

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 25/99** : **DEPUTY DIRECTOR: INFORMATION COMMUNICATION AND TECHNOLOGY REF NO: SDHS 2023/07/01**
Re Advertisement
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum, (all-inclusive package)
Johan Heyns Vanderbijlpark
- : A three-year degree (NQF level7) or National Diploma (NQF Level 6) in computer Science/ Information Systems/ Information Technology. 5years experience in Network management and Network operating System management of which 3 years must be at an Assistant Director level preferably in the public health sector. Candidate must be in possession of a valid driver's licence (when shortlisted).
- DUTIES** : Management of ICT projects and leading the implementation of systems in the district. Maintain high availability of ICT services including the health information systems, local area network and wide area network, active directory, transversal systems, and all other district applications. Use management software to identify and locate faults and problem areas. Perform server administration, network maintenance and application monitoring. Support system applications used in the various departments of the hospital. Provide support for video, voice and mobile communication services. Management of service desk system and ensure effective client relations. Management of contracts and service level agreements (SLAs) with both internal users, other government institutions and external parties. Manage ICT Governance, Audit, ICT security and disaster recovery including management of backups. Advice on new technology. Supervise, assess skills, train and provide skills development to ICT human resources. Training of end-users to ensure that they are kept abreast of technologies employed in the district. Responsible for general, human and financial management of the ICT department.
- ENQUIRIES APPLICATIONS** : Ms. M. Mokoena Tel No: (016) 950 6000
- : Please quote the relevant reference number, direct applications to the HR Manager, Sedibeng DHS, hand deliver at designated recruitment boxes next to security office Cnr. Frikkie Meyer & Pasteur BLVD.
- NOTE** : Applications must be submitted on a new Z83 application form, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed Z83 form should be accompanied by an updated CV only. Copies of qualifications and other relevant documents must not be included on the application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Recommended candidates will be subjected to medical assessment. 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. Should you be asked for a fee, please let the authorities know by reporting to your nearest police station.
- CLOSING DATE** : 04 August 2023
- POST 25/100** : **PROPERTY CARETAKER SUPERVISOR (X1 POST)**
Directorate: Property Caretaker
- SALARY CENTRE REQUIREMENTS** : R171 537 per annum (Level 04), (plus benefits)
- : Kalafong Provincial Tertiary Hospital
- : A minimum of Grade 12 or equivalent qualification with 3-5 years' experience of gardens and grounds maintenance. A valid driver's licence. Proven

Computer Literacy in Ms Office (Word, Excel, PowerPoint and Internet). Garden and grounds work experience in a hospital environment would be an added advantage. Competencies knowledge of the following Occupational Health and Safety Act (OHS) and relevant regulations. Ability to work under pressure, independently as well as in a team. Perform routine tasks and good communication (verbal and written) skills.

DUTIES

: Plan, organise and evaluate daily duties of the garden and grounds unit in the hospital. Monitor staff to ensure compliance with OHS Act, time management, absenteeism and tasks execution. Apply progressive discipline and completion of minor projects as per weekly plan and monthly work programme. Perform a variety of other ground maintenance duties (irrigation, mowing, edging, pruning and planting). Operating a variety of gardening equipment such as Tractor, Lawn Mower, backpack blower, brush cutter, chainsaw and pole trimming. Ensure that all garden tools are repaired when they are faulty. Ensure that tools are tested and they are in good working condition. Ensure servicing of tools as per the service schedule. Managing the performance of subordinates, making sure that day to day maintenance is carried out according to required standard. Perform daily walk-about to identify risks/hazard within the premises. Assigning tasks, giving directions, inspecting work quality, ordering supplies and maintaining machinery. Good understanding of OHS, IPC and PMDS policies.

**ENQUIRIES
APPLICATIONS**

: Ms. A.T Mathonsi Tel No: (012) 318-6937
: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book please note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE

: Kalafong Tertiary Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representative in terms of race, disability and gender will receive preference. Applications: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled in on a new amended Z83 form effective from the 1 January 2021 and accompanied by a comprehensive curriculum vitae (CV) only, highlighting or stating the requirements, and detailed previous experience. Applicants must indicate the post reference number on their applications. Failure to do so will result in the application not being considered. Only shortlisted candidates will be required to submit certified supporting documents before the day of the interview following communication from Human Resource. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE

: 04 August 2023