

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 33/76</u>	:	<u>DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT REF NO: REFS/023309</u> Directorate: Logistics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), all-inclusive package Medical Supplies Depot A minimum of 3 years National Diploma/ Degree in Logistics/ Supply Chain Management/Accounting /Finance/Public Administration recognised by SAQA. A minimum of 5 years relevant experience in Supply Chain Management of which 3 years must be at an Assistant Director level. Knowledge and experience of operational procurement systems. Possession of a valid driver's license. Competency: Be able to demonstrate knowledge of the Public Finance Management Act, Treasury Regulations, Practice Notes, Circulars and policy frameworks, Broad Based Black Economic Empowerment Act 53 of 2003, the Preferential Procurement Policy Framework Act and other relevant public sector procurement legislation; Knowledge and experience of contract management, strategic sourcing, public sector supply chain models and processes; Understanding of delegation of authority; advanced planning, organizing, and problem solving skills; excellent communication (both verbal and written) and interpersonal skills; report writing skills, people management skills, computer literacy (Ms Word, PowerPoint, Excel, Internet and Outlook) will be advantageous.
<u>DUTIES</u>	:	Manage and monitor compliance with relevant legislative frameworks and procedures in terms of Procurement, Logistics and store services. Develop and manage the demand, acquisition, asset management and disposal processes. Give guidance and advice on procurement procedures, logistical processes and disposal processes. Develop and implement SCM policies and procedure manuals. Ensure proper sourcing in the entity. Formulate and monitor the implementation of policies and procedures when procuring goods and services. Manage the entity's demand and procurement plan in line with the allocated budget. Ensure that contract management is fully effective in the entity in conjunction with other relevant stakeholders. Ensure that the entity adheres to the requirements of PFMA, PPFA and relevant regulations, NT and GPT Circulars and other approved departmental policies and procedures. Conduct commodity analyses and check for alternatives in cases of strategic purchases. Serve as an advisor to the entity's management on matters pertaining to the tendering/quotation process.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr X Mahleza Tel No: (011) 628-9008 Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	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 . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants

with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/77</u>	:	<u>PHARMACIST REF NO: REFS/023316</u> Directorate: Procurement
<u>SALARY</u>	:	R848 862 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	B. Pharm or equivalent qualification. Registration with the South African Pharmacy Council (SAPC) as a pharmacist. A good understanding of the relevant legislation, National Drug Policy, the Essential Drugs Programme, Public Finance Management Act, and Good Pharmacy Practice relating to pharmaceutical services. Good verbal and written communication and presentation skills. Sound leadership, analytical and computer proficiency. Proven problem-solving and monitoring, evaluation and risk evaluation skills. 1 year or more of experience in a pharmaceutical warehouse/bulk storage environment and supply chain management knowledge will be an added advantage. Must be achievement-driven and self-motivated. Must have a valid Driver's license. Extensive knowledge of Pharmaceutical Services' approaches, policies and procedures. Understanding of the GWP, Medicines and Related Substances Act, and Pharmacy Act. Knowledge and understanding of the legislative prescripts governing the Public Service, Pharmacy Practice and Control of Medicines. Computer literacy. Good team-building and problem-solving skills. Sound knowledge and understanding of the mandate of the Medical Supplies Depot.
<u>DUTIES</u>	:	The pharmacist is expected to coordinate and supervise the final processes in the medicine procurement at the facility level. To ensure stock delivery follow-up, tracing documentation for finalization of the processes to allow payment of suppliers within an acceptable time frame. Assist with the identification of long overdue orders and liaise with suppliers and demanders on completion of those orders. Develop, implement and monitor adherence to the unit SOPs, and ensure efficient resource management in the unit. Facilitate the development and maintenance of internal control procedures to mitigate identified risks in the unit. Represent pharmaceutical services at relevant meetings and serve on various committees and participate in relevant forums in the depot. Coordinate training programmes for the support personnel. Help develop protocols, standard operating procedures and guidelines for efficient and cost-effective pharmaceutical service. Supervise personnel in the unit; assign responsibilities, maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies. Implement the Performance Management and Development system in the unit. Compiling reports for submission to MSD management as required and or on a monthly and quarterly basis.
<u>ENQUIRIES</u>	:	Ms K Hanise Tel No: (011) 628 9083
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	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 . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official

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<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/78</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT & INTERNAL CONTROL</u> <u>REF NO: REFS/023320</u> Directorate: Risk Management & Internal Control
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	Grade 12 certificate, a recognised 3-year Degree or Diploma (NQF Level 6/7) in Risk Management/Internal Auditing/ Accounting/Compliance Management. 3 years supervisory experience at level 7 or equivalent in Risk Management/Internal Audit services/Accounting/Internal Control. Valid driver's license. Competency: Public Sector Risk Management framework. COSO Framework. King report on Corporate Governance. Public Finance Management Act. Treasury Regulation. Protected Disclosure Act. Anti-fraud and corruption policies. Labour Relations, legislation, policies and procedures. Basic Conditions of Employment Act. Public Service Act. Internal Audit Standards and ISO 31000 Standards Skills: Analytical. Strategic Management. Financial Management. Facilitation. Investigation. Interviewing. People Management. Computer literacy (MS Word, Excel and PowerPoint). Time Management. Communication. Interpersonal. Presentation. Planning and organizing.
<u>DUTIES</u>	:	Monitor implementation of Risk management strategies/ policies and systems for the entity. Promote risk awareness culture and conduct risk assessment through communication and training programmes. Manage and maintain the risk register. Implement an integrated risk management framework for all aspects of risk across the entity. Manage fraud and corruption preliminary investigations in the entity. Manage resources within the Risk Management Unit. Conduct internal control assessments. Prepare reports for oversight structures. Coordinate internal and external audits. Assist in reviewing financial statements. Provide administrative support to the Strategic and Operational Risk Management Committee (RMC).
<u>ENQUIRIES</u>	:	Ms L Doorasamy Tel No: (011) 628-9020
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	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 . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in

possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/79</u>	:	<u>INTERNAL CONTROL OFFICER REF NO: REFS/023321</u> Directorate: Internal Control and Risk Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), plus benefits Medical Supplies Depot Grade 12 certificate, a recognised 3-year Degree or Diploma (NQF Level 6/7) in Accounting/ Auditing/ Internal Audit, coupled with a minimum of two (2) years proven experience in an Internal Control and Internal Auditing environment. A valid driver's license. Competencies: Advanced knowledge of a variety of aspects such as: Public Sector; Internal Auditing; Internal Control Standards, Ethics and Practices. Knowledge and understanding Regulatory Framework for Public Services, e.g. PFMA, Public Services Regulations; National and Provincial Treasury Regulations, Preferential Procurement Policy Framework Act, Policies, Prescripts and Instructions, as well as Statutory Provisions. Broad knowledge of the Public Service Systems; knowledge of PowerPoint, Microsoft Excel and Microsoft Word. Administrative procedures and systems. Skills: Good Interpersonal, Analytical and problem-solving skills; Planning and Organising skills; Good Communication skills (written and verbal); Time Management; Report Writing; Interviewing; Presentation skills; Computer literate; Ability to work independently and as a team member; Ability to work under pressure and ability to meet tight deadlines.
<u>DUTIES</u>	:	Ensure adherence to relevant legislation, policies, and procedures. Document audit work and report on findings, weaknesses, and shortcomings to management. Identify and resolve audit-related queries and problems in a timely manner. Provide input on internal control systems and practices. coordinate compliance monitoring in relation to policies, processes, and procedures. Develop, monitor and review the entity's internal policies, procedures and processes. Assist in reviewing and monitoring the internal controls process and procedures. Facilitate the process of identification and addressing unauthorised, irregular and fruitless and wasteful expenditure. Assist in facilitating the process of internal and external auditing. Conduct internal control compliance assessments.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L. Doorasamy Tel No: (011) 628-9020 Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	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 . The new Z83 form must be fully completed and

signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

CLOSING DATE

: 30 September 2025

POST 33/80

: **ADMINISTRATION OFFICER REF NO: REFS/023305**
Directorate: Internal Control and Risk Management

SALARY
CENTRE

: R325 101 per annum (Level 07), plus benefits
: Medical Supplies Depot

REQUIREMENTS

: Grade 12 certificate, a recognised 3-year Degree or Diploma (NQF Level 6/7) in Risk Management / Internal Auditing or accounting and 2 years' functional experience in risk management and / internal auditing environment. Knowledge: Risk management processes, strategies and techniques. PFMA, Treasury Regulations and other public service Acts. Public Sector Risk Management Framework. ISO 31000 Standards and COSO II Framework. King III Report on Corporate Governance. Skills: Project management skills. Communication (written, verbal and presentation) and liaison skills. Planning and organising skills. Analytical skills. Presentation and facilitation skills. Attention to detail. Good interpersonal skills - ability to work with all levels of Management across Business Units. Good judgment and decision-making skills. Integrity, ethical behaviour, honesty, transparency and trustworthiness. The ability to work independently and as part of a team. The ability to work under pressure and meet tight deadlines. The ability to multitask. Computer literacy in MS Office, with experience in word processing, Outlook, PowerPoint and Excel.

DUTIES

: Monitor the implementation of the risk action plan progress. Identify and assess risks in the entity. Assist in providing recommendations for the risk management action plan. Assist in reviewing risk strategies to be in line with the entity's objectives. Maintain and compile risk registers. Conduct risk awareness campaigns. Verify management action plans and make follow-ups on the outstanding management action plans. Update risk registers and submit monthly and quarterly reports to the Assistant Director. Implementation of risk compliance. Update the operational risk control matrix on a quarterly basis. Compile risk compliance reports on a quarterly basis. Educate and train risk champions/coordinators and units on risk management principles and processes. Provide administrative support to the Strategic and Operational Risk Management Committee.

ENQUIRIES
APPLICATIONS

: Ms L. Doorasamy Tel No: (011) 628-9020
: Applications should be submitted strictly online at the following E-Recruitment portal: <http://jobs.gauteng.gov.za>. No hand-delivered, faxed, or emailed

NOTE

applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@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. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

CLOSING DATE

: 30 September 2025

POST 33/81

: **ADMINISTRATION OFFICER REF NO: REFS/023308**
Directorate: Management

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum (Level 07), (plus benefits)
: Medical Supplies Depot
: Grade 12 certificate and a Degree/National Diploma/NQF level 6/7
Commerce/Secretarial or Office Management and Technology with two years' experience rendering secretariat services. Basic knowledge of financial administration. Good verbal and written communication skills and the ability to communicate well with people at different levels. Good telephone etiquette. Computer literacy in MS Word, Excel and PowerPoint. Sound organizational skills. Good people skills. High level of reliability. Ability to act with sensitivity and discretion. Ability to do research and analyze documents and situations.

DUTIES

: Provides a secretarial/ receptionist support service to the senior manager. Manage telephone calls in the office of the senior manager and ability to exercise discretion. Perform advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers, is in good working order. Records the engagements of the senior manager. Utilize discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the senior manager regarding engagements. Compiles realistic schedules of appointments for the senior manager. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the senior manager. Scrutinizes routine submissions/ reports and makes a note and/ or recommendations for the senior manager. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Collects, analyzes and collates information requested by the senior manager. Clarifies instructions and notes on behalf of the senior manager. Ensures that travel arrangements are well coordinated. Prioritize issues in the office of the senior manager. Handles the procurement of standard items like stationery, refreshments, etc. for the activities of the senior manager. Provides support to the senior manager

regarding meetings: Scrutinizes documents to determine actions/ information/ other documents required for meetings. Collects and compiles all necessary documents for the senior manager to inform him/ her of the contents. Records minutes/ decisions of the meeting of the senior management and communicates to relevant role players, and follows up on progress made. Prepares briefing notes for the senior manager as required. Coordinates logistical arrangements for meetings when required. Remains up to date with regard to the prescripts/policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the senior manager. Remains abreast with the procedures and processes that apply in the office of the manager.

**ENQUIRIES
APPLICATIONS**

: Dr M Chiwakata Tel No: (011) 628-9131
: Applications should be submitted strictly online at the following E-Recruitment portal: <http://jobs.gauteng.gov.za>. No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za

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CLOSING DATE

: 30 September 2025

POST 33/82

: **MATERIAL RECORDING CLERK REF NO: REFS 023317**
Directorate: Data

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum (Level 07), plus benefits
: Medical Supplies Depot
: Grade 12 certificate, a recognised 3-year Degree or Diploma (NQF Level 6/7) in Supply Chain Management / Commerce / Science or Public Management and 2 or more years of experience in Supply Chain Management and Drug Supply Management. Knowledge and understanding of the legislative framework governing the public service, e.g. Batho Pele, PFMA, Treasury Regulations, Financial Policies and Procedures. Good verbal and written communication skills, including intra- and interpersonal skills, typing, planning and organizing, problem-solving, time management, and ability to interpret directives. Service Delivery Innovation and Good Customer Relations. Ability to work under pressure and meet deadlines. The following will be added advantages: Experience in a Pharmaceutical environment and understanding of Drug Supply Management, warehousing and/or distribution. Understanding of MEDSAS and RDM computer systems.

<u>DUTIES</u>	:	Supervision of all DATA functions. Effective running of the department in line with SOP's, Policies and Legislation. Facilitate timeous Collection of all DATA reports. Follow up on all overdue issues, reversals and cancellations of issues. Timeous processing and management of internal orders. Ensure implementation and compliance with Gauteng Medical Supplies Depot Policies and Standard Operating Procedures. Receiving Green Cards from Facilities (hospitals, clinics, Emergency Medical Services (EMS) and Regional Pharmacies). Loading Green cards into MEDSAS and transferring RDM orders. Optimal utilization of official working hours. Train, Evaluate and Support Staff. Cost Centre Budget Management. Ensuring Compliance with Delivery Schedule by timeous Printing, sorting and distribution of Invoices (IV's) for Warehouse Picking and Dispatch of Pharmaceutical Stock. Answer all demanders' enquiries, process demanders' orders, and provide reports to demanders on request. Returning of Post to Hospitals. Filing of Finalized Iv's and Financial reports. Accurate compilation of Statistics and Reporting.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms F Sibande Tel No: (011) 628-9213
	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	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 . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.
<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/83</u>	:	<u>AUXILIARY WORKER REF NO: REFS/023319 (X3 POSTS)</u> Directorate: Warehouse
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), plus benefits
	:	Medical Supplies Depot
	:	Grade 12 National Certificate, a qualification as a qualified Post-Basic pharmacist assistant and actively registered with the South African Pharmacy Council. Good leadership and proactive skills are required. A minimum of two years of experience in staff supervision is essential. Both written and verbal communication skills are necessary. Must have a minimum of five 2 or more years of experience in Pharmaceutical warehousing, stock management, stock-take, distribution and management. A qualification in supply chain management and an understanding of public health policies and prescripts will be an added advantage.

<u>DUTIES</u>	:	Management of store functions and staff supervision. Oversee and coordinate daily receiving, storage, issuing and distribution of pharmaceuticals within your designated store. Practice inventory management according to the FIFO/FEFO principles. Supervision, training and disciplining of staff within the respective area of responsibility. Preparation of the store for the annual and bi-annual stock-take. Assume responsibility for resolving complaints from health facilities. Maintain accurate documentation (batch records, delivery notes, temperature logs). Conduct cyclic stock counts and perform thorough investigations for inventory discrepancies. Monitor expiry dates, stock rotation (FEFO), and cold chain integrity, manage staff leave and conduct performance management development system processes for the respective area. Ensure that all rules, regulations, instructions, procedures and policies are adhered to (GPP, GDP and Good warehousing practice and SOP's). Ensure that all SOP's in the Warehouse are adhered to at all times. Ensure that the performance of staff members is managed and submitted according to the schedule. Manage the time and attendance of staff members in the stores. Assist with ensuring that the pharmacy store complies with OHS regulations at all times, including wearing protective clothing. Involvement in the development/training of staff members in the pharmacy store is essential. Do daily planning for the pharmacy store. Participate in internal audits and assist with CAPA implementation, operate and maintain warehouse equipment, and ensure the cleanliness and organization of the warehouse. Be willing to rotate within different sections of the Warehouse when operationally required.
<u>ENQUIRIES</u>	:	Ms. C Ramaphakela Tel No: (011) 628-9046 / Ms N Nama Tel No: (011) 628 9183
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	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 . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.
<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/84</u>	:	<u>MATERIAL RECORDING CLERK REF NO: REFS/023322</u> Directorate: Warehouse
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07), plus benefits
	:	Medical Supplies Depot

<u>REQUIREMENTS</u>	:	Grade 12 National Certificate, must have a minimum of 2 or more years of experience in Pharmaceutical warehousing. A degree/ National diploma (NQF level 6/7 in Supply Chain Management /Commerce /Science /Logistics or Transport Management. A minimum of 1 year experience in staff supervision is essential. Good leadership and proactive skills are required. Proficiency in Microsoft Office (Word, Excel). Must have a good understanding of stock management, PFMA and public health policies. Computer literacy, planning, problem solving, good leadership, and proactive decision-making skills, paying attention to details, time management, strong written and verbal communication and interactive skills are essential. A qualification as a Basic or Post Basic Pharmacist Assistant will be an added advantage Skills: Computer literacy, planning, problem-solving, decision-making, paying attention to details, time management, good communication and interactive skills are essential.
<u>DUTIES</u>	:	To perform administrative and supervisory functions. Plan and allocate daily tasks to the material recording clerk, manage staff leave and monitor attendance times of staff in the store. Conduct staff performance review and implement performance management development system processes as required. Supervise, train, mentor and, where necessary, discipline staff to maintain code of conduct within the respective area of responsibility. Oversee and ensure accurate and timeous capturing and finalization of received invoices according to SOP. Monitor appropriate management of all processes, including proper record keeping and filing, timeous collection of purchase order documents and submission of invoices for payments and penalties. Ensure effective communication between different stakeholders in facilitating the management of expired stock, stock return documents and receipt vouchers. Manage and facilitate requisition and utilization of consumables in the designated area. Assist the receiving Pharmacist and Supervisors in resolving receiving-related queries for effective receiving processes. Ensure continuous compliance with SOPs, policies and Pharmacy-related legislation. Participate in warehouse meetings and attend training programmes as required. Be willing to rotate within different sections of the Warehouse when operationally required.
<u>ENQUIRIES</u>	:	Ms. C Ramaphakela Tel No: (011) 628-9046 / Ms N Nama Tel No: (011) 628 9183
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	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 . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of

any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/85</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: REFS/023311</u> Directorate: Finance
<u>SALARY</u>	:	R325 101 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a recognised 3-year Degree or Diploma (NQF Level 6/7) in Financial Management. 2 years of experience in finance in the public health environment. Skills And Competencies: Public Service Act. Treasury Regulation. PFMA. MEDSAS, BAS. Government Accounting Standards (GRAP); Economic Reporting Framework, including Standard Charts of Accounts. Communication (written and verbal). Computer Literacy (MS Word, Excel, etc.). Analytical and mathematical skills. Conflict resolution. Ability to work under pressure. Self-motivated. Reliable. Integrity and honesty.
<u>DUTIES</u>	:	Assist in the preparation of various budgets. Assist budget managers in compiling their budget inputs and expenditure reporting, manage the department's budget and notify budget managers on possible over/underspending and recommend solutions. Prepare and provide budget managers with management reports (cashflow statements) on a monthly basis, assist in the compilation of expenditure reports to various stakeholders, Accounts Payable and Receivable. Reconciliations and journals. Ensure application of prescribed financial procedures and policies, including PFMA and Treasury Regulations. Perform other duties as directed.
<u>ENQUIRIES</u>	:	Ms M Ngomane Tel No: (011) 628-9019
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	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 . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.
<u>CLOSING DATE</u>	:	30 September 2025

<u>POST 33/86</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: REFS/023318 (X2 POSTS)</u> Directorate: Financial Reporting
<u>SALARY</u>	:	R325 101 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	The applicants must be in possession of a Grade 12 certificate and a recognised 3-year Degree or Diploma (NQF Level 6/7) in Financial Accounting or a related field in accounting or auditing with a minimum of 2 years of proven experience in financial reporting and financial management. Knowledge: Computer literacy and in particular – MS Office, Excel Data Analytics, BAS and PERSAL. Skills: Accounting and financial management and project management skills, High numerical skills; Communication: Good verbal and written communication skills; Creativity: Proactive, innovative thinker and must be able to work under pressure.
<u>DUTIES</u>	:	The successful candidate, reporting to the Assistant Director: Financial Reporting, will be responsible for, among other things, timeously collating all the entity's financial information for reporting purposes. The compilation and preparation of GRAP-compliant monthly, interim, and annual financial statements, as well as monthly management accounts. Maintain properly reconciled accounts up-to-the general ledger in the entity's books and assist with the provision of relevant information to several applicable internal and external stakeholders. Must apply sound knowledge of generally recognised Accounting Practice (GRAP) standards, Public Finance Management Act (PFMA), Treasury Regulations and Supply Chain Management (SCM) policies such as the PPPFA, among other things. Make effective use of MS Excel in the generation of numerous financial reports of the entity in a manner that is efficient for financial reporting. Use your acquired knowledge and experience in inventory management to add value to the entity's core business function. Ability to supervise staff and manage risks.
<u>ENQUIRIES</u>	:	Mr S.R Ntimane Tel No: (011) 628-9127
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	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 . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.
<u>CLOSING DATE</u>	:	30 September 2025

<u>POST 33/87</u>	:	<u>MATERIAL RECORDING CLERK REF NO: REFS/023310</u> Directorate: Procurement
<u>SALARY</u>	:	R325 101 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	Grade 12 certificate, a recognised 3-year Degree or Diploma (NQF Level 6/7) in Supply Chain Management / Commerce / science or Public Management. 3 – 5 years of experience in Supply Chain Management in a public health environment. Knowledge and understanding of the legislative framework governing public service e.g. Batho Pele, PFMA, Treasury Regulations, etc. Good verbal and written communication skills, planning and organizing, problem-solving, time management, and ability to interpret directives. Service delivery innovation and good customer relations. Ability to work under pressure and meet deadlines. Added advantages will be: Experience in staff supervision, Proficiency in Microsoft Office (Word, Excel). Experience in a Pharmaceutical environment and understanding of Drug Supply Management. Understanding of MEDSAS and RDM computer systems.
<u>DUTIES</u>	:	Assist the procurement unit and Medical Supplies Depot management in ensuring that the organization delivers on its core mandate of maintaining medicine availability at acceptable levels to all Gauteng facilities. Ensure the ordering process is initiated on time for the depot held stock, i.e. printing of provisioning advice, creation of orders and ensuring these orders are sent to suppliers on time. Ensure timeous retrieval of orders from RDM, printing and authorization of orders, both manual and electronic versions. Deal with queries from internal and external stakeholders efficiently. Ensure follow-up with suppliers is done and feedback given to demanders. Ensure submission of reports and that the unit's risk register is maintained and updated monthly. Supervision of staff and maintaining discipline in the unit, and ensuring that all Acts, rules and regulations, instructions, procedures and policies are adhered to. Ensure that contracting and performance assessment of staff members is managed and done according to schedule. Manage the time and attendance of staff members and ensure effective leave planning for the unit team.
<u>ENQUIRIES</u>	:	Ms. K Hanise Tel No: (011) 628-9083
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	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 . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng

		Department of Health. The Department reserves the right not to fill any advertised posts.
<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/88</u>	:	<u>SUPPLY CHAIN MANAGEMENT: DEMAND, ACQUISITION AND LOGISTICS MANAGEMENT REF NO: REFS/023313</u> Directorate: Logistics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), plus benefits Medical Supplies Depot Grade 12 certificate, an appropriate 3-year Degree/National Diploma in Logistics/SCM/Accounting /Public Management; A minimum of 3 years appropriate experience in supply chain management (demand, procurement, warehouse or logistics) processes and systems. A valid code B driving licence is an added advantage. Competencies: Be able to demonstrate knowledge of the Public Finance Management Act, Treasury Regulations, Practice Notes, Circulars and policy frameworks, Broad Based Black Economic Empowerment Act 53 of 2003, the Preferential Procurement Policy Framework Act and other relevant public sector procurement legislation; Knowledge and experience of contract management, strategic sourcing, public sector supply chain models and processes; Understanding of delegation of authority; Computer literacy (MS Word, Excel, PowerPoint); interpersonal; communication; knowledge of computerized Procurement Management Systems; Analytical thinking; Budgeting; Conflict resolution; reporting; Problem Solving; Stakeholder and Relationship management.
<u>DUTIES</u>	:	Render end-to-end administration of matters related to bids/quotation processing, specification, evaluation, and adjudication processes; Render demand, acquisition, assets and logistics support. Prepare annual procurement planning and aspects of demand management needs, commodity and market analyses; Supervise the effective and efficient management and administration of all provisioning and orders; Receive and verify goods from suppliers; Prepare documentation for the approval from the quotation committee, authorise official orders; Report on all Demand and Acquisition Management activities to the relevant structures internally and externally; Provide inventory management and support.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A Schwab, Tel No: (011) 628-9154 or Ms L Beukes Tel No: (011) 628 9053 Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	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 . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White

Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/89</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: REFS/023306</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R325 101 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	Grade 12 certificate, an appropriate recognized National Diploma / Degree in Safety Management. Must have a SAMTRAC certificate. 3 years' experience in the Occupational Health and Safety field. Registered with the SAIOSH professional bodies will be an added advantage. The candidate must have extensive knowledge of Occupational Health & Safety Act 85 of 1993, Public Finance Management Act 1 of 1999, Compensation of Occupational Injuries and Diseases Act 130 of 1993, Disaster Management Act 57 of 2002, and the EHW strategic Framework. The candidate must have excellent communication and problem-solving skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Coordinate, monitor, advise and render health and safety administration. Monitor OHS compliance. Conduct OHS inspections and audits. Facilitate prompt response and resolution of all faults identified. Monitor compliance with OHS requirements within the department. Coordinate OHS trainings and awareness programmes within the department. Monitor the functionality of the OHS Committee. Ensure compliance with emergency equipment. Prepare and implement the emergency/evacuation drills in the Department. Liaise with facilities management to conduct building inspections. Attend to IOD matters and develop an incident register. Facilitate and coordinate the development of occupational health and safety policies, procedures and guidelines. Ability to supervise staff.
<u>ENQUIRIES</u>	:	Ms. G.S Mbokazi Tel No: (011) 628-9012 / Mr V.M Maiwashe Tel No: (011) 628 9119
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	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 . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng

	Department of Health. The Department reserves the right not to fill any advertised posts.
<u>CLOSING DATE</u>	: 30 September 2025
<u>POST 33/90</u>	: <u>PHARMACIST ASSISTANT POST BASIC REF NO: REFS/023314 (X2 POSTS)</u> Directorate: Warehouse
<u>SALARY</u>	: R264 750 per annum, (OSD), plus benefits
<u>CENTRE</u>	: Medical Supplies Depot
<u>REQUIREMENTS</u>	: Grade 12 certificate, Post Basic Pharmacist Assistant qualification. Registration with the South African Pharmacy Council as a Post Basic Pharmacist Assistant. Minimum of 1-year experience in warehousing, including stock management, stock-taking, distribution and general warehouse operations. Good leadership and supervisory skills, proactive decision-making skills, and strong written and verbal communication skills are necessary. Excellent time management and interactive skills Computer literacy. Extensive understanding of the Pharmacy Act, Medicines and Related Substances Act, Good Pharmacy Practice, Good Distribution Practice, Good Warehousing Practice, Public Finance Management Act, and waste management principles. Physically fit and able to lift heavy boxes repeatedly, willingness to work in a temperature-controlled environment (cold-rooms).
<u>DUTIES</u>	: Support the warehouse supervisor/pharmacist in daily operations. Supervise and perform the receiving, storage, issuing and distribution of pharmaceuticals within the designated store, ensuring compliance with FIFO/FEFO stock management principles. Assist in staff supervision, including SOP training, disciplinary process, leave planning and time and attendance monitoring. Participate in stock control processes, including cyclic count and the preparation of the annual and bi-annual stock take. Assist in complaint resolution from health facilities in line with SOPs. Ensure compliance with all relevant legislation, SOPs, and quality standards (GPP, GDP, GWP, Pharmacy Act, PFMA. Ensure Occupational Health and Safety (OHS) compliance, including enforcement of wearing protective clothing and maintaining a safe warehouse environment. Support performance management processes by ensuring that performance reviews are completed as per schedule. Contribute to the development of staff in the warehouse. Must be willing to rotate within different sections of the Warehouse when operationally required.
<u>ENQUIRIES</u>	: Ms. C Ramaphakela Tel No: (011) 628-9046 / Ms N Nama Tel No: (011) 628 9183
<u>APPLICATIONS</u>	: Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	: 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 . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/91</u>	:	<u>AUXILIARY WORKERS REF NO: REFS/023307 (X7 POSTS)</u> Directorate: Warehouse
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), plus benefits Medical Supplies Depot Grade 12 certificate (Mathematics core, life sciences, physical science and English as subjects). Must be physically fit and be able to lift heavy boxes repeatedly. Be reliable, a team player, willingness to work in a temperature-controlled environment (cold-rooms). Computer literate, Planning, problem solving, decision making, attention to detail, teamwork, good communication, good time management and interactive skills.
<u>DUTIES</u>	:	Receiving of stock from suppliers according to standard operating procedures, Good Distribution Practice and Good Pharmacy practice standards: offloading trucks and moving stock into the appropriate quarantine area, moving of stock to storage areas and packing stock on correct shelves according to FEFO/ FIFO principles. Participate in stock control processes, including cyclic count, annual and bi-annual stock take. Issuing of ordered stock according to standard operating procedures. Moving of roll-trainers to the dispatch area. Maintain cleanliness and organization of the warehouse according to standard operating procedures (SOPs). Participate in routine stock counts and inventory audits. Perform a range of manual and clerical tasks while maintaining strict adherence to Good Distribution Practice (GDP) and warehouse safety protocols. Safely operate equipment (pallet jacks, forklifts). Support the warehouse supervisor in day-to-day operation. Assist in store quality audits and corrective actions. Must be willing to be rotated in various stores in the warehouse.
<u>ENQUIRIES</u>	:	Ms. C Ramaphakela Tel No: (011) 628-9046 / Ms N Nama Tel No: (011) 628 9183
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	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 . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with

disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

CLOSING DATE

: 30 September 2025

POST 33/92

: **SECURITY OFFICER REF NO: REFS/023315**

Directorate: Security

SALARY

: R228 321 per annum (Level 05), plus benefits

CENTRE

: Medical Supplies Depot

REQUIREMENTS

: Grade 12 certificate, certificate in CCTV/Control room operations, 3 years' experience in the security and safety in the Public Health environment. Computer literacy (MS Word, Excel, PowerPoint, Email), knowledge of CCTV surveillance cameras, knowledge of access control systems and control room. Conflict resolution and negotiation skills. Report writing skills. Knowledge of legislative applicable to the security field, e.g. control of access to public premises and Vehicle Act, no. 53 of 1985, MISS and the Criminal Procedure Act 51 of 1977 etc. Firearm Control Act. Sound knowledge of Labour Relations process. PMDS, knowledge process and safety and fire Prevention. No criminal record.

DUTIES

: Supervise both internal and contracted security personnel. Monitor access control to prevent unauthorized entry in the buildings and other premises. Develop, implement and manage safety and security measures. Check security registers, SOPs, and personnel at relevant posts. Ensure both outsourced and in-house security work according to the prescribed contract. Do a walk-about inspection. Attend effectively to conflict solutions. Retrieve staff data from the computer on a monthly basis as requested by management. Identify risks and threats to the security of the department. Inspect and report all non-functioning security measures (e.g. Turnstiles, CCTV cameras, security lights), monitor and provide support in case of emergencies. Administer the key control system. Monitor and respond to the alarm system. Report faulty equipment/systems. Report all incidents and any identified non-compliance relating to security prescripts. Update all registers for the incidents observed. Perform any other duties delegated by the supervisor. Monitoring and operating electronic security systems and equipment in the control room.

ENQUIRIES

: Mr L Lekgothoane Tel No: (011) 628-9120

APPLICATIONS

: Applications should be submitted strictly online at the following E-Recruitment portal: <http://jobs.gauteng.gov.za>. No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@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. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department

of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/93</u>	:	<u>HRM REGISTRY CLERK REF NO: REFS/023312</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R228 321 per annum, plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	A Grade 12 certificate, exposure in Records Management and/or Human Resource Management in public health will be an added advantage, reading, confidentiality, self-discipline, planning and organising, good verbal and written communication, computer literacy, flexibility, teamwork. Priority will be given to the EPWP or current and former MSD interns. Competencies: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer, knowledge and understanding of the legislative framework governing the public services, knowledge of storage and retrieval procedures in terms of the working environment, understanding of the work in the registry and knowledge of disposal procedures.
<u>DUTIES</u>	:	Receive, register, and file all HR-related documents and correspondence. Open, maintain, and update physical and electronic files, ensuring they adhere to a proper classification system. Organise and maintain filing plans and systems, including allocating file reference numbers and performing spot checks to ensure accurate filing. Manage incoming and outgoing files, including registering hand-delivered items and operating franking machines. Process documents for archiving and disposal, preparing files for storage and compiling lists of documents to be archived. Retrieve requested documents for internal HR staff and assist auditors by providing files for investigations and audits. Provide registry counter services, assisting staff with their registry-related queries and tasks. Ensure the safe custody and protection of all files and records. Assist with departmental audits by preparing and providing necessary documentation and ensuring an audit trail for file movements. Perform various administrative tasks and operate office machines relevant to registry functions. Conduct accurate data entry and maintain electronic databases.
<u>ENQUIRIES</u>	:	Mr V.M Maiwashe Tel No: (011) 628-9119
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	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 . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.

<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/94</u>	:	<u>AUXILIARY WORKERS REF NO: REFS/023303 (X4 POSTS)</u> Directorate: Warehouse
<u>SALARY</u>	:	R193 359 per annum (Level 04), plus benefits
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	Grade 12 certificate (Mathematics core, life sciences, physical science and English) as subjects. Must be physically fit and be able to lift heavy boxes repeatedly. Be reliable, a team player, willingness to work in a temperature-controlled environment (cold-rooms). Computer literate, Planning, problem solving, decision making, attention to detail, teamwork, good communication, good time management and interactive skills.
<u>DUTIES</u>	:	Receiving stock from suppliers: offloading trucks and moving stock into the appropriate quarantine area, moving of stock to stores and packing stock on correct shelves. Assist with collecting rolltainers and moving them to the dispatch area. Maintain cleanliness and organization of the warehouse according to standard operating procedures (SOPs). Participate in routine stock counts and inventory audits. Perform a range of manual and clerical tasks while maintaining strict adherence to Good Distribution Practice (GDP) and warehouse safety protocols. Safely operate equipment (pallet jacks, forklift).
<u>ENQUIRIES</u>	:	Ms. C Ramaphakela, Tel No: (011) 628-9046 / Ms N Nama Tel No: (011) 628 9183
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za . No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
<u>NOTE</u>	:	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 . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot 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 Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply. Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts.
<u>CLOSING DATE</u>	:	30 September 2025

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE **NOTE**

- : 30 September 2025
- : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. The Gauteng Department of Human Settlements promotes equal opportunity and aims to implement affirmative action measures to address the disadvantages in employment. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference. Whites, Indians, 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 <https://jobs.gauteng.gov.za> and it should be accompanied by a new Z83 and a comprehensive Curriculum Vitae (CV) only. Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) 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. For all SMS positions, the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government and possession of the SMS Pre-Entry Certificate is required prior to appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. 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 POSTS

POST 33/95

- : **DEPUTY DIRECTOR: PORTFOLIO MANAGEMENT REF NO: REFS/023328**

SALARY **CENTRE** **REQUIREMENTS**

- : R896 436 per annum, (all - inclusive package)
- : Johannesburg
- : A minimum of Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Town and/or Regional Planning /Construction Project Management/Project and/or Programme Management and/or equivalent qualifications in the Built Environment. A minimum of 3-5 years relevant experience at Assistant Director level or equivalent within Infrastructure Project/Programme Management. Possession of a valid driver's license. Skills And Competencies: The incumbent should have knowledge & understanding of GIAMA, Housing Code, Human Settlements Sector Plans, Framework for Infrastructure Development & Procurement Management, Gauteng IDMS Framework, Construction Industry Development Board Act of 2000 and Regulations, all Best Practices Guides, Council for Built Environment Act of 2000, PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions and Circulars. Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000, National Building Standards Act of 1977 and Regulations, National Environmental Management Act of 2008 and Amendments. Planning and organising skills, Strategic capability and leadership, programme and project management, decision making, analytical skills, conflict management, Financial and knowledge management, good verbal and written communication skills, report writing and presentation skills.

DUTIES

- : Manage the planning of Infrastructure Asset Management processes. Manage the development, implementation and monitoring of the Infrastructure Asset Management Plan (I-AMP). Analyse housing sector needs and housing market trends. Collate and analyse infrastructure project proposals and commitments. Manage the confirmation of needs and priorities of the Department for infrastructure projects. Monitor and coordinate the development of Infrastructure Programme and Operations & Maintenance Plans and ensure alignment to I-AMP, IPMP, IPIP and Business Plans. Coordinate the analysis

		assessment of infrastructure portfolio, performance and risk reports. Liaise with internal and external stakeholders. Provide inputs and support to Business Plan team. Management of the Sub-Directorate.
<u>ENQUIRIES</u>	:	Ms. Alinah Mogaswa at 072 313 8052
<u>APPLICATIONS</u>	:	Please apply online at https://jobs.gauteng.gov.za/
<u>POST 33/96</u>	:	<u>DEPUTY DIRECTOR: INCOME AND EXPENDITURE CONTROL REF NO: REFS/023329</u>
<u>SALARY</u>	:	R896 436 per annum, (all - inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Finance/Cost & Management Accounting/ B Comm Accounting or any relevant qualification. A minimum of 5 years relevant experience at Assistant Director level within financial administration or management accounting environment. Possession of a valid driver's licence. The candidate should have knowledge of Knowledge of Public Financial Management Act; Knowledge of Treasury Regulation; Knowledge of the BAS and SAP; Financial Management Skills; Knowledge of BAS, PERSAL and SAP and other information management systems; Laws and regulations pertaining to financial accounting, internal controls, and corporate governance. Skills And Competencies: People Management and empowerment; Service Delivery Innovation; Client Orientation and Customer Focus; Planning, organising and execution; Ability to manage conflict; Negotiation skills. Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude.
<u>DUTIES</u>	:	Monitor and correct the department's expenditure transactions and provide and accounts payable management function. Manage internal control procedures, processes and controls for processing of payment transactions within 15 and 30 days. Monitor expenditure incurred and submit reports and plans as required. Manage adherence of financial delegations as approved by accounting officer to eliminate irregular expenditure. Manage and coordinate BAS and SAP payments. Compile journal to correctly allocate expenditure transactions. Identify items that might have been erroneously debited while paying or credited whilst correcting misallocations. Check journals before processing. Authorize journals in BAS systems. Ensure all suppliers are accounted for. Manage receipt of invoices and S&T claims due for payment. Ensuring that invoices and S&T claims are date stamped before beginning payments process. Authorize payment vouchers on BAS and LOGIS systems. Communication with suppliers and end users for payment related issues. Validate creditors balances accurately. Manage recording of debtors and creditors on the system. Manage the age analysis of debtors and the collection thereof on consultation with e-Gov. Management of debt recoveries with e-Gov. Implement a financial account system. Manage ledger suspense accounts transactions prior the preparedness of reconciliations. Manage cash flow in the bank account to avoid bank charges and overdraft. Manage transactions on the trial balance to ensure that all are cleared on monthly, quarterly and yearly basis. Manage receivables and payables accounting functions. Supervision of staff. Maintenance of discipline. Management of performance and development.
<u>ENQUIRIES</u>	:	Ms. Alinah Mogaswa at 072 313 8052
<u>APPLICATIONS</u>	:	Please apply online at https://jobs.gauteng.gov.za
<u>POST 33/97</u>	:	<u>DEPUTY DIRECTOR: SERVICE DELIVERY AND RAPID RESPONSE REF NO: REFS/023330 (X2 POSTS)</u>
<u>SALARY</u>	:	R896 436 per annum, (all - inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Public Management/Public Relations or relevant/ equivalent qualification in Customer Relations. A minimum of 3 -5 years relevant experience at an Assistant Director level within Customer Relations Environment. Possession of a valid driver's license. Skills And Competencies: The incumbent should have knowledge & understanding of Housing Code, PFMA, Housing Processes and Human Settlements programmes. Planning and organising skills, Time management skills, leadership management skills, multilingual, project management and community research. Client orientation

		expertise and local government understanding, supervisory skills, coordination & events management skills, risk management skills, negotiation & conflict resolution skills, policy interpretation, administration skills, facilitation and listening skills. Good verbal and written communication skills, report writing and presentation skills. Positive attitude.
<u>DUTIES</u>		Establish, promote and manage stakeholder engagements. Establish Project Steering Committees and Stakeholder forums. Conduct Ntirhisano & Public Participation Consultation. Prevention of service delivery disruptions. Conduct research on service delivery disruptions. Develop strategies to mitigate service delivery disruptions. Plan and coordinate interventions on service delivery disruptions. Investigate and respond to all queries received from Office of the MEC, Premiers Office, Sister Departments, Municipalities, communities, Public Protector, Human Rights Commission, Human Settlements Ombudsman. Manage service delivery and rapid response services in the Human Settlement service centres. Manage, coordinate and promote social facilitation and cohesion. Management of the Sub-Directorate. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports.
<u>ENQUIRIES</u>	:	Ms. Alinah Mogaswa at 072 313 8052
<u>APPLICATIONS</u>	:	Please apply online at https://jobs.gauteng.gov.za
<u>POST 33/98</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: REFS/023331</u>
<u>SALARY</u>	:	R896 436 per annum, (all - inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Labour Relations or Human Resource Management with Labour Relations as a Major or Specialisation. A minimum of 3-5 years relevant experience at Assistant Director level in a Labour Relations environment. Possession of a valid driver's license. Skills And Competencies: The incumbent should possess knowledge of Labour Relations, Human Resource Management, Public Service Legislative Frameworks, Collective Agreements and PSCBC Resolutions. Knowledge of PERSAL System and Organisational Design, transformation and its challenges. Strategic capability and leadership, programme and project management, negotiation skills, conflict management, Financial and knowledge management, good verbal and written communication skill and Report writing skills. Positive attitude.
<u>DUTIES</u>	:	Manage and monitor the implementation of Labour Relations strategies, policies and procedures in line with the Public Services framework. Manage, monitor, review and improve the handling of grievances and discipline in line with the grievance and disciplinary framework. Oversee the implementation, review and improvement of the handling of dispute/s and collective bargaining in the Department. Represent the Department at the Provincial Chambers for Public Service Coordinating Bargaining Council (PSCBC) and General Public Service Sectoral Bargaining Council (GPSBC). Attend and represent the Department during Conciliation and Arbitration hearings. Conduct reviews, rescission/s and condonation applications. Brief appointed attorneys and office of the state attorneys on labour relations disputes and / or cases. Compile and submit all required administrative reports. Management of the sub-business unit.
<u>ENQUIRIES</u>	:	Ms. Alinah Mogaswa at 072 313 8052
<u>APPLICATIONS</u>	:	Please apply online at https://jobs.gauteng.gov.za
<u>POST 33/99</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: REFS/023332</u>
<u>SALARY</u>	:	R896 436 per annum, (all - inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Office Administration/Public Administration/ Public Management/ Business Management. A minimum of 3-5 years relevant experience at Assistant Director level within Executive Support environment. Possession of a valid driver's license. The candidate should have knowledge of the Public Service Regulations, Best Practice Business Continuity Good Practice Guidelines, Knowledge of government planning and reporting mechanisms, Framework for Strategic Plans and Annual Performance Plans 2010 and knowledge of International Protocol. Competencies And Skills: Strategic

capability and Leadership, People Management and empowerment, Programme and Project Management, Human Resource Management, Financial Management and Change Management. Service delivery innovation, analytical, knowledge management, honesty and integrity. Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills, reliable and responsible. Deadline driven and positive attitude.

DUTIES : Manage the administrative and coordination activities within the office of the executive authority. Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Liaise with internal and external role players with regards to matters relating to the portfolio of the executive authority. Render a Cabinet/executive council support service to the executive authority. Manage the distribution of memoranda to Cabinet/executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Staff supervision.

ENQUIRIES : Ms. Alinah Mogaswa at 072 313 8052
APPLICATIONS : Please apply online at <https://jobs.gauteng.gov.za>

POST 33/100 : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: REFS/023333 (X2 POSTS)**
 (12 Months Contract)

SALARY : R896 436 per annum, (all - inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Supply Chain Management. A minimum of 5 years' relevant experience within Supply Chain Management environment at Assistant Director level. The candidate should have knowledge of all the Public Service prescripts applicable to the role as well as the Department's mandate. Knowledge of performance management frameworks applicable in the Public Service and proven strategies in performance improvement. Skills And Competencies: Strategic capability and Leadership, People Management and empowerment, Programme and Project Management, Financial Management and Change Management. Problem solving and analysis, Client orientation and customer focus, Service Delivery Innovation, Honesty and Integrity. Good written and verbal communication. Self-motivated. Work well under pressure. Good Interpersonal skills. Supportive and knowing how to draw the best energy out of the team. Reliable and Responsible. Positive attitude.

DUTIES : Manage the functional operation of Demand and Acquisition Management. Manage, design and develop demand and acquisition management policies processes and procedures. Inform, guide and advice departmental employees on demand management matters to promote correct implementation and sound demand management practices. Compile procurement plan and obtain approval. Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render SCM advisory services to the relevant committees. Oversee the appointment of bid committee members. Compile tender/quotation specifications as required. Determine whether specification for the relevant commodity exists, if not oversee the collection of information and compile specification/terms of reference. Oversee the bidding process. Manage compilation of bid documents and advertisements. Manage publishing of bid documents. Manage the receipt (closing and opening) of bid documents. Processing of bid documents. Monitor the database of approved suppliers. Oversee the coordination, compilation and submission of information for audit purposes. Oversee the compilation and timeous submission of audit related information. SCM Reporting. Compile reports and oversee the reporting on the execution of the procurement plan and other related supply chain management administrative reports. Report on the execution of the procurement plan and other supply chain management administrative related activities. Management of sub-directorate. Maintenance of discipline. Management of performance and development. Establish, implement, and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the unit and report on progress as required. Compile and submit all required administrative reports. Procurement and asset management. Plan and allocate work.

ENQUIRIES : Ms. Alinah Mogaswa at 072 313 8052
APPLICATIONS : Please apply online at <https://jobs.gauteng.gov.za>

POST 33/101 : **ASSISTANT DIRECTOR: PORTFOLIO MANAGEMENT REF NO: REFS/023334**

SALARY : R468 459 per annum
CENTRE : Johannesburg
REQUIREMENTS : A minimum of Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Town and/or Regional Planning /Construction Project Management/Project and/or Programme Management and/or equivalent qualifications in the Built Environment. A minimum of 3-5 years relevant experience at Admin Officer level or equivalent within Infrastructure Project/Programme Management. Possession of a valid driver's license. Skills And Competencies: The incumbent should have knowledge & understanding of GIAMA, Housing Code, Human Settlements Sector Plans, Framework for Infrastructure Development & Procurement Management, Gauteng IDMS Framework, Construction Industry Development Board Act of 2000 and Regulations, all Best Practices Guides, Council for Built Environment Act of 2000, PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions and Circulars. Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000, National Building Standards Act of 1977 and Regulations, National Environmental Management Act of 2008 and Amendments. Planning and organising skills, financial management skills, programme and project management, customer focus & responsiveness, conflict management skills and problem-solving analysis. Good verbal and written communication skills, report writing and presentation skills.

DUTIES : Coordinate the planning of Infrastructure Asset Management processes. Coordinate the development, implementation and monitoring of the Infrastructure Asset Management Plan (I-AMP). Analyse housing sector needs and housing market trends. Collate and analyse infrastructure project proposals and commitments. Coordinate the confirmation of needs and priorities of the Department for infrastructure projects. Coordinate and facilitate the development of Infrastructure Programme and Operations & Maintenance Plans and ensure alignment to I-AMP, IPMP, IPIP and Business Plans. Coordinate the analysis assessment of infrastructure portfolio, performance and risk reports. Liaise with internal and external stakeholders. Provide inputs and support to Business Plan team. Provide general office support.

ENQUIRIES : Ms. Alinah Mogaswa at 072 313 8052
APPLICATIONS : Please apply online at <https://jobs.gauteng.gov.za>

POST 33/102 : **ASSISTANT DIRECTOR: ICT GOVERNANCE AND SERVICE DELIVERY REF NO: REFS/023335**

SALARY : R468 459 per annum
CENTRE : Johannesburg
REQUIREMENTS : A minimum of Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Information Communication and Technology Environment (Computer Science or Informatics). Certification in ITIL, COBIT, ISO. A minimum of 3-5 years relevant experience at Admin Officer level within Information Communication and Technology ICT Governance and Service Delivery Environment. Possession of a valid driver's license. Skills And Competencies: The incumbent should have knowledge & understanding of Department and GPG IT policies and procedures, relevant Legislation, IT case management/ Database system operation. Understanding GPG and departmental business organisation, IT management and administration processes and knowledge of Departmental Service Level Agreements (SLA's) with E-Gov. Planning, organising and execution skills, financial management skills, programme and project management, problem-solving analysis, knowledge management, client orientation and customer focus. Good verbal and written communication skills, language proficiency and negotiation skills.

DUTIES : Provide, monitor and report on ICT Service Delivery services. Provide and ensure timely and accessible responsive ICT service desk. Advise relevant stakeholders on ICT Service Delivery and Support related matters. Conduct investigation on breaches of SLA targets and provide feedback to service providers and/or clients. Monitor Implementation of service level management and ensure adherence to Information Technology Infrastructure Library (ITIL) disciplines and best practices. Provide, monitor and report on all ICT Corporate Governance and Risk Management. Facilitate IT risk assessment processes

		and provide subject matter expertise on all IT domains. Attend all Governance and Risk Management forums and meetings as delegated by management. Produce, maintain and support ICT Business Continuity Management and Recovery. Perform Business Impact Analysis to determine the impact of a disaster and how long the business can survive from lacking any ICT Service. Coordinate and facilitate the development and implementation of ICT Governance policies and Service Level Agreements. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms. Alinah Mogaswa at 072 313 8052
<u>APPLICATIONS</u>	:	Please apply online at https://jobs.gauteng.gov.za
<u>POST 33/103</u>	:	<u>ASSISTANT DIRECTOR: SECTOR TRANSFORMATION REF NO: REFS/023336</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A minimum of Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Humanities/Social Sciences or Public Management. A minimum of 3-5 years Admin Officer level experience in Transformation on women, youth, persons with disability, Diversity Management, BBBEE compliance, Youth Development and mainstreaming programmes. Possession of a valid driver's license. Skills & Competencies: The incumbent should have knowledge & understanding of mainstreaming of women, youth, persons with disabilities, BBBEE, Preferential Procurement Policy Framework Act (PPPFA), Gender Responsive Planning, Budgeting, Monitoring, Evaluation and Auditing Framework (GRPBMEA), Employment Equity Act, Public Finance Management Act and Treasury regulations. Financial management skills, data management and analysis skills, strategic capability & leadership, service delivery innovation, willing to work under changing and difficult circumstances, facilitation skills and networking, project management research skills, customer focus & responsiveness, conflict management skills and problem-solving analysis, risk management, accuracy, and client-focused strategist. Good verbal and written communication skills and report writing skills.
<u>DUTIES</u>	:	Collect, quality assures data and develop comprehensive reports on Departmental designated groups (women, youth, person with disabilities and older persons) mainstreaming targets and programmes. Conducting designated groups analysis and research on Departmental policies, programs, and services. Examining Departmental internal strategic documents including policies to identify designated groups biases and disparities. Analyse data and identify trends, gaps, and best practices for designated groups initiatives. Contributing to the development of designated groups policies and programmes. Coordinate and prepare progress reports on implementation of corrective action plan for non-performing targets. Facilitate bilateral engagements with all relevant stakeholders on designated mainstreaming initiatives. Coordinate bilateral meetings with various internal and external stakeholders on designated groups mainstreaming. Facilitate GEYODI Committee and bilateral meetings, logistics management, taking minutes, report writing and follow up of action items from the committee. Facilitate and consolidate reports to ensure reports are accurate and meet all reporting deadlines with various stakeholders. Prepare and produce high-quality reports, and policy papers on designated groups mainstreaming. Editing and proofreading documents to ensure accuracy and clarity. Conduct site visits on projects implemented in line with prescribed norms and standards. Coordinate the compilation of monthly, quarterly, and end of financial year reports. Supervision of the business unit.
<u>ENQUIRIES</u>	:	Ms. Alinah Mogaswa at 072 313 8052
<u>APPLICATIONS</u>	:	Please apply online at https://jobs.gauteng.gov.za
<u>POST 33/104</u>	:	<u>ASSISTANT DIRECTOR: GEYODI MAINSTREAMING REF NO: REFS/023337</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A minimum of Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Humanities/Social Sciences/Business Management/HR Management/Data Science Management or Public Management and other related qualifications. A minimum of 3-5 years Admin Officer level experience in Transformation on women, youth, persons with

disability, Diversity Management, BBBEE compliance, Monitoring & Evaluation and mainstreaming programmes. Possession of a valid driver's license. Skills And Competencies: The incumbent should have knowledge & understanding of mainstreaming of women, youth, persons with disabilities, BBBEE compliance, Preferential Procurement Policy Framework Act (PPPFA), Gender Responsive Planning, Budgeting, Monitoring, Evaluation and Auditing Framework (GRPBMEA), Employment Equity Act, Public Finance Management Act and Treasury regulations. Financial management skills, data management and analysis skills, strategic capability & leadership, service delivery innovation, willing to work under changing and difficult circumstances, facilitation skills and networking, project management, research skills, customer focus & responsiveness, conflict management skills and problem-solving analysis, risk management, accuracy, client-focused strategist. Good verbal and written communication skills and report writing skills.

DUTIES

: Designing and managing monitoring and evaluation tools to track designated groups equality progress. Review and input into existing policies, strategies and departmental performance plans relating to designated groups equality. Facilitate sensitisation engagements with affected business units to address identified gaps. Monitor and evaluate the implementation of departmental designated groups mainstreaming strategies and policies. Conduct site visits on projects implemented in line with building prescribed norms and standards for designated groups specifically persons with disabilities. Conduct designated groups audits and assessments on designated groups mainstreaming initiatives to ensure equal opportunities and fair treatment through elimination of unfair discrimination. Ensuring designated groups-sensitive indicators are included into departmental performance plans in line with designated groups mainstreaming framework. Conduct a designated groups audit through reviewing existing performance plans to identify designated groups gaps and biases. Prepare and consolidate recommendation reports to ensure departments accountability in achieving designated groups equality targets. Prepare and consolidate comprehensive M&E reports for designated groups mainstreaming initiatives. Coordinate the compilation of monthly, quarterly, and end of financial year reports. Supervision of the business unit.

ENQUIRIES

: Ms. Alinah Mogaswa at 072 313 8052

APPLICATIONS

: Please apply online at <https://jobs.gauteng.gov.za>

POST 33/105

: **ASSISTANT DIRECTOR: ADVOCACY FOR VULNERABLE GROUPS REF NO: REFS/023338**

SALARY

: R468 459.per annum

CENTRE

: Johannesburg

REQUIREMENTS

: A minimum of Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in in Humanities/ Social Sciences/ Social Work/ Public Management or related field. A minimum of 3-5 years Admin Officer level experience in Youth Development and mainstreaming programmes. Strong Events management experience and/or rapid response experience. Possession of a valid driver's license. Skills And Competencies: The incumbent should have knowledge & understanding of national policies and legislation related to gender, youth, and disability. Experience in policy advocacy and stakeholder engagement. Demonstrable knowledge and experience in programmes Targeting Youth, Women, Persons With Disabilities, Older Persons and the LGBTQIA+ communities, within the context of government transformation and developmental priorities. Knowledge of legislative and Policy Framework such as the Constitution of the Republic of South Africa, Rights of Persons with Disabilities, the National Policy Framework for Women's Empowerment and Gender Equality, the Framework for the Empowerment and Participation of Youth in Human Settlements Delivery, The National Housing Code and Breaking New Ground (BNG) Policy, Employment Equity Act, BBBEE, PPPFA, National Skills Development Act, White Paper on the Rights of Persons with Disabilities, and Treasury regulations. Financial management skills, strategic capability & leadership, service delivery innovation, willing to work under changing and difficult circumstances, events management skills, customer focus & responsiveness, conflict management skills and problem-solving analysis, accuracy, client-focused strategist. Good verbal and written communication skills and report writing skills. Willingness to travel and work extended hours as and when required.

<u>DUTIES</u>	:	Facilitate and implement capacity-building programmes targeting designated groups of SMMEs in line with departmental targets. Coordinate capacity-building initiatives for designated SMMEs preparing them for economic opportunities in the public sector. Ensure the development of the participant lists of stakeholders for the SMMEs capacity-building session. Facilitate beneficiary awareness programs for designated groups (Women, youth, persons with disabilities). Convene a task team of relevant stakeholders (sister departments, agencies, and non-governmental organizations) to plan the implementation of awareness programs including roles and responsibilities. Build beneficial working relationships with internal and external key stakeholders. Participate in internal and external forums for designated groups. Prepare and provide reports, recommendations, and action plans from engagements with stakeholders. Prepare Reports on advocacy programmes and respond to Enquiries. Consolidate and prepare monthly, quarterly, and annual advocacy progress reports. Supervision of the business unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Alinah Mogaswa at 072 313 8052
	:	Please apply online at https://jobs.gauteng.gov.za
<u>POST 33/106</u>	:	<u>ASSISTANT DIRECTOR: GEYODI OUTREACH PROGRAMMES REF NO: REFS/023339</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A minimum of Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Humanities, Social Sciences, Social Work, Public Management or a related field. A minimum of 3-5 years Admin Officer level experience in Youth, Women, and Persons with Disabilities Development and mainstreaming programmes. Strong project management, stakeholder liaison, and community development experience. Sound knowledge of national policies and legislation on gender, youth, and disability. A valid driver's licence and willingness to work extended hours are essential. Skills And Competencies: Proven event management expertise in planning, coordinating, and delivering successful programmes; conflict management and problem-solving skills; excellent verbal and written communication, with strong report writing and presentation abilities. Possesses strategic leadership skills and the ability to adapt effectively to changing and challenging circumstances, including unpredictable situations and extended working hours. Know and understand the Constitution of the Republic of South Africa, 1996 (Chapter 2: Bill of Rights). The National Housing Code and Breaking New Ground (BNG) Policy. The National Development Plan (Vision 2030). Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) and related Codes of Good Practice. The White Paper on the Rights of Persons with Disabilities (2016), the National Policy Framework for Women's Empowerment and Gender Equality, and the Framework for the Empowerment and Participation of Youth in Human Settlements delivery.
<u>DUTIES</u>	:	The incumbent will be responsible for coordinating, planning, and enhancing the execution of commemorative events and outreach programmes, including Youth Month, Women's Month, Elderly Month, Persons with Disabilities Month, and the 16 Days of Activism, in alignment with the GEYODI calendar. This includes facilitating the development and consolidation of a departmental commemorative calendar across business units, ensuring events are impactful, inclusive, and well-coordinated. Build and sustain strategic partnerships with internal and external stakeholders, secure departmental visibility at expos and plenary sessions, and ensure exhibitions are professionally delivered during commemorative months. The incumbent will also be responsible for preparing minutes, action plans, and reports from engagements, responding to stakeholder inquiries, and compiling monthly, quarterly, and annual reports on commemorative activities. Additionally, the role entails supervising the subunit to ensure effective delivery of all commemorations and related programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Alinah Mogaswa at 072 313 8052
	:	Please apply online at https://jobs.gauteng.gov.za

OFFICE OF THE PREMIER

MANAGEMENT ECHELON

<u>POST 33/107</u>	:	<u>HEAD OF DEPARTMENT (HOD): GAUTENG DEPARTMENT OF EDUCATION REF NO: REFS/ GDE/HOD/2025/01</u> (3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
<u>SALARY</u>	:	R2 352 642 – R2 650 223 per annum (Level 16), (all-inclusive remuneration package), plus a 10% non-pensionable allowance applicable to Heads of Departments.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg
	:	A relevant postgraduate qualification (NQF Level 8 in terms of SAQA standards) in Education, Public Administration, Public Management or relevant field, and a minimum of ten (10) year's relevant experience at senior management level. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at provincial and local level. Knowledge of public sector legislation, the South Africa Schools Act, Basic Education Laws Amendment (BELA) Act, and other education related framework. Demonstrable experience in management at an executive level. Knowledge understanding of government priorities. Insight into Government's Outcomes-Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.
<u>DUTIES</u>	:	Serve as Accounting Officer in the Gauteng Department of Education in accordance with the provisions of the PFMA; Providing strategic leadership to the Department; overseeing the development, implementation, and monitoring of organisational programmes in line with organisational policies; responsibility for the overall management of education in Gauteng by aligning all departmental plans with the National Development Plan (NDP), National and Provincial Government Strategic Objectives, Transformation, Modernisation and Reindustrialisation [TMR] Programme and GGT 2030. Promote school safety, infrastructure development, and ICT integration in education, foster partnerships with communities, SGBs, and other stakeholders to enhance educational outcomes, to ensure the provision of a sound education framework, improving equity and universal access to quality education in Grade R, Primary and Secondary education, Improving Educational Outcomes, Implementation of the GDE 10 Pillars, Management of School Infrastructure Programme, Safety and nutrition amongst others. Provide strategic leadership in the delivery of integrated, sustainable, and efficient transport and overall management of the Department's programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Pange Radebe at (066) 315 6970
	:	Applications should be sent through RecruitmentHOD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration. No late applications will be considered.
<u>NOTE</u>	:	Applicants should please note the following: The successful candidate will be required to enter into an employment contract and conclude an annual performance agreement with the Premier of Gauteng within three (3) months of commencement of duty. The recommended/short-listed candidates will be subjected to security clearance. Qualifications will be verified (it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority, i.e. SAQA). The incumbent will be required to disclose his/her financial interest in accordance with the prescribed regulations. NB. Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link : https://www.thensg.gov.za/training-course/sms-pre-entry-programme .The

successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Qualifying applicants should submit their application on the, New Application Form (Z83), found on www.dpsa.gov.za, Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling/ not to fill any vacancy that was advertised during any stage of the recruitment process.

<u>CLOSING DATE</u>	:	29 September 2025
<u>POST 33/108</u>	:	<u>HEAD OF DEPARTMENT (HOD): GAUTENG DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION REF NO: REFS/ SCRA/2025/02</u> (3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
<u>SALARY</u>	:	R1 813 182 – R2 042 535 per annum (Level 15), (all-inclusive remuneration package), plus a 10% non-pensionable allowance applicable to Heads of Departments.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg A relevant post graduate qualification (NQF Level 8 in terms of SAQA standards) in Public Administration, Public Management, Sports Management, Arts and Culture, Heritage Studies, relevant related field, and a minimum of ten (10) year's relevant experience at senior management level. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours and travel extensively.
<u>DUTIES</u>	:	Serve as Accounting Officer of the Gauteng Department Sport, Arts, Culture and Recreation. Lead budget planning, financial oversight, and ensure full compliance with the Public Finance Management Act (PFMA). Provide strategic leadership in the delivery of integrated, sustainable, efficient and overall management of the Department's programmes by aligning all departmental plans with the National Development Plan (NDP), National and Provincial Government Strategic Objectives, Transformation, Modernisation and Reindustrialisation (TMR) Programme and GGT 2030. Foster partnerships with stakeholders including municipalities, civil society, cultural institutions, and the private sector. Ensure sound governance, ethical leadership, and effective performance management within the department. Strengthen intergovernmental relations and stakeholder engagement, including with municipalities, SOEs, and the private sector. Drive innovation in transport infrastructure. Over-seeing the development, implementation and monitoring

**ENQUIRIES
APPLICATIONS**

of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng.

: Ms Pange Radebe at (066) 315 6970
: Applications should be sent through RecruitmentHOD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration. No late applications will be considered.

NOTE

: Applicants should please note the following: The successful candidate will be required to enter into an employment contract and conclude an annual performance agreement with the Premier of Gauteng within three (3) months of commencement of duty. The recommended/short-listed candidates will be subjected to security clearance. Qualifications will be verified (it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority, i.e. SAQA). The incumbent will be required to disclose his/her financial interest in accordance with the prescribed regulations. NB. Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link :<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Qualifying applicants should submit their application on the, New Application Form (Z83), found on www.dpsa.gov.za, Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications, we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling/ not to fill any vacancy that was advertised during any stage of the recruitment process.

CLOSING DATE

: 29 September 2025

POST 33/109

: **CHIEF DIRECTOR: RESOURCE MANAGEMENT REF NO: REFS/023039**
Branch: Corporate Management

**SALARY
CENTRE
REQUIREMENTS**

: R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package)
: Johannesburg
: An appropriate undergraduate qualification (NQF Level 7) in Public Administration Management, Strategic Management, Human Resource Management, any related fields and the Nyukela Certificate for entry into Senior Management Service (SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at a senior managerial level in a corporate services environment. Competencies: Demonstrable advanced strategic leadership, planning and organizing skills; analytical, conceptual, and writing skills; strong leadership, people management, conflict resolution and interpersonal skills. Good programme and project management; stakeholder management; communication, public speaking and presentation skills. Excellent financial, human resource management skills. Customer management, Problem solving, Analytical, Good Communication and Policy development, analysis and implementation skills. Ability to work under pressure, in a team and

independently as well as cope with a high workload. S/he must be assertive, innovative and creative. Excellent co-ordination, networking, negotiation, presentation and multi-tasking skills. Ability to work under pressure and willingness to work long hours.

DUTIES

: The successful candidate will be responsible for the implementation of Strategic Corporate Services. The role will include the following functions: Oversee Corporate Services functions such as Human Resources Management, which includes coordination and facilitation of organisational development. Oversee sound Labour relations, Oversee Employee Health and Wellness and ensure compliance with occupational health and safety standards. Oversee workplace transformation and Compliance with the regulatory frameworks. Oversee Training and Development and Performance Management Oversee Information and Communication Technology such as knowledge management systems, IT Infrastructure and IT Technical Support. Oversee the provision of internal communication and events management services. Oversee Security services and Work Environment management such as implementation of minimum information security standards and vetting of employees, provide security technical support services, and management of Office Support and Auxiliary Services. Provide high level management advice to Executive Management to ensure sound decision making and forward planning. Monitor the development and review of policies and strategies. Ensure implementation of Annual Performance Plan. Manage and monitor Budget, Human Resources and Assets of the Chief Directorate.

ENQUIRES APPLICATIONS

: Ms Sylvia Mtshali Tel No: (011) 355 6280
: Qualifying applicants should submit their applications online on the GPG Professional Job Centre website, (www.gautengonline.gov.za) and on Recruitment.Premier@gauteng.gov.za

NOTE

: It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, females and males of all races are encouraged to apply. The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) only and at least three (3) contactable referees quoting the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise/test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier (OTP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to conclude an annual performance agreement within three (3) months upon commencement of duty. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. NB. Requirement for all SMS posts is the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, offered by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> Prospective candidates will not be employed without this certificate. Note: The posts are advertised due to corrections on the duties.

Applicants who applied earlier will be considered, need not to reapply. The role of Chief Negotiator has been removed. Update: Duties now include, Oversee Training and Development and Performance Management.

<u>CLOSING DATE</u>	:	30 September 2025
<u>POST 33/110</u>	:	<u>CHIEF DIRECTOR: TRANSVERSAL HUMAN RESOURCE AND DEVELOPMENT REF NO: REFS/023040</u> Branch: Institutional Development Support & Integrity Management
<u>SALARY</u>	:	R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An NQF Level 7 qualification in Human Resource Management or Social Sciences or Public Administration, Public / Business Management or Industrial Psychology and Nyukela Certificate for entry into Senior Management Service (SMS) from the National School of Government. A higher qualification of NQF Level 8, will be an added advantage. 5 years of experience at a senior managerial level and experience in the development and review of strategies, policies and plans in the HR environment. Advanced knowledge of strategy development and monitoring, Policy development and review processes. Ensure implementation of transversal HRM&D policies within GPG. Competencies: Strategic capability and leadership; analytical, conceptual, and writing skills; leadership skills, people management and empowerment, problem solving and interpersonal skills; good programme and project management; good human resource management. Client orientation and customer focus, Problem solving, Communication skills. Competency in policy development. Knowledge of legislative framework and government procedures. Knowledge of PFMA, PSA, PSR, SCM. Ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	Oversee implementation of transversal Strategic HR Planning and Reporting. Oversee implementation of Human Resource Development and Performance management. Serve as Chief Negotiator for all Gauteng Provincial Government Departments. Oversee the coordination and the facilitation of collective bargaining, Oversee transversal discipline and dispute resolutions. Manage and facilitate the development of strategic plans and annual performance plans. Oversee Transversal Human Resource Admin services such as Recruitment and Selection & Performance Management of HoDs and Human Resources Delegations. Oversee Organisational Development Oversight. Oversee coordination and Monitoring of Change and Diversity Management. Oversee Organisational Development Implementation. Oversee and Coordinate Transversal Employee Health and Wellness programmes. Monitor the implementation of transversal framework, policies and plans. Coordinate Provincial HRM & D Forum. Oversee the facilitation, Coordination and monitoring of public service capacity building. Manage the Budget, Human Resources and Assets of the Chief Directorate.
<u>ENQUIRES</u>	:	Ms Sylvia Mtshali Tel No: (011) 355 6280, Tel No: (011) 355 6280
<u>APPLICATIONS</u>	:	Qualifying applicants should submit their applications online on the GPG Professional Job Centre website, (www.gautengonline.gov.za) and on Recruitment.Premier@gauteng.gov.za
<u>NOTE</u>	:	It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, females and males of all races are encouraged to apply. The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) only and at least three (3) contactable referees quoting the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise/test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier (OoP) reserves the right to cancel the filling / not

fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to conclude an annual performance agreement within three (3) months upon commencement of duty. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. NB. Requirement for all SMS posts is the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, offered by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> Prospective candidates will not be employed without this certificate. Note: The posts are advertised due to corrections on the duties. Applicants who applied earlier will be considered, need not to reapply. Duties now include the role of Chief Negotiator for all Gauteng Provincial Departments.

CLOSING DATE

: 30 September 2025