dr. MC Holm Tel No: 012 529 3880
: 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, initialed, 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 if 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 checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 12 May 2023

POST 14/273

: **DEPUTY MANAGER PRIMARY HEALTH CARE REF NO: TDHS/A/2023/40**
Directorate: Tshwane Health District

SALARY

: R881 961.per annum

CENTRE

: Office of Primary Care: Tshwane Health District office

REQUIREMENTS

: Basic qualification (i.e. diploma/degree in Medical/Dental/Nursing) or equivalent qualification that allows registration with the Health Professional Council [HPCSA] plus a Post basic qualification. Current registration with the HPCSA. A minimum of 10 years appropriate/recognisable Medical/Dental/Nursing experience after registration HPCSA. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Other Skills/Requirements: Grade 12 plus a Basic Health-related Degree/Advanced Diploma at NQF level 7 with Health Service Management as one of the major subjects; Valid, current registration with Health Professions Council; 4 years' experience in middle management within health services is essential, administrative and advanced Computer literacy to write reports plus District Health Management to be able to develop the Regional Health and Project Management; more experience in the Primary Health Care setting. Knowledge of the application of the relevant statutes and policies governing the public service and health care sciences. Knowledge of the Performance Management and Development System. Knowledge and application of the Constitution; National Health Act; Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Strategic, operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Facilitation and co-ordination skills. Problem solving, planning and organizing skills. Computer literacy and report writing skills. Applicants to possess driver's license. NB!! A practical test relating to key areas of knowledge and skills may form part of the selection process for this position. Correspondence & engagement will only be entered into with shortlisted candidates who meet the requirements. Additional advantageous skills include project management.

DUTIES

: The essential role is to provide leadership, coordinate, plan, manage, and supply effective administration support to the Primary Health Care and Health Programmes in the sub-district. Ensure implementation of the District Health System using the PHC approach including Community Based and Outreach Services with the National and Provincial framework. Plan for the implementation of National Health Insurance (NHI). The key performance areas (KPAS): Preserve good working conditions; optimum resource utilization; process improvement; safety and prevention planning and control; and regularly work within the

legislative, regulation and policies frameworks. the key results areas (kras): Patient and staff satisfaction always; smooth service management; secure operational cost control; and quality checks occur uninterrupted; and Maintain record keeping. the supervision and leadership acumen: Strive to have the ability or quality to motivate and inspire others to achieve the set goal; and command the process of planning, organizing, implementing, coordinating and controlling activities. Excellent written communication skills, including the ability to prepare documents; and display the capacity in human resource planning, and people management.

ENQUIRIES : Mr ME Makhudu Tel No: 012 452 9028/ 082 781 9921 (Monday to Friday; from 08h00 to 16h00)

APPLICATIONS : Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 09 May 2023

POST 14/274 : **MEDICAL OFFICER GRADE 1 REF NO: HRM 07/23**
Directorate: Clinical

SALARY CENTRE : Grade 1: R858 528 per annum, (plus benefits)
: Sterkfontein Hospital, Helen Joseph Hospital, Chris Hani Baragwanath Hospital, Tara Hospital, Westrand District, Central Wits, Sedibeng Hospital, Ekuruleni Health District and Charlotte Maxeke Hospital.

REQUIREMENTS : Appropriate qualification which allows registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Community service doctors to provide appropriate. An interest in psychiatry and experience in psychiatry as well as a diploma in mental health will be added advantage.

DUTIES : Clinical assessment, history taking, mental status examination and physical examination of psychiatric patients, formulation, development and execution of evidence based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping, including all laboratory results. Preparation of referral letters and discharge summaries for all patients. Participation in ward / departmental administrative duties. Teaching of students. Commitment to highest level of care, ethics, professionalism and punctuality. Work within a multi-disciplinary team and to report all conflict of interest and corruption. Participation in outreach, academic and research programs at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand. Clinical and overtime duties performed at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand.

ENQUIRIES APPLICATIONS : Professor U Subramaney Tel No:011 951-8341
: Application must be submitted on fully completed new format Z83 form(obtainable from any Pubic Service Department or on www.dpsa.gov.za/documents) to Email: Boitshoko.Khutsoane@gauteng.gov.za,Mandisa.Chirwa@wits.ac.za,Tiyani.Mathebula@gauteng.gov.za with a fully completed CV, to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being

considered. (Only shortlisted candidate will submit certified copies) If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.

- CLOSING DATE** : 09 May 2023, Time: 12H00
- POST 14/275** : **REGISTRAR GRADE 1 REF NO: HRM 08/23**
Directorate: Clinical
- SALARY CENTRE** : Grade 1: R858 528 per annum, (plus benefits)
Sterkfontein Hospital, Helen Joseph Hospital, Chris Hani Baragwanath Hospital, Tara Hospital, Westrand District, Central Wits, Sedibeng Hospital, Ekuruleni Health District and Charlotte Maxeke Hospital.
- REQUIREMENTS** : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as an Independent Medical Practitioner and Post qualification, at least 6 months of clinical psychiatry experience in an academically affiliated facility. Additional qualifications e.g. Diploma in Mental health and or Part 1 of the FCPsych examination will serve as an additional advantage.
- DUTIES** : Clinical assessment of psychiatric patients, formulation, development and execution of evidence based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping and preparation of referral letters and discharge summaries for all patients. Proper record keeping of all laboratory results. Participation in ward / departmental administrative duties. Commitment to highest level of care, ethics, professionalism and punctuality. Work responsibly within a multi-disciplinary team and reporting of all conflicts of interest and corruption. Participate in outreach, academic and research programs at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand. Registrars will be expected to perform clinical and overtime duties at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand. Academically. Attend the psychiatry teaching programme as per the department of Psychiatry at Wits University, conduct research under supervision, with respect to the attainment of the MMED, train in the various psychotherapy modalities; teach and supervise medical and undergraduate students as well as medical interns.
- ENQUIRIES APPLICATIONS** : Professor U Subramaney Tel No: 011 951-8341
Application must be submitted on fully completed new format Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) to Email: Boitshoko.Khutsoane@gauteng.gov.za, Mandisa.Chirwa@wits.ac.za, Tiyani.Mathebula@gauteng.gov.za with a fully completed CV, to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies) If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical

surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.

CLOSING DATE : 09 May 2023, Time: 12H00

POST 14/276 : **DEPUTY DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT REF NO: REFS/ 016808 (X1 POST)**
Directorate: Finance and SCM

SALARY : R766 584 per annum, (all-inclusive remuneration package)
CENTRE : Leratong Hospital
REQUIREMENTS : Degree/BTech, Advanced Diploma in Financial Accounting or NQF level 7 qualification in Financial Management or equivalent. 3 – 5 years relevant experience in Finance and Supply Chain Management environment at an Assistant Director level. Additional qualification in Supply Chain Management will be an added advantage. Experience of financial management and supply chain management in a hospital sphere will be an added advantage. Computer efficiency and driver's license are 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 : Dr. D.P Moloi Tel No: 011 411 3531
APPLICATIONS : Applications should be submitted strictly online at the following E-Recruitment portal: – <http://www.professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or

NOTE

emailed applications will be accepted. NB For assistance with online applications please email your query to e-recruitment@gauteng.gov.za

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 on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications (SAQA). All foreign qualifications must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. Suitable candidates will be subjected to vetting and personnel pre-employment suitability checks (criminal record, citizenships, credit record checks, qualification verification and employment verification) where applicable, candidates may 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. Previous applicants are welcome to re-apply.

CLOSING DATE

09 May 2023

POST 14/277

ASSISTANT MANAGER NURSING SPECIALTY PN-B4 (OPERATING THEATRE NURSING) REF NO: REFS/016891 (X1 POST)

Directorate: Clinical Support (FBU- JD-Allen Theatre)

SALARY CENTRE REQUIREMENTS

R642 942 per annum, (plus benefits)

Chris Hani Baragwanath Academic Hospital

Basic R425 qualification (i.e., Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post basic qualification in Health Services Management. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualification in Operating Theatre Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. Competencies/Knowledge/Skills: Competencies: Computer literacy, leadership, ward management/ward administration, planning, organizing, co-ordination, and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines. Applicant should be prepared to undergo medical surveillance.

DUTIES

Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e., inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms, and standards. Implementation of Ideal Hospital Maintenance Framework Version 2.0. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment)

ENQUIRIES

Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134

- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). 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 application form 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** : 09 May 2023
- POST 14/278** : **ASSISTANT MANAGER NURSING (PNA7) NIGHT REF NO: REFS/016883 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R588 378 per annum, (plus benefits)
: Dr George Mukhari Academic Hospital
: Basic R425 qualification (i.e., An appropriate bachelor's degree/ Diploma in nursing or equivalent qualifications that allows registration with the South African Nursing Council) as a professional nurse. A minimum of eight (8) years appropriate /recognizable experience in nursing after registration as a professional nurse with SANC. At least three (3) years of the period referred to above must be appropriate experience at management level. Nursing Management with a duration of at least 1 year, accredited with South African Nursing Council as a requirement. Should have proven sound managerial skills, computer literacy and knowledge of financial management. Good verbal and written communication skills. Currently registered with SANC. Must have verified service records. (Less one year from candidates appointed from outside the public service after complying with registration requirements). Nursing education will be an added advantage. Willingness to work under pressure and beyond a call of duty.

- DUTIES** : Monitor and evaluate service delivery (Nursing) on Night Duty. Ensure that the clinical nursing practice by the nursing team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Evaluate National core standards and develop quality improvement plan where gaps were identified and implement the QIP Work effectively and amicably at management level with persons of diverse intellectual. Able to manage own work and that of units reporting to the post and to ensure appropriate interventions to enhance nursing services at facility level. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Demonstrate a basic understanding of Human Resources and Financial Management. Participate in training, research, and self-development. Manage resources effectively and efficiently. (Human and Material) Must have a Basic Computer Skills. Demonstrate a basic understanding of the legislative framework governing the public service. Identify and develop policies relating to all Clinical Units. Resolve patient care related challenges/problems on Night Duty. Manage any conflict identified. Demonstrate a basic understanding of the legislative framework governing the public service.
- ENQUIRIES** : Dr. FF Mafisa Tel No: 0121 529 3575.
- APPLICATIONS** : 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, initialed, 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 if 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 checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 12 May 2023
- POST 14/279** : **OPERATIONAL MANAGER (SPECIALTY) PNB3-TRAUMA NURSING SCIENCE: ACCIDENT & EMERGENCY UNIT REF NO: REFS/016881 (X1 POST)**
Directorate: Nursing
- SALARY** : R588 378 per annum, (plus benefits)
- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : Grade 12. Basic Qualification accredited with the South African Nursing Council in terms of Government notice 425 i.e., Diploma/Degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1-year Diploma in Post Basic Trauma Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional nurse with the South African Nursing Council in General Nursing. Diploma/Degree in Nursing Management will be an added advantage. Service Certificates are compulsory. At least 5 years of the period referred to above must be

		appropriate/recognizable experience after obtaining the one year post basic qualification in the relevant speciality. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literacy. Verified work experience. South African Nursing Council Annual Practising Certificate. Ability to function as part of a team and display good professional image.
<u>DUTIES</u>	:	Co-ordination of optimal, holistic specialized clinical nursing care provided within set standards and a professional/legal framework. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Effectively manage the utilization and supervision of Human, Financial and services resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Must be prepared to work shifts. Maintain Professional growth/ethical standards and development of self and subordinates. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to Batho Pele principles.
<u>ENQUIRIES</u>	:	Dr. FF Mafisa Tel No: 0121 529 3575
<u>APPLICATIONS</u>	:	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,
<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, initialed, 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 if 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. applicants are encouraged to apply using any of the above methods. 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.
<u>CLOSING DATE</u>	:	12 May 2023
<u>POST 14/280</u>	:	<u>ASSISTANT DIRECTOR: DIAGNOSTIC RADIOGRAPHER REF NO: REFS/016894 (X1 POST)</u> Directorate: Radiography
<u>SALARY</u>	:	R517 326 – R574 158 per annum, (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Diagnostic Radiography. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Radiography. Minimum of eight (8) years experiences as a Diagnostic Radiographer of which five (5) years must be appropriate experience in

management. Current registration with HPCSA for 2023/2024. Competencies/Knowledge/Skills: Sound knowledge of specialised and general radiography protocols and equipment. Comprehensive knowledge of radiation protection legislation. Knowledge of OHS Act and other relevant Health Acts. Sound knowledge of radiography Quality Assurance programme. Knowledge of relevant public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, National Core Standards/Ideal Hospital Framework, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Sound planning and organizational skills regarding resources, Finance and HR matters. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills. Applicant should be prepared to undergo medical surveillance.

DUTIES

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

**ENQUIRIES
APPLICATIONS**

: Mr. SJT Khumalo Tel No: (011) 933 8434
 : 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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). 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 application form 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

: 09 May 2023.

POST 14/281

: **ASSISTANT DIRECTOR: DIAGNOSTIC RADIOGRAPHER (ULTRASOUND)**
REF NO: REFS/016895 (X1 POST)
 Directorate: Radiography

SALARY

: R517 326 – R574 158 per annum, (plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: A Degree in ultrasonography or Diploma/Degree in Diagnostic Radiography PLUS honours or B.-Tech in Ultrasonography. Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Ultrasonographer. Minimum of eight (8) years' experience in Diagnostic Radiography / Ultrasonography of which five (5) years must be appropriate experience in management/Chief Radiographer. Competencies/Knowledge/Skills: Sound knowledge of specialised and general ultrasonography protocols and equipment. Comprehensive knowledge of radiation protection legislation. Knowledge of OHS Act and other relevant Health Acts. Sound knowledge of radiography/ultrasound Quality Assurance programme. Knowledge of relevant public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, National Core Standards/Ideal Hospital Framework, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Sound planning and organizational skills regarding resources, Finance and HR matters. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills. Applicant should be prepared to undergo medical surveillance.

DUTIES

: Support the Radiographer Manager in order to meet the objectives of the department. Manage ultrasound subcomponent by supervising all staff in ultrasound, performing relevant ultrasound imaging and administrative functions. Render effective patient centred Ultrasound service for in-and out-patient in adherence to the scope of practice and health protocols. Ensure efficient and effective control and use of all equipment, assets and resource including consumable and staff belonging of the cost centre. Develop, implement, and monitor policies and procedures to ensure the effective and efficient functioning of the department. Ensure ultrasound services comply with relevant standard, legislation, and current government initiatives to improve health services. Manage the quality assurance programmes as required by radiation control directorate and department of Health. Provide clinical training and supervision to junior and students sonographers and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. Encourage a multidisciplinary approach by fostering close working relationship with other departments in order to

render quality services. Supervise, develop, train, and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Adhere to provincial, hospital and departmental policies, procedures, guidelines, and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES
APPLICATIONS**

: Mr. SJT Khumalo Tel No: (011) 933 8434
 : 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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). 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 application form 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

: 09 May 2023.

POST 14/282

: **OPERATIONAL MANAGER GENERAL (NIGHT DUTY) PNA-5 REF NO: ODI/12/04/2023/01**
 : Re-advert Those who previously applied are encouraged to re-apply.

**SALARY
CENTRE**

: Grade 1: R464 466 per annum, (plus benefits)
 : Odi District Hospital

<u>REQUIREMENTS</u>	:	Basic R425 Qualification (i.e Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a professional Nurse. Registration with SANC as a Professional Nurse. A minimum of 07 years appropriate/recognisable experience in Nursing after registration as a professional nurse with SANC.
<u>DUTIES</u>	:	Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing. Work as part of multi-disciplinary team to ensure good nursing care by nursing team. Work effectively and amicably, at a supervisory level. With persons of diverse intellectually, culturally, racial, or religious differences. Able to manage own work, time, and that of subordinates to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment and care, ensuring that the principles of BATHO -PELE are adhered to.able to develop contacts, build and maintain a network of professional relations to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Knowledge of ideal hospital realisation framework practices. Ensure supportive supervision during night. To relieve Area Manager and be able to work shifts.
<u>ENQUIRIES</u>	:	Ms Ntsie EP Tel No: 012 725 2312
<u>APPLICATIONS</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane, 190.
<u>NOTE</u>	:	Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
<u>CLOSING DATE</u>	:	12 May 2023
<u>POST 14/283</u>	:	<u>PROFESSIONAL NURSE SPECIALITY PNB: 1-2 REF NO: REFS/016856 (X30 POSTS)</u> Child Nursing Science, Advanced Paediatric and Neonatal Nursing Science, Advanced Midwifery and Neonatal Nursing Science, Intensive Care Nursing Science, Operating Theatre Nursing Science, Trauma and Emergency Nursing Science, Orthopaedic Nursing Science, Ophthalmology Nursing Science, Oncology Nursing Science, Advanced Psychiatric Nursing Science and Nephrology Nursing Science). Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R400 644 per annum, (plus benefits) Grade 2: R492 756 per annum, (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	:	A Basic R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and currently registered with SANC as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in one of the specialties stated above. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Able to plan and organize own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements, and expectations (Batho Pele).

- ENQUIRIES** : Dr. FF Mafisa Tel No: 0121 529 3575
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : 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, initialed, 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 if 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 checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 12 May 2023
- POST 14/284** : **MIDDLE MANAGER: HUMAN RESOURCE- LABOUR RELATIONS REF NO: CHBAH 639**
Directorate: Human Resource Labour Relations
- SALARY** : R393 711- R475 596 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Grade 12 and National Diploma/ Degree in Labour Law /Labour Relations /HR with a minimum of ten (10) years' experience in Labour Relations of which, five (5) years of the experience must be at Supervisory level and driver's License. Competencies/skills required- Computer literacy (knowledge in Ms. Office package), knowledge of collective bargaining arrangements and dispute resolution applicable in Public Service and the jurisdictional role of CCMA over some disputes, demonstratable record of handling discipline, handling and knowledge of referral route of grievances, strikes (including strike management) in Public Service, ability to apply, interpret the legislative framework applicable in Public Service, analytical thinking and research skills, record/document management, knowledge of oversight bodies/structures (Chapter 9, Chapter 10 institutions and the Department of Labour) and their legal responsibilities either on discipline or grievances and or strikes, Must have excellent presentation skills, experience in dealing with the public, sound organizational and planning skills, Knowledge and application of project management principles is essential. Medical testing/assessment-Applicant should be prepared to undergo medical surveillance.
- DUTIES** : Manage and monitor the functions of labour relations officers. Represent the department at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards. Ensure compliance with legislative framework relating to grievances and disputes. Keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the department or hospital. Compile reports/submissions in respect of grievances, disputes, advice, and industrial action matters. Promote sound labour peace within the hospital.

Produce monthly accounting/mandatory reports and analyse the report to establish trends and develop interventions where necessary. Contribute to the departments planning and monitoring and evaluation processes. Manage the implementation of policies, resolutions, plans, and strategies relating to labour relations. Ensure compliance with legislative framework and monitor and evaluate implementation thereof; further suggest improvements where necessary. Develop internal control measures, guidelines, and standard operating procedures on labour relations in line with National and Departmental human resource practices, guidelines, and policies. Conduct in-service training and induction of staff in the hospital on labour related matters as approved and delegated by the head of the sub-directorate. Attend to audit and National Core Standard queries including the implementation of the recommendations thereof. Advise management, employees and the department on labour relations practices, procedures, guidelines, and policies, etc. Support the Deputy Director in achieving the strategic objectives of the Department of Health on labour relations management in the Hospital and do other reasonable adhoc exercises and tasks as and when required to enhance service delivery in the Hospital. Adhere to timelines on projects. Be willing to undergo continuous training and development. Attend and run meetings. Management of personnel performance and review thereof in the sub-division.

**ENQUIRIES
APPLICATIONS**

: Mr J Nzimande Tel No: (011) 933-8885
 : 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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). 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 application form 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

: 09 May 2023

- POST 14/285** : **HUMAN RESOURCE OFFICER- LABOUR RELATIONS REF NO: CHBAH 640 (X1 POST)**
Directorate: Human Resource Labour Relations
- SALARY** : R269 214 – R317 127 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Grade 12 and the Certificate in Labour Law /Labour Relations /HR at NQF5 with a minimum of three (3) years' experience in Labour Relations and driver's License. Competencies/skills required- Computer literacy (knowledge in Ms. Office package), knowledge of collective bargaining arrangements and dispute resolution applicable in Public Service and the jurisdictional role of CCMA over some disputes, demonstrable record of handling discipline, handling of grievances and have knowledge of referral route system of grievances, strikes (including strike management) in Public Service, ability to apply, interpret the legislative framework applicable in Public Service, analytical thinking skills, record/document management, knowledge of oversight bodies/structures (Chapter 9, Chapter 10 institutions and the Department of Labour) and their legal responsibilities either on discipline or grievances and or strikes. Medical testing/assessment-Applicant should be prepared to undergo medical surveillance.
- DUTIES** : Conduct discipline (including investigating misconduct allegations, drafting of misconduct charges, writing of investigation reports, identify and prepare potential witnesses, presenting the case during discipline and presiding over disciplinary cases), handle grievances (including investigating grievances, chairing of grievances and refer unresolved grievances), Write accounting reports including reports on discipline, grievances, disputes, and multilateral meetings, represent the employer in dispute structures, analyze trends and advise the employer including serious adverse events cases, forensic, hotline/whistleblowing, where required manage the information in line with the provisions of Protected Disclosure Act, identify and conduct Labour Relations training (including code of conduct, employment practices in public service, sexual harassment, discipline and grievances), support and/ or advise management, supervisors, employees and admitted trade union's representatives on all matters relevant in employment relations, participate/facilitate bilateral, multilateral and committees (including statutory established committees) and write minutes and reports relevant to these structures and supervise level 5 employees within Labour Relations unit where applicable.
- ENQUIRIES** : Mr J Nzimande Tel No: (011) 933-8885
APPLICATIONS : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). 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 application form 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** : 09 May 2023
- POST 14/286** : **HUMAN RESOURCE OFFICER REF NO: HRO1/CMJAH/2023**
Directorate: Human Resource Department
- SALARY** : R269 214 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Qualifications & Experience: Grade 12 with 3 to 5 years' HRM experience or a three-year National Diploma or Degree in HRM, Public Administration and Business Administration from a recognized SAQA accredited tertiary institution with 2 years' HRM experience. PERSAL Certificate. Knowledge: Sound knowledge of Human Resource Management with emphasis on Staff Relations In-depth knowledge of HR Legislative Prescripts, Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint, PERSAL system, a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Planning and organising, Sound analytical thinking, good interpersonal relation, problem solving and decision-making. Mathematics, relationship and maintaining discipline. Formulation and editing, conflict resolution, research and Competencies Required. Good verbal communication and report writing skills.
- DUTIES** : Supervise the implementation and maintenance of Human Resource Administration, Condition of service and service benefits (Leave, Housing, Injury on duty, Long service recognition, Overtime, Pension, and other allowances) Terminations, Recruitment and Selection- (Advertisement, Appointments, Transfers, Verification of qualification, Reference check, Absorptions, Probationary periods). Serve a secretary during interviews and compilation of submissions, and weekly/monthly reports. Provide quality client service to internal and external stake holders. Supervising junior staff and performance management. Handle Human Resource administration enquiries.
- ENQUIRIES** : Mr. Tshepo Moagi Tel No: 011 488 3919
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be

contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.

- CLOSING DATE** : 09 May 2023
- POST 14/287** : **PROFESSIONAL NURSE REF NO: TDHS/A/2023/41**
Facility: Ward based primary health care outreach teams program
- SALARY** : R268 584 per annum
- CENTRE** : Tshwane health district (1 for sub district 2 & 1 for sub district 7)
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of 0 to 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing with Midwifery. Competencies: Demonstrate an understanding of nursing legislation and related practises. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Financial Management Skills, Human Resource Management Skills, leadership and organizational skills, decision making and problem-solving skills and sound knowledge of public service policies and Code of Conduct. Computer literacy and driver's license an added advantage.
- DUTIES** : Manage and supervise a team of Community Health Care Workers assigned to a health facility and providing community-based services at ward level. Supervise enrolled nurse team leaders assigned to a health facility. Team Leader will spend 70% of his/her time in the community supporting Community Health Care Workers when doing home visits and 30% in the office doing team administration work. Organize campaigns to address poor performing indicators of the facility and district. Ensure work allocation to the team and monitor performance (PMDS). Liaise with ward councilors (with the assistance of facility managers) and other community structures with regards to overall activities of community health workers in the community. Facilitate training and weekly Inservice for Community Health Workers. Attend meetings, trainings and give feed back to the team. Compile Monthly reports and submit to facility manager. Manage resources allocated to team.
- ENQUIRIES** : Ms SN Lerumo Tel No: 012 354 6044/071 383 4230
- APPLICATIONS** : Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided

by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 09 May 2023
- POST 14/288** : **HUMAN RESOURCE CLERK REF NO: REFS/016887**
Directorate: Human Resource Management
- SALARY** : R181 599 – R213 912 per annum, (plus benefits)
CENTRE : Masakhane Provincial Laundry and Cook Freeze Factory
REQUIREMENTS : Grade 12 with at least 2 to 3 years working experience in Human Resource Management/Labour Relations/HR Registry/PMDS or 3-year Degree/Diploma in Human Resources Management/Development, Labour Relations or equivalent qualification with at least 1 year experience. Must have a drivers licence. knowledge of the Public Service Act and Regulations, Skills Development Act, PFMA, Labour Relations act, PMDS, PSCBC Resolutions etc. Presentation and Facilitation skills, Computer literacy, A team worker, Strong orientation towards rendering a friendly client service. Report writing skills and knowledge of PERSAL (PERSAL certificates will be an added advantage).
- DUTIES** : Implement and administer Human Resource Administration practices – Conditions of service including (leave, housing, Medical Aid, service termination, long service recognition, transfers, pension and other allowance. Capturing of leave and do leave audits. Capturing overtime, nightshift, standby etc. Knowledge of grievance and disciplinary procedures. Coordination of various HR meetings. Basic knowledge of Skills development and coordination of training matters. Basic knowledge of Policy and Procedure on incapacity Leave and Ill-health retirement (PILIR). Conduct various HR workshops. Coordinate PMDS matters including monitoring compliance. Control attendance registers of all staff in the Institution. Render effective filling and record management services to the Institution. Operate office machines in relation to the registry function. Perform retrieval and disposal of records accordingly. Handle postage (incoming and outgoing). Relieve in other sections within registry Conduct physical verification of staff. Manage all AG matters. Perform other lawful duties as delegated by supervisor.
- ENQUIRIES** : Mr. AL Mokgetle Tel No: 012-564 6300
APPLICATIONS : should be sent to Human Resource Manager, Masakhane Provincial Laundry and Cook Freeze Factory, Private Bag X 06, Rosslyn, 0200 or Hand Delivered at the Security gate 06 Piet Pretorius Street Rosslyn (Between 7:30am to 15:30pm Mondays to Fridays) and online at Gauteng Provincial Government <http://professionaljobcentre.gpg.gov.za>. Please ensure that the reference number is quoted correctly).
- NOTE** : The fully completed and signed new Z83 form should be accompanied by a recent updated CV (only shortlisted candidates will be required to submit certified documents when invited for the interviews). The recommended will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and will be subjected to positive results of the security clearance process (criminal records), and the verification of educational qualifications certificates. Incomplete applications or applications received after closing date will not be considered. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful.
- CLOSING DATE** : 12 May 2023
- POST 14/289** : **ADMIN CLERK: FINANCE REF NO: REFS/016882**
Directorate: Cook Freeze Factory
- SALARY** : R181 599 – R213 912 per annum, (plus benefits)
CENTRE : Masakhane Provincial Laundry and Cook Freeze Factory
REQUIREMENTS : Grade 12 with at least 1 to 3 years working experience in Finance. National Diploma or a Degree in Financial Management or equivalent qualifications will be as an added advantage. Computer literate (Ms Office, Excel). Accounting, knowledge of BAS and SAP will have added as advantage. Knowledge of the relevant Acts and prescripts (Public Finance Management Act (PFMA), Treasury Regulations,

Division of Revenue Act (DORA), Public Service Act) etc.. Ability to communicate well with people at different levels and different backgrounds. Sound organisation skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette. Good interpersonal skills and document management skills. Must have office administration competency must be able to work under pressure and to take initiative. Ability to work independently and in a team. Ability to organize and plan. Must be self-motivated. Knowledge and application of the Batho Pele Principles.

DUTIES : Budget allocation and capturing of SCOA allocation in RLS01. Assisting with recons (E-Receipting and BAS/SAP and BAS/PERSAL etc.) on a monthly basis. Must assist in Accounts Payable. Capturing of journals on SAP on a weekly basis and the clearing of suspense accounts. Ensure that suppliers reconciliations are done weekly and proper handling of queries. Ensure payments in web-cycle are processed within the prescribed time. Responsible for Petty Cash, capturing of the Receipts and monthly banking. Monitor of face value books. Assist in other related tasks that may be assigned from time to time. Attend meetings and training as approved by supervisor. Comply with the performance management and development system (contracting, midyear and final assessment). Reporting on Accruals and Commitments monthly. SAP, SRM approval of RSLO1. Assist with the Budget and capturing.

ENQUIRIES APPLICATIONS : Mr. AL Mokgetle Tel No: 012-564 6300
: should be sent to Human Resource Manager, Masakhane Provincial Laundry and Cook Freeze Factory, Private Bag X 06, Rosslyn, 0200 or Hand Delivered at the Security gate 06 Piet Pretorius Street Rosslyn (Between 7:30am to 15:30pm Mondays to Fridays) and online at Gauteng Provincial Government <http://professionaljobcentre.gpg.gov.za>. Please ensure that the reference number is quoted correctly).

NOTE : The fully completed and signed new Z83 form should be accompanied by a recent updated CV (only shortlisted candidates will be required to submit certified documents when invited for the interviews). The recommended will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and will be subjected to positive results of the security clearance process (criminal records), and the verification of educational qualifications certificates. Incomplete applications or applications received after closing date will not be considered. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful.

CLOSING DATE : 12 May 2023

POST 14/290 : **LIBRARY ASSISTANT REF NO: SGL8/14/04/2023**
Directorate: Administration
Re-advert, Those who applied for this position previously need not re-apply their applications will be considered.

SALARY CENTRE REQUIREMENTS : R181 599 per annum, (plus benefits)
: GCON: SG Lourens Campus
: Grade 12 or equivalent certificate. A recognised Diploma in Library and information science. Two (2 years' experience in a Library environment and knowledge of LIBWIN and other Library Management Systems. Skills and Knowledge: Knowledge and understanding of administration procedures relating to the library environment including norms and standards. Planning and organising skills. Ability to work under pressure. Sound written and verbal communication. Computer literacy certificate in (Microsoft Word, Microsoft Excel). Good interpersonal and organisational skills and problem-solving skills. Ability to work independently with minimal supervision as well as part of a team. Must possess excellent interpersonal and communication skills to serve others. A general knowledge of the scope and variety of both printed and electronic information sources.

DUTIES : Support training and development of nursing students. Assist in registering library users and perform all the prescribed issue desk administrative tasks. Rendering library and information service to nursing students and lecturers with information searches on different online databases. Performing administrative tasks e.g.,

Statistics, library orientation, marketing, and advocate the library. Assist in stocktaking of library material and collection development. Assist the librarian in keeping a proper record of all library assets for asset management purposes. Assist with counter, phone, and email enquiries from library users. Register new users and maintain and update user profiles. Check in/out library materials to patrons. Sorting, shelving and shelving reading of library materials according to their categorization. Assist with executing library programmes and events. Assist library users with research materials and computer related information. Perform any task or duties which fall within the mission and vision of the Campus. Physical Requirements Candidate must be able to carry/lift heavy boxes of books bend low and reach high to shelve books, push a library cart.

**ENQUIRIES
APPLICATIONS**

: Ms ET Molopyane Tel No (012) 319 5739
: Applications should be hand delivered at: The Department of Health - (GCON), SG Lourens Campus, Cnr Soutpansberg Road & Theodorehove, Pretoria, or post to SG Lourens Campus, P/Bag X755, Pretoria, 0001.

NOTE

: The application must be accompanied by a fully completed new Z83 form and a detailed Curriculum Vitae (CV). Shortlisted candidates will be required to submit certified documents on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, practical examination on MS Word and Excel and personnel suitability check (criminal record, citizenship, credit record checks, qualification verification; and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured females, Indian males, and females. The institution reserves the right not to appoint. NB: Travelling and relocation costs will not be paid.

CLOSING DATE

: 10 May 2023

POST 14/291

: **FINANCE CLERK REF NO: TDHS/A/2023/42 (X4 POSTS)**
(12 months contract)
Directorate: Finance

**SALARY
CENTRE
REQUIREMENTS**

: R181 599 per annum, plus 37%
: Tshwane District Health Services
: Grade 12 with 1-year financial management/accounting experience or an appropriated Degree/National Diploma in Accounting/Finance. Other Skills / Requirements: Knowledge and experience in BAS, SAP, SRM and PERSAL. Thorough knowledge of PFMA, Treasury Regulations and financial policies and procedures. Must be computer literate (Microsoft Word, PowerPoint and Excel). Candidates must have work experience in Budget processes, Reporting and Accounts Payable. Sound accounting skills.

DUTIES

: Compile and manage the budget of the institution in the district and Bronkhorstspuit Hospital. Monitor budget spending in accordance with the set policies and procedures. Provide assistance and Bas reports to management and institutions in the district in terms of budget, expenditure and reporting monthly. Manage and identify miscellaneous payments and the clearing of suspense/control accounts, Safekeeping of Basic Accounting records and face value documents. Approve shopping cart and confirmation of goods receive voucher (GRV) on SRM. Attend to supplier's queries and web cycle. Monitor commitment register. Perform Monthly reconciliations of transversal systems (BAS/PERSAL, BAS/SAP, BAS/MEDSAS and Revenue)

**ENQUIRIES
APPLICATIONS**

: Ms PM Kganyago, Tel No: (012) 451 9099
: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed

Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 09 May 2023

POST 14/292

: **ENROLLED NURSE (7) REF NO: TDHS/A/2023/43**
Facility: Ward based primary health care outreach teams program

SALARY

: R179 172 per annum

CENTRE

: Tshwane health district (2 for Sub district 1, 2 for Sub district 2, 1 for Sub district 5 and 2 for Sub district 7)

REQUIREMENTS

: Qualification that allows registration with the SANC as Staff Nurse.0 to 9 years' appropriate/recognisable Nursing experience after registration with the SANC as Staff Nurse. A valid driver's license will be an added advantage. Competencies: Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

DUTIES

: Manage and supervise a team of Community Health Care workers assigned to a health facility and providing community-based services at ward level. Team Leader will spend 70% of his/her time in the community supporting Community Health Care Workers when doing home visits and 30% in the office doing team administration work. Organize campaigns to address poor performing indicators of the facility and district. Ensure work allocation to the team and monitor performance (PMDS). Liaise with ward councilors (with the assistance of facility managers) and other community structures with regards to overall activities of community health workers in the community. Facilitate training and weekly Inservice for Community Health Workers. Attend meetings, trainings and give feed back to the team. Compile Monthly reports and submit to facility manager. Manage resources allocated to team.

ENQUIRIES

: Ms SN Lerumo Tel No: 012 354 6044/071 383 4230

APPLICATIONS

: Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 09 May 2023

POST 14/293

: **DRIVER REF NO: TDHS/A/2023/44 (X1 POST)**
Directorate: Admin & Logistics

SALARY

: R151 884 per annum (Level 04)

CENTRE

: Tshwane District Health Services

REQUIREMENTS

: Grade 10. One (1) to three (3) years' experience in driving / messenger services. A valid Code 10 (C1) driver's license with PDP. Willingness to work and travel irregular hours. Knowledge of OHS Act and Infection Control Guidelines Other

Skills / Requirements: Good written and verbal communication skills. Ability to work independently and with the team. Willingness to work and travel irregular hours.

DUTIES : Transportation of equipment, patients and officials within the District. They order, collect and deliver goods when requested. Take vehicle for service/repairs. Keep record of oil, fuel receipt and other admin documents. Assist with loading and offloading of goods, Collect and deliver post and parcels on a daily basis at the post office. Keeping the vehicles clean and in good condition.

ENQUIRIES APPLICATIONS : Mr LM Seshoka Tel No: 012 451 9025

NOTE : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 09 May 2023

POST 14/294 : **PORTER SUPERVISOR REF NO: ODI/12/04/2023/03 (X1 POST)**
Re-advert Those who previously applied are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R151 884 per annum, (plus benefits)
: Odi District Hospital
: Minimum Grade 10/Abet level 4 with 3 years experience as a Porter. Or Grade 12 certificate with 3 years experience as a porter in a Hospital environment, must be computer literate & must be able to work under pressure. Ability to work effectively in a team. Good communication and interpersonal skills. Meeting deadlines and setting goals. Must be able to handle repetitive work.

DUTIES : Supervision of pottering and (mortuary when need arises) which includes duty scheduling, leave planning, and discipline. Loading and off-loading patients from ambulances and private cars. Regular walk about to assess the state of uniform and ensure that all porters wear it. Deal with all porters' issues that needs attentions. Transporting of patients between various departments within the hospital. Ensure appropriate management of wheelchairs and stretchers. Ensure that all employees under your supervision comply with HR prescripts i.e leave management, PMDS, Signing of attendance register. Attend meetings and give regular feedback to colleagues. Ensure that support service complies with national core standard/ ideal hospital tool. Implement and comply with OHS prescripts and infection control in the portering services.

ENQUIRIES APPLICATIONS : Mr Sithole RN Tel No: 012 725 2443

NOTE : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane, 0190. Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

CLOSING DATE : 12 May 2023

POST 14/295 : **GENERAL WORKER REF NO: ODI/12/04/2023/02 (X1 POST)**

SALARY CENTRE : R107 196 per annum, (plus benefits)
: Odi District Hospital

- REQUIREMENTS** : NQF level 3 (Grade 10 certificate or equivalent). Must have good communication and interpersonal skills. Ability to work under pressure. No experience required.
- DUTIES** : Perform administrative tasks and relief as may be delegated by the staff and unit manager. Management and control of inventory, maintaining minimum and maximum stock levels. Create and maintain an effective filing system. Accurately and timeously file and retrieve all requested X-ray films. Perform radiology related tasks as delegated by the radiographers and the unit manager. Knowledge of X-rays benefits and dangers. Receive and deliver documents as requested by the manager. Adhere to Batho Pele principles and all other DOH rules and regulations. Be willing to work shifts, weekend and public holidays. Overall maintenance of the radiology unit.
- ENQUIRIES** : Ms Mthombeni M.L Tel No: 012 725 2429
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane, 0190.
- NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
- CLOSING DATE** : 12 May 2023

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

- APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>
- CLOSING DATE** : 12 May 2023
- NOTE** : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. It is our intention to promote representivity (race, gender, and disability) in the Public Service through the filling of these posts. Whites, Indian females, Coloureds and Persons with disabilities are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Certified copies will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

- POST 14/296** : **ASSISTANT DIRECTOR: INCOME & EXPENDITURE REF NO: REFS/016877**
- SALARY** : R393 711 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three-year degree/diploma in Accounting/ Financial Management, an equivalent NQF Level 6 and 3 - 5 years relevant experience (PFMA), Treasury Regulations, debt management, Debtor System, SAP and Basic Accounting System (BAS). The Accounting framework for South African public sector entities - GRAP (IPSAS) Framework. Extensive knowledge in GRAP standards and its application in preparation and accounting for changes in accounting policies, changes in accounting estimates and errors -GRAP 3 (IPSAS 3). Working knowledge of the preparation of interim reports and annual financial statements, as well as suspense

and control accounts for public entities. Maintenance and disposals on the Fixed Assets Register (FAR) Knowledge of management, alignment, and reconciliation of accounts, between Debtor System and BAS. Advance Excel will be an added advantage, supervisory skills, good planning, and organizational skills. Good interpersonal relations, good communication skills (written and verbal). The ability to work under pressure and preparedness to work overtime, when required.

DUTIES : Provide monthly reconciliation between the Debtor System and BAS and clear all exceptions. Provide monthly financial reporting, preparation of interim and annual financial statements. Alignment of the Fixed Assets register with the Debtor System and disposal of properties. Manage month-end and year-end closures, interfacing subsystems and related accounting procedures. Provide cash flow management. Develop, implement, update and maintain GRAP(IPSAS) and financial policies and procedures. Investigate suspense accounts balances, manage the reconciliation of suspense accounts. Address audit queries and attend to requests. Manage staff development and training analysis.

ENQUIRIES : Ms M Tshabalala Tel No: 063 691 4046

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS : **Central corridor address:** 115 Main Street, Mathomo Mall.
Johannesburg East Corridor: Applications to be submitted at Faranani Multi-Purpose, Modjadji Street, Tsakane.
Head of Office (Johannesburg): 35 Surrey House, Cnr Rissik & Fox Street, Johannesburg.

North Corridor: 111 Swaan Street, East Lynne, Pretoria

West Corridor: 15048 Conner Utlhanong & Kagiso Drive (Provincial Archives)

FOR ATTENTION : HR: Recruitment and Selection

ENQUIRIES :

Mr. Ouwen Gaveni Tel No: 071 855 8934

Mr. Nkhumeleni Magadze Tel No: 066 131 9370

Ms. Vivien Khanye Tel No: 060 978 6924

Mr. Bongani Mkhwebane Tel No: 066 131 9300

Ms. Nthabiseng Mantse Tel No: 066 038 2850

CLOSING DATE : 10 May 2023 Application drop-off time: From 07:30 till 16: 00 Monday to Friday.

NOTE :

Applicants can apply manually using new Z83 form accompanied by a detailed CV. Certified copies of qualifications and other supporting documents will be required from shortlisted candidates. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 01st January 2021, a new application form which can be downloaded at www.dpsa.gov.za-vacancies. From 01 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. The Department reserves the right to withdraw posts if by doing so, the interests of the Department will be best served.

ERRATUM: Kindly note that the following 5 posts were advertised in the Public Service Vacancy Circular 05 dated 10 February 2023, Director: North Corridor with Ref No: REFS/SACR/2023/04; Deputy Director: Creative Arts Region B C & D (North Corridor) with Ref No: REFS/SACR/2023/12; Deputy Director: Sport and Recreation Region D F & G (Central Corridor) with Ref No: REFS/SACR/2023/17; Assistant Director: Creative Cluster & Communities Region A (West Corridor) with Ref No: REFS/SACR/2023/39 and Assistant Director: Creative Cluster & Communities Region D (West Corridor) with Ref No: REFS/SACR/2023/40; the posts have been withdrawn.

MANAGEMENT ECHELON

POST 14/297 : **CHIEF DIRECTOR: ARTS, CULTURE AND HERITAGE REF NO: SACR/120**
Directorate: Arts, Culture and Heritage

SALARY : R1 308 051 per annum, (all-inclusive package)
CENTRE : Johannesburg (Head office)

REQUIREMENTS

: The successful candidate should have a matric certificate plus a Degree in Fine Arts/Arts and Drama/Creative Arts (NQF level 7). A minimum of 5 years of experience in Senior Management level in cultural and creative industries, creative arts, library and archival services, heritage and language development, Arts and Culture environment. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty. A valid driver's license. Skills: Policy development and implementation, Analytical, Change management, Communication, Computer, Conflict management, Decision Making, Financial management, Interpersonal relations, Language, Leadership, Organizational, People management, Presentation, Problem solving, Project management, Relationship Management, Report writing, Research, Strategic Planning and time management. Knowledge of: RSA Constitution, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Knowledge of Basic Conditions Employment Act, Community Development, Project Management principles, Youth Development Policy, Service Delivery framework, Human Rights Act, Bill of Rights, Skills Development Act, National Development Plan, National Skills Development Strategy, National Skills Accord, Youth Employment Accord, Provincial Growth and Development Plan, Treasury Regulations, Protocol Manual of South Africa, Promotion of Equality and Prevention of Unfair Discrimination Act, Protection of Personal Information Act.

DUTIES

: Manage the proper development of non-performing/ visual arts and craft. Manage the proper development of performing arts. Manage and ensure the facilitation of business development and provision of administrative and secretariat support services to all arts structures. Manage and ensure proper planning and coordination when hosting of Cultural ceremonies. Manage the monitoring and evaluating systems which includes keeping and administering portfolios of evidence for all ceremonies and cultural diversity programmes. Drive and manage research on various cultural practices, customs, traditions and ritual and ensure compilation of findings in order to benefit various communities in the province. Manage and coordinate the provision of Language Planning Services in the province. Manage the development and promotion of lexicography, terminology and literature development. Manage the provision of translation, interpretation and editing services. Ensure the implementation of National, Provincial and Departmental frameworks. Ensure the implementation of policies according to agreed norms and standards. Monitor and evaluate compliance with implemented policies. Report on any discrepancies in regard of compliance to all relevant stakeholders. Review and amend policies as and when required based on input from stakeholders. Manage human resources. Manage financial resources. Manage geographical names processes. Manage archiving and records keeping. Manage camerations and insignificant days. Manage heritage sites/routes identification, development, implementation, monitoring and evaluations

ENQUIRIES

: Mr. Nkhumeleni Magadze Tel No: 011 355 /2861/2606/2539/2720

POST 14/298

: **CHIEF DIRECTOR: CORRIDOR COORDINATION REF NO: SACR/121**
Directorate: Corridor Coordination

**SALARY
CENTRE**

: R1 308 051 per annum, (all-inclusive package)
: Johannesburg (Head office)

REQUIREMENTS

: An undergraduate qualification in Public Management or relevant qualification (NQF Level 7) as recognized by SAQA. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty. 5 years' experience in a Strategic Management environment at a senior management Level in the Corporate Service environment in the Public Service. A valid driver's license. Knowledge: Detailed understanding of Operations Management, Social Cohesion and Nation Building and Inter-Governmental Relations. Knowledge of wide range of work procedures and or processes such as Public Sector operations, Strategy Partnerships, IDP processes, Service Delivery Models, Drafting of service level agreements (SLA), Memorandum of understanding (MOU). Skills: Decision making. Leadership. Negotiations. Financial management. Planning and organizing. People management. Problem and conflict management. Stakeholder management. Verbal and written communication. Report writing. Relationship

		management. People management. Project management. Financial management. Report writing. Planning. Monitoring.
<u>DUTIES</u>	:	Strategic leadership and oversight of core programmes and Activities of the department. Management of the operations. Advisory services. Administration support. Manage intergovernmental and stakeholder relations. Coordinate and facilitate the delivery of sport, recreation, arts, culture, museum and heritage services in corridors. Provide administration support services to the corridors. Coordinate and facilitate social cohesion through corridors. Facilitate sponsorship for corridor programmes. Promote the progressive improvement of the intergovernmental fiscal system based on the principal of co-operative governance.
<u>ENQUIRIES</u>	:	Mr. Ouwen Gaveni Tel No: 011 355 /2861/2606/2539/2720
<u>POST 14/299</u>	:	<u>DIRECTOR: PROVINCIAL ARCHIVES, LIBRARY AND INFORMATION SERVICES REF NO: SACR/122</u> Directorate: Archives
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 105 383 per annum, (all-inclusive package) Johannesburg (Head office) The successful candidate should have a grade 12 Certificate plus a 3 year tertiary qualification in Archival Services or Library and Information Services (NQF level 7) as recognized by SAQA or Higher Diploma in Archival Services or Library and Information Services. A minimum of 5 years of experience at a middle / senior managerial level. 5-10 years of experience in Archives, Library and Information Services. A valid driver's license. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty. Knowledge: Comprehensive and detailed knowledge of the library, archival and records management as well as management theory and practices (inclusive of HR and Financial management). Knowledge of and experience of Library Management Systems as applied in the library environment. Knowledge of PFMA and library prescripts. Skills: Strategic thinking and leadership qualities, project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, honesty and integrity, report writing, numerical, computer literate (Microsoft Office Suite), teamwork. decision making, leadership, negotiations, planning and organizing, stakeholder management, verbal and written communication, report writing, relationship management, customer service, conflict management, training, quality oriented, decisive and confident, ability to keep abreast of market trends, strong administrative, analytical, computer literate, cultural diversity.
<u>DUTIES</u>	:	Provide strategic leadership and a strategic plan for the Provincial Archives & Library and Information Service. Ensure availability of the Provincial Archives & Library and Information budget according to PFMA, Community Library and Conditional Grant projects. Monitor the administration of regional libraries. Manage Human Resources in the directorate. Maintain effective public relations and communication with various stakeholders and clients. Ensure Collection of non-public records with enduring value of provincial significance which cannot be more appropriately preserved by another institution, with due regard to the need to document aspects of the province's experience neglected by archive repositories in the past. Initiate and co-ordinate the collection of electronic records. Develop an appraisal policy and its implementation procedure. Promote co-operation and co-ordination between institutions having custody of non-public records with enduring value. Promote an awareness of archives and records management and encourage archival and records management activities and generally promote the preservation and use of a provincial archival heritage. Develop a provincial automated archival information retrieval system. Participate in any national automated archival information retrieval system. Take such measures as are necessary to arrange, describe and retrieve records from all relevant sources. Provide information, consult, conduct research and render other services related to records. With special emphasis on activities designed to reach out to less privileged sectors of society, make known information concerning records through means such as publications, exhibitions, and the lending of records. Organize training programmes in various disciplines of archives administration and records

management. Approve applications for records classifications systems and disposal of records.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

OTHER POSTS

POST 14/300 : **DEPUTY DIRECTOR - CREATIVE ARTS REF NO: SACR/123**
Directorate: Creative Arts

SALARY : R766 584 per annum, (all-inclusive package)
CENTRE : Central Corridor, Region D F & G
REQUIREMENTS : National Diploma / Degree in Arts / Project management / Public Management. A minimum of 3-5 years' relevant experience in Assistant Management / middle management position; Knowledge: A good knowledge and understanding of the principles, policies and best practice applications for creative arts administration and management. An understanding of community arts management. Skills: Strategic planning; Policy analysis and development; Planning and organizing; Decision making; Project management; Communication; Computer literate; Interpersonal relations, budgeting and supply chain management.

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

ENQUIRIES : Mr. Ouwen Gaveni Tel No: 011 355 /2861/2606/2539/2720

POST 14/301 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION AND PLANNING REF NO: SACR/124**
Directorate: Human Capital Management

SALARY : R766 584 per annum, (all-inclusive package)
CENTRE : Johannesburg (Head office)
REQUIREMENTS : The successful candidate should have Grade 12 Certificate plus a National Diploma (NQF Level 6) / Degree (NQF Level 7) in Human Resource Management/Administration/ Public Management/ Administration. A minimum of 3-5 years' experience in Human Resource Administration as an Assistant Director / middle management position. Knowledge: PFMA. Relevant Public Service legislations and Resolutions. Understanding of Customer Expectations. Management Information Knowledge. Database System Operation. Performance Management System. Department Annual Performance Plan. Strategic Planning. Skills: Management Capability. Project Management. People Management. Planning and organizing. Financial Management. Client orientation and customer focus. Results orientated. Continuous improvement. Decision making. Service Delivery. Change management. Innovation. Initiative and Able to work under pressure.

DUTIES : Provide Monthly, quarterly and annual reports on recruitment. Compile recruitment plan and recruitment operational plan. Define and design a systematic recruitment process in line with DPSA legislation. Manage and quality check and draft recruitment related memorandums (including requests to advertise and created posts additional to the structure amongst others). Liaise directly with Organizational Design to obtain an updated Job description. Quality check drafted adverts by Assistant Director using the updated Job Descriptions. Monitor and check the placing of adverts in the newspapers and local intranet in line with DPSA regulation by the Assistant Director. Monitor and evaluate response handling including shortlisting in line with DPSA regulations by Recruitment staff. Quality check and monitor the design and compiling of interview questions by recruitment staff. Determine valid selection criteria and apply these consistently. Monitor and evaluate the arranging, coordinating and facilitating of interview processes by

Recruitment Staff. Quality check, monitor and evaluation the compiling and submitting of interview results for approval to the designated authority by Recruitment staff. Monitor and evaluation the communication of decisions of interview results to the applicants. Recommend and monitor the recruitment budget for current year and MTEF. Assist HRD with training of all staff and management on the new recruitment processes and systems. Attend Audit meetings and respond to audit queries. Draft legislature responses to recruitment issues for the Director's approval. Identify and collate all jobs to be evaluated that need to be advertised and send the results to the Organisational Development unit. Attend the Employment Equity Committee and represent recruitment issues and matters pertaining to employment equity. Provide Monthly, quarterly and annual reports on service benefits. Conduct audits to ascertain future shortage of critical expertise based on resignations, pending retirements, medium term anticipated retirements and identified areas of scarce skill. Quality check memorandums and administrative forms and documents submitted by the Assistant Director for processing and approval. Assist HRD with training of all staff and management on the new service benefits processes and systems. Ensure adherence to service benefits policies and procedure manuals. Draft service benefits procedure manuals. Ensure adherence to approved and authorized structures in identifying resources gaps. Assist with updating of service benefits policies. Manage and monitor the administration of Personnel records. Manage and assist with service benefits administration. Resolve complex and sensitive Human resource administration queries. Manage and support line managers with the implementation of PILLIR. Implement and manage an effective leave management system. Administer service, remuneration and employee benefits. Draft legislature responses to recruitment issues for the Director's approval.

ENQUIRIES

: Mr. Ouwen Gaveni Tel No: 011 355 /2861/2606/2539/2720

POST 14/302

: **ASSISTANT DIRECTOR: LANGUAGE, DEVELOPMENT REF NO: SACR/125**
Directorate: Heritage

SALARY
CENTRE
REQUIREMENTS

: R393 711 per annum, (plus benefits)
: Johannesburg (Head Office)
: The successful candidate must have Grade 12 Certificate plus a three-year tertiary qualification, National Diploma in Language Practice/ African Linguistics (NQF Level 6) / Bachelor's Degree (NQF Level 7) in Languages. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisor level. Skills: Research, Administrative skills, Planning and Organizing, Problem solving, Formulating and editing, Facilitation, Interpersonal relationships, Analytical thinking, Maintain Discipline, Project Management, Report writing, Policy development and analysis, Supervising, Budgeting, Financial Management, Conflict management, Verbal and written communication, Leadership, Computer literacy and Report writing. Knowledge: Basic financial procedures that must be followed during (e.g. receiving of finds) payments on behalf of the State. Financial regulations and instructions which must be followed during the normal course of work. That could include matters such as assisting in the budgeting process/compiling a small budget. Basic HR matters such as what resources are available, what training are available, following labour relations practices/guidelines. Maintaining discipline and motivating personnel. Assist in merit assessment etc. and general supervisory functions. HR Management practices, legal issues, negotiations, dealing with conflict. Assist in career planning and utilisation of personnel. How to supply training which are normally supplied in the day-to-day in-house training of sub-ordinates. Compilation of management reports. Reporting procedures. Research/analysing. Administration procedures relating to specific working environment including norms and standards. Procurement directives and procedures. How to plan for activities and resources needed which are not of a complex nature, such as the planning and co-ordination of own work and that of sub-ordinates. Basic knowledge required to operate a computer system including knowledge of word processing and spreadsheet packages. Detail knowledge of the operation/utilisation of specific computer packages and efficient utilisation of both hardware and software.

- DUTIES** : Facilitate the provision of language training courses in translation, editing and terminology development, and language programs in the official languages for the employees of the department and/or province. Ensure that training is relevant, comprehensive and of a high quality. Management and supervision of staff. Translation of documents. Provide Interpreting services. Participate in the planning of terminology projects. Promote multilingualism and literature development conduct research and provide professional language advice and support. Render administrative functions in relation to language programs.
- ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 /2861/2606/2539/2720
- POST 14/303** : **ASSISTANT DIRECTOR: DEVELOPMENT AND PROMOTION OF INDIGENOUS KNOWLEDGE SYSTEMS (IKS) REF NO: SACR/126**
Directorate: Heritage
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus benefits)
: Johannesburg (Head Office)
: The successful candidate should have Grade 12 Certificate plus a three-year tertiary qualification, National Diploma (NQF level 6)/Bachelor's Degree (NQF level 7) in Social Sciences specialising in History/ Anthropology/ Heritage Studies/Indigenous Knowledge Systems (IKS). A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Skills: Research, Administrative skills, Organizing, Ability to operate computer (both hardware and software). Problem solving and formulating and editing. Knowledge: Finance (Category A) Basic financial procedures that must be followed during e.g. receiving of funds payment on behalf of the state. Finance (Category B) Financial regulations and instructions which must be followed during the normal course of work. HR Matters (Category A) Basic HR matters such as what resources are available, what training is available, following labour relations practices/guidelines. Maintaining discipline. HR Matters (Category B) HR management practices, legal issues, negotiations, dealing with conflict. Assist in career planning. Ensure community participation in all projects related to IKS. Liaise with GPG Departments on development and promotion of IKS. Run programs on IKS. Monitor implementation of projects and report on IKS. Ensure development and support of living culture and languages as part of IKS. Submit quarterly and progress reports on IKS projects. Give input and guidance to projects related to IKS. Monitor the expenditure of the subdivision. Liaise with relevant stakeholder on IKS. Contribute information towards the development of policies and legislation. Give input to strategic and operational plans as well as budget. Provide support on community projects and initiatives. Attend to issues related to IKS as delegated by supervisor. Ensure management of stakeholder and maintenance of IKS Centres in the province. Ensure management of stakeholder and maintenance of IKS database in the province.
- DUTIES** : Organize community programs on IKS. Ensure the implementation of Policy Framework and other relevant legislation in liaison with DTI. Training (Category B) To do basic planning i.r.o supplies needed / processes to follow to perform tasks. Planning and organizing (Category B) How to plan for activities and resources needed which are not of a complex nature, such as the planning and co-ordination of own work. Planning and Organizing (Category C) Ability to plan activities which may include projects and policy matters, It may include more than one project and reports will have to be compiled. Computer (Category A) Basic knowledge required to operate a computer system including knowledge of word processing and spreadsheet packaging. Computer (Category B) Detail knowledge of the operation/ utilization of specific computer packages and efficient utilization of both hardware and software. Administration procedures relating to specific working environment including norms and standards. Reporting procedures. Meeting procedures. How to research/ gather information and analyze it. Compilation of project reports. Program/project planning.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No 011 355 /2861/2606/2539/2720

POST 14/304 : **PRINCIPAL ARCHIVIST REFS: SACR/127 (X2 POSTS)**
 Directorate: Provincial Archives

SALARY : R331 188 per annum, (plus benefits)
CENTRE : Kagiso (Provincial Archive Centre)
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus three year Diploma (NQF Level 6) or Degree (NQF Level 7) in Records Management and Archival Studies or relevant qualification. A minimum of 2-3 working experience in archival services. Skills: Organizing. Report writing. Ability to operate computers. Interpersonal relationship. Problem solving. Project management. Budgeting. Verbal and written communication. Presentation and Training. Knowledge: Knowledge of a wide range of work procedures and/or processes such as: Records Management practices. National Archives Act. Promotion of Access to Information Act. Public Finance Management Act. Public Service Regulations. Supply Chain Management Regulations and procedures. Budgeting and budget control. Reporting writing and procedures. Departmental mandate and core programme.

DUTIES : Ensure and monitor compliance to prescribed standards. Prepare, consolidate and ensure proper storage of described and arranged records. Assist in the receiving of records at the Provincial Archives. Ensure efficient reading room services and give professional advice. Monitor access to records and ensure compliance. Assist in historical and heritage collection development.

ENQUIRIES : Ms. Vivien Khanye Tel No: 011 355 2606/2539/2720/2861

POST 14/305 : **LIBRARIAN REF NO: SACR/128**
 Directorate: Library services/ Corridor Coordination

SALARY : R269 214 per annum, (plus benefits)
CENTRE : Tshwane
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus three year Diploma (NQF Level 6) or Degree (NQF Level 7) in Records Management and Archival Studies or relevant qualification. A minimum of 2-3 working experience in archival services. Skills: Organizing own work. Problem solving. Customer care. Good interpersonal relations. Creative thinking. Computers literacy e.g Microsoft office and internet. Numeracy. Ability to work under pressure. Language proficiency. Communication. Analytical thinking. Knowledge: Library and information science matters. Prescripts and legislations. Procedures and processes.

DUTIES : Provide internal and external communications support. Ensure marketing of library programmes on departmental digital platforms (Website, Intranet and Email and Social Media pages). Ensure management and adherence to departmental brand identity. Provide content for publications and photo journalism services. Conduct and facilitate effective marketing of library programs. Manage the implementation of partnership programs in partnership with National and Municipalities. Compile and submit budget estimates for the reading programs. Compile and submit monthly and quarterly reports of the directorate. Monitor the development and implementation of programmes and projects. Monitor own performance.

ENQUIRIES : Ms. Vivien Khanye Tel No: 011 355 2606/2539/2720/2861

POST 14/306 : **LIBRARIAN REF NO: SACR/129 (X2 POSTS)**
 Directorate: Library services/ Corridor Coordination

SALARY : R269 214 per annum, (plus benefits)
CENTRE : Ekurhuleni
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate plus three year Diploma (NQF Level 6) or Degree (NQF Level 7) in Records Management and Archival Studies or relevant qualification. A minimum of 2-3 working experience in archival services. SKILLS: Organizing own work. Problem solving. Customer care. Good interpersonal relations. Creative thinking. Computers literacy e.g Microsoft office and internet. Numeracy. Ability to work under pressure. Language proficiency. Communication. Analytical thinking. Knowledge: Library and information science matters. Prescripts and legislations. Procedures and processes.

DUTIES : Provide internal and external communications support. Ensure marketing of library programmes on departmental digital platforms (Website, Intranet and Email and Social Media pages). Ensure management and adherence to departmental brand identity. Provide content for publications and photojournalism services. Conduct and facilitate effective marketing of library programs. Manage the implementation of partnership programs in partnership with National and Municipalities. Compile and submit budget estimates for the reading programs. Compile and submit monthly and quarterly reports of the directorate. Monitor the development and implementation of programmes and projects. Monitor own performance.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/307 : **LIBRARIAN REF NO: SACR/130 (X1 POST)**
Directorate: Library services/ Corridor Coordination

SALARY CENTRE REQUIREMENTS : R269 214 per annum, (plus benefits)
: Johannesburg (Head office)
: The successful candidate should have a Grade 12 Certificate plus three year Diploma (NQF Level 6) or Degree (NQF Level 7) in Records Management and Archival Studies or relevant qualification. A minimum of 2-3 working experience in archival services. Skills: Organizing own work. Problem solving. Customer care. Good interpersonal relations. Creative thinking. Computers literacy e.g Microsoft office and internet. Numeracy. Ability to work under pressure. Language proficiency. Communication. Analytical thinking. Knowledge: Library and information science matters. Prescripts and legislations. Procedures and processes.

DUTIES : Provide internal and external communications support. Ensure marketing of library programmes on departmental digital platforms (Website, Intranet and Email and Social Media pages). Ensure management and adherence to departmental brand identity. Provide content for publications and photojournalism services. Conduct and facilitate effective marketing of library programs. Manage the implementation of partnership programs in partnership with National and Municipalities. Compile and submit budget estimates for the reading programs. Compile and submit monthly and quarterly reports of the directorate. Monitor the development and implementation of programmes and projects. Monitor own performance.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/308 : **HUMAN RESOURCE OFFICER: SERVICE BENEFITS REF NO: SACR/131**
Directorate: Human Capital Management

SALARY CENTRE REQUIREMENTS : R269 214 per annum, (plus benefits)
: Johannesburg (Head Office)
: The successful candidate should have a Grade 12 Certificate plus National Diploma (NQF 6)/Degree (NQF 7) in Human Resource Management/Public Management/Administration. A minimum of 2 - 3 years' experience in Human Resource Administration. A valid drivers' License. Knowledge: PERSAL system and HR Administration. DPSA Legislation and processes. HR prescripts including delegation. SACR Mandate, vision, mission and values. SACR governance and functional structures. DPSA Organizational Framework. Skills: Interpersonal skills. Project management. Technical Analytic skills. Negotiation skills. Planning and Organizing skills. Problem solving. Conflict management. Excellent Verbal and written communication. Leadership. Computer literacy. Report writing.

DUTIES : Ensure compliance to delegations, HR policies and procedures. Assist with the drafting of procedure manuals for service benefits. Process all personal and service benefit administration transaction within operational standards. 100% of transactions referred to GDF within operational standard. Implement transaction follow-up procedures. 100% of transactions implement correctly. Submit transaction registers on a weekly basis. Immediately report on non-compliance to personnel administration procedures. Ensure 100% of enquiries are addressed within 24 hours. Ensure documents are submitted to registry for filing within 1 working day after completion. Assist with the provision of information for auditors. Forward appointment documents to GDF within 2 working days. Submit mandates for salary payments within 2 working days. Submit weekly work reports. Submit

- monthly reports and relevant statistics. Assist with filing of documents and drawing of files. Facilitate service benefits workshops.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2861/2606/2539/2720
- POST 14/309** : **DESKTOP TECHNICIAN REF NO: SACR/132 (X2 POSTS)**
Directorate: ICT
- SALARY** : R269 214 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have Grade 12 certificate plus a 3 year National Diploma (NQF 6)/ Degree (NQF 7) in Information Technology MCSE, A+ and N+. A minimum of a 3 Years' Experience in desktop support. Knowledge: Information Technology. Service level agreement management. Quality Management. GPG's regulations, policies and procedures. Customer relationship management. Skills: Technical skills. Planning & Organising. Reasoning skills. Analytical. Decision making. Problem solving. Verbal and Written Communication. Advance Computer Literacy. Innovation and Continuous Improvement. Report Writing Skills. Customer Service Skills. Information Management.
- DUTIES** : Perform hands-on fixes at the desktop level. Install and upgrade software, install hardware. Implement file backups and configure system and applications. Perform preventative maintenance. Check and clean workstations, printer and peripherals. Analyse information and evaluate results to choose the best solution and solve problem. Provide telephony support services including support of Departmental mobile phones. Coordinate the repairing and replacing of hardware equipment's. Assist in coordinating special projects including network related. System installation, backup, maintenance and problem solving. Assist and provide support on WAN/LAN and other technology as requested. Updating anti-virus definition files. Monitoring network servers and providing internet and intranet user support. Produce statistics and management reports relating to the regional office. Take ownership of user problems and follow up the status of problem on behalf of the user. Provide basic training MS office application used within the organization. Logging calls on Track-it system if and when helpdesk operator is not available. Provide IT audits for all IT equipment. Coaching and Mentoring learners and interns. Provide technical support of all transversal applications. Interpret and translate customer requirements. Perform quality checks & escalate calls. Document problems and resolutions. Participate in all IT projects. Ensure satisfied user community. Provide support to all regional offices (Hubs, Cluster and Libraries).
- ENQUIRIES** : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861
- POST 14/310** : **PERSONAL ASSISTANT: CREATIVE INDUSTRIES REF NO: SACR/133**
Directorate: Creative Industries
- SALARY** : R269 214 per annum, (plus benefits)
CENTRE : Johannesburg (Head office)
REQUIREMENTS : The successful candidate should have Grade 12 Certificate plus a 3-year Secretarial Diploma/National Diploma (NQF Level 06) or equivalent qualification. A minimum of 3 Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds. Good Telephone Etiquette. Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge of the Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge on Financial Administration.
- DUTIES** : Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Processes all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Draft routine correspondence and

reports. Does filing of documents for the manager. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationary, refreshments, etc. Collects all relevant documents to enable the manager to prepare for meetings.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: 011 355 2861/2606/2539/2720

POST 14/311 : **LANGUAGE PRACTITIONER: ENGLISH REF NO: SACR/134**
Directorate: Heritage

SALARY : R269 214 per annum, (plus benefits)
CENTRE : Johannesburg (Head office)

REQUIREMENTS : The successful candidate should have a grade 12 Certificate plus a National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Language Practice/ Linguistics with one of the relevant languages as major subject. No experience required. An experience in language Development programs and Translations will be an added advantage. PFMA, Legislation, prescript, Skills: Research, Administration, planning and organization, problem solving, formulating and editing, facilitation, interpersonal relationship. Analytical thinking, Maintain discipline, project management, reporting, Policy development and analysis, supervising, budgeting, financial management, conflict management, verbal and written communication and leadership and computer literacy.

DUTIES : Interpreting during official sessions. Prepare and conduct research on the topic and the type of audience. Provide simultaneous and consecutive interpreting. Edit document. Submit edited document to supervisor for quality assurance. Discuss and effect changes proposed by supervisor. Record new terminology/ language problems with possible solutions for future reference. Record and file edited document. Conduct research and provide professional advice and support to interpreters and clients. Participate in the development of language awareness campaigns. Undertake language awareness campaigns. Develop, populate and maintain sign language databases. Undertake research on new sign language developments. Coordinate and conduct literature writing workshops. Facilitate literature writing competitions. Establish and support reading and debating clubs. Provide guidance to budding (emerging) writers and act as link between the writers and publishers. Editing of documents of newly coined terms. Develop and maintain database on projects and programmes with regard language issues. Provide administrative and technical support with regard to language programmes. Monitoring the implementation of approved sign language programmes.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/312 : **LANGUAGE PRACTITIONER: AFRIKAANS REF NO: SACR/135**
Directorate: Heritage

SALARY : R269 214 per annum, (plus benefits)
CENTRE : Johannesburg (Head office)

REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Language Practice/ Linguistics with one of the relevant languages as major subject. No experience required. An experience in language Development programs and Translations will be an added advantage. PFMA, Legislation, prescript, Skills: Research, Administration, planning and organization, problem solving, formulating and editing, facilitation, interpersonal relationship. Analytical thinking, Maintain discipline, project management, reporting, Policy development and analysis, supervising, budgeting, financial management, conflict management, verbal and written communication and leadership and computer literacy.

DUTIES : Interpreting during official sessions. Prepare and conduct research on the topic and the type of audience. Provide simultaneous and consecutive interpreting. Edit document. Submit edited document to supervisor for quality assurance. Discuss and effect changes proposed by supervisor. Record new terminology/ language problems with possible solutions for future reference. Record and file edited document. Conduct research and provide professional advice and support to interpreters and clients. Participate in the development of language awareness campaigns. Undertake language awareness campaigns. Develop, populate and

maintain sign language databases. Undertake research on new sign language developments. Coordinate and conduct literature writing workshops. Facilitate literature writing competitions. Establish and support reading and debating clubs. Provide guidance to budding (emerging) writers and act as link between the writers and publishers. Editing of documents of newly coined terms. Develop and maintain database on projects and programmes with regard language issues. Provide administrative and technical support with regard to language programmes. Monitoring the implementation of approved sign language programmes.

ENQUIRIES

: Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/313

: **LANGUAGE PRACTITIONER: TSHIVENDA REF NO: SACR/136**
Directorate: Heritage

SALARY

: R269 214 per annum, (plus benefits)

CENTRE

: Johannesburg (Head office)

REQUIREMENTS

: The successful candidate should have a grade 12 certificate plus a National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Language Practice/ Linguistics with one of the relevant languages as major subject. No experience required. An experience in language Development programs and Translations will be an added advantage. PFMA, Legislation, prescript, Skills: Research, Administration, planning and organization, problem solving, formulating and editing, facilitation, interpersonal relationship. Analytical thinking, Maintain discipline, project management, reporting, Policy development and analysis, supervising, budgeting, financial management, conflict management, verbal and written communication and leadership and computer literacy.

DUTIES

: Interpreting during official sessions. Prepare and conduct research on the topic and the type of audience. Provide simultaneous and consecutive interpreting. Edit document. Submit edited document to supervisor for quality assurance. Discuss and effect changes proposed by supervisor. Record new terminology/ language problems with possible solutions for future reference. Record and file edited document. Conduct research and provide professional advice and support to interpreters and clients. Participate in the development of language awareness campaigns. Undertake language awareness campaigns. Develop, populate and maintain sign language databases. Undertake research on new sign language developments. Coordinate and conduct literature writing workshops. Facilitate literature writing competitions. Establish and support reading and debating clubs. Provide guidance to budding (emerging) writers and act as link between the writers and publishers. Editing of documents of newly coined terms. Develop and maintain database on projects and programmes with regard language issues. Provide administrative and technical support with regard to language programmes. Monitoring the implementation of approved sign language programmes.

ENQUIRIES

: Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/314

: **LANGUAGE PRACTITIONER: XITSONGA REF NO: SACR/137**
Directorate: Heritage

SALARY

: R269 214 per annum, (plus benefits)

CENTRE

: Johannesburg (Head office)

REQUIREMENTS

: The successful candidate should have a grade 12 certificate plus a National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Language Practice/ Linguistics with one of the relevant languages as major subject. No experience required. An experience in language Development programs and Translations will be an added advantage. PFMA, Legislation, prescript, Skills: Research, Administration, planning and organization, problem solving, formulating and editing, facilitation, interpersonal relationship. Analytical thinking, Maintain discipline, project management, reporting, Policy development and analysis, supervising, budgeting, financial management, conflict management, verbal and written communication and leadership and computer literacy.

DUTIES

: Interpreting during official sessions. Prepare and conduct research on the topic and the type of audience. Provide simultaneous and consecutive interpreting. Edit document. Submit edited document to supervisor for quality assurance. Discuss and effect changes proposed by supervisor. Record new terminology/ language

problems with possible solutions for future reference. Record and file edited document. Conduct research and provide professional advice and support to interpreters and clients. Participate in the development of language awareness campaigns. Undertake language awareness campaigns. Develop, populate and maintain sign language databases. Undertake research on new sign language developments. Coordinate and conduct literature writing workshops. Facilitate literature writing competitions. Establish and support reading and debating clubs. Provide guidance to budding (emerging) writers and act as link between the writers and publishers. Editing of documents of newly coined terms. Develop and maintain database on projects and programmes with regard language issues. Provide administrative and technical support with regard to language programmes. Monitoring the implementation of approved sign language programmes.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/315 : **LANGUAGE PRACTITIONER: SETSWANA REF NO: SACR/138**

Directorate: Heritage

SALARY : R269 214 per annum, (plus benefits)

CENTRE : Johannesburg (Head office)

REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Language Practice/ Linguistics with one of the relevant languages as major subject. No experience required. An experience in language Development programs and Translations will be an added advantage. PFMA, Legislation, prescript, Skills: Research, Administration, planning and organization, problem solving, formulating and editing, facilitation, interpersonal relationship. Analytical thinking, Maintain discipline, project management, reporting, Policy development and analysis, supervising, budgeting, financial management, conflict management, verbal and written communication and leadership and computer literacy.

DUTIES : Interpreting during official sessions. Prepare and conduct research on the topic and the type of audience. Provide simultaneous and consecutive interpreting. Edit document. Submit edited document to supervisor for quality assurance. Discuss and effect changes proposed by supervisor. Record new terminology/ language problems with possible solutions for future reference. Record and file edited document. Conduct research and provide professional advice and support to interpreters and clients. Participate in the development of language awareness campaigns. Undertake language awareness campaigns. Develop, populate and maintain sign language databases. Undertake research on new sign language developments. Coordinate and conduct literature writing workshops. Facilitate literature writing competitions. Establish and support reading and debating clubs. Provide guidance to budding (emerging) writers and act as link between the writers and publishers. Editing of documents of newly coined terms. Develop and maintain database on projects and programmes with regard language issues. Provide administrative and technical support with regard to language programmes. Monitoring the implementation of approved sign language programmes.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/316 : **LANGUAGE PRACTITIONER: SIGN LANGUAGES REF NO: SACR/139 (X2 POSTS)**

Directorate: Heritage

SALARY : R269 214 per annum, (plus benefits)

CENTRE : Johannesburg (Head office)

REQUIREMENTS : The successful candidate should have a grade 12 certificate plus a National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Language Practice/ Linguistics/ South African Sign Language (SASL) with one of the relevant languages as major subject. No experience required. An experience in language Development programs and Interpretation will be an added advantage. PFMA, Legislation, prescript, Skills: Research, Administration, planning and organization, problem solving, formulating and editing, facilitation, interpersonal relationship. Analytical thinking, Maintain discipline, project management, reporting, Policy development

DUTIES

and analysis, supervising, budgeting, financial management, conflict management, verbal and written communication and leadership and computer literacy.

: Study and analyse source document. Translate the document. Check and edit translated document. Revise/ check own translation. Submit translated document to supervisor for quality assurance. Discuss and effect changes proposed by supervisor. Record new terminology/language problems with possible solutions for future reference. Record and file translated document. Compile document on source and target language content. Compile draft versions of the preface, explanatory notes, acknowledgements, bibliography, addenda, annexure and the title page. Study and analyse document. Edit document. Submit edited document to supervisor for quality assurance. Discuss and effect changes proposed by supervisor. Record new terminology/ language problems with possible solutions for future reference. Record and file edited document. Proofread documents translated or edited. Interpreting during official sessions. Prepare and conduct research on the topic and the type of audience. Provide simultaneous and consecutive interpreting. Participate in the identification of potential collaborators (subject field specialists) for consultation on terminology issues. This includes identification of collaborators and recommendations to supervisor. Participate in the demarcation of the scope of projects. This would include determining the level of vocabulary and definitions required as outcome of the project in cooperation with the identified user group. Participate in the identification of sources of terminology, i.e. documents and literature on the subjects to be covered in the project in consultation with subject specialists. Conduct research and provide professional advice and support to translators and clients. Participate in the development of language awareness campaigns. Undertake language awareness campaigns. Develop, populate and maintain language databases. Undertake research on new language developments. Coordinate and conduct literature writing workshops. Facilitate literature writing competitions. Establish and support reading and writing clubs. Provide guidance to budding (emerging) writers and act as link between the writers and publishers. Editing of documents of newly coined terms. Develop and maintain database on projects and programmes with regard language issues. Provide administrative and technical support with regard to language programmes. Monitoring the implementation of approved language programmes.

ENQUIRIES

: Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/317

: **DATABASE ADMINISTRATOR REF NO: SACR/140**
Directorate: ICT

SALARY CENTRE REQUIREMENTS

: R218 064 per annum, (plus benefits)
: Johannesburg (Head Office)
: The successful candidate should have Grade 12 certificate plus a 3 year National Diploma (NQF 6) in IT MCSE, A+ and N+. A minimum of a 3 Years' Experience in desktop support or in server administration. Knowledge: Information Technology. Service level agreement management. Quality Management. GPG's regulations, policies and procedures. Customer relationship management. Skills: Technical skills. Planning & Organising. Reasoning skills. Analytical. Decision making. Problem solving. Verbal and Written Communication. Advance Computer Literacy. Innovation Continuous Improvement. Report Writing Skills. Customer Service Skills. Information Management.

DUTIES

: Co-ordinate and implement security measures to safeguard databases. Establish the needs of users and monitoring user access and security. Monitor performance and manage parameters to provide fast responses to front-end users. Refine the logical design so that it can be translated into a specific data model. Further refining the physical design to meet system storage requirements. Install and test new versions of the database management system (DBMS). Maintain data standards, including adherence to the Data Protection Act. Write database documentation, including data standards, procedures and definitions for the data dictionary (metadata). Control Access Permissions and privileges. Develop, manage and test back-up and recovery plans. Ensure that storage and archiving procedures are functioning correctly. Carry out capacity planning. Work closely with IT project managers, database programmers and multimedia programmers. Communicate regularly with technical, applications and operational staff to ensure database

integrity and security. Commission and install new applications and customize existing applications in order to make them fit for purpose. Manage the security and disaster recovery aspects of a database.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/318 : **RECEPTIONIST REF NO: SACR/141 (X2 POSTS)**
Directorate: Provincial Archives

SALARY : R181 599 per annum, (plus benefits)

CENTRE : Kagiso

REQUIREMENTS : The successful candidate should have a grade 12 Certificate (NQF level 4 or 5) or Office / Public Administration Certificate. No experience required. An experience as a receptionist will be an added advantage. Inherent requirement of the job: Must be computer literate. Sound organizational skills. Good people skills. Basic written communication skills. Client orientation and Customer focus. Good communication. Telephone etiquette.

DUTIES : Receive telephonic calls, messages and channel to relevant role players. Welcome, receive and direct clients to relevant units. Provide relevant information as required. Operate office equipment such as fax machines and photocopiers. Liaise with internal and external personnel. Maintain telephone directory. Maintain and control visitor register at reception.

ENQUIRIES : Ms. Vivien Khanye Tel No: 011 355 2606/2861/2539

POST 14/319 : **RECEPTIONIST REF NO: SACR/142**
Directorate: Museums and Monuments

SALARY : R181 599 per annum, (plus benefits)

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : The successful candidate should have a grade 12 Certificate (NQF level 4 or 5) or Office / Public Administration Certificate. No experience required. An experience as a receptionist will be an added advantage. Inherent requirement of the job: Must be computer literate. Sound organizational skills. Good people skills. Basic written communication skills. Client orientation and Customer focus. Good communication. Telephone etiquette.

DUTIES : Receive telephonic calls, messages and channel to relevant role players. Welcome, receive and direct clients to relevant units. Provide relevant information as required. Operate office equipment such as fax machines and photocopiers. Liaise with internal and external personnel. Maintain telephone directory. Maintain and control visitor register at reception.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/320 : **ADMINISTRATION CLERK GRADE 1 (RESEARCH POLICY COORDINATION AND KNOWLEDGE) REF NO: SACR/143**
Directorate: Strategic Management

SALARY : R181 599 per annum, (plus benefits)

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : The successful candidate should have a Grade 12 Certificate. A Certificate in Office Management or National Diploma in Public Administration will be an added advantage. No experience required. Skills: Interpersonal relations, Computer skills, planning and organisation, good verbal and written communication, flexibility, and teamwork. Knowledge: planning and reporting, Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public service, and knowledge of working procedures in terms of the working environment.

DUTIES : General clerical/ administrative, keep and maintain the filing system for the component, type letters and/or other correspondence when required, keep and maintain the incoming and outgoing document register of the component, complete procurement documents for the purchasing of standard office items, stock control of office stationery, keep and maintain HR records in the component and make photocopies.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/321 : **ADMINISTRATION CLERK (PLANNING AND REPORTING) REF NO: SACR/144**
Directorate: Strategic Management

SALARY : R181 599 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have a Grade 12 Certificate. A Certificate in Office Management or National Diploma in Public Administration will be an added advantage. No experience required. Skills: Interpersonal relations, Computer skills, planning and organisation, good verbal and written communication, flexibility, and teamwork. Knowledge: planning and reporting, Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public service, and knowledge of working procedures in terms of the working environment.

DUTIES : General clerical/ administrative, keep and maintain the filing system for the component, type letters and/or other correspondence when required, keep and maintain the incoming and outgoing document register of the component, complete procurement documents for the purchasing of standard office items, stock control of office stationery, keep and maintain HR records in the component and make photocopies.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/322 : **REGISTRY CLERK REF NO: SACR/145**
Directorate: Office of the HOD

SALARY : R181 599 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have Grade12 Certificate. No experience. Skills: Computer literacy, good communication skills, interpersonal relations, flexibility, teamwork, knowledge of registry duties, storage and retrieval procedures according to the working environment. Knowledge in the registry, office filing and of Batho Pele Principle. Knowledge of Government processes and procedures.

DUTIES : Provide registry counter services. Handle incoming and outgoing Correspondence. Render an effective filing according to the departmental File plan and record management services. Operate office machines in relations to the registry function. Process documents for archiving and disposal.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/323 : **CLEANER SUPERVISOR REF NO: SACR/146**
Directorate: Facilities Management

SALARY : R151 884 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have Grade 12 certificate. A minimum of 2 years' experience in cleaning services environment. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds.

DUTIES : Oversee cleaning services of offices, general kitchens, restrooms, elevators and boardrooms. Manage and ensure the maintenance of cleaning materials and equipment. Ensure maintenance and replacement of cleaning machines and equipment's. Make a requisition and issue cleaning materials. Supervise cleaners. Perform administrative and related functions. Provide guidance and advice cleaners. Develop and update the cleaning roster.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: 011 355 2861/2606/2539

POST 14/324 : **SECURITY OFFICERS REF NO: SACR/148 (X2 POSTS)**
Directorate: Security and Facilities Management

SALARY : R128 166 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : The successful candidate should have Basic Security Officer's Course. Basic education and Training. Registered with Psira. A minimum of 2-3 years' experience in government premises. Knowledge of control and access to public premises Act

53 of 1985. Knowledge of the Occupational Health and Safety Act of 85 of 1993. Knowledge of MISS, & Psira Act 56 of 2001). Knowledge of emergency procedures in the workplace.

DUTIES : Perform access control functions which will include the following: determine whether visitors have appointments/ or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control documents/cards as required. Escort visitors to relevant employee/venues where required. Operate X-ray machines where applicable. Lock and unlock entrances. Identify suspicious conduct. Identify suspicious conduct. Ensure that unauthorized persons and dangerous objects do not enter the building/premises. Follow-up incidents. Ensure safety in the building and the premises. This will include following; undertake building/premises patrols identify and check; that doors are locked or unlocked as required; water leaks and that taps are closed; fire hazards, exposed electrical contact and other fire hazards emanating from for instance chemicals; lights, switch on and off as required; and suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc) and alert emergency services and department security management. Ensure that all assets do not leave or enter the building or premises unauthorized. This will include the following tasks: ensure that all assets which leave the premises are accompanied by pass-out; inspect vehicles entering and leaving the premises; gather information and report on missing and stolen equipment and stores; handle documents at points of entry according to classification and the prescripts. Ensure all incidents are recorded in the occurrence books/registers.

ENQUIRIES : Mr. Nkhumeleni Magadze Tel No: 011 355 2720/2606/2539/2861

POST 14/325 : **CLEANERS REF NO: SACR/149 (X3 POSTS)**
Directorate: Facilities Management

SALARY : R107 196 per annum, (plus benefits)
CENTRE : Johannesburg (Head Office)

REQUIREMENTS : The successful candidate should have Grade 12 certificate. No experience required. An experience as a cleaner will be an added advantage. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds.

DUTIES : Cleaning Offices, elevators, floor and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Cleaning basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms. Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshners. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Cleaning of machines (microwaves, vacuum cleaners etc) and equipment after use. Request cleaning material.

ENQUIRIES : Mr. Ouwen Gaveni Tel No: 011 355 2539/2861/2606