ANNEXURE P

PROVINCIAL ADMINISTRATION: GAUTENG
GUTENG DEPARTMENT OF HEALTH

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). 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.

OTHER POSTS

POST 33/69 : DENTIST GRADE 1-3 – REF NO: 07174
Directorate: Primary Health Care

SALARY : Grade 1 - R 615 660 – 683 292 per annum (all inclusive package)
Grade2: R 729 315 – 797 457 per annum ( all inclusive package)
Grade 3-R 846 390 – 1058 184 per annum (all inclusive package)

CENTRE : Ekurhuleni Health District (Eastern Sub district)

REQUIREMENTS : Grade 1: Registration with HPCSA as a Dentist; Grade 2 : A minimum of 7 years appropriate experience as Dentist after registration with the HPCSA as a Dentist.
Grade 3: A minimum of 12 years appropriate experience as a Dentist after registration with the HPCSA as a Dentist. Evidence of current registration with Health Professional Council of South Africa (HPCSA) as a Dentist. A valid driver's license (attach copy).

DUTIES : Incumbent will be rendering a comprehensive oral health service in the clinics, mobile, prisons, institutions, hospitals and performing administrative duties as well as other community outreach programme. Ensure proper running of service and provide good management skill within his or her clinic. The person will also be doing relief duties in the sub-district and be rotating within the sub-districts. The person should have a sound knowledge of departmental policies. He or She should have good communication skill, good interpersonal relation and ability to work under pressure as well as problem solving skills. Perform all other duties that are delegated by the supervisor.

ENQUIRIES : Mr L.B Mudau   Tel No: (011) 876 1777/1802

APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager, or apply online at: www.gautengonline.gov.za

CLOSING DATE : 04 September 2015

POST 33/70 : CLINICAL PSYCHOLOGIST REF NO: 07146

SALARY : R545 796 per annum - Grade 1

CENTRE : Odi District Hospital

REQUIREMENTS : Registration as a Clinical Psychologist (Independent Practice) with the Health Professionals Council of South Africa (HPCSA). Possession of Masters Degree in Clinical Psychology or completion of all academic requirements. Have a thorough knowledge of the code of professional ethics of the HPCSA and the professional board for Psychology. The ability to work under pressure. Good interpersonal skills and a positive towards colleagues and patients. Completion of community service and internship experience at an institution that is recognized by the HPCSA for practical and academic training.

DUTIES : Assess, diagnose and intervene with people in dealing with psychological distress and/or psychology. Perform assessment of cognitive, personality emotional and neuropsychological functions. Be able to work in clinical conditions. Handle patients with medical conditions. Identify patients who could benefit from
psychological intervention. Conduct various kinds of therapies and write various kinds of reports. Work within a multidisciplinary team and be able to contribute effective community mental health services. Attend meetings and give feedback to all relevant stakeholders.

ENQUIRES: Dr. T.P. Dlamini, Tel No: (012) 725 2436
APPLICATIONS: Kindly forward your application to: Odi District Hospital Human Resource Development for the attention of Human Resource Manager, Odi District Hospital, Private Bag X509, Mabopane, 0190 or apply online at www.gautengonline.gov.za
CLOSING DATE: 04 September 2015

POST 33/71: PROFESSIONAL NURSE (OCCUPATIONAL HEALTH NURSE) GRADE 1 – 2
REF NO: 07173
Directorate: Employee Health and Wellness

SALARY: Grade 1 - R 294 861· 341 835 per annum
Grade 2 - 362 655 – 446 031 per annum

CENTRE: Ekurhuleni Health District

REQUIREMENTS:
Grade 1: Less than 3 years’ appropriate/recognisable experience in Primary Health Care after obtaining the 1-year post-basic qualification in the discipline Curative Skills in Primary Health Care
Grade 2: 10 years’ or more, but less than 13 years appropriate/recognisable experience in Primary Healthcare after obtaining the 1-year post-basic qualification in the discipline Curative Skills in Primary Health Care Basic R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse Post basic Qualification with duration of at least 1 year in Curative Skills in Primary Health Care and Diploma OR Degree in Occupational Health and Safety accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Drivers licence and Computer literacy is essential. Knowledge of the following acts: OHSA, COIDA, LRA, BCEA& EEA& Protection of Information Act. Good communication and presentation skills.

DUTIES: To carry full responsibility of ensuring and administering health, safety and medical awareness needs of the staff of Ekurhuleni Health District. Conduct education and preventative programmes for the District. Implementation of post Medical Surveillance within Ekurhuleni Health District. Attend and do follow up on Injury on Duty cases. Execute primary health care services to Ekurhuleni Health District employees. Implementation of the vaccination for the district according to the legislative guidelines. Conduct support visits to all the facilities of Ekurhuleni Health District. Perform all other duties that are delegated by the supervisor.

ENQUIRIES: Mr A. Mdunyelwa Tel No: (011) 876 1721
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager, or apply online at: www.gautengonline.gov.za
CLOSING DATE: 04 September 2015

POST 33/72: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 06951
Directorate: Supply Chain Management

SALARY: R288 135 per annum (plus benefits)

CENTRE: Tambo Memorial Hospital

REQUIREMENTS:
National Diploma/Degree in Commerce, Accounting, Supply Chain Management or Public Admin with between 5-10 years’ experience in the field of which 2 years should be at a supervisory position/Grade 12 with More than 10 years’ experience, 3 years should be at a supervisory position Knowledge and understanding of Procurement Policy Framework Act and PFMA, Treasury Regulations and Supply Chain Management. Good written and verbal communication skills, computer literacy especially spreadsheets (MS Office package). Excellent analytical and problem solving skills, good interpersonal skills.
**DUTIES**
Manage and maintain the demand management planning for the procurement of goods and services. Manage the acquisition or procurement of goods and services. Monitor and support the Asset Management processes. Submit budget inputs in respect of the acquisition of assets, consolidate and monitor the hospital’s procurement plan. Manage human, financial and physical resources in the Supply Chain Management unit. Compile submissions of needs assessment for certification by CEO. Manage logistics regarding stores warehousing, transport and vendor performance on assets. Manage contracts. Oversee the implementation and maintenance of supplier database.

**ENQUIRIES**
Mr K Mfolo. Tel No: (011) 898 8316

**APPLICATIONS**
Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1400. Physical address: Railway Street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**
04 September 2015

**POST 33/73**
**LIBRARIAN REF NO: 07172**
Directorate: Clinical

**SALARY**
R196 278 per annum (plus benefits)

**CENTRE**
Tara the H. Moross Centre, Sandton

**REQUIREMENTS**
An appropriate degree or diploma. With 3 years experience in Library and Information Services field. Practical experience in working with a library system. Practical experience in managing a small resource centre. A library and information services qualification will be an added advantage. Knowledge of operation of public libraries. Knowledge or experience in cataloguing and classification of library material. Good interpersonal skills and networking skills and ability to interact with people at various levels. Report writing. Planning and decision making. Financial and budgeting skills. A valid driver’s license.

**DUTIES**

**ENQUIRIES**
Dr. SMDS Fernandes Tel No: (011) 535 3157

**APPLICATIONS**
Applications must be delivered to: Tara the H. Moross Centre, 50 Saxon Road Hurlingham 2196 or can be posted to: Tara H. Moross Centre Private Bag x7 Randburg 2125 or apply online at www.gautengonline.gov.za

**CLOSING DATE**
04 September 2015

**POST 33/74**
**SENIOR HUMAN RESOURCE OFFICER REF NO: 07169**
Directorate: Human Resource

**SALARY**
R196 278 per annum (Plus Benefits)

**CENTRE**
Tshwane District

**REQUIREMENTS**
Grade 12 or equivalent RVQ 13 qualifications with 5 years’ experience in Human Resource Environment within the public sector. Above average computer skills. Knowledge of HR prescripts and legislation related to the position’s functional areas, proven (hands on) experience and knowledge of PERSAL administration and functions, Good communication skills, Ability to work under pressure. Good interpersonal relations. Valid Driver’s License.

**DUTIES**
The incumbent of the post will be responsible for the supervision of HR activities such as appointments, retentions, absorptions, probationary matters, terminations, allowances, leave, MMS, SMS, OSD and other administrative related matters. Provide inputs for the improvement of HR administration procedures, guidelines and policies. Supervise evaluate and develop staff reporting to this position. Ensure that proper control measures are put in place to administer and monitor the activities and resources reporting to this position effectively. Render Professional Human Resource administrative advice and liaise with clients in the Department. Promote Human Resource care and improve service delivery. Provide Human Resource Management information support (e.g PERSAL reports and statistics). Attend to AG request and queries. Implement
grade and pay progression, monitor and capturing of PMDS. Monitor staff establishment and payroll administration and pay slips.

ENQUIRIES : Mr. T Mabena , Tel no: (012) 451 9030
APPLICATIONS : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O. Box 9514, Pretoria, 0001, or apply online at: www.gautengonline.gov.za
CLOSING DATE : 04 September 2015
POST 33/75 : PROFESSIONAL NURSES GRADE 1-3 11 POSTS REF NO: 07147
Directorate Nursing
SALARY : Grade 1 - R195 819 – R227 007
Grade 2 - R240 831 - R279 195
Grade 3 - R294 861 - R373 533
Grade 1(PHC) - R294 861 - R341 835
Grade 2(PHC) - R362 655 – R446 031
CENTRE REQUIREMENTS : Tshwane District
DUTIES : Implement a comprehensive nursing care plan, promotion of health, self-care, treatment, and rehabilitation of patients. Administer treatment plan of common or minor primary health conditions in accordance with prescribed norms standards, guidelines and treat conditions as prescribed. Screen health problems and diseases in accordance with prescribed norms and standards. Maintain therapeutic relationship and environment in which health care can be provided optimally. Report and communicate on the continuity of care to the care-givers and members of the health team. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Audit clinical records by analyzing data. Protect and advocate rights of patients regarding health care. Maintain a plan to improve the quality of nursing and health care. Participate in the auditing of quality of nursing and health care. Identify health indicators and risk factors and conduct client satisfactory surveys.

ENQUIRIES : Mr. TJ Mokhopa, Tel No: (012) 451 9107
APPLICATIONS : All applications must be delivered to: Gauteng Department of Health, PO Box 9514, Pretoria 0001 or hand deliver to 427 The Fields Building, Hatfield, Pretoria, Cnr Hilda and Burnett Street or apply online at www.gautengonline.gov.za
CLOSING DATE : 04 September 2015
POST 33/76 : PROCUREMENT AND ASSETS CLERK REF NO: 07164
Directorate: Nursing Education and Training
SALARY : R132 399 per annum (plus benefits)
CENTRE REQUIREMENTS : Chris Hani Baragwanath Nursing College
DUTIES : Ensure that proper asset system and process exits, including preventative Mechanism to eliminate theft, losses, wastage and misuse of assets. Good Understanding of policies and procedures. Keep assets register up to date. To conduct a bi-annually asset count .compile monthly reconciliation of the Bas/I-CHAN report .Manage disposals of assets and stocks. To attend to all Circulars and queries within the specified time frames. To ensure that all Reports are submitted to Central office. Conduct monthly asset count. Assist supervisor with disposals of assets. Keep proper record of disposed assets. Keep proper record
of disposed Assets. Keep a control register of orders (two weeks Diary) Issues stock when needed. Regular reporting to supervisor.

ENQUIRIES : Ms. Z. Mthethwa, Tel No: (011) 983 3050

APPLICATIONS : Applications must be submitted on a Z83 form with a C.V certified Copies of I D and qualifications attached. Applications should be Submitted at Chris Hani Baragwanath Nursing College (Inside the Hospital premises) Chris Hani Road, Diepkloof, Soweto Or Posted to Private Bag X05, Bertsham, 2013 or apply online at www.gautengonline.gov.za

CLOSING DATE : 04 September 2015

PROVINCIAL TREASURY

It is the department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates 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 panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on implementation of competency based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools”.

OTHER POSTS

POST 33/77 : DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT
Directorate: CFO Office

SALARY : R569 538 per annum (All inclusive package)

CENTRE : Johannesburg

REQUIREMENTS : A three year relevant tertiary qualification e.g. National Diploma or Degree in Financial Management. 2-3 years’ experience in Assistant Director Level. 3-4 years’ experience in Supply Chain Management field. Proven experience in providing effective Supply Chain Management system. Knowledge of demand and acquisition Management. Thorough knowledge of legislative frameworks that governs Supply Chain Management: PFMA, PPPFA, BBBEE, Treasury regulations etc. Recommendation: People management skills, implementation and monitoring; analytical and proactive capabilities, sound financial management skills, ability to execute activities, decision making skills, excellent communication skills (verbal and written) and populate reports. Be able to plan and organise. Professional and holds high standard of work ethic and professional values. Deadline-driven and able to work under pressure. Accuracy and ability to pay attention to detail.

DUTIES : Provide effective Supply Chain Management. Implement demand, Acquisition management, strategic sourcing and other SCM activities. Assist with Strategic
Planning activities. Submit weekly, monthly, quarterly and annual supply chain management reports. Serve in specification, Bid evaluation committee and other sub committees. Assist bid committee with secretariat function. Coordinate development of Request for Proposals; manage departments’ tenders, contracts and records. Develop policies that are compliant with relevant legislation and the GPG BBBEE strategy. Ensure that the department complies with all legislative frameworks, policies, rules, acts relevant to supply chain management. Ensure mentoring, training and management of supply chain management unit staff. Risk management and supply chain management performance.

ENQUIRIES: Ms. Linda Ninzi Tel No: (011) 227 9000
APPLICATIONS: Please submit your applications in PDF format via email to: jobs.gpt@gauteng.gov.za
CLOSING DATE: 04 September 2014

POST 33/78: DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT
Directorate: Corporate Services

SALARY: R569 538 per annum (All inclusive package)
CENTRE: Johannesburg
REQUIREMENTS: Relevant 3 –year tertiary qualification, e.g. National Diploma or Degree in Human Resource Management. 1 – 2 year experience in team management/supervision. 2–3 years’ experience in the HR Administration and/or management field. Experience in Recruitment would be an added advantage.
DUTIES: Manage Recruitment and Selection. Manage conditions of service (payroll administration, appointments, transfers, terminations, leave administration, housing allowances and other remunerative allowances. Monitor, evaluate and report on all HRM interventions, which entails, compliance with HR prescripts, satisfying Audit requirements, HR Oversight report, and HR Plan. Mentor and support HR Management staff. Provide timeous and accurate management information reports. Assist in preparing and monitoring compensation budget.

ENQUIRIES: Ms. Linda Ninzi Tel No: (011) 227 9000
APPLICATIONS: Please submit your applications in PDF format via email to: jobs.gpt@gauteng.gov.za
CLOSING DATE: 04 September 2014

POST 33/79: ASSISTANT DIRECTOR: PERFORMANCE AUDIT SERVICES
Directorate: GAUTENG AUDIT SERVICES

SALARY: R361 659 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Relevant Bcom degree or diploma with 4 years’ experience in Performance Auditing.
DUTIES: To assist the Deputy Director: Performance Audit in conducting assigned performance audits in a professional manner based on the approved methodology, thereby, ensuring efficient and cost effective performance audits on behalf of the Gauteng Provincial Government. Assist the Deputy Director with implementation of activities allocated in terms of the business plan to reach set targets. Plan assigned performance audit projects. Determine the resources required for the project and compile a resource and time budget. Assist in the compilation of the planning memorandum including the audit criteria. Mentoring, coaching, motivating and training of team (Maintain the standards set by the IIA and performance audit methodology). Co-ordinate short term (quarterly) plans. Sign-of focus area document prepared by performance audit team. Sign-of planning memorandum prepared by performance audit team. Liaise with team members at the planning, execution and reporting phases of each performance audit project. Appraise and evaluate the performance of the team members and draw up development plans. Prepare weekly progress report to be submitted to the Supervisor: Performance Audit. Review working papers compiled by the team members and sign-of working papers. Review the audit findings and possible areas for improvement/recommendations. Compile the performance audit report. Conduct interviews with client when required. Comply with GAS admin requirements.
ENQUIRIES: Ms. Tshiamo Sokupha  Tel No: (011) 227-9000
APPLICATIONS: Applications must be submitted on a Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X 12, Marshalltown, 2107.
CLOSING DATE: 04 September 2015
POST 33/80: ASSISTANT DIRECTOR: PUBLIC FINANCE
Directorate: Public Finance
SALARY: R289 761 per annum, (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: A three years finance-related tertiary qualification plus minimum of one year relevant experience in any of the following fields, i.e. budget management, public finance and economics. Public sector exposure will be an added advantage.
DUTIES: The incumbent will be responsible for: assisting in social policy research projects and analyse resource allocations, monitor monthly spending and performance of provincial departments; advice on social policy matters relating to budget allocations in line with provincial and national strategic priorities; quality assure budget proposals and submissions from departments; maintain sector specific inputs into departmental budget databases; monitor the implementation of public sector financial legislations; provide technical support to departments; and analysing data and assist to conduct economic valuations.

ENQUIRIES: Ms Linda Ninzi, Tel, No: (011) 221 9000
APPLICATIONS: Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
CLOSING DATE: 04 September 2015
POST 33/81: ASSISTANT DIRECTOR: PROVINCIAL SUPPLY MANAGEMENT
Directorate: Provincial Supply Chain and Asset Management
SALARY: R289 761 per annum, (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: A National Diploma or Degree or relevant tertiary qualification related to the job content. A qualification in the built environment and or/ Law will be advantageous. 2-3 years’ experience in Supply Chain Management, capital procurement and procurement and or field. Computer literacy (Word, Excel, MS Outlook etc.) A valid driver’s license is essential.
DUTIES: Facilitate and consolidate the reporting of Supply Chain information as required by legislation, Analyse Supply Chain Management reports and policies from departments and municipalities. Set complimentary standards within the parameters as set by National Treasury and the relevant Supply Chain Management Frameworks. Monitor and report on policy outputs and outcomes. Provide technical assistance and training with regard to Supply Chain Management in municipalities and Provincial departments. Implement the Financial Management capacity maturity Model for Goods and Services.

ENQUIRIES: Ms Tshiamo Sokhupa  Tel, No: (011) 227 9000
APPLICATIONS: Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X 12, Marshalltown, 2107
CLOSING DATE: 04 September 2015
POST 33/82: ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION
Directorate: Corporate Services
SALARY: R289 761 per annum, (plus benefits)
CENTRE: Johannesburg

REQUIREMENTS:
- Relevant 3 years tertiary qualification e.g. National diploma or Degree Related to the job content. (Not lower than NQF 6)
- 1-2 years’ experience in the HR administration and or management field. Proven experience relating to main objectives/outputs as set out.

DUTIES:
- Manage and co-ordinate Human Resource Administration matters in the Department to contribute to the rendering of professional Human Resource Management services, which includes inter alia: Conditions of service benefits (Leave, Housing, Medical, Injury on duty, Terminations, Long service recognition, Overtime, Re-allocation, Pension allowances, etc. Hr provisions (Recruitment and Selection, Appointments, Transfer, Verification of Qualification, Secretariat Functions at interviews, Absorption, Probationary periods etc) Performance Management pay proration and bonuses. Address Human Resource Management queries to ensure the correct implementation of Human Resource Management practices. Ensure the successful implementation of departmental/public service policies on matters related to Human Resource Management policies and practices. Check transactions before submission to Gauteng Department of Finance for implementation. Present and co-ordinate information sessions on Human Resource issues in the department. Ensure proper work allocations. Inform, guide, and advice department/personnel on Human Resource Administration matters to enhance the correct implementation of personnel administration practices/policies.
- Prepare and consolidate reports on personnel administration issues. Investigate, analyse, benchmark and interpret legislation and prescripts and other HR related issues to promote an effective human resource environment.

ENQUIRIES:
- Ms Tebogo Phyllis Tel, No: (011) 227 9000

APPLICATIONS:
- Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.

CLOSING DATE:
- 04 September 2015

POST 33/83:
ADMIN OFFICER AUDIT COMMITTEE SECRETARIAT
Directorate: Risk Management

REQUIREMENTS:
- Grade 12 Certificate or equivalent qualification. A Diploma in Office Administration/Secretarial will serve as an advantage. 1-2 years working experience (preferably in public sector), in the area of office finance, auditing and administration. Skills Required: Computer literacy, planning, organising and communication (written and verbal). Minutes taking skill is a prerequisite and the incumbent must be able to work under pressure.

DUTIES:
- Provide administrative and support function to GPG Audit Committees; prepare documentation and Audit Committee packs for meetings; Co-ordinate the flow of all information to and from all relevant Stakeholders; Manage and ensure efficient logistical arrangements for meetings; Adequate filling management and maintenance; Mitigate risks pertaining to the operations of the GPG Audit Committee Sub-directorate and monitor expenditure through the implementation of adequate payment reconciliation as well as the payment of Audit Committee Members within the stipulated timeframes; prepare reports, letters and memos; Attend Audit Committee meetings, record the proceedings of the meeting and tracking of resolutions thereof.

ENQUIRIES:
- Ms. Linda Ninzi Tel No: (011) 227 9000

APPLICATIONS:
- Applications must be submitted on a Z83 form, Certified copies of CV, ID and Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, 75 Fox Street Johannesburg or posted to: Private Bag X12, Marshalltown, 2107.

CLOSING DATE:
- 04 September 2015
ANNEXURE Q

PROVINCIAL ADMINISTRATION: KWA-ZULU NATAL
DEPARTMENT OF HEALTH

NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

MANAGEMENT ECHELON

POST 33/84: DISTRICT CLINICAL SPECIALIST (HEAD: CLINICAL UNIT) (OBSTETRICS AND GYNAECOLOGY) - REF NO: UTHUNG 21/2015

SALARY: All inclusive annual package of R 1 342 803 per annum, will be payable subject to Certain Conditions. The inclusive package must be structured in accordance with applicable rules.

CENTRE: Uthungulu Health District Office

REQUIREMENTS: Appropriate specialist qualification registerable with the Health Professions Council of South Africa (HPCSA); PLUS Current registration with the relevant professional statutory body; PLUS At least Five (05) years as a specialist. It would be required of the successful candidate to sign a performance agreement. Non-South African citizens who are not permanent residents will be considered for an annual renewable contract. Unendorsed valid Code B driving licence (Code 08). A one year renewable contract is offered to all retired medical specialists(including academics, private and public specialists) Knowledge, Skills, Training and Competencies Required: - Own clinical discipline. Relevant legislation, regulations and policies. Quality assurance and improvement programmes. Programme planning and evaluation. Information management. Human resources and financial management. Skills: Leadership. Communication. Problem solving. Computer literacy. Behavioural Attributes: Stress tolerance. Self-confidence. Objective. Ethical. Empathic.

DUTIES: Key Performance Ares: A GENERAL. Represent own specialist discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new borns and children at all levels within the health district. Promote equitable access to an appropriate level of care for all mothers, new borns and children throughout the district. Maintain personal competency in own clinical discipline whilst ensuring that no more than 10-20% of time is spent on clinical care at the regional or tertiary hospital. At least 80% of time to be spent on activities within the district. Overtime in local regional and tertiary hospital is optional. B.SUPPORT SERVICE DELIVERY: Support clinics, Community Health Centers, District and Regional hospitals with all aspects of service delivery related to own specialist discipline. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. PROVIDE EDUCATION AND TRAINING: Facilitate and participate in the development, training and
mentorship under post-graduate medical, nursing and allied health professionals; this may require involvement with local academic training institutions. D. SUPPORT HEALTH SYSTEMS AND LOGISTICS: Work with the district management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and process to support the delivery of service. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. MONITOR AND EVALUATE SERVICES. Initiate, support and participate in risk management activities for patients (e.g critical event analysis, morbidity and mortality meeting) practitioner (e.g infection control) and the organization (e.g performance reviews).Initiate, support and participate in the clinical audits and quality improvement cycles. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate support and participation in relevant research; this My require involvement with local academic training institutions:
F.COLLABORATE, COMMUNICATE AND REPORT EFFECTIVELY: Foster effective teamwork and collaborate within the district specialist team. Enable engagement with the local community and relevant non-government organizations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provisional Department of Health. Present regular reports on activities, health services and programmes. G. SUPPORT ORGANISATIONAL ACTIVITIES: Assist with strategic and operational planning of services in the district and/or catchment area of the regional. Assist with the coordination and supervision of discipline related services with the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES: Ms SCC Mabaso 035-787 6201
APPLICATIONS: All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag x20034, Empangeni, 3880
FOR ATTENTION: Mr S.B Mkhwanazi
CLOSING DATE: 11 September 2015

OTHER POSTS

POST 33/85: MEDICAL OFFICER – IALCH REF NO: NEUROLOGY MO/1/2015

SALARY

Grade 1: Medical Officer – R637 845 per annum (All inclusive Salary Package) excluding Commuted Overtime Experience: At least 6 months in internal medicine at MO level or above. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
Grade 2: Medical Officer – R729 315 per annum (All inclusive Salary Package) excluding Commuted overtime Experience: 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner of which at least 6 months must be in internal medicine at MO level or above. The appointment to Grade 2 requires a minimum of six years(6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
Grade 3: Medical Officer – R846 390 per annum (All inclusive Salary Package) excluding commuted Overtime Experience: 10 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner of which at least 6 months must be in internal medicine at MO level or above. The appointment to Grade 3 requires a minimum of 11 years(11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

CENTRE: Department Of Neurology

REQUIREMENTS: Valid current registration with the HPCSA as a Medical Practitioner. Completion of Community Service Commitment appointment. Completion of at least six months of Internal Medicine at level of Medical Officer and above. Candidates
must be South African citizens or be in possession of documentary proof of permanent residence. SKILLS, KNOWLEDGE, TRAINING AND Sound communication, negotiating, planning, organizing and interpersonal skills.

DUTIES: Provides a holistic inpatient and outpatient care, inclusive of preventive measures, treatment and rehabilitation. Sedates and monitors patients undergoing frightening or uncomfortable investigations and arranging for further investigations of patients. Attend to on-going medical management of patients with acute and chronic neurology conditions. Provide on call service as required by the head of department. Participation in outreach programmes. Postgraduate education, personal development and participation in all academic meetings. Rotation within the discipline as determined by the head of department.

ENQUIRIES: Prof Al Bhigjee (+27)31-240 2359 / 2363

APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

CLOSING DATE: 04 September 2015

POST 33/86: MEDICAL OFFICER REF NO: MONEPHR/1/2015
Department: Nephrology

SALARY: Grade 1: Medical Officer – R637 845 per annum (All inclusive Salary Package) excluding Commuted Overtime, Experience: No experience required
The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
Grade 2: Medical Officer – R729 315 per annum (All inclusive Salary Package) excluding Commuted overtime Experience: 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
Grade 3: Medical Officer – R846 390 per annum (All inclusive Salary Package) excluding commuted Overtime Experience: 10 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: Registration with the Health Professions Council of South Africa as a medical practitioner. Current registration as Medical Practitioner with HPCSA. KNOWLEDGE SKILLS AND EXPERIENCE REQUIRED: Sound clinical knowledge of Internal medicine with ability to deal with all medical emergencies will be an advantage. Knowledge of ethical medical practice. Ability to assess, diagnose and manage in-patients and out-patients especially with regard to general nephrology, peritoneal dialysis, haemodialysis and renal transplantation.

DUTIES: Examination, diagnosis and management of patients. Commuted overtime. Facilitation of staff training and on-going medical education. Facilitating and co-ordinating quality improvement imperatives (morbidity and mortality meetings, clinical audits) Research. Active participation in the Department’s Academic programme.

ENQUIRIES: Dr S Hariparsad Tel 031-240 1000

APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

CLOSING DATE: 04 September 2015
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<tr>
<th>POST 33/87</th>
<th>DIETICIAN REF NO: UMP 50/2015</th>
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| **SALARY** | Grade 1: Salary – 243513 per annum (no experience required)  
Grade 2: Salary – 286848 per annum (A minimum of ten (10) years relevant experience after completion of community service and registration with HPCSA.)  
Grade 3: Salary – 337902 per annum (A minimum of twenty (20) years relevant experience after completion of community service and registration with HPCSA.)  
Other Benefits – 12% Rural Allowance |
| **CENTRE** | UMPHUMULO HOSPITAL |
| **REQUIREMENTS** | National Diploma/Degree in Dietetics, Current registration as a dietician with the HPCSA, Valid (unendorsed ) EB (08) drivers license. Knowledge, Skills And Competencies Required: Good interpersonal skills, Ability to communicate effectively in Zulu and English, Comprehensive knowledge of nutritional management for all patients, Sound knowledge of Dietetics procedures and equipment, Good verbal and written communication skills, Sound knowledge of Food service management & clinical dietician information management. Counselling skills, Sound knowledge of how to develop operational methods relating to information dissemination and work organization, Ability to plan and organize resources, finances and HR matters within the section. |
| **DUTIES** | Key Performance Areas: Execute all dietetics management duties, functions and responsibilities to the best of ability and within all applicable legislation. Manage and provide a high quality promotive and curative nutrition service according to patient needs, Give expert clinical advice and factual information of a professional nature on institutional nutrition services, Provide a consultative dietetics service to health professionals and patients. Monitor and evaluate the nutrition services to comply with the valid standards and indicators, Implement Quality Assurance Programmes for overall effective service, Develop protocols to ensure that the diets comply with the dietary recommendations (RDA), Make recommendations with regard to policies/strategies for the effective functioning of the Dietetics unit. Act as a consultant in the patient curative and rehabilitation programmes, Give expert advices on the nutrient content of food products to be purchased, Determine a policy relating to the development, provision and maintenance of comprehensive nutritional standards, Ensure cost effective, yet up to standard nutrition service, Exercise control over food products to minimise wastage, Ensure effective nutrition care is delivered to patients within the hospital, Provide clinical training to staff and allied disciplines, Establish and maintain internal control and report systems for timeous communication of decisions and policies. Engage in effective communication and interactions between departments, personnel and other service providers in order to render quality service, Assist management with strategic planning for the institution and to work towards the realisation of these strategic objectives and goals for the institution, Ensure the implementation of EPMDS within the section, Promote Batho Pele principles in the execution of duties for effective service delivery. |
| **ENQUIRIES** | Dr. V. S. S. R. Kotagiri: (032) 481 4115 |
| **APPLICATIONS** | Applications to be forwarded to – Human Resource Manager, Umpumulo Hospital, Private Bag X9219, Maphumulo, 4470 |
| **FOR ATTENTION** | Siphamandla Shabalala |
| **CLOSING DATE** | 28 August 2015 |

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<th>POST 33/88</th>
<th>RADIOGRAPHER REF NO: RADIOONCO/2/2015</th>
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| **SALARY** | Grade 1: R243 513 pa, Plus 13th Cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service  
Grade 2: R286 848 pa Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements. Minimum 10 years |
| **CENTRE** | Radiation Oncology |

| **ENQUIRIES** | |
| **APPLICATIONS** | |
| **FOR ATTENTION** | |
| **CLOSING DATE** | 28 August 2015 |
relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa.

Grade 3: R337 902.pa Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements Minimum 20 years relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa.

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: Diploma or Bachelor degree in Radiography (Therapy). Current registration with the Health Professions Council of South Africa as a Radiographer (Radiotherapy). A minimum of one year post registration clinical experience in Radiotherapy.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED: Knowledge of radiotherapy standard techniques, dose protocols, equipment and accessories associated with relevant techniques and including specialised techniques. Knowledge of basic quality assurance in Radiotherapy, radiation effects & Radiation protection on patients. Anatomy vs. tumor treatment vs. effects on physiology care patterns for patients. Taking and evaluating of Portal images/Check films C.T. scans and MRI scans for treatment planning purposes. Radiotherapy planning. Good interpersonal skills and basic supervisory skills and the ability to perform effectively in a team. Knowledge of Basic patient care.

DUTIES: Undertake all basic radiation planning and treatment preparation including the tumor localisation, graphic planning, radiation dose calculation and the necessary data preparation needed for treatment accessory construction. Undertake Brachytherapy treatment procedure. Liase with the Physicist, Oncologist, Oncology nurses and the patient. Safely operate, and care and construct accessories and immobilization devices used in the planning and treatment of the patient. Ensure that all record keeping of radiation treatment planning and delivery is accurately delivered. Provide an overtime support when needed.

ENQUIRIES: B. Rasool: 013 2401856/1839

APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

CLOSING DATE: 04 September 2015

OTHER POSTS

POST 33/89: MEDICAL SPECIALIST REF NO: MEDSPECNEUROLOGY/1/2015

Department: Neurology Dept

SALARY: Salary Grade 1: Medical Specialist R859 086 per annum (All inclusive salary package) excluding commuted Overtime Experience: Not applicable

Salary Grade 2: Medical Specialist R982 263 per annum (All inclusive salary package) excluding Commuted Overtime Experience: 5 years appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist in a normal speciality (Neurology)

Salary Grade 3: Medical Specialist R1 139 958 per annum (All inclusive salary package) excluding Commuted Overtime Experience: 10 years appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist in a normal speciality (Neurology)

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: Current registration as a Specialist in Neurology with the Health Professions Council of South Africa. Must be in possession of an FCN qualification. Academic Curriculum Vitae stating teaching and research experience as well as listing publications must be provided. Registrars who have completed their training or
will have completed their training by 31 December 2015 may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa.

**DUTIES**

The duties will include the care of both inpatients and outpatients, training registrars, training undergraduates and postgraduate students, on-call duty providing expert opinion when required, maintaining necessary discipline over staff under one's control and conducting, assisting and stimulating research. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided and contribute to a harmonious working environment. Duties also include participating in the Outreach Programme which will require travel to other hospitals in the province. Administrative duties will include participation in the day-to-day running of the ward, outpatient clinics, neurophysiology laboratory, registrar guidance in preparation of case presentation and liaison with other departments in work-related matters as determined by the head of department. The successful candidate will be expected to develop a special interest in Neuro-immunology or Pain Disorders. As part of the candidate's development of the special interest he/she will be required to spend time in an internationally recognized unit.

**ENQUIRIES**

Prof Bhigjee at (031) 2402359.

**APPLICATIONS**

All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

**CLOSING DATE**

04 September 2015

**POST 33/90**

MEDICAL OFFICER REF NO: MOCARD/2/2015

Department: Cardiology

**SALARY**

Salary Grade 1: Medical Officer – R637 845 per annum (All inclusive Salary Package) excluding Commuted Overtime Experience: No experience required after completion of Community Service. The appointment to grade 1 requires 1 (one) year Relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign employees, of whom it is not required to perform Community Service.

Salary Grade 2: Medical Officer – R729 315 per annum (All inclusive Salary Package) excluding Commuted overtime Experience: 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign employees, of whom it is not required to perform Community Service.

Salary Grade 3: Medical Officer – R846 390 per annum (All inclusive Salary Package) excluding commuted Overtime Experience: 10 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign employees, of whom it is not required to perform Community Service.

**CENTRE**

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

MBChB Degree plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Completion of Community Service or one year as a Medical Officer in the case of Foreign Nationals. KNOWLEDGE, SKILLS, TRAINING AND COMPETENCY REQUIRED: Knowledge and skills in clinical medicine, including acute emergency medicine. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication negotiating, and planning, organizing and interpersonal skills.

**DUTIES**

Provision of Cardiology services based at IALCH. Management of patients in the Ward, CCU and Cardiac Clinics. Provision of afterhours (nights, weekends, public holidays) call for the department at IALCH. Manage designated areas of responsibility in the Cardiology Department. Active involvement in the administration of Cardiac Clinics and Wards to optimize patient care. Assist in the implementation of guidelines, protocols and clinical audits. Involvement in the
teaching of Paramedical staff in the Department. Participate in the academic programme, including research.

ENQUIRIES : Prof DP NAIDOO (031) 240 2207
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
CLOSING DATE : 04 September 2015
POST 33/91 : DEPUTY OFFICE MANAGER: LEVEL 11: REF NO: G82/2015
Cluster: Office of the Head of Department

SALARY : An all-inclusive salary package of R569 538 per annum
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : A Bachelor’s Degree/National Diploma in Public Management/Administration/Public Relations or Business Management; PLUS A minimum of three (3) years junior management experience in an Executive Office; PLUS Unendorsed valid Code B driver’s licence (Code 08). NB: Candidates will be subjected to an advanced computer skills test prior to the interview process. Successful candidate will be expected to undergo vetting process by State Security Agency (SSA). All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:- The incumbent of this post will report to the Manager: Office of the Head of Department, and will be responsible to provide office support services and personal assistance to the Head of Department. The ideal candidate must:- Have the ability to capture in writing the essence of discussions and key decisions taken during management and other meetings in concise clear language. Have a good understanding of project management and operational processes. Have the ability to prioritise issues and other work related matters. Excellent interpersonal skills to effectively deal with a wide range of stakeholders in a highly professional manner. Have high levels of accuracy. Have excellent communication skills (both verbal and written). Have speed writing skills. Have advanced computer skills.

DUTIES : Key Performance Areas:- Ensure that appropriate administrative systems are developed, implemented and maintained for the Head of Department to function optimally inclusive of the planning of day-to-day activities of the Head of Department. Analyse on a daily basis the commitments of the Head of Department and ensure that supporting documentation or briefings are in place. Deal with more complex correspondence on behalf of the Head of Department as instructed from time to time. Analyse the content of correspondence referred to the Office of the Head of Department and provide direction. Interact with the Corporate Service Component to ensure that goods and services required by the Office of the Head of Department are timeously acquired. Provide personal assistance to the Head of Department. Ensure the efficient and effective utilisation of resources allocated to the sub-component. Timeously alert the Manager on matters affecting the optimal functioning of the Office.

ENQUIRIES : MS S CHEATLE: 033-395 2799
APPLICATIONS : All applications should be forwarded to: The Acting General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Minus 1:1 North Tower
FOR ATTENTION : Mrs S D Shezi
CLOSING DATE : 28 AUGUST 2015
POST 33/92 : ADMINISTRATIVE CLERK SUPERVISOR (GENERAL): LEVEL 7: SECURITY SERVICES: REF NO. G81/2015
Cluster: Security Management Services

SALARY : R196 278 per annum; Other Benefits: 13th Cheque; Medical Aid (Optional); Housing Allowance; Employee must meet prescribed requirements
CENTRE : Head Office: Pietermaritzburg
**Requirements**: Grade 12 Certificate; PLUS A minimum of three (3) years’ experience in an administrative support environment; PLUS Unendorsed valid Code B driver’s licence (Code 08) NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required:- The incumbent of this post will report to the Assistant Manager: Security Management Services, and will be responsible to supervise and render administrative support services. The ideal candidate must:- Possess knowledge of clerical duties. Possess knowledge of capturing data. Possess knowledge of operating computer. Possess knowledge of collecting statistics. Possess knowledge of Legislative framework governing the Public Service. Possess knowledge of working procedures in terms of the working environment. Have planning and organizing skills. Have good understanding of different languages. Have good communication skills (both verbal and written).

**Duties**: Key Performance Areas:- Render general clerical support services. Provide Supply Chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services within the component. Supervise human resources/staff.

**Enquiries**: MR H Kidsingh: 033-395 2792

**Applications**: All applications should be forwarded to: The Acting General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Minus 1:1 North Tower

**For Attention**: Mrs S D Shezi

**Closing Date**: 28 August 2015
competency assessment will be testing generic managerial competencies using
the mandated DPSA SMS competency assessment tools. It will be expected of
candidates to be available for selection interviews on a date, time and place as
determined by the Department. The Department of Transport reserves the right
not to fill the post(s).

MANAGEMENT ECHEلون

POST 33/93 : GENERAL MANAGER: TRANSPORT INFRASTRUCTURE AND REGIONAL SERVICES REF NO: P 50/2015
Kindly note that this is a re-advertisement. Applicants who applied previously and
who still wish to be considered are at liberty to re-apply.

SALARY : R988 152 per annum (all Inclusive, flexible remuneration package)
CENTRE : Ladysmith Region
REQUIREMENTS : A National Diploma/Bachelor’s Degree in Civil Engineering or Survey Engineering (NQF Level 7) as recognised by SAQA; plus "A minimum of 5 years' experience at a senior managerial level in road infrastructure construction and maintenance; plus "A valid driver’s license (minimum Code B). Knowledge, Skills, Training and Competencies Required: Demonstrable strong management background with technical social, administrative and budgeting skills. Innovative thinker, receptive to new ideas, creativity and innovation, team leader, openness and transparency, reliability, commitment to organizational objectives and strategies, strong leadership skills, policy analysis, Conflict management, Financial management and control, Customer focus and responsiveness, Planning and organizing skills, human resource management, project management, Knowledge of applicable computer based systems, applicable legislative and departmental policies, processes, procedures and standards, strategic planning, road construction, maintenance and other related fields.

DUTIES : Provide strategic focus with regard to the effective provision and implementation of road infrastructure projects and programmes in accordance with agreed departmental priorities and departmental performance outputs. Plan, manage, co-ordinate and ensure the effective performance of all technical, administrative and financial management functions attached to the region in line with the best practices and good governance principles. Manage the risks associated with actions performed within Transport Infrastructure and regional services by establishing and monitoring key risk indicators, as well as implement corrective action plans to mitigate risks. Manage the allocated regional budget in accordance with the operational plan. Manage human resources to ensure health and safety of the employee’s workforce, development of employees, application of discipline, and development of an employee-oriented culture that emphasizes quality, continuous improvement to ensure employee retention and development, and high performance. Undertake consultations and liaise with various stakeholders, including local authorities, community structures, private groups and members of the public and establish partnerships directed at achieving the goals of the department.

ENQUIRIES : Mr SS Nkosi 033 – 355 8897
FOR ATTENTION : Mr C McDougall
NOTE : It is the intention of this Department to consider equity targets when filling this position

POST 33/94 : SENIOR MANAGER: TECHNOLOGY TRANSFER CENTRE REF NO: P 51/2015
Kindly note that this is a re-advertisement. Applicants who applied previously and
who still wish to be considered are at liberty to re-apply.

SALARY : R819 126 per annum (all Inclusive remuneration package)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : A National Diploma/Bachelor’s Degree in Civil Engineering or Survey Engineering (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years’ experience at a middle/senior managerial level in an infrastructure environment; plus Possession of a valid driver’s licence (minimum Code B); plus Professional
registration with appropriate professional body. Knowledge, Skills, Training And Competencies Required: Understanding of Public Service and Departmental policies, research, analysis, objective and development processes, project management and financial management. Broad and in-depth expert knowledge of administrative policies and practices, budgeting and managerial functions. Knowledge of Public service reporting procedures and work environment. Knowledge of Planning and organizing. Expertise in database management and system development. Clear conceptual understanding of transformation (change management) and Affirmative Action. Expert knowledge and experience in transportation engineering matters, asset management and engineering training and development. Interpretation and application of policy skills. Research, policy formulation and managerial skills. Problem solving and analytical thinking skills. Strategic planning and co-ordination skills. High level computer skills. Team building skills. Excellent communication skills (verbal, written and networking). Project management skills. Motivation skills. Presentation and facilitation skills. Negotiation skills. The ideal candidate should have a demonstrated interest in transportation engineering, training, administrative and related fields, be honest and have integrity. He/she should be an innovative thinker, be receptive to ideas and suggestions, be reliable, creative/innovative and accurate. He/she should also be open, transparent, a team leader and a total quality controller.

DUTIES: Manage and provide strategic direction for the directorate. Research, develop and formulate policies and programmes on service delivery and related matters for the Technology Transfer Centre and disseminate such information to all concerned. Oversee and manage the rendering of efficient and professional services assigned to the Technology Transfer Centre to functionaries in the department and the public. Determine the most effective work procedures and methods to achieve organizational goals. Exercise control over all functions and development of personnel under the supervision of the Senior Manager in order to determine if organizational goals are achieved and take corrective action if deemed necessary. Compile and control the budget for the directorate and manage personnel activities within budgetary constraints.

ENQUIRIES: Mr SS Nkosi Tel no: 033 – 355 8897
FOR ATTENTION: Mr C McDougall
NOTE: It is the intention of this Department to consider equity targets when filling this position

OTHER POSTS

POST 33/95 : ASSISTANT MANAGER: LAND TRANSPORT ASSESSMENT: 2 POSTS REF NO: P 53/2015
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : R289 761 per annum
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : A appropriate recognized Bachelor’s Degree/ National Diploma (NQF level 6); plus A minimum of 3 years administrative and supervisory experience in a Public Transport environment; plus Possession of a valid driver’s licence (minimum Code B). Knowledge of National Land Transport Legislation and Prescripts i.e. NLTA, Act no 5 of 2009: Road Traffic Act, 1996. Knowledge of Public Finance Management Act. Knowledge of Public Service Regulations. Knowledge of reporting procedures and work environment. Knowledge of policies and planning processes. Knowledge of Project Management. Computer literacy. Proficiency in Zulu and English. Communication Skills (verbal and written). Presentation and facilitation skills. Problem solving and decision making skills. Leadership skills. Ability to interpret and apply policy and legislation. Planning and organizing skills. Negotiation skills. Analytical, creative and innovative thinking skills. The ideal candidates must be impartial, honest, reliable, a team player and creative. He/she should have integrity, the ability to critically analyse information and have the ability to network with role players in the region.

DUTIES: Provide Assessment support to Pre and land transport stakeholders. Detailed route verification and assessment process of any land transport matter referred to.
Implement and provide support to any matters of public transport governance in respect of legislation, policies, strategies and bylaws. Provide capacity building to land transport operators on public transport operations within the Province. Liaise and guide planning authorities on matters that impact to operating license matters. Consolidation and interpretation of integrated transport plans and other statutory plans. Preparation and submission of management and administrative reports on all activities within the scope of work. Undertake other duties, as assigned by the Manager: Regulation and Support or his designee.

ENQUIRIES: Mr SJ Lunga 033 – 341 9500/14
FOR ATTENTION: Ms E Louwrens
NOTE: It is the intention of this Department to consider equity targets when filling these positions. Successful candidates will be required to enter into a Performance Agreement.

POST 33/96: ARTISAN PRODUCTION GRADE A-C (MECHANICAL) 09 POSTS

SALARY: R 145 320 – R 249 837 per annum (dependent on experience)
CENTRE: PMB REGION: Area Office, Kokstad (1 Post) (Ref. No. P 45/2015)
            Area Office, Ixopo (2 Posts) (Ref. No. P 46/2015)
            Area Office, Underberg (1 Post) (Ref. No. P 47/2015)
            Area Office, Merrivale (2 Posts) (Ref. No. P 48/2015)
DURBAN REGION: Cost Centre, Metro (3 Posts) (Ref. No. P 52/2015)


DUTIES: Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assure produced objects. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repaired equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES: Ms S Mngomezulu Pietermaritzburg Region:033 - 392 6600
            Mr BJ Ndlovu Durban Region: 031 - 700 2222
FOR ATTENTION: Ms E Louwrens
NOTE: It is the intention of this Department to consider equity targets when filling these positions. Successful candidates will be required to enter into a Performance Agreement.