

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 36/158</u>	:	<u>MEDICAL SPECIALIST REF NO: REFS/056644</u> Directorate: Obstetrics And Gynaecology
<u>SALARY</u>	:	Grade 1: R1 139 5528 per annum, (all-inclusive package) Grade 2: R1 592 274 per annum, (all-inclusive package) Grade 3: R1 844151 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for registration with HPCSA as Medical Specialist in Obstetrics & Gynaecology. No experience required after registration with HPCSA as a Medical Specialist in Obstetric and Gynae. Knowledge of relevant patient care guidelines and regulated norms and standards (National core standards) Knowledge of annual performance plan objectives and priorities in relation to programmes e.g. patient experience of care programs to improve clinical services. Good communication and team building skills. Human resource policies and labour relations, management of staff leaves, teaching skills and demonstration skills, ability to be a team member on a leading role, knowledge of procurement procedures and supply chain principles, knowledge of finance regulations i.e., management of donations.
<u>DUTIES</u>	:	Overall clinical management of Obstetrics and Gynaecology unit. Supervision of medical officers, intern doctors, clinical associates, students, registrars and other clinical staff. Managing patients in outpatient departments and functioning in a multi-disciplinary team. Be part of the hospital clinical management team, District Health Service in the hospital. Reports to the Head of Clinical unit and the Clinical Manager of Leratong Regional Hospital. Manage, develop, supervise, and implement obstetric treatment protocols, guidelines for effective management of Obstetric and Gynae patients. Mentors and educates junior doctors with direct and indirect supervision to empower medical staff to execute treatment of patients effectively and efficiently. Improve patient/ Client care through implementation of appropriate evaluation methods, tools, protocols & procedures. Assist the hospital in addressing the business model moving towards regional mother facility, reduce referrals and manage patient effectively, manage and supervise Obstetrics and Gynaecology prevention and improved approaches, manage ICU and High care patients with a multidisciplinary approach involving internal medicine. Improve patient record keeping, enhance accessibility of Clinical Service, involved in clinical auditing, Improve Data collection among doctors and nurses. Ensure compliance with the National Core Standards/ ideal hospital Framework. Ensure compliance with code of conduct and public service Act, Regulations, and PFMA. Assist in managing internal and external stakeholder complaints & conflict effectively, within the unit. Permanent residence or South African citizenship in essential. Contribute to the academic Activities of the Hospital. To perform commuted Overtime duties.
<u>ENQUIRIES</u>	:	Ms N Serobatse Tel No: (011) 411-3563 / Ms M Nkuna Tel No: (011) 411-3677/3516
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: – http://www.professionaljobcenter.gpg.gov.za . No hand-delivered, faxed or emailed applications will be accepted. NB For assistance with online applications please email your query to e-recruitment@gauteng.gov.za
<u>NOTE</u>	:	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. Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Plus, a recently updated comprehensive Curriculum Vitae (CV). Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. (Shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's

responsibility to have foreign qualifications evaluated by the South African Qualifications (SAQA). All foreign qualifications must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. Suitable candidates will be subjected to vetting and personnel pre-employment suitability checks (criminal record, citizenships, credit record checks, qualification verification and employment verification) where applicable, candidates will be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It is Departments intention to promote representativity (race, gender, and disability) in the Public Service through the filling of these posts. The Department reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with Disabilities are encouraged to apply.

<u>CLOSING DATE</u>	:	23 October 2026
<u>POST 36/159</u>	:	<u>MEDICAL OFFICER REF NO: REFS/056642</u> Re- Advertisement Directorate: Obstetrics And Gynaecology
<u>SALARY</u>	:	Grade 1: R1 041 402 per annum, (all-inclusive package) Grade 2: R1 188 255 per annum, (all-inclusive package) Grade 3: R1 375 245 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification of MBChB/MBBCh that allows for registration with the HPCSA as a Medical doctor. Registration with the HPCSA as an Independent Medical officer, and experience working independently in a Choice on Termination of Pregnancy (CTOP), Obstetrics & Gynaecology and Contraception unit. Knowledge And Skills: CTOP Act 92 of 1996 and medicolegal aspects, Good communication and counselling skills. Be able to perform a Second trimester termination of pregnancies. Basic Obstetrics and Gynaecology sonar skills. Knowledge of relevant patient care guidelines and regulated norms and standards (National core standards,) knowledge of annual performance plan objectives and priorities in relation to programs e.g. patient experience of care programs to improve clinical services).
<u>DUTIES</u>	:	Overall clinical management of CTOP, Contraception and Gynaecology unit. Supervision of intern doctors, clinical associates, students, and other clinical staff. Managing patients at CTOP unit, Obstetrics & Gynaecology department and function in a multi-disciplinary team. Be part of the hospital clinical management team, District Health Service management team and support management in the planning and governance of clinical service in the hospital. Manage Patients effectively and efficiently. Improve patient/ Client care through implementation of appropriate evaluation methods, tools, protocols & Procedures. Manage gynae ward and obstetric care wards to improve patient care outcomes, work with patient safety incidence committee for the complete analysis of prevention and improved approaches. Improve patient records keeping; enhance accessibility of clinical Service, involved in clinical auditing. Improve Data Collection among doctors and nurses in the department of O&G. Ensure compliance with the National Core Standards/ Ideal hospital Framework. Ensure compliance with the code of conduct and public service Act, Regulations, and PFMA. Assist in managing internal and external stakeholder complaints & conflicts effectively, within the unit. Permanent Residence or SA Citizenship in essential. Contribute to the academic Activities of the Hospital. To perform commuted Overtime Duties.
<u>ENQUIRIES</u>	:	Ms N Serobatse Tel No: (011) 411-3563 / Ms M Nkuna Tel No: (011) 411-3677/3516
<u>APPLICATIONS</u>	:	Applications should be submitted strictly online at the following E-Recruitment portal: – http://www.professionaljobcenter.gpg.gov.za . No hand-delivered, faxed or emailed applications will be accepted. NB For assistance with online applications please email your query to e-recruitment@gauteng.gov.za
<u>NOTE</u>	:	NB: Applications who previously applied are encouraged to re-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. Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Plus, a recently updated comprehensive Curriculum Vitae (CV). Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. (Shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications (SAQA). All foreign qualifications must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. Suitable candidates will be subjected to vetting and personnel pre-employment suitability checks (criminal record, citizenships, credit record checks, qualification verification and employment verification) where applicable, candidates will be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It is Departments intention to promote representativity (race, gender, and disability) in the Public Service through the filling of these posts. The Department reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with Disabilities are encouraged to apply.

CLOSING DATE

: 23 October 2026

POST 36/160

: **ACADEMIC HEAD OF DEPARTMENT - MENTAL HEALTH NURSING REF NO: REFS/056716 (X1 POST)**

SALARY

: PND 3: R741 783 – R871 860 per annum, (plus benefits)

CENTRE

: Gauteng College of Nursing (Bonalesedi Campus)

REQUIREMENTS

: Matric/Grade12 certificate or equivalent. A Basic qualification accredited with the South Africa Nursing Council in terms of Government Notice R.425 (i.e. diploma/degree) or equivalent qualification that allows registration with SANC as a Professional Nurse and Psychiatric Nursing. Bachelor's Degree/Diploma in Nursing Education. A Post Basic or Postgraduate qualification in Psychiatric Nursing or Mental Health Nursing. Master's degree in nursing/public health. Assessor and Moderator registered with SANC. Current registration with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing, at least five (5) years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the one (1) year post-basic qualification in Nursing Education. A minimum of two (2) years' experience in the appropriate speciality. Computer literacy. Valid driver's licence. Skills and knowledge: knowledge of procedures and processes related to post basic programmes, knowledge of relevant Acts and Legislation, Code of ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance matters. Sound communication and leadership skills. Good communication, problem-solving, supervisory, report writing and presentation skills. Ability to work in a team and under pressure.

DUTIES

: Coordinate and manage the provision of education and training to student nurses. Manage clinical learning exposure to learners between Campus and clinical areas. Develop and ensure implementation of quality assurance programmes. Orientate, supervise, and appraise staff members in the academic department. Participate in the presentation of academic programmes theory and clinical practice. Supervise the marking and moderation of the theoretical and practical examinations. Provide academic support to students. Develop, review, and evaluate the curriculum of academic programmes. Perform research relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Serve as chairperson/member on applicable academic/management committees. Participate in the management of the College. Oversee the supervision of students.

<u>ENQUIRIES</u>	:	Mr S. Ngubeni Tel No: (011) 696 8341/8374
<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>	:	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. 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". The CV should be recently update and specify the following: All experiences/employment history should be in a chronological order indicating the position, institution, and respective dates, indicating the starting and ending periods (DD/MM/YYYY) on the CV. Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Personnel Suitability Checks (criminal checks, citizenship check, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior appointment. Candidates in possession of a foreign qualification must furnish the department with an evaluation certificate from the South African Qualification Authority (SAQA). Applicants with foreign qualifications remains responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	23 October 2026
<u>POST 36/161</u>	:	<u>LECTURER PND1/ PND2- MENTAL HEALTH NURSING REF NO: REFS/056714 (X3 POSTS)</u>
<u>SALARY</u>	:	PND 1: R495 423 – R581 931 per annum, (plus benefits) PND 2: R607 350 – R797 352 per annum, (plus benefits)
<u>CENTRE</u>	:	Gauteng College of Nursing (Bonalesedi Campus)
<u>REQUIREMENTS</u>	:	PND 1: Matric/Grade 12 certificate or equivalent. Diploma/Degree in Nursing (R.425) or equivalent qualification that allows for registration with SANC as a Professional Nurse, and Psychiatric Nursing. Diploma/degree in Nursing Education qualification registered with SANC. A Post Basic or Postgraduate qualification in Psychiatric Nursing or Mental Health Nursing. Current registration with SANC. Master's degree in nursing/public health (Applicants who are in the data analysis stage of the research may be considered and those who do not have master's degree in nursing but in possession of a degree in Nursing at NQF L8 may also apply). A minimum of 4 years appropriate/recognisable experience as a Professional Nurse. (less 1 year experience for candidates appointed from outside the Public Service after complying with the registration requirements). A valid driver's licence. Registration in Assessor and Moderator. Computer literacy/certificate in MS Office and sound communication skills, problem solving skills, report writing and presentation skills. The ability to work in a team and under pressure. PND 2: Matric/Grade 12 certificate or equivalent. Diploma/Degree in Nursing (R.425) or equivalent qualification that allows for registration with SANC as a Professional Nurse, and Psychiatric. Diploma/degree in Nursing Education qualification registered with SANC. Current registration with SANC. A Post Basic or Postgraduate qualification in Psychiatric Nursing or Mental Health

Nursing. Master's degree in nursing/public health (Applicants who are in the data analysis stage of the research may be considered and those who do not have master's degree in nursing but in possession of a degree in Nursing at NQF L8 may also apply). A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC, at least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education. (less 1year experience for candidate appointed from outside the Public Service after complying with registration requirements). A valid driver's licence. Registration in Assessor and Moderator. Computer literacy in MS Office and sound communication skills, problem solving skills, report writing and presentation skills. The ability to work in a team and under pressure.

DUTIES : Provide education and training to mental health student nurses, co-ordinate clinical learning exposure between campus and clinical facilities. Support vision and mission and promote image of the campus and college. Implement assessment strategies to determine student's competencies. Exercise control over students. Plan and implement academic programme. Employ variety of teaching and learning strategies to reach required outcomes. Accompany students in clinical areas. Manage student database. Initiate and/or participate in nursing research and community engagement. Participate in continuing professional development in nursing education and own field of practice.

ENQUIRIES : Mr S. Ngubeni Tel No: (011) 696 8341/8374
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 : 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. 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". The CV should be recently update and specify the following: All experiences/employment history should be in a chronological order indicating the position, institution, and respective dates, indicating the starting and ending periods (DD/MM/YYYY) on the CV. Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Personnel Suitability Checks (criminal checks, citizenship check, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior appointment. Candidates in possession of a foreign qualification must furnish the department with an evaluation certificate from the South African Qualification Authority (SAQA). Applicants with foreign qualifications remains responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE : 23 October 2026

POST 36/162 : **LECTURER PND1/PND2 DIPLOMA IN NURSING REF NO: REFS/056760 (X14 POSTS)**
 Directorate: Gauteng College of Nursing (GCON)

SALARY : PND1: R495 423 - R571 161 per annum, (plus benefits)

<u>CENTRE REQUIREMENTS</u>	PND2: R607 350 - R785 568 per annum, (plus benefits) : Chris Hani Baragwanath Campus : Senior Certificate or equivalent qualification. Basic qualifications accredited with South African Nursing Council (SANC) in terms of Government Notice R425 (i.e., Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse and Midwife. Degree in Nursing which includes midwifery as a qualification. Diploma/Degree in Nursing Education registered with SANC as nurse educator. Master's degree in nursing will be an added advantage. Applicant must be registered with South African Nursing Council (SANC) as Professional Nurse and Midwife. PND1: Minimum of four (4) years appropriate/recognizable nursing experience after registration as a Registered Nurse and Midwife. PND2: Minimum of four (4) years of appropriate and recognizable nursing experience after registration as a Registered Nurse and Midwife and ten (10) years of appropriate and recognizable experience in nursing education after obtaining the one-year post-basic qualification in Nursing Education. Knowledge and ability to apply South African Nursing Council Code of Ethics, Nursing Standards, Scope of Practice and all relevant regulations. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid driver's license.
<u>DUTIES</u>	: The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of nursing programmes; provide theoretical and clinical instructions, and conduct evaluations of Nursing programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide students' guidance and support towards attainment of minimum course requirements as set by SANC. Support the mission of the College by serving in Committees, attending, and participating in meetings and College/Campus activities. Promote the image of the College; participate in research relevant to Nursing Education. Develop, review, and evaluate curriculum. Engage in own Continuous Professional Development (CPD) related to own area of practice and to Nursing Education. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>ENQUIRIES APPLICATIONS NOTE</u>	: Dr. H.R Letlape Tel No: (011) 983 3007 : All applications must be submitted online at https://jobs.gauteng.gov.za : Only an updated comprehensive CV (with detailed previous experience if any) and a fully completed signed Z83 (81/971431) application form are required. A new Z83 (81/971431) application form with effect 01 January 2021 can be obtainable from https://www.dpsa.gov.za. In compliance with DPSA Circular 19 of 2022 certifying documents/qualifications will only be requested from shortlisted candidates on or before the interview process (Applicants are not required to submit copies of qualification and other relevant documents). Please make sure that the correct reference number is reflected on the Z83 application form. Employment history must reflect the complete calendar date (e.g., 01 April 2017) on the C.V. State all your competencies, training, and knowledge in your CV. Contactable employment references must be line managers and inclusive of email addresses and telephone numbers. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment Medical Surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC)- Verification, upon appointment within the Department. This verification process entails reference checks that should be an immediate current supervisor, Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification,

company directorship, social media, financial record checks, reference checks). 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. The Department reserves the right not to make an appointment for the advertised post. The Department is an equal opportunity affirmative action employer. The Employment Equity targets will be taken into consideration during the selection process. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. A person may only qualify for an appointment in the SMS if they have successfully completed an SMS pre-entry programme (Nyukela) and obtained a certificate for Nyukela.

CLOSING DATE

:

23 October 2026

POST 36/163

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LECTURER PND1/PND2 DIPLOMA IN ADVANCED MIDWIFERY REF NO: REFS/056759 (X4 POSTS)

Directorate: Gauteng College of Nursing (GCON)

SALARY

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PND1: R495 423 - R571 161 per annum, (plus benefits)

PND2: R607 350 - R785 568 per annum, (plus benefits)

CENTRE

:

Chris Hani Baragwanath Campus

REQUIREMENTS

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Senior Certificate or equivalent qualification. Basic qualifications accredited with South African Nursing Council (SANC) in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse and Midwife. Degree in Nursing Education registered with the SANC. Degree in Nursing Administration registered with the SANC. Post basic qualification in Midwifery and Neonatal nursing science registered with the SANC and master's degree will be an added advantage. Current SANC annual practice certificate. **PND1:** minimum of five (5) years appropriate/recognizable nursing experience in Clinical Midwifery after registration as Professional Nurse with SANC in General nursing and Midwifery. **PND2:** minimum of five (5) years appropriate/recognizable nursing experience in Clinical Midwifery after registration as Professional Nurse with SANC in General nursing and Midwifery and ten (10) years of appropriate/recognizable experience in nursing education. Knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards, Scope of Practice and all relevant regulations. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid driver's license.

DUTIES

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The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of Midwifery Nursing Science academic programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student's competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities. Promote the image of the College; participate in research relevant to Nursing Education. Develop, review and evaluate curriculum, and engage in own continuous Professional development (CPD) related to own area of practice and to Nursing Education.

ENQUIRIES

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Ms. T. I Sithole Tel No: (011) 983 3010

APPLICATIONS

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All applications must be submitted online at <https://jobs.gauteng.gov.za>

NOTE

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Only an updated comprehensive CV (with detailed previous experience if any) and a fully completed signed Z83 (81/971431) application form are required. A new Z83 (81/971431) application form with effect 01 January 2021 can be obtainable from <https://www.dpsa.gov.za>. In compliance with DPSA Circular 19 of 2022 certifying documents/qualifications will only be requested from shortlisted candidates on or before the interview process (Applicants are not required to submit copies of qualification and other relevant documents). Please make sure that the correct reference number is reflected on the Z83

application form. Employment history must reflect the complete calendar date (e.g., 01 April 2017) on the C.V. State all your competencies, training, and knowledge in your CV. Contactable employment references must be line managers and inclusive of email address and telephone numbers. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment Medical Surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC)- Verification, upon appointment within the Department. This verification process entails reference checks that should be an immediate current supervisor, Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks). 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. The Department reserves the right not to make an appointment for the advertised post. The Department is an equal opportunity affirmative action employer. The Employment Equity targets will be taken into consideration during the selection process. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. A person may only qualify for an appointment in the SMS if they have successfully completed an SMS pre-entry programme (Nyukela) and obtained a certificate for Nyukela.

CLOSING DATE : 23 October 2026

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

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.

APPLICATIONS : Please apply online at <https://jobs.gauteng.gov.za/>
CLOSING DATE : 30 October 2026
NOTE : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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/training/course/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

<u>POST 36/164</u>	:	<u>DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: REFS/056727</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Supply Chain / Logistics / Purchasing / Public Administration or equivalent in a related field. Minimum of 3 - 5 years' relevant experience at Assistant Director level in contract management / SCM environment. Possession of a valid driver's License. People management and leadership skills. Attention to detail. Communication skills. Problem solving skills. Analytical skills. Time Management skills. Ability to perform under pressure. Strategic leadership and policy development experience. Advanced knowledge of PFMA, Treasury Regulations, and SCM frameworks. Project management and stakeholder engagement skills. Computer Literacy.
<u>DUTIES</u>	:	Manage, analyse and determine actions to ensure proper contract administration. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Manage the coordination, review and monitoring of contract compliance. Identify and implement a risk management plan for the directorate. Drive SAP Automation and Effective System Management for Contract Administration. Lead the implementation, optimisation and automation of SAP processes within Contract Management. Oversee integration of contract management processes with SAP to improve data integrity, compliance and audit readiness. Monitor system-generated reports to track contract performance, commitments and expenditure. Ensure adherence to system controls, governance frameworks and audit requirements within SAP. Management of Sub-Directorate resources and personnel. Allocate duties and do quality control of the work delivered. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Address enquiries and provide advice and guidance on asset allocation and control.
<u>ENQUIRIES</u>	:	Ms. Alinah Mogaswa at 072 313 8052
<u>NOTE</u>	:	Employment Equity targets apply: preference will be given to suitably qualified African males, Indian males, Coloured males and Persons with Disabilities (PWDs). Youth candidates are encouraged to apply.
<u>POST 36/165</u>	:	<u>DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: REFS/056670</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R932 292 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 Supply Chain Management. A minimum of 3–5-year experience at Assistant Director level within SCM environment. 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. 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. Personal Attributes: 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.
<u>DUTIES</u>	:	Manage the functional operation of Demand and Acquisition Management. Manage, design and develop demand and acquisition management policies processes and procedures. 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. 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. 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. 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. Plan and allocate work.
<u>ENQUIRIES</u>	:	Ms. Alinah Mogaswa at 072 313 8052
<u>NOTE</u>	:	Employment Equity targets apply: preference will be given to suitably qualified African males, Indian males, Coloured males and Persons with Disabilities (PWDs). Youth candidates are encouraged to apply
<u>POST 36/166</u>	:	<u>DEPUTY DIRECTOR: TRANSPORT MANAGEMENT REF NO: REFS/056672</u> Directorate: Assets And Transport Management
<u>SALARY</u>	:	R932 292 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 Transport Management/Logistic Management or any relevant qualification. A minimum of 3-5 years relevant experience at Assistant Director level within logistic or transport environment. Possession of a valid driver's license. The candidate should have knowledge of all the Public Service prescripts applicable to the role as well as the Department's mandate. Knowledge of Public Financial Management Act; Treasury Regulations; BAS system; SAP and PERSAL systems and managing logistics programmes. Planning, organising and execution; knowledge management; strategic management and ability to manage conflict. 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. Personal Attributes: Good written and verbal communication skills. Self-management. Work well under pressure. Good Interpersonal skills. Negotiation skills.
<u>DUTIES</u>	:	Manage, develop, review and maintain transport policies and procedures. Manage transport contracts for the department. Ensure that users of departmental transport comply with standing instructions. Manage the provision of fleet management services. Provide monthly fuel usage report, logbook report and applications report. Attending of Provincial Transport Forum meetings and Transport Committee Meeting. Coordination of payments of log sheets. Combat misuse of state vehicles; Manage transport budget and vehicle accident cases. Approve trip authorization forms. Liaise with car dealers and merchants regarding the GG and subsidized vehicles and manage the maintenance of state-owned vehicles. Facilitate the approval of government vehicles for servicing or repairs. Monitor the roadworthiness of the government cars. Organise and schedule fleet vehicle maintenance. Undertake preliminary investigations into the abuse of vehicles and provide technical assessment on vehicles that require attention. Institute control measures to combat vehicle abuse and fraud. Respond to correspondence in respect of audits conducted. Management of the business unit. Compile and submit all required administrative reports. Plan and allocate work.
<u>ENQUIRIES</u>	:	Ms. Miyelani Tshabalala at 063 691 4046
<u>NOTE</u>	:	Employment Equity targets apply: preference will be given to suitably qualified African males, Indian males, Coloured males and Persons with Disabilities (PWDs). Youth candidates are encouraged to apply
<u>POST 36/167</u>	:	<u>DEPUTY DIRECTOR: PAYMENT ADMINISTRATION REF NO: REFS/056646</u> Directorate: Grant Municipality & Public Entities Agency Performance
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg

<u>REQUIREMENTS</u>	:	A minimum of Matric plus an undergraduate qualification (NQF level 6/7) as recognised by SAQA in Accounting/Auditing/Financial Management or similar. The incumbent should have 3-5 years relevant experience at Assistant Director level, or equivalent in accounting/auditing/financial management or similar. Proven experience in payment processing, verification, reconciliation, and authorisation, preferably within a grant funding environment. Proven experience in managing high-volume payment transactions and dealing with a highly pressurised environment and working under pressure. Possession of a valid driver's licence. Skills & Competencies: The incumbent should have knowledge and understanding of Human Settlements legislations, National housing code Division of Revenue Act, Public Finance Management Act, Treasury Regulations, Housing Subsidy System (HSS), of the BAS (Basic Accounting System) and SAP. Budgeting skills, Financial Management Skills, Problem solving and analysis; Decision making, Team leadership, Financial management, Customer focus and responsiveness; Planning and organising; Conflict management and Negotiation skills.
<u>DUTIES</u>	:	Provide strategic and operational leadership in the management of payment administration systems, policies, procedures, and controls. Oversee the accurate capturing, verification, processing, and authorisation of payments within the Housing Subsidy System (HSS) or relevant payment platforms. Ensure compliance with payment administration prescripts, supporting documentation requirements, and approval protocols. Manage and oversee payment adjustments, reversals, and rejections in accordance with prescribed regulations and procedures. Investigate and resolve complex payment-related queries, including long-outstanding and disputed payments. Ensure the integrity, accuracy, and timeliness of payment data and transactions. Oversee the development, submission, and implementation of system change control requests (e.g. OSCARS) related to payment administration. Ensure the compilation and submission of daily, weekly, and monthly financial and non-financial management reports. Identify and manage financial, operational, and compliance risks related to payment administration. Identify systemic risks, control weaknesses, and process inefficiencies within claims administration and implement corrective measures. Ensure effective monitoring and mitigation of financial, operational, and compliance risks. Manage the sub-business unit, including staff performance management, discipline, capacity development, and effective communication. Develop, implement, and monitor the operational plan of the unit and report on progress as required. Foster a culture of accountability, ethical conduct, and high performance within the unit.
<u>ENQUIRIES</u>	:	Ms. Miyelani Tshabalala at 063 691 4046
<u>NOTE</u>	:	Employment Equity targets apply: preference will be given to suitably qualified African males, Indian males, Coloured males and Persons with Disabilities (PWDs). Youth candidates are encouraged to apply
<u>POST 36/168</u>	:	<u>ASSISTANT DIRECTOR: INCOME & EXPENDITURE CONTROL REF NO: REFS/056648 (X2 POSTS)</u> Directorate: Financial Accounting and Administration
<u>SALARY</u>	:	R487 197 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A Matric plus a National Diploma/ Degree in Finance/Cost & Management Accounting / B Com Accounting or any relevant qualification at NQF Level 6/7 as recognised by SAQA. A minimum of 3-5 years relevant experience at Admin Officer level within financial administration or management accounting environment. Possession of a valid driver's license. The candidate should have knowledge of Public Financial Management Act, Knowledge of Treasury Regulations, Knowledge of Division of Revenue Act; BAS & SAP System. Planning, organising and execution; knowledge management; strategic management and ability to manage conflict. 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. Personal Attributes: Good written and verbal communication skills. Self-management. Work well under pressure. Good Interpersonal skills. Negotiation skills.
<u>DUTIES</u>	:	Monitor and implement the verification of grant claims and invoices relating to operational / Goods and Services. Monitor if the Financial Authorization form is signed by relevant official and check if the name of the entity on the FA it

corresponds with the invoice attached. Monitor whether the contact, claim form, HSS for, claim progress payment and document check list are attached. Monitor if the total amount on the FA, HSS form and claim. Facilitate the payment of claims and invoices Ensure that all the documents are attached as per procurements regulations, quotation regulations, quotation, invoices, appointment letter and delivery note. Monitor invoices on SAP for validity of the following: Tax Clearance Certificate, Vendor number, invoice amount and bank account. Capture correct invoices on SAP in line with correct budget allocations . Attend to suppliers' queries and payment related queries from internal and external stakeholders. Facilitate the scanning of claims from the E-Gov using SAP for payment purpose. Pass a correcting journal on SAP for all misallocations identified through verification process. Ensure the vendor number and vendor name, SAP account number, reference number, gross and net amount corresponds with the details on the invoice. Compile and update exception report on payments paid within 15 and 30 days on a weekly, monthly and quarterly basis and submit to the Senior State Accountant for review. Monitor expenditure report for discrepancies for overspending and submit to the Senior State Accountant for review and inputs from budget holders. Supervision of staff. Maintenance of discipline. Management of performance and development. Ensure establishment, implementation and maintenance of efficient and effective communication arrangements. Plan and allocate work. Prepare meeting packages and perform secretariat functions during the meetings and presentations.

ENQUIRIES
NOTE

: Ms. Alinah Mogaswa at 072 313 8052
: Employment Equity targets apply: preference will be given to suitably qualified African males, Indian males, Coloured males and Persons with Disabilities (PWDs). Youth candidates are encouraged to apply

POST 36/169

: **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: REFS/056728**
Directorate: Supply Chain Management

SALARY
CENTRE
REQUIREMENTS

: R487 197 per annum, (all-inclusive package)
: Johannesburg
: Matric plus Degree in Supply Chain / Logistics / Purchasing / Public Management or equivalent in a related field. Minimum of 3- 5 years' Admin Officer level experience in Contract Management/ SCM environment. Possession of a valid driver's License. People management and leadership skills. Attention to detail. Communication skills. Problem solving skills. Analytical skills. Time Management skills. Ability to perform under pressure. Knowledge, understanding and application of relevant applicable acts, Treasury Regulations and Instruction Notes in relation to SCM. Computer Literacy.

DUTIES

: Demonstrate experience in a contract management or equivalent role in a procurement environment. Good working knowledge of contract management processes and techniques including the implementation of the contract life cycle. High level of interpersonal skills, including the ability to liaise effectively with a range of stakeholders to resolve queries. Ensure compliant contract administrative activities daily. Maintain performance records for reporting and governance purposes. Analyse the evaluation reports and develop a tool for reporting on non-compliant service providers. Monitor contract performance and compliance with the contract stipulations, contract management plan, risk management plan and organisational policies and procedures. Administer variations to the contracts. Effectively manage disputes in the contract management environment. Draft and maintain a Comprehensive Contract Register as prescribed. Monitor the implementation of contract management policy and standard operating procedures. Ensure safe keeping and accessibility of all contract documentation. Prepare monthly, quarterly and ad hoc contract management reports. Provide inputs into accruals, commitments, and audit reporting requirements. Ensure alignment with SAP or relevant systems for contract tracking. Allocate and monitor work to ensure timely execution of contract management functions. Promote a culture of accountability, teamwork, and service delivery excellence. Supervise staff.

ENQUIRIES
NOTE

: Ms. Miyelani Tshabalala at 063 691 4046
: Employment Equity targets apply: preference will be given to suitably qualified African males, Indian males, Coloured males and Persons with Disabilities (PWDs). Youth candidates are encouraged to apply

<u>POST 36/170</u>	:	<u>ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT</u> <u>REF NO: REFS/056674 (X4 POSTS)</u> (12 Months Contract) Directorate: Supply Chain Management
<u>SALARY</u>	:	R487 197 per annum, (plus 37% in lieu of benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A Matric plus an undergraduate qualification, Degree/National Diploma (NQF level 6/7) as recognised by SAQA in Supply Chain Management. A minimum of 3 - 5 years' relevant experience within Supply Chain Management environment at Admin Officer 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. 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. Personal Attributes: Good written and verbal communication skills. 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.
<u>DUTIES</u>	:	Perform the functional operation of Demand and Acquisition Management. Design and develop demand and acquisition management policies processes and procedures. Compile the procurement plan. Facilitate the execution of the procurement plan. Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees including the bid adjudication committee. Oversee the appointment of bid committee members. Compilation of bid documents and advertisements. Facilitate publishing of bid documents. Receipt (closing and opening) of bid documents. Ensure safekeeping and access to SCM records. Compile reports on the execution of the procurement plan and other related supply chain management administrative reports. Develop and manage the operational plan of the unit and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Plan and allocate work.
<u>ENQUIRIES</u>	:	Ms. Alinah Mogaswa at 072 313 8052
<u>NOTE</u>	:	Employment Equity targets apply: preference will be given to suitably qualified African males, Indian males, Coloured males and Persons with Disabilities (PWDs). Youth candidates are encouraged to apply
<u>POST 36/171</u>	:	<u>GISc TECHNOLOGIST PRODUCTI ON GRADE A REF NO: REFS/056658</u> Directorate: Development Planning
<u>SALARY</u>	:	R471 720 - R507 000 per annum, all-inclusive OSD package (i.e. Salary will be determined in accordance with the applicable Occupation Specific Dispensation for Engineering Professions and Related Occupations, subject to verification of qualifications, professional registration and appropriate recognisable experience
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus three (3) to four (4) years GIS degree or related bachelor's degree coupled with 3 years post Technologist experience. Compulsory registration with PLATO. Possession of a valid driver's licence. Strong GIS skills with two or more GIS packages (e.g. ESRI). Ability to use science and Technology effectively and critically. Knowledge of legal compliance. Problem solving and analysis. Conflict management. Decision making. Financial management. Team leadership. Conflict management.
<u>DUTIES</u>	:	Conduct all GISc technical functions. Collect and capture of data from various formats and sources. Design and implement a spatial database to store the required datasets. Data manipulation and analysis including quality assurance. Creation and maintenance of spatial data topology and attributes, format manipulation. Apply geo-referencing, datum and projection transformations. Providing technical support relating to software and data usage to geographic information system (GISc) users. Design, develop and create geo-databases, maps and other related project. Promote and participate in stakeholder relations. Maintain GISc unit effectiveness. Develop Geographical Information

Science (GISc) spatial information tools within organization process. Provide access to Spatial Information and Geographic Information Services to all clients in the Department. Train end users on skills regarding to GISc at all times. Ensure interoperability between systems to maximize efficiency. Publish data into a web based GISc system to provide Geographical Information through the internet. Facilitate GISc implementation. Undertake system audit. Undertake requirements analysis. Undertake cost benefit analysis. Develop process model and workflows diagram. Implement GIS standards. Draft Terms of Reference for GIS projects. Conduct research on new GIS technologies. Research, investigate and advice on new GIS technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. Develop new methods/technologies for solving spatial data problems. Research and implement new GIS standards. Governance. Allocate, control, monitor and report on all resources. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; and Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives.

ENQUIRIES
NOTE

- : Ms. Miyelani Tshabalala at 063 691 4046
- : Employment Equity targets apply: preference will be given to suitably qualified African males, Indian males, Coloured males and Persons with Disabilities (PWDs). Youth candidates are encouraged to apply.

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS

- : In line with the Department's employments Equity Plan, preference will be given to Persons with Disabilities, Coloured Females, Indian Females, White Females candidates. To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za>. For general enquiries please contact Human Resource Tel No: (011) 355-7175/7521.

CLOSING DATE
NOTE

- : 23 October 2026
- : Only online applications will be considered. Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. Post Notes: Employment Equity targets apply: preference will be given to suitably qualified African males, Indian males, Coloured males and Persons with Disabilities (PWDs). Youth candidates are encouraged to apply

OTHER POST

POST 36/172 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: REFS/056801**

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : National Diploma (NQF Level 6) / Bachelor's Degree (NQF Level 7) in Human Resource Management/Industrial Psychology. 3-5 years' experience at Assistant Director level (Junior Management) within Human Resource Administration in the public sector. PERSAL Certificate (Introduction to PERSAL/Personnel Administration). A valid driver's license. Knowledge and skills. Knowledge and understanding of recruitment and selection prescripts and legislations, Human Resource Management methodology, Principles and Strategies, HRM systems, DPSA directives, Batho Pele principles, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, PFMA, National Treasury Regulations, Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA), Protection of Personal Information Act (POPIA), Minimum Information Security Standards (MISS), Public Service Regulations, Compensation for Occupational Injuries and Disease Act 130 of 1993, Occupational Health and Safety Act 85 of 1993, Senior Management Service Handbook, Resettlement Policy, Acting Policy, PMDS, Security Management Policy, Knowledge and understanding of policy analysis and development and interpretation. Engage relevant stakeholders on human resource management issues e.g. recruitment and selection, ensure timeous advertisement of posts, prepare technical assessments for Senior Management Services posts and ensure competency assessments are conducted.

DUTIES : Develop, implement and review human resource administration policies, strategies, and procedures. Manage recruitment and selection services. Manage basic conditions of employment. Manage human resource registry. Manage resources (Human/Equipment/Assets).

ENQUIRIES : Ms. A. Mkhombo Tel No: (011) 355 -7521 / Ms. P. Mabasa Tel No: (011) 355 – 7175

POST 36/173 : **ASSISTANT DIRECTOR: HR PLANNING AND EMPLOYMENT EQUITY REF NO: REFS/ 056798**
 Branch: Corporate Services

SALARY : R487 197 per annum, (plus benefit)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : National Diploma (NQF Level 6)/Bachelor's Degree (NQF Level 7) in Human Resources Management/Industrial Psychology as recognized by SAQA. PERSAL Certificate (Introduction to PERSAL/ Personnel Administration). 3 -5 years' experience in Human Resource Administration/Human Resource Planning (2 years must be at supervisory level). A valid driver's license. Knowledge and Skills: Knowledge and understanding of recruitment and selection prescripts and legislations, Human Resource Management methodology, Principles and strategies, HRM systems, DPSA directives, Batho Pele principles, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, PFMA, National Treasury Regulations, Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA), Protection of Personal Information Act (POPIA), Minimum Information Security Standards (MISS), HR Plan, policies and procedures, Public Service Regulations, Knowledge and understanding of policy analysis, development and interpretation.

DUTIES : Implement human resource planning strategies and processes. Coordinate and facilitate achievement of Employment Equity Targets. Coordinate HR Information and compile reports. Facilitate the development and implementation of MTEF HR Plan. Facilitate the development and implementation of the EE Plan. Supervise the maintenance of the HR information system. Manage and monitor the HR information system and recruitment strategy. Manage Resources (Human, Equipment, Assets).

ENQUIRIES : Ms. P. Mabasa Tel No: (011) 355 – 7175/ Ms. A. Mkhombo Tel No: (011) 355 - 7521