ANNEXURE R

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT

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

APPLICATIONS: Applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown or Applicants can apply online at: www.gautengonline.gov.za

CLOSING DATE: 03 March 2016

MANAGEMENT ECHELON

POST 07/169: DEPUTY DIRECTOR-GENERAL: INFORMATION COMMUNICATION TECHNOLOGY REF NO: 000328
(Performance-based: 5 Year Fixed-Term Employment Contract)
Directorate: Information Communication Technology

SALARY: R1 267 806 – R1 428 186 per annum (All Inclusive Remuneration Package)
CENTRE: Johannesburg

REQUIREMENTS: An appropriate B.Com (Information Technology), B.Sc.(Computer Science), or related Information Technology qualification. 6 – 10 years experience in a Senior Management position ideally managing an IT Service Unit. Experience in managing and developing employees. Large scale. Project Management experience. Extensive experience in a volume driven. Processing Centre environment will be an advantage. Person Profile: Excellent time management, report writing, communication Skills, legislative. Good customer relations skills, management skills, analytical and solution orientated.

DUTIES: Rollout GPG broadband network (GBN) to promote service delivery efficiencies and connectivity in the GPG offices, facilities and communities. Facilitate the development of an ICT economy in the province that leverages off the GBN. Ensure coordination, regulation and compliance of all ICT related activity and investment in GPG. Create an enabling environment and systems for sound corporate governance of ICT in GPG. Re-engineer and transform back office processes and improve frontline service delivery. Promote the use of e-Government services to business, government and citizens. Support radical economic transformation in the province. Establish partnerships with the private sector. Facilitate the innovation of entrepreneurial projects. Develop and implement an omni channel CRM strategy. Implement an e-government model including policies, regulations, standards and guidelines to sponsor and drive the implementation of Gauteng City Region GCR. Provide strategic direction on the implementation of infrastructure and applications. Consolidate all GPG computing infrastructure into one data centre with disaster recovery capability.

ENQUIRIES: Mr. B. Ngidi Tel. No: (011) 689 8892

POST 07/170: DIRECTOR: HUMAN RESOURCE MANAGEMENT -REF NO: 000221
Directorate: Human Resource Management

SALARY: R864 177 per annum (all inclusive remuneration salary package)
CENTRE: Johannesburg

REQUIREMENTS: Matric plus a National Diploma/Degree in Human Resources Management or related (NQF 7) Human Resource qualification. Minimum of 10 years ‘experience in human resource management, 5 of which must be on a middle management level. Public Sector HR experience is advantageous. Knowledge of SAP and Transversal systems. The ideal candidate analytical skills. A valid driver’s licence.

DUTIES: Develop and implement HR strategies, plans and initiatives aligned with the overall business strategy. Support current and future business needs through the development, engagement, motivation and preservation of human capital. Develop and monitor overall HR strategies, systems, tactics and procedures across the organization. Bridge management and employee relations by addressing disputes, grievances or other issues. Manage the recruitment and selection process. Manage, facilitate and oversee performance management
and development programmes. Provide human resource administration to the
department. Provide employee health, wellness and relations programmes
within the department. Provide strategic direction and operational leadership
to the Internal Human Resource unit. Manage all resources including budget
in terms of PFMA. Ensure legislative compliance. Develop service and
maintain SLA’s and LOE’s with e-Gov. Business Units.

ENQUIRIES : Mr E Ogle Tel No: (011) 689 6861

OTHER POSTS

POST 07/171 : DEPUTY DIRECTOR; SENIOR CONSULTANT (ERP BASIS) REF NO:
000329

Directorate: Applications Competency Centre

SALARY : R569 538 per annum (all inclusive remuneration salary package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus B. Degree or National Diploma in IT/Commerce. Relevant ERP
qualification. 4+ years comprehensive ERP knowledge required. Relevant
industry experience (government service) strongly desired. People
management experience. Experience in ERP and IT program and project
management.

DUTIES : Maintain effective client contact and builds credible relationships with key
client personnel. Understand client requirements and advise on designing
optimum solutions. Work closely with the client (s) to create and define
consulting projects and ensure that the client's overall business objectives
and needs are translated into well-defined and justified projects. Prepare
plans and contribute to proposals that describe the process use to meet the
client's needs and include deliverables, timelines and estimates of the costs
and resources required. Prepare and contribute to the process design
workshops, provide direction to the consultants and configure the ERP
system, demonstrate and gain acceptance from the customer. Deploy
consultants in the technical preparation of Business Process Procedures,
Test Scenarios, End-user documentation, and User manuals. Set priorities
appropriately and ensure that work outputs are timely and of the highest
quality. Continually develop ERP core skills, IS-specific skills and cross-
functional expertise and business knowledge based on accumulated
experience. Apply knowledge gained from each project experience to execute
future tasks for projects more effectively. Use ASAP methodology and tools in
the project. Perform any administrative tasks that are involved in a project.
Lead the execution of assigned project tasks through the effective facilitating
meetings/task groups, tracking and influencing task group progress, tracking
project deliverables, etc. Interact with ERP organisation as appropriate, to
deploy the requisite expertise on the engagement team to address specific
client needs in a timely and efficient manner. Act as a key client contact and
exercise authority appropriate to particular client requests. Commensurate
with client expectations of decision-making and consistency with the ERP
Applications Team’s policies and practices. This will include decisions on
resources, contracts, and other business/process issues where the Senior
Consultant is representing the ERP Applications Team. Manage/contribute to
the professional development of the junior consultants within the
implementation team. Provide feedback to Consultants on their consulting
performance. Manage the assignment of consultants to projects.

ENQUIRIES : Mr. E. Kara (011) 689 8285

POST 07/172 : DEPUTY DIRECTOR: BUSINESS INTELLIGENCE REF NO: 000252

Directorate: Business Intelligence

SALARY : R630 822 per annum (all inclusive remuneration salary package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus relevant Degree or National Diploma in ICT. SAP Business
Intelligence Certification will be advantageous. Business Analytics and
Management training. 5 years’ experience in systems development and support. 3 years ‘experience in working with SAP Business Intelligence and
Business/Data Analysis. 3-5 years proven experience in SAP Business
Intelligence development including SAP BI design and universe creation from
SAP BW as well as other data sources, cascading visual data representation.
3 years’ experience in managing BI and software development teams.
DUTIES: Organise, manage, and review customer requirements. Propose technical solutions that would address customer requirements effectively and efficiently. Ensure that the applications that are to be created are delivered and completed within the agreed timeframes and quality. Provide support for business critical and other applications used within various applications. Efficiently manage personnel within the team. Manage the software and hardware peripherals that are associated with various applications. Coach and mentor members. Provide expert advice on technical matters regarding applications. Advise and assist management in determining the sections budget and strategic direction. Achieve customer expected service levels. Produce fully tested applications ready for implementation. Ensure that the required content from all stakeholders is managed. Solve issues as and when required. Create a strong productive team. Produce management reports. Manage, input and maintain Data Governance and other applicable policies. Ensure that effective application training is conducted. Responsible for content management.

ENQUIRIES: Mr. Mahomed Mahomed Tel No: (011) 689 6253

DEPARTMENT OF HEALTH

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). 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.

MANAGEMENT ECHELON

POST 07/173: HEAD: CLINICAL DEPARTMENT (MEDICAL) GRADE 1 REF NO: S-000072

Directorate: Forensic Pathology Services

SALARY: R1 678 821 – 1 781 835 (OSD Level) (all Inclusive Packages)

CENTRE: GA-Rankuwa FPS

REQUIREMENTS: An appropriate medical degree with a postgraduate qualification in Forensic Pathology and postgraduate experience in forensic medicine. Registration with the HPCSA as a Forensic Pathologist. Proven teaching experience at postgraduate level and undergraduate level. A prior research record would be an added advantage. Knowledge of relevant legislation, including but not limited to the inquest Act, Birth and Death Registration Act, Criminal Procedures Act and Human Tissue Act. Managerial and leadership skills and experience. Administration experience at Middle or Senior level. Good interpersonal and communication skills.

DUTIES: Organise, supervise and render a support service to the Gauteng provincial government with regard to the Forensic Medical Service and act as Medico-legal consultant to the Pathologist, Medical Officers and Medico-legal Mortuary staff. Take a leading role in the development of service standards, protocols, quality and ensuring ethical levels of professional conduct on the part of all staff. Organise, supervise and coordinate the teaching and training programmes for undergraduate medical students as well as postgraduate students. Engage in and supervise research for presentation at congress or publications. Perform autopsies and assist as required. Attend crime scene, present evidence to court, assess Medico-legal reports and inquest dockets. Make recommendations to State prosecutions involved with the handling of forensic inquests, including proposals for the appointment of witnesses. Advise and assist the Provincial Department of Health with logistics and planning issues as required. Ensure efficient collection and processing of tissues and toxicology specimens submitted to SAPS forensic chemistry.
laboratories. Manage the Department’s provincial budget and staff establishment.

ENQUIRIES: Dr LRR Lebethe, Tel: 011 689 5547/48
APPLICATIONS: Applications must be forwarded or hand delivered to Forensic Pathology Service, 28 Harrison Street, ground floor, reception or can be posted to: PO BOX 7128, JOHANNESBURG, 2000 or apply on line at: www.gautengonline.gov.za
CLOSING DATE: 04 March 2016
NOTE: Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993. Security clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualification.

POST 07/174: HEAD CLINICAL UNIT: PAEDIATRIC DEPARTMENT REF NO: S-000241
Directorate: Paediatrics
SALARY: R1 342 803 per annum (all inclusive package)
CENTRE: Sebokeng Hospital
REQUIREMENTS: An appropriate qualification that allows registration with HPCSA as Pediatric Specialist and proof of current registration. A minimum of 3 years appropriate experience as Pediatric Specialist after registration with HPCSA as a Paediatric Specialist in a normal speciality or a recognized Sub- Speciality. Computer literacy, managerial and financial skills re budgetary processes will be an advantage. SKILLS: Knowledge of Public Service Regulations, legislation, policies and procedures, Organizing, Communication, strategic thinking, Analytic and Budgeting skills. Knowledge of specialized pediatriic procedures Sound Equipment management skills.
DUTIES: Coordinate Specialist services regarding equitable distribution of all resources to achieve optimal patient care. Provide clinicians with advice, diagnosis and management of patients. Teaching and mentoring of staff. Ensure compliance with sustainability of Millennium Goals Programme. Pay attention and focus on planning, Implementation, mentoring and evaluation activities and services. Ensure that steps to minimize mortality and morbidity are in place. Implement Outreach Programme to Sedibeng District.
ENQUIRIES: Dr. N.A Msibi, Tel. No: (016) 930 3304
APPLICATIONS: Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng or apply online at www.gautengonline.gov.za
CLOSING DATE: 04 March 2016
NOTE: People with disabilities are encouraged to apply.

POST 07/175: MANAGER: MEDICAL SERVICES GRADE 1 REF NO: 000306
Directorate: Medical Services
This Is A Re-Advertisement, Previous Applicants Are Welcome To Re-Apply.
SALARY: R911 796 – R1 011 954 per annum (all inclusive package)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: Medical registration with the HPCSA plus post-graduate qualification(s) in Public Health Medicine/ Public Health Management/Public Administration or Health System. A minimum of 5-years experience after registration with HPCSA as Medical Practitioner in the Public Service. COMPETENCIES: Strategic capability and leadership. Change Management, planning and organizing, strategy, policy development, project management, financial management, client orientation and focus, people oriented. High level computer literacy. Knowledge of GPG and Health Policies and procedures, relevant legislation and public service regulations. Understanding of expectations of customers. Knowledge Management, Health Information Management, Clinical Governance and Economics, Evidence based Medicine and Monitoring, Evaluation and Reporting.
DUTIES: Functioning as a Medical Manager of a newly designated Tertiar y Hospital with an ambitious and innovative team, a Medical Manager will be expected to add value as follows: Provide and inspire medical services to deliver excellent Tertiary medical services. Plan, manage, monitor and evaluate activities of medical services directorate. Plan, manage, and control resources allocated to medical service directorate. Lead and manage the development of Functional Business Units (FBU’s); Support Senior Manager:
Medical Services in ensuring decentralized management and accountability and ensure adhere to clinical governance.

ENQUIRIES: Dr. K.E. Letebele-Hartell, Tel No: (012) 318-6503
APPLICATIONS: Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and certificates. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.
CLOSING DATE: 04 March 2016

APPLICATIONS: Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and certificates. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.
CLOSING DATE: 04 March 2016

CLOSING DATE: 04 March 2016

NOTE: Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993. Security clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualification.

ENQUIRIES: Dr Richard Lebethe, Tel no: 011 689 5547/48
APPLICATIONS: Applications must be forwarded or hand delivered to Forensic Pathology Service, 28 Harrison Street, ground floor, reception or can be posted to: PO BOX 7128, JOHANNESBURG, 2000 or apply online at: www.gautengonline.gov.za.
CLOSING DATE: 04 March 2016

OTHER POSTS:

POST 07/176: DIRECTOR REF NO: S-000073
Directorate: Clinical Forensic Medical Services

SALARY: R864 177 – 1 017 972 plus benefits (All package Inclusive)
CENTRE: Forensic Medical Service – Head Office
REQUIREMENTS: An appropriate Degree/Diploma in Nursing or equivalent. A minimum of five years or more relevant experience at Middle/Senior management level in Clinical Forensic Medical Services. Skills: Excellent Strategic capability and leadership; good planning and organising skills; good negotiation and conflict management. Proven track record of managing change management initiatives and applying innovative thinking. Sound interpersonal relations. Computer literacy.
DUTIES: Strategic capability and leadership by ensuring appropriate internal controls and reporting systems. Direct and manage the provision of clinical forensic medical service to ensure that required standards are met and maintained. Direct and manage the provision of medical services to offenders at Correctional Centres. Ensure that policies and/or guidelines relevant to this area are developed and approved. Manage human resource aspects of the directorate. Manage the financial aspects of the directorate. Support and promote the strategic intent of the Gauteng Health Turnaround Strategy. Create a conducive environment for the investigation, reporting and giving of evidence in cases of unnatural deaths, specifically violence and other clinical forensic medical cases especially violence against women and children. Manage and support victims of violence especially domestic violence, sexual violence and violence.

ENQUIRIES: Dr Richard Lebethe, Tel no: 011 689 5547/48
APPLICATIONS: Applications must be forwarded or hand delivered to Forensic Pathology Service, 28 Harrison Street, ground floor, reception or can be posted to: PO BOX 7128, JOHANNESBURG, 2000 or apply online at: www.gautengonline.gov.za.
CLOSING DATE: 04 March 2016
NOTE: Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993. Security clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualification.

POST 07/177: PHARMACY MANAGER REF NO: S-000313
Directorate: Pharmacy Department

SALARY: R 846 390 per annum plus benefits
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Basic Qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Must be able to lead and manage Pharmaceutical Service at a tertiary Hospital to ensure cost effective and efficient Pharmaceutical services. Relevant post graduate qualification will be an added advantage. At least nine (9) years’ experience in a huge or busy pharmaceutical environment, of which five (5) years must be in a management position. Must have a valid South African driver’s license.
DUTIES: The provision of financial, budget and expenditure management. The provision of HR management of Pharmaceutical systems, e.g. HR and labour relations issues, training and development of staff. Effective and efficient operations management, (including Medicines supply management, IT, infrastructure and equipment management). Provision of strategic and
operational direction to Pharmacy staff. Ensure Quality Pharmaceutical service in line with batho pele principles. Project Management. The provision of an effective and efficient clinical Pharmaceutical services. E.G to co-ordinate the implementation of the outcomes of provincial and institutional pharmacy and therapeutics committee decision. Make sure that the Pharmacy never closes until all patients are served and that the Pharmacy provides seven days 24 hours service

ENQUIRIES: Mrs. O. I. Ubogu, (011) 488 4812
APPLICATIONS: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SAPC Registration and Qualifications to be attached. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: www.gautengonline.gov.za

CLOSING DATE: 04 March 2016

POST 07/178: MEDICAL SPECIALIST REF NO: HRM 15/2016
Directorate: Internal Medicine

SALARY: R859 086 per annum
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: MMed or FCP qualification in Internal Medicine plus a qualification in the subspecialty of Nephrology. Registration as a Specialist Physician and Nephrologist with HPCSA. Proven ability to work with all Unit members e.g. Endocrinologists, Nephrologists, Gastroenterologists, Rheumatologists, Pulmonologists, Infectious Diseases, Specialist physicians, Registrars, MO's, Students, Interns and fulfill the University criteria in doing clinical research. Good people skills and be able to take the lead in the unit. Continuous education and evaluation in the clinical setting.

DUTIES: Service delivery: ward rounds, out-patient clinics, consultations and calls in Internal Medicine and Nephrology. Supervision of Fellows, Registrars, MO's, Interns and students in the clinical setting. Conducting clinical training ward rounds and giving small group tutorials as well as lectures. Teach, train and examine under- and post-graduate students. Evaluate Fellows and rotating Registrars. Active participation in research. Assist the Head of Division and Head of Clinical Department in administrative and managerial duties, the short-and long term planning of the unit, the co-ordination and monitoring of the unit activities and the unit statistics.

ENQUIRIES: Prof. G.R. Tintinger (012) 354 2112
APPLICATIONS: Application must submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

CLOSING DATE: 30 April 2016

POST 07/179: MANAGER: PHARMACEUTICAL SERVICES REF NO: HRM 14/2016
Directorate: Pharmacy

SALARY: R846 390 per annum
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. A minimum of 9 years appropriate experience after registration as a Pharmacist with the SAPC. Leadership and strategic planning skills. Presentation skills. Policy/Objective formulation skills. Financial Management skills. HR, Labour Relations and conflict management skills. Diversity management skills. Good interpersonal skills. Communication, networking and information management skills. Time management skills. Training skills. Supervisory/motivational skills. Project management skills. Monitoring and evaluation skills. Group dynamic skills. Problem solving and decision making skills.

DUTIES: Register as the responsible Pharmacist with the SAPC. Lead and manage Pharmaceutical services in the hospital through the following: Provision of

ENQUIRIES : Dr. A.P. Van der Walt Tel: (012) 354 2336
APPLICATIONS : Application must submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
CLOSING DATE : 04 March 2016
POST 07/180 : MEDICAL OFFICER GRADE 1-3 REF NO: 000307
Directorate: Paediatrics Department (HAST)
SALARY : Grade 1 R637 845 – R687 144 per annum (all inclusive package); Grade 2 R729 315 – R797 457 per annum (all inclusive package); Grade 3 R846 390 – R1 058 184 per annum (all inclusive package)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : MBChB or equivalent, Registration as Medical Practitioner with HPCSA.
Recommendations: Experience in the management of children and adolescents with HIV and tuberculosis, HIV Management Diploma.
DUTIES : Service rendering in the Paediatric Immunology Clinic. Undergraduate teaching as well as assistance in research projects of the clinic. Call duties as required by the Department of Paediatrics in General Paediatrics.
ENQUIRIES : Prof. T. Avenant, Tel No: (012) 373-1009
APPLICATIONS : Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and certificates. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.
CLOSING DATE : 04 March 2016
POST 07/181 : ASSISTANT MANAGER: NURSING–PN-B4 (1 POST) ORTHOPAEDICS
Directorate: Nursing services
SALARY : R473 187 per annum (plus benefits)
CENTRE : Helen Joseph Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of R425 or equivalent qualification that allows registration with SANC as a Professional Nurse. Plus a post basic Orthopaedics qualification with at least 1 year accredited with SANC in terms of R212. And diploma or degree in admin and education as an advantage.
DUTIES : To ensure safe and effective clinical Orthopedic nursing practice. Ensure effective management of quality Orthopedics Nursing service. Mentoring of operational managers. Ability and knowledge of orthopedics nursing modalities and management thereof. Manage fractured patient and identify complications. Demonstrate knowledge and understanding of referring patients to the road accident fund (patients involved in MVA). Manage PMDS of subordinates. Ensure effective communication within the health setting. Ensure optimal utilization of personnel in the unit. Develop SOP’s and protocols for the Department. Ability to deal with conflict and knowledge of oH policies. Ensure that the national core standards are maintained and upheld. Manage the Human Resource in the Department and ensure skilling. Manage the department efficiently and cost effectively.
ENQUIRIES : Mrs. JK Moitsiwa (011)489 0896
APPLICATIONS : Applicants to attach all the necessary documents which are certified in your application including your valid identity document and relevant certificates, applications without proof of the necessary documents will be disqualified. forms must be delivered to HR Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department. or apply online at www.gautengonline.gov.za.
CLOSING DATE : 04 March 2016
POST 07/182

ASSISTANT MANAGER: NURSING (SPECIALITY: THEATRE) REF NO: S-000293

Directorate: Health

SALARY: R 473 187 – R 532 566 per annum (plus benefits)

CENTRE: Pholosong Hospital

REQUIREMENTS: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows Registration with the SANC AS A Professional Nurse. A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SA Nursing Council in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in Theatre after obtaining a Post- Basic Nursing Qualification. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level.

DUTIES: Demonstrate an in depth understanding of Nursing Legislation and related legal and ethical Nursing Practices and how this impacts on service delivery. Ensure Clinical Nursing by the Nursing Team (Unit) in accordance with the Scope of Practice and Nursing Standards as determined by the relevant Health Facility. Promote quality of nursing care as directed by the Professional Scope of practice and Standards as determined by the relevant Health Facility. Demonstrate a basic understanding of HR and Financial Policies and Practices. The member will be in charge of other units either than theatre as determined by the Nursing Services Manager. Demonstrate effective communication with patients, supervisors and other Health Professionals and junior colleagues, including more complex report writing.

ENQURIES: Dr K .F Mabuza, Tel. No; (011) 812 5000

APPLICATIONS: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 04 March 2016

NOTE: The institution reserves the right not to fill the post.

POST 07/183

OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: S-000309

Directorate: Nursing Division Neonatal Unit/ Transitional Unit Area 166E

SALARY: R 433 029 per annum (plus benefits)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in 1) Advanced Midwifery, OR 2) Child Nursing, OR 3) Critical Care Nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in any of the above as listed.

DUTIES: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Demonstrate in depth knowledge on the acute and emergency care of the neonate. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and
catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Demonstrate the ability to teach and impart knowledge and skills to staff, nursing students and medical interns. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

ENQUIRIES
APPLICATIONS
Ms O Khumalo, Tel. No: (011) 488 3633
The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V. Certified copies of I.D and Qualifications to be attached. Attachment should be originally certified copies, not copies of “Certified copies.” Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first Floor, Room 8 admin building, No 17 Jubilee Road, Parktown or apply online at: www.gautengonline.gov.za

CLOSING DATE
04 March 2016

POST 07/184
CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: S-000242
Directorate: Occupational Therapy Department

SALARY
R 358 641 per annum (plus Benefits)

CENTRE
Sebokeng Hospital

REQUIREMENTS
Degree in Occupational Therapy and minimum of 5 years clinical experience as an Occupational Therapist. Current registration with the HPCSA as an Occupational Therapist is compulsory. Computer literacy is essential. Supervisory skills and managerial qualification will be an added advantage.

DUTIES
Ensure provision of quality occupational therapy services. Manage Human Resource and ensure that Continuous Professional Development system is in place and performance management is done as required. Ensure appropriate financial management and cost centering is implemented in the section. Implement sectional and provincial quality assurance measures in the section and ensure that areas of non-compliance are attended to. Develop & ensure implementation of strategies in occupational therapy services as required. Provide training to allocated occupational therapy staff as and contribute to research.

ENQUIRIES
APPLICATIONS
Mrs. M Madolo, Tel. No: (016) 930 3305
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 recent updated CV as well as copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will results in the application not been considered. Correspondence will be limited to short-listing candidates only if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Application should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng or applies online at www.gautengonline.gov.za

CLOSING DATE
26 February 2016

NOTE
People with disabilities are encouraged to apply.

POST 07/185
OPERATIONAL MANAGER NURSING: SPECIALTY UNIT PNB3 LABOUR WARD REF NO: S-000294
Directorate: Health

SALARY
R 353 484 – R 397 739 per annum (plus benefits)

CENTRE
Pholosong Hospital

REQUIREMENTS
A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC in general nursing. At least 5 years of period referred above should be appropriate/ recognized experience after obtaining the 1 year post basic diploma in Advanced Midwifery. A post basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery Nursing.

DUTIES
Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework, Manage effective the utilization
and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services, Maintain professional growth/ ethical standards and self- development. Must have strong leadership skills, good verbal and written communication and conflict management skills, good interpersonal relationship and ability to work under pressure. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele Demonstrate an in depth understanding of nursing legislation and related legal and nursing ethical practices and how this impacts on service delivery.

**NOTE**

The institution reserves the right not to fill the post.

**ENQUERIES**

Dr K. F Mabuza, Tel No; (011) 812 5000

**APPLICATIONS**

Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be Posted to Private Bag X4, Brakpan, 1550 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

04 March 2016

**POST 07/186**

PN-A5 OPERATIONAL MANAGER (SPECIALTY) MATERNITY POST-NATAL REF NO: 000330

Directorate: Nursing Department

**SALARY**

R341 835 – R384 735 per annum (plus benefits)

**CENTRE**

Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**

Grade 12 or equivalent NQF level 4 qualification. Basic qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic nursing qualification, with a duration of at least 1-year accredited with SANC in Advanced Midwifery. Diploma in Nursing Administration / Management registered with SANC. Proof of 2016 SANC receipt. Drivers license and computer literacy will be an added advantage. Experiential/Competency: A minimum of 9-years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5-years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining 1-year post basic qualification in Advanced Midwifery. Proof of service record certificate.

**DUTIES**

Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts service delivery. Ensure clinical nursing practice by the team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resources and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious difference. Work as part of multidisciplinary team at unit level to ensure good nursing care by the nursing team. Display concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the adherence to the principles of Batho Pele. Key Performance Areas: Coordinate optimal, holistic, specialized nursing care with set standards and within a professional / legal framework. Manage effectively the supervision and utilization of resources. Coordination of the provision of effective training and research. Provision of support to nursing services. Maintain professional growth / ethical standards and self-development.

**ENQUIRIES**

Ms. M.V. Mathabatha, Tel No: (012) 318-6622

**APPLICATIONS**

Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

**CLOSING DATE**

04 March 2016

**POST 07/187**

CLINICAL PROGRAMME COORDINATOR PREVENTION OF INJURIES AND NON-NATURAL DEATHS REF NO: 000301

Directorate: Clinical Forensic Medical Services
**SALARY**

- R341 835 – 384 735 OSD Grade 1 per annum (plus benefits)
- R396 282 – 446 031 OSD Grade 2 per annum (plus benefits)

**CENTRE**

Forensic Medical Service - Head Office

**REQUIREMENTS**

- An appropriate Degree/Diploma in Nursing includes education, trauma or equivalent qualification. A minimum of 7 years appropriate experience in nursing after registration as Professional Nurse with the SANC in General Nursing of which 3-5 years working experience in Clinical Forensic Medicine. Current registration with South African Nursing Council. Driver’s licence and be able to drive. Computer literacy. Good communication and sound interpersonal skills are necessary. Basic understanding of PFMA and relevant legislative frameworks that govern Clinical Forensic Medicine.

**DUTIES**

- To demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery particularly cases of trauma and injuries. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standard for prevention of injuries and non natural deaths. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant facility to support the justice system.
- To facilitate implementation, monitoring and evaluation of policies and strategies. Provide support for Clinical Forensic Medical Services at district level. Liaise with stakeholders in including NGO’s, tertiary institutions and research institutions. Facilitate training pertaining to injury prevention strategies, conduct research on causes of injuries and non natural deaths and implement prevention strategies. Facilitate and/or conduct education and awareness to communities. Develop guidelines on strategic framework on prevention of injuries and non natural deaths Manage with stakeholders as part of a team for the comprehensive management of victims of crime Manage projects as assigned.

**ENQUIRIES**

Ms P Thango, Tel no: 011 689 5556

**APPLICATIONS**

Applications must be forwarded to Forensic Pathology Services, No. 28 Harrison Street, ground floor, reception area or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000 or apply online at: www.gautengonline.gov.za.

**CLOSING DATE**

04 March 2016

**NOTE**

Please note successful candidate will be subjected to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993. Security clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualification.

**POST 07/188**

LECTURE PND 1/2 PROFESSIONAL NURSE ADVANCE MIDWIFERY AND NEONATAL NURSING REF NO: 000263

Directorate: Nursing Service

**SALARY**

- R294 861 and R 362 655 per annum (plus benefits)

**CENTRE**

Rahima Moosa Nursing College

**REQUIREMENTS**

- PND1 minimum of 4 years appropriate/ recognizable nursing experience after registered as Professional Nurse. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registered as Professional Nurse, at least 10 years of the period must be appropriate experience in nursing education. Minimum of 2 years appropriate experience in Midwifery and Neonatal Nursing ( Advance Midwifery), Registered with SANC as a General Nurse and Midwifery, Diploma / Degree in Midwifery and Neonatal Nursing, diploma / degree in nursing education. A track record of transferability of the post applied for. A code 8 Drivers’ License. Computer literacy (Word, PowerPoint, Excel,) is allocated. Post is allocated at Rahima Moosa Nursing College.

**DUTIES**

- Plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes, policy development, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies, implement clinical assessment strategies to determine learner competence in the clinical area, record –keeping as required, accompany learners in clinical areas affiliated to the college, continuing education in Nursing education as well as own specialty

**ENQUIRIES**

Mrs. J. Gassiep - (011) 247- 3303/3300
APPLICATIONS: All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department or apply online at www.gautengonline.gov.za

CLOSING DATE: 04 March 2016

POST 07/189: ASSISTANT DIRECTOR: ADMINISTRATION AND SUPPORT SERVICES

REF NO: S-000243

Directorate: Administration

SALARY: R289 761 per annum (plus benefits)

CENTRE: Sebokeng Hospital

REQUIREMENTS:
- A relevant 3 years degree or diploma from an accredited Institution with a minimum of 5 years experience in management of Support Services, facility and other areas of importance. Understanding of administration in the hospital environment will be an advantage. Skills required: Good communication skills (verbal and written) analytical skills, Supervisory skills, organizing skills, leadership skills, interpersonal skills, problem solving, conflict management, project management and presentation skills. Must be service driven, time driven, value diversity, self- motivated and willing to learn. Conversation with Customer care and Batho Pele Principles. A driver's license will be an added advantage.

DUTIES:
- Take leadership of the support services including Facility Management, transport, security, cleaning, grounds, linen, client information, registry, nurses and Doctor resident. Ensure that the hostel management/ hospitality of the hospital with regard to cleanliness is of high quality standard. Ensure the hospital environment is free of pets through ensuring clean standard and effective pest control. Monitor the implementation of policies, directives and procedures relating to patient administration and records management. Manage resources in patient administration, portering and ward clerks. Coordinate the activities of patient affairs strengthen record keeping processes, ensure maximum revenue collection and reduction of debts, prepare monthly reports and statistics, develop strategic and operational plans for patients administration, ensure compliance with A.G recommendations and Quality assurance improvement plans and standards, responsible for performance appraisals and development of staff. Apply discipline. Overall operational management of manual and electronic records management processes i.e. record tracking, record safe keeping and disposal. Management of mortuary, attend meetings and training, comply with PMDS.

ENQUIRIES: Mrs. M Marobobo, Tel No; (016) 930 3236

APPLICATIONS: 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 recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 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 please accept that your application was unsuccessful. Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng or apply online at www.gautengonline.gov.za

CLOSING DATE: 26 February 2016

NOTE: People with disabilities are encouraged to apply. Please refrain from online applications as we are experiencing system challenges

POST 07/190: ASSISTANT DIRECTOR: PATIENT ADMINISTRATION REF NO: 000317

Directorate: Administration Services

SALARY: R289 761 – R350 025 per annum (plus benefits)

CENTRE: Wits Oral Health Centre

REQUIREMENTS:
- Appropriate degree/national diploma with 5 – 10 years’ experience or Grade 12/ equivalent more than 10 years’ experience of which 3 years should be of supervisory experience level 7/8. Knowledge of PFMS, UPFS, Revenue, Debts and Records Management. Experience in managing administration services in a hospital environment. Billing, including internal control revenue generation and collection. Knowledge of PAAB and BAS systems. Good
communication skills, Report writing, Analytical skills, Conflict management and Problem solving skills.

**DUTIES**

Overall management of Outpatients, HIS, Accounts and billing sections, Records and Registry. Co-ordinate the activities of different patient administration sections. Strengthen record keeping processes and implement records management policies. Ensure maximum revenue collection and reduction of debts. Preparation of different reports and monthly statistics. Participate in the development of strategic and operational plans for the hospital. Responsible for performance evaluation and development of staff. Attend to Audit queries and implement action plan. Liaise with relevant stakeholders and maintain labour peace. Perform any other duties delegated by supervisor.

**ENQUIRIES**

Ms. MS Raphalo, Tel No: (011) 488 4851

**APPLICATIONS**

Applications must be hand delivered at: Wits Oral Health Centre, Area 385 Orange Block in Charlotte Maxeke Johannesburg Academic Hospital Jubilee Road Parktown or posted to: The HR Manager, Wits Oral Health Centre: Private Bag x 17 Braamfontein, or apply online at www.gautengonline.gov.za.

**CLOSING DATE**

04 March 2016

**POST 07/191**

DIAGNOSTIC RADIOGRAPHER GRADE 1-3 REF NO: 000311

Directorate: Radiography Department

**SALARY**

Grade 1 R243 513 per annum (plus benefits)
Grade 2 R286 848 per annum (plus benefits)
Grade 3 R337 902 per annum (plus benefits)

**CENTRE**

Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**

Degree or Diploma in Diagnostic Radiography; Registered with Health Professions Council of South Africa; HPCSA proof of registration; Grade 1 requires no experience, Grade 2 requires 10-years minimum experience and Grade 3 requires 20-years minimum experience in Diagnostic Radiography after registering with HPCSA as a Diagnostic Radiographer; Sound interpersonal and communication skills.

**DUTIES**

Undertake radiographic procedures in accordance with prescribed radiation control and medico legal requirements; provision of: general diagnostic radiography, special examinations, i.e. GIT, IVP, Cystogram, Myelogram, etc.; Theatre radiography service and emergency radiography service in different units. Assist trainee Radiographers to develop radiographic and other relevant skills; Participate in departmental radiographic policy making and planning for service delivery improvement.

**ENQUIRIES**

Ms. R. Mashubuku, Contact no. (012) 318-6658

**APPLICATIONS**

Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and certificates. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

**CLOSING DATE**

04 March 2016

**POST 07/192**

ASSISTANT CASE MANAGER: REF NO: S-000319

Directorate: Finance

**SALARY**

R 196 278 per annum (plus benefit)

**CENTRE**

Tembisa Provincial Tertiary Hospital

**REQUIREMENTS**

Grade 12 and a three (3) year appropriate Degree / Diploma in a Health Related Field. 3 -5 years relevant experience in a clinical field. Knowledge of legal frameworks i.e.: Health Act, PFMA, Medical Schemes Act, PMB regulations, RAF Act, UPFS, Administration Procedure Manual, ICD 10 Coding and Procedure coding. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel). Must be a driven, customer focused individual with excellent planning, organizing communication (verbal and written) and reporting skills. Must have good interpersonal relations and training skills. Must be able to work under pressure.

**DUTIES**

Application of clinical knowledge in the risk management (financial and clinical) of patients in terms of Length of stay, level of care, clinical updates, ICD 10 coding, procedure coding and costs benefits available, identification of billable services, treatment care plans, chronic disease case management and discharge planning. Communicate with Funders, Patients, and Multidisciplinary Health Care Team. Oversee pre-admission management of
patients (confirmations and authorizations) audit patient’s accounts, train hospital officials on the utilization of charge sheet, and keep electronic and physical records. Ensure compliance to regulations, prescripts and policies of the department. Manage performance and development of staff.

ENQUIRIES : Mr. K.E. Phaka, Tel No: (011) 923-2068
APPLICATIONS : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Oliifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Oliifantsfontein 1665 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 04 March 2016
POST 07/193 : HUMAN RESOURCE INFORMATION OFFICER (LEVEL 7) REF NO: 000303
Directorate: Forensic Medical Services

SALARY : R196 278 per annum (plus benefits)
CENTRE : Head Office
REQUIREMENTS : A recognized three years tertiary Degree/ National Diploma in Human Resource Management or Grade 12/ ABET Level 4/ National Certificate Vocational with 5-7 years’ experience in Human Resource Management. Knowledge of the Public Service prescripts. In-depth knowledge and understanding of the PILIR policy and procedures. Knowledge of PERSAL. Computer skills, Presentation and investigation skills, organizing skills, good communication skills (written and verbal), good interpersonal relations, report writing skills, problem solving skills, self-driven and a team player with the ability to work under pressure and independently. A valid driver’s license. Good leadership skills.

DUTIES : Manage and provide effective Human Resource Information system and its processes. Circulate HR Policies and personnel circular minutes and make sure they are implemented. Advise management and employees on all HR regulations. Manage staff establishment and its movement. Give specialist advice on establishment matters and assistance to practitioners. Conduct post establishment audits. Verify the approved organization structure and PERSAL establishment. Analyze monthly staff establishment statistics and give reports. Maintain the Employment Equity reports. Draft advertisement and submit to GDF for publishing on GPG/DPSA vacancy website and media and make follow-ups. Manage PMDS and quarterly reviews and evaluate performance of HR staff. Coordinate and facilitate PILIR meetings, training and support line managers and clients. Identify incapacity risks areas and making follow-ups. Compile monthly PILIR report and write recommendation of incapacity reports after the settings. Overall management of Human Resource general administration. Manage and address AG findings and manage HR projects and must be able meet the deadline. Render any other duties as may be assigned from time to time by the facility Managers.

ENQUIRIES : Ms N Mashiya Tel No: (011) 689 5594/82
APPLICATIONS : Applications must be submitted with a Z83 form, a CV and certified copies of ID and qualifications attached. Applications should be forwarded to Forensic Pathology Services, No. 28 Harrison Street, ground floor, reception area or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.or apply online at: www.gautengonline.gov.za

CLOSING DATE : 04 March 2016
NOTE : Successful candidate will be subjected to OHS medical Surveillance as required in the HBA regulations within the OHS act 85 of 1993. Security clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualification.

POST 07/194 : PN A2 PROFESSIONAL NURSE (OCCUPATIONAL HEALTH & SAFETY) REF NO: 000310
Directorate: Quality Assurance Unit
SALARY: R195 819 – R227 007 per annum (plus benefits)

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Basic qualifications accredited with the South African Nursing Council in terms of government notice 425, i.e. appropriate degree / diploma in nursing. Current registration with South African Nursing Council as a Professional Nurse. A valid EB or Code 8 driver’s license. COMPETENCIES: Minimum 4- years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC. Knowledge of OHS prescripts, practices, standards. INHERENT REQUIREMENTS: Sound knowledge in computer skills (MS Word, Excel and PowerPoint), interpersonal communication and leadership skills. Ability to engage appropriate stakeholders on OHS matters. Good writing and verbal skills. Knowledge of National Core Standards.

DUTIES: To assist in implementation and management of the Occupational Health and Safety (OHS) Programmes, i.e. Environmental Health, Waste Management, Employee Assistance Programme and to ensure legislative and policy compliance with OHS policies. Identification of workplace risks and hazards. Conduct Health Risk Assessment. Assist in training staff on Occupational Health and Safety. Immunization of staff (high risk groups), Hepatitis B and Flu Vaccines. Managing the OHS Office.

ENQUIRIES: Ms. J.M. Mbiza, Tel No: (012) 318-6910/7059

APPLICATIONS: Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and certificates. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE: 04 March 2016

POST 07/195: CHIEF ADMIN CLERK: PATIENT ADMIN REF NO: S-000245

Directorate: Patient Affairs

SALARY: R170 799 per annum (plus Benefits)

CENTRE: Sebokeng Hospital

REQUIREMENTS: An appropriate three year Degree or Diploma in Public Administration and Management with 3 years’ experience in Patient Affairs or Grade 12 with 5-10 years’ experience in Patient Affairs. Knowledge of PAAB/UPFS and PFMA. Computer literacy (Ms Word, Ms Excel and Power point). Knowledge and experience of down time/manual patient administration system. Good records management (Medical record). Knowledge and experience in managing administration services in a Hospital setting. Skills Required: Good Communication skills (verbal and written) analytical skills, supervisory skills, Organizing skills, leadership, interpersonal relations, problem solving, conflict Management skills. Must be service driven, time driven, value diversity, self- motivated willingness to learn. Sound Knowledge of Customer care and Batho Pele Principles.

DUTIES: Monitor the implementation of policies, directives and procedures relating to Patient Administration and records management. Manage resources in Patient registration, medical records, and ward clerks. Coordinate the activities of patient affairs strengthen record keeping processes and ensure maximum Revenue collection and reduction of debts. Prepare monthly reports and statistics. Apply discipline. Overall operational management of manual and electronic records management processes i.e. record tracking, record safekeeping and disposal, management of redundant files, attend meetings and training, comply with PMDS.

ENQUIRIES: Mrs M Marobobo, Tel No: (016) 930 3236

APPLICATIONS: 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 recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 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 and. If you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng or apply online at www.gautengonline.gov.za.

CLOSING DATE: 26 February 2016
NOTE: People with disabilities are encouraged to apply

POST 07/196: FORENSIC PATHOLOGY OFFICER GRADE II REF NO: 000302
Directorate: Forensic Pathology Service

SALARY: R151 221 per annum (plus benefits) OSD level
CENTRE: Springs - FPS
REQUIREMENTS:
Senior Certificate / Grade 12. A minimum of 3 years’ experience in the Medico-Legal field. Relevant qualifications in the Medico-Legal (health sciences) field will be an added advantage. Valid driver’s license minimum Code C1 with current Public Driver Permit. Advanced computer skills (MS Word, MS Excel, MS PowerPoint). Must be able to work with corpses (mutilated, decomposed, infected with infectious diseases). Must be able to work shift duties. Must be able to work on a supervisory level. Organizing and planning, communication, time management and inter-personal skills. Sufficient knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to the Principles of Batho Pele.

DUTIES:
Efficient support to the manager with regard to the management of the facility. Supervision of fellow and junior staff members and performance management. Effective and efficient recovery, storage and processing of bodies. Safe keeping of the deceased’s documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process (which includes evisceration, scribing and typing) in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimens, specimen statements and reports, including completion and administration of statements and documentation during and after the forensic pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

ENQUIRIES:
Mr G Mashego, Tel No: (011) 811 9640

APPLICATIONS:
Applications must be submitted with a Z83 form, a CV and certified copies of ID and qualifications attached. Applications should be forwarded to Forensic Pathology Services, No. 28 Harrison Street, ground floor, reception area or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000 or apply online at: www.gautengonline.gov.za.

CLOSING DATE: 04 March 2016

NOTE: Applicants invited for interviews will be tested in terms of computer literacy (MS-Word, Excel & PowerPoint) and vehicle driving skills due to job inherent requirements of the post. Successful candidate will be subjected to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993. Security clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualification.

POST 07/197: ADMINISTRATION CLERK REF NO: 000308
Directorate: Patients Affairs Department

SALARY: R132 399 – R155 961 per annum (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS:
Minimum Grade 12 or equivalent. Computer literacy certificate. 2-years experience of customer service. Must be willing to work shifts and working under pressure. Knowledge of PAAB; Records Management; PFMA; Basic Conditions of Employment Act will be an added advantage.

DUTIES:
Admission and registration of patients on PAAB and manual, filing and retrieval of files from records. Billing and collecting money from patients and issuing receipts. Completion of GPF 3, 4 and 5 forms. Classification of patients according to the UPFS. Updating down time. Assisting in other units within Patients Affairs when the need arises and ensuring that working material and equipments are always available and reporting of lost, damaged and not working equipments.

ENQUIRIES:
Ms. A. Sape, Tel No: (012) 318-6844

APPLICATIONS:
Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and certificates. Applications must be submitted to: Kalafong
Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

**CLOSING DATE** : 04 March 2016

**POST 07/198** : **REGISTRY CLERK REF NO: S-000320**  
Directorate: Human Resource  
**SALARY** : R132 399 per annum (plus benefits)  
**CENTRE** : Tembisa Provincial Tertiary Hospital  
**REQUIREMENTS** : Grade 12 Qualification or equivalent. (Diploma in Human Resource will be an added advantage). Computer literacy (Ms Word, Ms Excel). Knowledge of the Human Resource Administration Processes. Ability to handle information confidentially. Sound verbal and written communication skills. Good telephone etiquette and interpersonal relations skills. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within human resource department. Knowledge of regulations and the legislative framework related to personal administration.

**DUTIES** : Provide registry counters services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and disposal. Knowledge of storage and retrieval procedures in terms of the working environment.  
**ENQUIRIES** : Mr. N. Ramolumisi, Telephone No: (011) 923-2080  
**APPLICATIONS** : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olfantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olfantsfontein 1665 or apply online at: www.gautengonline.gov.za  
**CLOSING DATE** : 04 March 2016

**POST 07/199** : **ADMINISTRATION CLERK REF NO: S-000246**  
Directorate: Patient Affairs  
**SALARY** : R132 399 per annum (plus benefits)  
**CENTRE** : Sebokeng Hospital  
**REQUIREMENTS** : Grade 12 or minimum of Grade 10/ Abet level 4 numeracy and Literacy. Good reading, clear writing skills, good interpersonal communication skills and experience in Patient Admissions in Government Hospital will be an advantage. Must be able and prepared to work shifts, weekends and public holidays and be able to work independently under pressure and have a good Leave Record. Skills Required: Clear writing skill, good interpersonal communication skills.

**DUTIES** : Accurate registration of patients, manually and on Computer System.  
**ENQUIRIES** : Mrs S Dys, Tel No; (016) 930 3047  
**APPLICATIONS** : 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 recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 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 please accept that your application was unsuccessful. Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Mosheshoeh Street, Sebokeng or apply online at www.gautengonline.gov.za  
**NOTE** : People with disabilities are encouraged to apply.  
**CLOSING DATE** : 26 February 2016

**POST 07/200** : **ADMINISTRATION CLERK 3 POSTS REF NO: S-000321**  
Directorate Patient Administration  
**SALARY** : R132 399 per annum (plus benefits)  
**CENTRE** : Tembisa Provincial Tertiary Hospital  
**REQUIREMENTS** : Grade 12 Certificate (Relevant National Diploma/Degree in Public Administration will be an added advantage), excellent customer care skills
and good Communication Skills (verbal and written). Knowledge of UPFS and PAAB system

**DUTIES**

- Render effective and efficient Administration function in patient affairs. Collect accurate patient data and classification, compile patient’s statistics. Ability to work under pressure and shifts.

**ENQUIRIES**

- Ms. M.G. Pholushe, Tel No: (011) 923-2093

**APPLICATIONS**

- Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

- 04 March 2016

**POST 07/201**

**MATERIAL RECORDING CLERK REF NO: S-000247**

**Directorate:** Procurement

**SALARY**

- R132 399 per annum (plus benefits)

**CENTRE**

- Sebokeng Hospital

**REQUIREMENTS**

- Grade 12 or equivalent qualification with 2-3 years of relevant experience in Stores. Must be innovative and analytical in executing duties allocated. Must be able to work under pressure. Must have knowledge of relevant public service procedures and policies. Must be computer literate.

**DUTIES**

- Update stock on a register. Assist in stock taking. Filing and keeping stores records. Receiving and issuing of stock. Update all transactions on tally and bin cards. Conduct monthly stock taking and disposal, replenishment of stock. Maintain minimum and maximum stock level, keep stores clean and tidy. Update inventory register. Avoid over and under stocking, conduct spot check, pack items on the shelves accordingly. Dispose damage and expired stock in line with departmental norms and standards, ensure receipt and issues are correctly posted and update requisition/ issues voucher number. Compile reconciliation reports perform other duties delegated by the supervisor.

**ENQUIRIES**

- Ms. T.M Ramaifo, Tel. No: (016) 930 3323

**APPLICATIONS**

- 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 recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 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 please accept that your application was unsuccessful. Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng. or apply online at www.gautengonline.gov.za

**CLOSING DATE**

- 26 February 2016

**NOTE**

- People with disabilities are encouraged to apply

**POST 07/202**

**FOOD SERVICE AID SUPERVISOR REF NO: S-000322**

**Directorate:** Human Nutrition

**SALARY**

- R132 399 per annum (plus benefits)

**CENTRE**

- Tembisa Provincial Tertiary Hospital

**REQUIREMENTS**

- Grade 12 or Grade 11 qualification with 10 to 15 years’ experience and as Senior Food Service Supervisor in a Provincial Hospital Food Service unit. Food service management or hospitality in University level will be advantage. Advanced knowledge of Human Nutrition Policies and procedures. Knowledge and understanding of production processes and Human Nutrition service rendered. Knowledge and understanding of production processes and Human Nutrition service rendered. Knowledge of food Service Equipment (name, operation, uses and care). Literacy with special focus on:
  - Numerical (E.g. Basic calculations & Knowledge of decimals, measures, etc),
  - Have good reading and report writing skills. Must be able to work shifts and Public Holidays. The incumbent must have problem solving skills and be able to work under pressure.

**DUTIES**

- Responsible for the recording of daily statistics. Assist with the implementation of plan menu and changes. Assist with implementation of plan and changes Liase with dieticians with regard to therapeutic diets.
Responsible for allocated internal administrative duties regarding the ordering, receipt and issuing of stock. Supervise the pre-preparation, preparation, portioning, garnishing and distribution of meals, normal and therapeutic diets and reports accordingly. Assist with plate waste study. Receive, store and issue all provisions delivered according to procurement and set guidelines. Responsible for internal orders according to hospital procedure. Responsible for supervision of proper storage of all provisions according to regulations. Carry out Supervisory duties: production processes, functions, operation of equipment, hygiene and safety, supervision of food Service Aids etc. Supervise pre-preparation, preparation, serving and distribution of food; and functions in all areas of services rendered. Personal assistant and performing of assigned function duties. Handling of keys: Ensure that all storage areas are efficiently cleaned and locked at all times along with accompanying responsibilities. Update and maintain stock control cards as well stocktaking, and assistance with inventory counting. Hands on spot checks in wards. Assistance with and applying of disciplinary procedures (including writing of reports). Maintain of set Human Resource Nutrition Policies and procedures.

ENQUIRIES: Ms.V. Mtwesi Tel No: (011) 923 – 2227
APPLICATIONS: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X 7 Olifantsfontein 1665 or submitted at: corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 04 March 2016

POST 07/203: INFRASTRUCTURE FACILITATOR REF NO: S-000318
DIRECTORATE: INFRASTRUCTURE (MERAFONG SUB DISTRICT)

SALARY: R132 399 Per annum (plus benefits)
CENTRE: Westrand District Health Region A
REQUIREMENTS: Grade 12 or equivalent qualifications & valid driver's License. Computer literacy, good communication skills Writing skills and interpersonal skills. Ability to work Under pressure. Knowledge of Administration duties In the Public sector.
ENQUIRIES: Mr R Dipale (018)788 2289
APPLICATIONS: Applicants must apply online at: www.gautengonline.gov.za
CLOSING DATE: 04 March 2016

POST 07/204: ACCOUNTING CLERK 2 POSTS REF NO: S-000323
Directorate: Finance (Revenue)

SALARY: R132 399 per annum (plus benefits)
CENTRE: Tembisa Provincial Tertiary Hospital
REQUIREMENTS: Grade 12 Certificate (relevant Degree or Nation Diploma will be an added advantage) and the following key competencies: Knowledge of: Accounting and Basic accounting system (BAS) PAAB and understanding of Public Finance Management Act, Treasury Regulations, Computer literacy (Spreadsheets techniques) and numeracy. Ability to use Excel, communicate at all levels.
DUTIES: Candidates must be able to raise patient’s invoices, be familiar with ICD 1 Code, making follow ups of outstanding debts, writing of long outstanding Untraceable debts and submission of patient’s accounts to different stakeholders.
ENQUIRIES: Mr. K.E. Phaka, Tel. No : (011) 923-2000
APPLICATIONS: Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665 or apply online at; www.gautengonline.gov.za

CLOSING DATE: 04 March 2016

POST 07/205: HUMAN RESOURCE INFORMATION CLERK – LEVEL 5 REF NO: 000304
Directorate: Forensic Medical Services

SALARY: 132 399 per annum (plus benefits)

CENTRE: Head Office – Forensic Medical Service

REQUIREMENTS: Grade 12 or equivalent. 1 - 3 years experience in Human Resource environment. Three years Diploma/ Degree in Human Resource Management will be an added advantage. Knowledge of PERSAL system. Knowledge and understanding of HR legislative framework governing the Public Service. Understanding of registry work. Computer Skills, good communication skills (verbal and written), planning and organising skills. Willingness to work under pressure.

DUTIES: Support Human Resource Information Officer with management of PILIR and staff establishment. Compile monthly PILIR reports and EE reports. Recruitment and selection (appointments, verification of qualifications, package restructuring, terminations and transfer). Implement conditions of service (leave, PILIR, housing, Medical Aid, overtime, standby and nightshift, long service recognition, etc.) Capturing of performance management contract and reviews. Salary administration (non-OSD or OSD remunerations, garnishee orders, etc.) Management of staff establishment. Compiling mandates to be send to GDF. Ensure proper record keeping of documents. Attend to all queries related to HR Administration and any additional work as need arises.

ENQUIRIES: Ms N Mashiya, Tel no: 011 689 5594/82

APPLICATIONS: All applications must be submitted with a Z83 form, a CV and certified copies of ID and qualifications attached. Applications should be forwarded to Forensic Pathology Services, No. 28 Harrison Street, ground floor, reception area or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000. or apply online at: www.gautengonline.gov.za.

POST 07/206: FINANCE CLERK REF NO: 000264
Directorate: Management and support

SALARY: R132 399 per annum (plus benefits)

CENTRE: Rahima Moosa Nursing College

REQUIREMENTS: Grade 12 with a minimum of 1-2 years’ experience finance Management, recognized degree/ National Diploma in Financial Management. Good knowledge and competencies of financial management and processes. Extensive knowledge of SAP, BAS, PERSAL. Must be computer literate and typing skills (Advanced Ms Word and Excel). The candidate must be in possession of a driver’s license (Manual).


ENQUIRIES: Mrs. J. Gassiep - (011) 247-3303/3300

APPLICATIONS: All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa,
Private Bag X 116 Melville, 2109 Human Resource Department or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**POST 07/207**: ADMIN.CLERK (PHARMACY) 1 POST REF NO: 000156

**Directorate**: Admin

(Re-Advertisement)

**SALARY**: R132 399 per annum (plus benefits)

**CENTRE**: Dr Yusuf Dadoo Hospital

**REQUIREMENTS**: Grade 12 or equivalent. Must be computer literate. Have good interpersonal and problem solving skill and promote high standard of professional ethics. Ability to plan and organize to ensure that work is completed in an efficient manner. At least 1-3 years’ experience in Pharmacy will be an added advantage.

**DUTIES**: Receive store and inventory pharmaceutical supplies or medications, check for out dated medications and notify pharmacist when inventory levels are low. Prepare, maintain and record records of inventories, receipts, purchases or deliveries, using variety of computer screen formats. Work hand in hand with Finance on monthly basis with regard to MEDSAS report.

**ENQUIRIES**: Mr De Wet Lesenya - Pharmacy Manager (011)951-6024

**APPLICATIONS**: Must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead into disqualification of your application.

**CLOSING DATE**: 04 March 2016

**POST 07/208**: DATA CLERK REF NO: 000262

**Directorate**: HAST

**SALARY**: R132 399 per annum (plus benefits)

**CENTRE**: Tshwane Health District Office

**REQUIREMENTS**: Grade 12. Experience in working within the HIV/AIDS/STI &TB environment at institution level. Trained on tier.net data management system. Experience in capturing data on the tier.net system. Ability to pay attention to detail. Must have an understanding of the data management system. Advanced computer skills- word, excel, PowerPoint and email programmes. Good communication skills. Good interpersonal skills. Must be able to function under pressure.

**DUTIES**: Responsible for proper patient records management. Retrieving and proper filing of patients records. Recording of patient’s information in files. Liaise and support the facility manager on issues related to data management. Liaise with FPD and all other partners on issues related to data management. Compile monthly statistics for forwarding to next level of the reporting channel data management system reporting lines according to due dates as informed by the related policy and guidelines. Maintain utmost confidentiality. Function as part of the multidisciplinary team. Attend meetings and trainings related to data management. Ordering of stationery.

**ENQUIRIES**: Mrs DONT Mataboge Tel No: (012) 451 9154

**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](http://www.gautengonline.gov.za)

**CLOSING DATE**: 04 March 2016

**POST 07/209**: FINANCIAL CLERK REF NO: TDH 0010/2016

**Directorate**: Finance

**SALARY**: R 132 399 per annum

**CENTRE**: Tshwane District Hospital

**REQUIREMENTS**: Grade 12 certificate with mathematics /accounting/ business economics as a subject. A Diploma in accounting field will serve as an advantage. Experience in the field of financial accounting environment would be an advantage. Good communication (verbal, written and report writing) skills. Must be computer literate and able to work under pressure. Be punctual, reliable and honest.

**DUTIES**: Assist in all aspects of financial management. Perform any duties related to finalise assigned by the manager. Meet reporting and other deadlines. Submit
reports to Finance Manager. Will be developed and going through in house training by the Finance Manager.

ENQUIRIES: Mr. PH O’yan (012) 354-7624
APPLICATIONS: All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 Or Candidates should apply directly to the Hospital in HR Department
CLOSING DATE: 11 March 2016

POST 07/210: HUMAN RESOURCE CLERK REF NO: TRH 02/2016
Directorate: Human Resources
This is a Re-advert. This post was advertised previously on circular 18 of 2015 with Ref number 18/95 and people who applied before should re-apply.

SALARY: R132 399 per annum (plus benefits)
CENTRE: Tshwane Rehabilitation Hospital

DUTIES: Perform duties pertaining to: Promotion, Appointment, Transfer, Service Terminations, PILIR, Service Benefits, Recruitment and Selection as well as PMDS. Capturing of leave on Persal. Send mandates to Gauteng Department of Finance. Ensure proper record keeping of leave, appointments, transfers, termination of service and finance documents.

ENQUIRIES: Ms Eva Mokonyane, Tel. No: (012) 354 - 6818
APPLICATIONS: Applications must be send directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
CLOSING DATE: 04 March 2016
NOTE: People with disability and white females are encouraged to apply.

POST 07/211: DRIVER REF NO: 000153
Directorate: Logistics services

SALARY: R110 739 per annum (Plus benefits)
CENTRE: Dr Yusuf Dadoo Hospital (Krugersdorp)
REQUIREMENTS: Grade 10/12 valid code 10 driver’s licence and PDP.
DUTIES: Transport officials to and from various destinations. Collect and deliver mail. Deliver blood specimens to various destinations. Update log sheets and trip authority forms on daily basis. Conduct regular inspection of vehicles and report defects immediately. Keep allocated vehicles neat and tidy at all times. Submit petrol cards and receipts after every refill to the supervisor. Work compulsory shifts and standby according to the rooster. Ensure cleanliness of vehicles.

ENQUIRIES: Ms Mazibuko G.S Tel no:(011) 951-6217
APPLICATIONS: Must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead into disqualification of your application.
CLOSING DATE: 04 March 2016

POST 07/212: DRIVER REF NO: S-000253
Directorate: Transport

SALARY: R110 739 per annum (plus benefits)
CENTRE: Sebokeng Hospital
REQUIREMENTS: ABET level 4 (Numerical and Literacy) or Grade 10 Valid Code 10 (C1) driver’s license with PDP. 2 Years experience as a driver. Good verbal and written skills. Be prepared to work shifts (night and day, weekends as well as Public Holidays. Subject to a driving skills test.

DUTIES: To collect and deliver blood from wards and blood bank and vice versa. Collecting and delivering of documents to various departments as instructed. Transporting of staff and patients to various institutions. Maintenance and
garaging og (GG) vehicles. Update log sheet and submit all fuel receipts. Do pre-inspection on daily basis and report all damages to transport manager.

ENQUIRIES: Mr. P. Shabangu, Tel. No: (016) 930 3367
APPLICATIONS: Applications must be submitted to HR Department, Sebokeng Hospital on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents or apply online at www.gautengonline.gov.za

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 3 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.

CLOSING DATE: 26 February 2016
NOTE: People with disabilities are encouraged to apply

POST 07/213: OPERATOR REF NO: 000151
Directorate: CSSD

SALARY: R93 444 per annum (Plus benefits)
CENTRE: Dr Yusuf Dadoo Hospital (Krugersdorp)
REQUIREMENTS: Be able to read and write. Good Communication and planning skills. Experience in CSSD and theatre will be an added advantage. Must be prepared to work under pressure.
DUTIES: Must be able to maintain infection prevention and to control knowledge of principles of infection control in the working area and differentiate between clean and dirty area. Be able to operate autoclaves and instruments washer. Packing theatre packs and linen according to the principles. Dispose waste according to internal policy. Perform any other duties delegated by the supervisor.

ENQUIRIES: Ms Montshiwa T Tel no: (011) 951-6117
APPLICATIONS: Must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead into disqualification of your application.

CLOSING DATE: 04 March 2016

POST 07/214: HOUSEKEEPER REF NO: S-000248
Directorate: Nurses Residence

SALARY: R93 444 per annum (plus benefits).
CENTRE: Sebokeng Hospital
REQUIREMENTS: Grade 10 or ABET level 4 (Numerical and Literacy) Minimum of 5 years’ experience as support of Staff. Fit and healthy and willing to do physical work. Ability to read, write and communicate effectively in English. Prepared and able to work shifts, weekends and Public Holidays.
DUTIES: Monitor Nurses Home activities and ensuring quality of cleanliness within Nursing Residence. Supervision of staff, knowledge of leave regulation and discipline of staff. Be able to evaluate staff performance. Monitor registers of booking of meeting and events. Proper management and control of equipment.

ENQUIRIES: Mrs. M.E. Zeelie, Tel No: (016) 930 3366
APPLICATIONS: Applications must be submitted to HR Department, Sebokeng Hospital on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents or apply online at www.gautengonline.gov.za
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 3 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.

NOTE: People with disabilities are encouraged to apply.
CLOSING DATE: 26 February 2016
POST 07/215: SECURITY GUARD REF NO: 000154
Directorate: Security services

SALARY: R93 444 per annum (Plus benefits)

CENTRE: Dr Yusuf Dadoo Hospital (Krugersdorp)

REQUIREMENTS: Grade 10/12 or equivalent qualification, relevant experience with PSIRA Grade C security certificate. Minimum 3-5 years' experience. Knowledge of control of access to public premises and vehicles Act 53 of 1985. Understands security Acts, regulations and directives of public sector (MISS). Must be prepared to work shifts and under pressure. No criminal record.

DUTIES: Search for all prohibited items. Search vehicles at all times when entering the Hospital premises and leaving the Hospital. Ensure that all visitors' vehicles and staff vehicles are parked at appropriate parking bays. Check the building at regular interval, wards, office blocks and workshop area and look for suspicious objects, report incidents breaches in the occurrence book. (OB). Keep control of visitors register. Render escort services to staff, visitors and patients when need arises. Vehicles searching and enforce departmental policies.

ENQUIRIES: Ms Mazibuko G.S Tel no: (011) 951-6217

APPLICATIONS: Must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead into disqualification of your application.

CLOSING DATE: 04 March 2016

POST 07/216: LAUNDRY WORKERS REF NO: REFS-000149
Directorate: Laundry Services

SALARY: R78 156 per annum (plus benefits)

CENTRE: Dr Yusuf Dadoo Hospital

REQUIREMENTS: Basic Numeracy and literacy skills. Be able to communicate well with other people. Laundry experience will be an added advantage.

DUTIES: Sort, count and record dirty linen, iron, fold and seal linen bags. Collect and deliver linen bags to and from all wards. Load and offload linen Bags. Operate various laundry machines i.e. washing, dryers, ironing and pressing including sluicing. Must be able to mend torn linen.

ENQUIRIES: Ms Jooste M (011)951-6124

APPLICATIONS: Must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead into disqualification of your application.

CLOSING DATE: 04 March 2016

POST 07/217: FOOD SERVICE AID 4 POSTS REF NO: S-000324
Directorate: Provincial Health Services Sub- Directorate Nutrition

SALARY: R78 156 per annum (plus benefits)

CENTRE: Tembisa Provincial Tertiary Hospital

REQUIREMENTS: Grade 10 qualification, Experience as food Service Aid in a provincial Hospital Service Unit will be added advantage. Knowledge of Human Nutrition hygiene and safety Procedure. Male candidates will be given added advantage.

DUTIES: Cleaning of pot, Pans, Floors, Walls, Fridges, doors and the whole general cleaning of the Kitchen, Chemical receiving storing from issuing supervisor. all provisions delivered according to Procurement and set guidelines. Signing stock and consumption and other Relevant responsible for safekeeping and ensuring that faulty equipment are reported Immediately personal assistance and performing of assigned function duties. Handling of key, ensure that all storage areas are efficiently cleaned and locked at Accompanying responsibilities. Update and maintain stock control cards as well as stocktaking, and assistance with Inventory counting. Attend performance training and staff development. Relevant administrative duties as per job.
description Follow all food service procedures and policies by food service management.

ENQUIRIES : Ms. V.N Mtwesi, Tel. No: (011) 923- 2227
APPLICATIONS : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665 or apply online at; www.gautengonline.gov.za
CLOSING DATE : 04 March 2016

POST 07/218 : CLEANER 7 POSTS REF NO: S-000325
Directorate: Cleaning
SALARY : R78 156.00 per annum (plus benefits)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Grade 10 or equivalent qualification as well as basic reading and writing Skills. KEY Responsibility: To maintain higher standard of cleanliness in line with cleaning protocol.
DUTIES : Scrubbing and polishing of floors using relevant scrubbing machines. To mop the floors with prescribed cleaning detergent daily. Washing and empting of dustbins daily and patient's utensils. Collecting patient's food/ tea from the kitchen to the wards daily. Damp dusting of wards and clinics daily. Cleaning of ablution areas and provide them with DEO block, hand washing soap And toilet papers daily. Perform any other duties as instructed by supervisor.
ENQUIRIES : Ms. L.R. Mathabela, Tel. No:(011) 923- 2093
APPLICATIONS : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665 or apply online at; www.gautengonline.gov.za
CLOSING DATE : 04 March 2016

POST 07/219 : LAUNDRY WORKER 5 POSTS REF NO: S-000326
Directorate: Laundry
SALARY : R78 156.00 per annum (plus benefits)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Grade 10 or Equivalent Qualification as well as basic reading and writing Skills.
DUTIES : To maintain higher standard of rendering effective and efficient laundry Service as required by the institution. Loading soiled linen bags into the trucks for dispatch to laundry. Unloaded clean linen bags from laundry trucks into the linen bank. Deliver clean linen to the wards. Perform any other duties as instructed by supervisor.
ENQUIRIES : Ms. M.M Mathabela, Tel.No : (011) 923- 2093
APPLICATIONS : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665 or apply online at; www.gautengonline.gov.za
CLOSING DATE : 04 March 2016

POST 07/220 : PORTER 3 POSTS REF NO: S-000327
Directorate Porters
SALARY : R78 156.00 per annum (plus benefits)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Grade 10 or Equivalent Qualification as well as basic reading and writing skills. Be able to work under pressure and shifts. Possess good communication and interpersonal skills.
**DUTIES**: Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Complete ambulance form and enter patients data on porters registers at emergency area and hand over ambulance form to registry clerk. Perform any other duties as instructed by supervisor.

**ENQUIRIES**: Ms G. Pholushe, Tel No: (011) 923-2115

**APPLICATIONS**: Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**: 04 March 2016

**POST 07/221**: HOUSEHOLD AID REF NO: S-000249

**Directorate**: Nurses Residence

**SALARY**: R78 156 per annum (plus benefits).

**CENTRE**: Sebokeng Hospital

**REQUIREMENTS**: ABET level 4 (Numerical and Literacy) or Grade 10 with 1 – 2 years’ experience. Fit and healthy and willing to do physical work. Ability to read and write. Ability to work shifts weekends and Public Holidays. Be honest and reliable. Physical strength and able to work as a team.

**DUTIES**: Cleaning duties in and around Nurses Home and Nurses Residence. Preparation of sitting room for meetings and events. Good control of chemicals and operate heavy duty cleaning machines. Assist residents when required.

**ENQUIRIES**: Mrs. M.E. Zeelie, Tel No: (016) 930 3366

**APPLICATIONS**: Applications must be submitted to HR Department, Sebokeng Hospital on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents or apply online at www.gautengonline.gov.za 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 3 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 Due to system challenges on-line applications cannot be acknowledged.

**CLOSING DATE**: 26 February 2016

**NOTE**: People with disabilities are encouraged to apply

**POST 07/222**: CLEANER REF NO: S-000250

**Directorate**: Cleaning Department

**SALARY**: R78 156 per annum (plus benefits).

**CENTRE**: Sebokeng Hospital

**REQUIREMENTS**: Abet level 4 or Grade 10 with 1 – 2 years cleaning experience. Good communication skill. Ability to read and write. Ability to work shifts, weekends and Public Holidays. Be honest and reliable. Physical strength and be able to work as a team.

**DUTIES**: Clean floors, dusting, washing of walls, doors, frames, windows, lockers, beds. Clean curtains. Cleaning of outside areas, cleaning and washing dust bins and removal of waste bags. Good control of chemicals and operate heavy duty cleaning machines. Ensure a clean and secure environment of patients. Perform delegated duties requested by the supervisor.

**ENQUIRIES**: Mrs. M.E. Zeelie, Tel No: (016) 930 3366

**APPLICATIONS**: Applications must be submitted to HR Department, Sebokeng Hospital on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents or apply online at www.gautengonline.gov.za 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 3 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
Due to system challenges on-line applications cannot be acknowledged

NOTE: People with disabilities are encouraged to apply

POST 07/223: STORES ASSISTANT REF NO: S-000251
Directorate;

SALARY: R 78 156 per annum (plus benefits)
CENTRE: Sebokeng Hospital
REQUIREMENTS: Grade 12 or Minimum Grade 10 / ABET Level 4 qualification. Reading and writing skills. Must be willing to work under pressure.
DUTIES: Issuing of stock as well as delivery of stock to various sections within the hospital. Move equipment from one department to another. Pack and unpack stock from shelves. Ensure that stock is packed properly on shelves. Weekly and monthly stock counts. Marking of received stock / boxes. Collecting VA2's and submitting to posting.
ENQUIRIES: Mrs. M.Ramaifo, Tel No; (016) 930 3372
APPLICATIONS: Applications on form Z83, ID, CV and qualification should be forwarded to the Human Resource Department, Sebokeng Hospital or apply online at www.gautengonline.gov.za
NOTE: People with disabilities are encouraged to apply
CLOSING DATE: 26 February 2016

POST 07/224: FOOD SERVICE AID 2 POSTS REF NO: 000150
Directorate: Support

SALARY: R78 156 per annum (Plus benefits)
CENTRE: Dr Yusuf Dadoo Hospital (Krugersdorp)
REQUIREMENTS: Abet or equivalent. Ability to read and write. Be prepared to work under pressure. Must have sound interpersonal relations. Food service experience will be an added advantage.
DUTIES: Perform specific duties regarding receiving, storage, preparation, cooking, dishing up, deliveries and serving of food, snacks and beverages to patients and staff. Loading and unloading of food containers/plates from the food trolley. Operate and care for equipment also report broken equipment. Responsible for general neatness and hygiene with regards to cleaning tasks. Wear appropriate uniform and protective clothing. Work according to duty roster and leave procedures. Act as a messenger when necessary/needed. Perform all general work related to food services as delegated by the supervisor. Expected to work in a team, work shifts and public Holidays.
ENQUIRIES: Ms Mahlangu T.R Tel no:(011) 951-6111
APPLICATIONS: Must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead into disqualification of your application.
CLOSING DATE: 04 March 2016

POST 07/225: PROPERTY CARETAKER REF NO: 000334
Directorate: Maintenance

This post is a Re-advertisement. People with disabilities and males are encouraged to apply.

SALARY: R77 718 per annum (plus benefits)
CENTRE: Odi District Hospital
REQUIREMENTS: Abet level 4/ Grade 10with experience in a formal cleaning environment/ground. Extensive previous working experience will be required. Physical strong and healthy person.Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
DUTIES: Maintenance and development of hospital garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of

**NOTE**
Application must be submitted on form Z83, obtainable from any Public Service Department. The completed and signed forms should be accompanied by a recently updated CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed). Certified copies should not be more than three 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.

**ENQUIRIES**
Mr I. MABUA: Tel: (012) 725 2335

**APPLICATIONS**
Kindly forward your application to Odi Hospital, Human Resource Department 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 March 2016

**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.

**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**
4 March 2016

**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(s) 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 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 07/226**: 
**ASISTANT DIRECTOR: ACCOUNTING AND REPORTING**
Directorate: Provincial Accounting Services

**SALARY**: 
R289 761 per annum (plus benefits)

**CENTRE**: 
Johannesburg

**REQUIREMENTS**: 
A relevant three year tertiary qualification in Financial Accounting or Auditing. 2 years' experience in the financial accounting/auditing environment. Knowledge and understanding of the relevant legislative environment. People management skills, implementation and monitoring; Analytical and proactive...
The incumbent will be responsible to assist with the preparation of the Gauteng Provincial Government consolidated Financial Statements, Review and monitor the implementation of recommendations on the monthly financial statement disclosure submissions of Gauteng provincial departments, Review the monthly trial balances of Gauteng provincial public entities and ensure that all recommendations are affected by the public entities, Review the quarterly and annual financial statements of Gauteng provincial departments and entities and ensure that all recommendations are implemented by the departments and entities. Provide assistance to Gauteng provincial departments and entities with regard to interpretation and implementation of applicable accounting standards. Monitor the progress made by Gauteng provincial departments and entities on their actions implemented to address the audit findings raised by the Auditor General of South Africa. Ensure that departments and entities comply with Public Finance Management Act, Treasury Regulations and other applicable legislation. Undertake physical visits to the departments and entities in order to provide technical support regarding financial reporting.

ENQUIRIES : Ms Bulelwa, Tel No: 011 227-9000

POST 07/227 : ASSISTANT DIRECTOR: RISK MANAGEMENT
Directorate: FINANCIAL GOVERNANCE

DUTIES : Ensure effective implementation of Risk Management Framework in Departments and Municipalities. Provide technical assistance and training to Departments and Municipalities. Ensure compilation and submission of accurate and timeous reports as and when required.

ENQUIRIES : Ms. Tshiamo Sokupha Tel No: (011) 227-9000

POST 07/228 : ASSISTANT DIRECTOR: SUPPLIER DEVELOPMENT
Directorate: Procurement Services

DUTIES : Participate in scheduled Bid Specification Committee and Bid Evaluation meetings to promote BBBEE/ SMME objectives. Attend site inspections and briefing sessions only when necessary. Identify strategies that promotes BEE development. In collaboration with all relevant stakeholders, utilise BBBEE interventions and training to implement these projects. Monitor and record the impact of these projects to the GPG PP spend. Liaise with Procurement sub programmes as well as GPG departments to provide relevant support for the achievement of the PP spend targets. Monitor progress on gaps identified and interventions adopted. Manage, monitor and report on the process for allocation of BBBEE points as per BBBEE certificates submitted for Request for Proposal (RFP). Ensure classification of supplier is properly done. Oversee and verify the reports written and projects undertaken by Practitioners. Assist with the development of Practitioners by providing guidance and support. Monitor the Practitioner’s performance and address developmental needs. Liaison and correspondence with all relevant stakeholders.

ENQUIRIES : Ms Bulelwa Mtshizana, Tel No: (011) 227 9000
DEPARTMENT OF SOCIAL DEVELOPMENT

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). 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 07/229: DEPUTY DIRECTOR: HR & AUXILIARY SERVICES 2 POSTS REF NO: SD/2016/02/21/H

SALARY: R569 538 per annum plus benefits.
CENTRE: Sedibeng Region x1, West Rand Region x1
REQUIREMENTS: A three year National Diploma / Bachelor’s degree in Human Resource Management with 4-5 years’ experience in the HR Environment in the Public Service. A valid driver’s licence. Skills and Competencies: Knowledge and understanding of legislative and policy framework procedure and processes regulating human resource management in the Public Service. Good communication, management, dispute resolution, conflict resolution negotiation and excellent planning and organizing skills.
ENQUIRIES: Mr DP Sambo, Tel. No: (011) 355 7701
APPLICATIONS: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, Sedibeng Region: 3 Moshoeshoe Street, Sebokeng for Attention- Mr S Marumuloa: Tel- (016) 930 2055. West Rand Region: 16 Human Street, SA Dutch, Krugersdorp for Attention- Mr S Makgorogo: Tel- (011) 950 7782
CLOSING DATE: 04 March 2016

POST 07/230: DEPUTY DIRECTOR SPECIAL PROJECTS REF NO: SD/2016/02/23/H

SALARY: R569 538 per annum (plus benefits)
CENTRE: Head Office Johannesburg
REQUIREMENTS: A three year National Diploma / Bachelor’s degree in Community Development or relevant and equivalent qualification with 4-5 years’ experience in Sustainable Livelihoods Programme Planning, Implementation and Monitoring. Knowledge and understanding legislative and policy frameworks, procedures and processes regulating Sustainable Livelihoods programmes in the Public Service. Knowledge and understanding of Departmental Special Projects priorities, commitments, systems and processes. A valid driver’s licence. Skills and Competencies: Sound Communication skills. Good management, dispute and conflict resolution, planning and organising skills.
DUTIES: Provide support to cooperatives. Manage partnership with stakeholders on cooperatives development and support. Manage skills development programme for job placement of vulnerable individuals. Manage Special projects and report all stakeholders on the implementation of Bana Pele Programme in the Department. Enterprise Development Programme and manage the start-ups and expansion of Enterprise Development projects.
Manage staff leave plans, disciplinary, grievance matters, staff performance and development plans.

**ENQUIRIES**: Mr DP Sambo, Tel. No: (011) 355 7701

**APPLICATIONS**: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000

**CLOSING DATE**: 04 March 2016

**POST 07/231**: BUSINESS ANALYST REPORTING: SUPPORTING ORGANIZATION REF NO: SD/2016/02/19/H

**SALARY**: R289 761 -per annum (plus benefits)

**CENTRE**: Head Office, Johannesburg

**REQUIREMENTS**: A three year National Diploma / Degree in Information Technology plus knowledge in Business Warehouse /Business Intelligence/ Business objectives will be an added advantage. A minimum of 5-10 years' experience in Business Ware house. A valid driver's licence. Skills and Competencies Knowledge and understanding of the Public Finance Management Act (PFMA) and the Department's Constitutional mandates. Knowledge of SAP Customer Relationship Management (SAP CRM). Sound communication skills. Good Report writing, People Management, Conflict management, Project Management, People Management Skills.

**DUTIES**: Manage statistical reports with E-Government developer. Encourage users to complete all data fields in order to draw reliable reports. Develop new reports and monitor the implementation of RFC in production. Facilitate site visit to entities on BW reports. Manage and plan visits to users. Provide online support on the drawing and interpretation reports. Prepare and distribute training manuals on BW to all users. Submit of RFC document to the Change Advisory Board (CAB).

**ENQUIRIES**: Ms T Mbhense, Tel. No: (011) 355 7703

**APPLICATIONS**: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000

**CLOSING DATE**: 04 March 2016

**POST 07/232**: ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT X2 POSTS REF NO: SD/2016/02/08/H

**SALARY**: R289 761 per annum (plus benefits)

**CENTRE**: Ekurhuleni x1 and Sedibeng x1


**DUTIES**: Develop and consolidate draft budget. Quality assures the accuracy of budget and monitors the expenditure against the allocated budget. Authorise payments and provide monthly and quarterly expenditure reports. Manage of procurement functions relating to releasing of requisitions for goods and services. Present submissions for assets to Asset Management Committee and monitoring of service providers on services rendered. Coordinate the regions needs for assets and compile submissions. Manage outsourced contracts. Assist in the planning for outsourced contracts. Prepare specifications for tendering and contracting and monitor outsourced services. Manage staff performance, training needs, leave plans, grievances and disciplinary matters.

**ENQUIRIES**: Mr N Shibambu, Tel. No: (011) 355 7971

**APPLICATIONS**: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant
reference number to – The Gauteng Department of Social Development, Ekurhuleni Region: 40 Catlin Street, Germiston for Attention- Ms F Pete Tel- (011) 820 0300. Sedibeng Region: 3 Moshoeshoe Street, Sebokeng for Attention- Ms J Phetshane Tel- (016) 930 2055.

CLOSING DATE  : 04 March 2016

POST 07/233  : ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: SD/2016/02/09/H

SALARY  : R289 761 per annum (plus benefits)
CENTRE  : Head Office, Johannesburg
REQUIREMENTS  : A three year National Diploma or Degree in fleet management with 5-10 years’ experience in fleet management. Demonstrated experience in managing the full suite of fleet management in the public service. A valid driver’s license. Skills and Competencies Sound Communication, Interpersonal, Problem Solving, conflict Management as well as planning and organizing. Knowledge and understanding of legislative framework of fleet management within the public service. Knowledge and understand PFMA. Knowledge of the department’s constitutional mandate.

DUTIES  : Acquire of GG and Subsidized vehicles in the department. Collect and submit the request for the GG and subsidised vehicles with service providers. Distribute of acquired GG and Subsidized of vehicles. Manage the alignment of departmental fleet management activities in line with fleet management regulatory frameworks. Maintain all vehicles. Manage the referral of the vehicles for investigation and implementation of findings. Manage of GG and Subsidised fleet. Supervise verification of vehicle garaging for overnight parking. Provide input to the unit budget. Supervise fleet management staff in line with the Gauteng performance management and development system (PMDS).

ENQUIRIES  : Mr N Shibambu, Tel. No: (011) 355 7971
APPLICATIONS  : Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000

CLOSING DATE  : 04 March 2016

POST 07/234  : ASSISTANT DIRECTOR: RESEARCH REF NO: SD/2016/02/10/H

SALARY  : R289 761 -per annum (plus benefits)
CENTRE  : Head Office, Johannesburg
REQUIREMENTS  : A three year National Diploma /BA Degree in Social science majoring in Research. With 5-10 years’ experience as a Researcher and supervisor in research environment. A post graduate qualification would be an advantage. A valid driver's license. Skills and Competencies Research and analysis, Project management. Intermediate knowledge of research practice and methodology.

DUTIES  : Develop, design and implement medium scale report. Research Advocacy to key role players. Provide medium scale research information sessions in the department. Provide medium scale complex reports to the manager and key role players. Provide medium scale complex research reports to the manager and relevant key role players. Supervise Research officer. Build Research capability in Department.

ENQUIRIES  : Mr N Shibambu, Tel. No: (011) 355 7971
APPLICATIONS  : Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000

CLOSING DATE  : 04 March 2016

POST 07/235  : ASSISTANT DIRECTOR: POLICY COORDINATION REF NO: SD/2016/02/14/H

SALARY  : R289 761 per annum (plus benefits)
CENTRE: Head Office, Johannesburg

REQUIREMENTS: A three year National Diploma/Degree in Public Management with 5-10 years management experience in policy and research in the Public Service. A valid driver's licence Skills and Competencies Knowledge and understanding of Policy design, practice and methodology. Must have good communication, interpersonal relations, supervision, analytical, planning and coordinating skills.

DUTIES: Provide assistance in the analysis of existing policies. Attend to consultation session with programme managers. Assist in the design of draft policies in terms of policy development systems, procedures and processes. Advice programme managers on the implementation of approved policies. Participate in advocacy sessions to key role players. Identify gaps and errors in the implementation of policies. Assist in conducting policy evaluation and research. Prepare report on policy review. Submit proposed policy amendments for consultation and approval process.

ENQUIRIES: Ms C Morapane, Tel. No: (011) 355 7971

APPLICATIONS: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000

CLOSING DATE: 04 March 2016

POST 07/236: SENIOR ADMINISTRATIVE OFFICER: FINANCE: SUPPLY CHAIN AND ASSETS REF NO: SD/2016/02/06/H

SALARY: R 243 747 per annum (plus benefits)

CENTRE: Walter Sisulu Centre

REQUIREMENTS: A three year Degree/diploma in Finance or Supply Chain Management with 2 -5 years' experience or grade 12 with more than 10 years' experience in the Finance and Supply Chain Management field. Sound knowledge of Property Management, Risk Management and Occupational Health and Safety. Valid driver's license. Knowledge of PFMA, Finance and Budgeting. Skills and Competencies: Sound communications skills. Good interpersonal, numeric problem solving as well as planning and organising skills. Must have analytical, financial reporting and problem solving skills. Must be Computer literate.

DUTIES: Ensure that all monthly management and reconciliations submitted to the manager Auxiliary Services. Attend to audit queries and provide responses. Ensure adherence to all Internal Controls and Financial Prescripts. Ensure effective and efficient management of the component. Responsible for all aspects of the Administration of the component including ensuring correct record keeping, filing, finances, minute taking, report writing and general office administration as well as project and program management support. Draft agenda's, minutes, memorandums, submissions, reports. Participate with the compilation and consolidation of information of the component's activities. Order and follow up on the ordering of office furniture and equipment for the component. Maintain and monitor an asset register of all assets of the component. Report any damaged or loss of assets to Asset Management Team. Follow up the replacement of damage or losses. Maintain office equipment i.e. computers, fax machine, photocopier, binding machine, data video projector etc. Analyze and monitor expenditure in accordance with allocated budgets. Manage service level agreements with contractors/suppliers. Manage the development and implementation of supplier database. Work in conjunction with both procurement and maintenance components. Supervise staff.

ENQUIRIES: Mr N Shibambu, Tel. No: (011) 355 77971

APPLICATIONS: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, Walter Sisulu: 3 Modder Street, Noordgesig 1804 for Attention- Ms T Mokgokolushi Tel- (011) 983 0000.

CLOSING DATE: 04 March 2016

POST 07/237: SENIOR ADMINISTRATIVE OFFICER: RISK MANAGEMENT 3 POSTS REF NO: SD/2016/02/04/H
**SALARY**: R243 747 annum (plus benefits)
**CENTRE**: Head office - Johannesburg
**REQUIREMENTS**: A three year National Diploma /Degree in Risk Management or studying towards an equivalent Risk Management qualification or Matric with 5 years’ experience working within the Risk Management environment. Basic knowledge and understanding of PFMA and Treasury Regulations. A valid driver’s licence. Skills and Competencies good Communication skill –both written and spoken, interpersonal, good planning and organising skills. Time management skills and able to work under pressure. Able to work on number of assignments at any given point of time. Computer literate (Ms word, MS Excel, MS power point).

**DUTIES**: Assist with the development of specifically allocated sections of the risk management policy, strategy and annual risk management implementation plan, independently in accordance with the GPG Risk Management Framework, for tabling at the risk committee. (Assist with the implementation of areas of the specifically allocated sections of the departmental risk management framework independently and in within coordinated groups revision or updating, independently and in within coordinated groups undertake the necessary research to ensure proposals made to revise the documents is in accordance with accepted norms, is practical in application and also aligned to all legislative frameworks). Plan, prepare for and undertake specifically allocated capacity building workshops to facilitate management buy – in and integration of principles in specific business operations. Assist with the launch of awareness campaigns independently pitched at the different levels within the department to be able to get the correct messages across the and establish the correct culture. Plan organise and facilitate the formal sessions and informal mechanisms of risk identification : media scanning, discussion and focus groups, reviews of investigation and labour relation case logs, identification of changes to legal and or administration frameworks, audit reports analysis etc. On all specifically allocated key areas of business. update and maintain transversal application system Barn Owl for ease of reporting.

**ENQUIRIES**: Mr M Mbedana, Tel. No: (011) 355 7703
**APPLICATIONS**: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000

**CLOSING DATE**: 04 March 2016

---

**POST 07/238**: SENIOR ADMINISTRATIVE OFFICER: SERVICES & STANDARDS UNIT 2
**POSTS REF NO**: SD/2016/02/07/H

**SALARY**: R243 747 per annum (plus benefits)
**CENTRE**: Head Office, Johannesburg
**REQUIREMENTS**: Three year National Diploma or Degree in Community or Youth development or Social Sciences and other related studies with 2-5 years’ experience or grade 12 with more than 10 years’ experience in the field of Community and Youth development environment. Knowledge of public service regulations. Skills and Competencies: Sound communication skills. Good interpersonal, problem solving, report, analytical and decision making Skills. Must be Computer literate.

**DUTIES**: Coordinate community development programmes in line with policy guidelines of the Department. Assist in norms and standards for community development in line with community development policy framework. Ensure all service standards are in line with the community development policy guidelines are adhered to by all regions. Monitor analysing and facilitating interventions for uniform project and other textile & footwear related projects. Monitoring the implementation of project plans. Assist the development and reviewing of concept documents, policies and guidelines for job creation programmes. Mobilise the relevant stakeholders to assist the department to achieve its mandate such as development and support cooperatives.
Perform any other duties such as attending and organizing meetings and workshops.

ENQUIRIES: Mr N Shibambu, Tel. No: (011) 355 7971
APPLICATIONS: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000
CLOSING DATE: 04 March 2016

POST 07/239: SENIOR ADMINISTRATIVE OFFICER: INTERNAL CONTROL REF NO: SD/2016/02/11/H
SALARY: R243 747 per annum (plus benefits)
CENTRE: Head Office, Johannesburg
REQUIREMENTS: A relevant 3 year National Diploma/Degree in field of Internal Auditing credited with of the Institute of Auditors with at least 5 years in Internal Control and/or Internal Auditing. Demonstrate up to 5 years of having the knowledge of a wide range or work areas, processes and systems such as Human Resource, Supply Chain Management: Tenders and quotations, asset and inventory management, petty cash management, debtors management, creditors management, strategic planning, monitoring and evaluation of performance reporting systems, OHS, BCP, fleet management, records management etc. to be able test and monitor. A minimum of 4 years’ experience in working with auditors by supporting and supervising audit process, request, queries until resolution and monthly monitoring and tracking implementation of audit recommendations until fully implemented and audit risk reduced. A valid Driver’s License. Skills and Competencies, Technical, Analytical, and statistical, problem solving and project management skills. Confidentiality, Honesty and integrity
DUTIES: Plan and organise assessments to be undertaken at allocated departmental sites within group plan agreed upon timelines and for junior assigned to mentor. Plan and hold both entry and exit meetings with Regional Directors, Deputy Directors, Heads of Institutions, Directors at Head office, Chief Directors to facilitate the commencement of the assessments and at the end to provide feedback to the relevant levels of management on control deficiencies identified, root cause analysis explanations and recommendations on mitigation plans to address deficiencies within the legislative/Policy frameworks with no assistance from supervisor. Undertake a control assessment at all allocated sites and supervise and guide juniors on the assessments. Communicate all deficiencies identified with relevant management during the quarterly assessments without assistance of supervisor. Consolidate the assessment report for translation into the dashboard reported to the audit committee, HOD and Treasury without assistance from supervisor. Plan and undertake the monthly cost containment testing and monitoring for reporting to Treasury monthly without the assistance of the supervisor. Receive all audit requests, review and clarify any discrepancies prior to circulating to relevant managers for action within agreed upon timelines. Test the implementation of audit action plans to vouch progress made done with relevant managers on allocated components of findings.
ENQUIRIES: Ms C Morapane, Tel. No: (011) 355 7971
APPLICATIONS: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000
CLOSING DATE: 04 March 2016

POST 07/240: SENIOR ADMINISTRATIVE OFFICER: FLEET REF NO: SD/2016/02/12/H
SALARY: R243 747 per annum (plus benefits)
CENTRE: West Rand x1 and Ekurhuleni x1
REQUIREMENTS: A three year National Diploma/Degree in Logistics or Supply Chain Management plus 2 years’ relevant experience or grade 12 with more than
10 years’ experience in Fleet Management and administration in the Public Service environment. Knowledge of Electronic Log Sheet system. A valid driver's licence. Skills and Competencies: Must have customer focus and responsiveness, honesty and integrity. Good report writing skills, communication skills, problem solving skills and good interpersonal skills.

**DUTIES**
- Manage Admin Support Service.
- Compile the GG fleet and sub-vehicles analysis and budgetary indicators for Annual & MTEF periods in line with the Component Personnel HR plans and Departmental GG Vehicle acquisition plans.
- Coordinate GG Vehicles Components Allocation process in line with individual Service Delivery needs.
- Coordinate the maintenance of GG Vehicle Fleet, Conditions Inspections, and GG vehicle repairs and vehicle servicing.
- Ensure that accident reports are completed correctly and forwarded to Head Office Transport within the said timeframe according to the Transport Policy.
- Monitor and Evaluate the usage of GG Fleet and sub vehicles in the Region.
- Render Shuttle and messenger services.
- Supervise transport management, staff and Switchboard. Monitor the effective utilization of switchboard system and analyse the monthly telephone accounts.

**ENQUIRIES**
Ms C Morapane, Tel. No: (011) 355 7971

**APPLICATIONS**
Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, West Rand Region: 16 Human Street, SA Dutch, Krugersdorp. Ekurhuleni Region: 40 Cattin Street, Germiston for Attention- Mr DP Sambo Tel- (011) 355 7701.

**CLOSING DATE**
04 March 2016

**POST 07/241**
**INFORMATION OFFICER: MONITORING AND EVALUATION** REF NO: SD/2016/02/13/H

**SALARY**
R 243 747 per annum (plus benefits)

**CENTRE**
Head Office, Johannesburg

**REQUIREMENTS**
A three year National Diploma/Degree in Information Management with 2-5 years’ experience in Data Capturing or grade 12 with more than 10 years’ experience related experience in Information Management. A valid driver’s license. Skills and Competencies: Sound Communication, Interpersonal, Problem Solving, conflict Management as well as planning and organizing. Knowledge and understanding of policy framework, procedures and processes regulating Information Management in the NPO sector.

**DUTIES**
- Develop and maintain central data base of all NPOs, programmes and any relevant information.
- Collate and analyse data to inform decision making.
- Monitor trends of service users (beneficiaries) in NPO's to inform budgeting.
- Assist in the mapping of services. Work closely with the Assistant Director, Finance and the monitoring and evaluation team.
- Ensure updated and credible information related to NGOs is posted to the Department website.
- Promote the effective use of information. Provide training on relevant tools.
- Facilitate learning and information sharing through meetings, workshops and conferences.

**ENQUIRIES**
Ms C Morapane, Tel. No: (011) 355 7971

**APPLICATIONS**
Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000

**CLOSING DATE**
04 March 2016

**POST 07/242**
**SENIOR ADMINISTRATIVE OFFICER: HR AND AUXILIARY SERVICES** REF NO: SD/2016/02/15/H

**SALARY**
R243 747 per annum (plus benefits)

**CENTRE**
Don Mattera Place of Safety

**REQUIREMENTS**
A three year National Diploma/Degree in Human Resource Management/Public Administration with 2-5 years’ experience or Grade 12 with more than 10 years’ experience in the Human Resource Management/Auxiliary environment. A valid driver’s licence. Skills and Competencies: Knowledge of Human Resource Management and Development and general support services functions. i.e. Switchboard, Fleet
and records Management in the Department. Must have good communication, people management, report writing, coordination and leadership skills.

**DUTIES**: Manage Human Resource Administration, Recruitment as well as Training and Development functions. Coordinate fleet management and records management functions. Coordinate Records Management functions. Manage staff performance and development; staff leaves plan and staff grievances as well as disciplinary matters. **ENQUIRIES**: Ms C Morapane, Tel. No: (011) 355 7971

**APPLICATIONS**: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, Don Mattera: C/o First Avenue & Fourth street Edenvale for Attention- Mr K Khipa Tel- (011) 723 9200.

**CLOSING DATE**: 04 March 2016

**POST 07/243**: SENIOR ADMINISTRATIVE OFFICER: OD AND CHANGE MANAGEMENT

**REF NO**: SD/2016/02/17/H

**SALARY**: R 243 747 per annum (plus benefits)

**CENTRE**: Head Office, Johannesburg

**REQUIREMENTS**: A three (3) year National Diploma in HRM/ Organizational Development with 2-5 years’ experience in the field of Organizational Development or Grade 12 with 10 years Organisational Development in the Public Service. Knowledge and understanding of Organizational Development systems, procedures, processes and practices applicable in the Public Service. Knowledge and application of Persal system. A Valid driver’s license. Skills and Competencies Good Change management, Communication, Project Management and Interpersonal skills. Proficient in establishment administration, Job profiling and job evaluation.

**DUTIES**: Coordinate job profiling functions including capturing of functions for newly defined posts and for redefined posts. Coordinate organizational structure and establishment functions including the preparation and submission of motivation for implementation of proposed amendments. Submit mandates on establishment changes for implementation on Persal. Facilitate change management awareness sessions.

**ENQUIRIES**: Ms T Mbhense, Tel. No: (011) 355 7703

**APPLICATIONS**: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention-Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000

**CLOSING DATE**: 04 March 2016

**POST 07/244**: SENIOR ADMINISTRATIVE OFFICER: SYTSTEMS CONTROL AND TRAINING

**REF NO**: SD/2016/02/18/H

**SALARY**: R 243 741 -per annum (plus benefits)

**CENTRE**: Head Office, Johannesburg

**REQUIREMENTS**: Degree /National Diploma in Financial Management/Management Accounting with 2-5 years’ experience in Management Accounting environment or Grade 12 with 10 years in Financial Management/ Management Accounting experience in the Public Service. A Valid driver’s licence. Skills and Competencies – Sound communication skills. Good Budgeting, People Empowerment, Conflict management, Project Management, People Management and Training and Development coordination skills.

**DUTIES**: Design annual financial system training programme. Follow up training needs assessment for individuals and group of employees. Conduct training on expenditure, revenue and Supply Chain Management monitoring. Provide support on budget processes and costing of activities. Guide and advice line Managers on the analysis of BAS reports and virement shifts. Identify misallocations of expenditure. Monitor the implementation on the recommended Financial Internal Control measures.

**ENQUIRIES**: Ms T Mbhense, Tel. No: (011) 355 7703

**APPLICATIONS**: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant
CLOSING DATE : 04 March 2016

POST 07/245 : ADMIN OFFICER: CHBC/EPWP 2 POSTS REF NO: SD/2016/02/20/H

SALARY : R196 278 per annum plus benefits

CENTRE : Sedibeng Region x1 and Westrand Region x1

REQUIREMENTS : A three year National Diploma / Bachelor’s degree in Community Development with 1 -2 years’ experience in basic community based care programme or grade 12 with more than 10 years’ experience in basic community based care programme. Valid driver’s licence. Skills and Competencies Knowledge and understanding of the legislative and policy framework, procedures and processes regulating Community Home Based Care programmes, policies and processes applicable in Social Welfare sector. Sound communication skills. Good Analytical, report writing, monitoring and evaluation, planning, organising, coordination and facilitation skills.

DUTIES : Monitor norms and standards for CHBC’s. Conduct onsite inspections at CHBC’s and NGO’s. Identify deviations on CHBC’s norms and standards. Implement corrective measures in line to CHBC’s norms and standards. Monitor the implementation of prescribed norms and standards. Capacitate CHBC’s and NGO’s on building programmes. Identify deviations on CHBC programmes. Implement corrective measures on CHBC capacity building programmes. Monitor the implementation of corrective measures on CHBC capacity building programmes. Assist in the identification of work opportunities in CHBC sector. Assist in the placement of home based care givers. Monitor and provide guidance to care givers. Provide training and orientation to care givers. Identify vulnerable household in need of psycho-social support services. Monitor the implementation of psycho-social support services to vulnerable household.

ENQUIRIES : Mr DP Sambo, Tel. No: (011) 355 7701

APPLICATIONS : Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, Sedibeng Region: 3 Moshoeshoe Street, Sebokeng, for Attention- Ms J Phetshane Tel - (016) 930 2055. West Rand Region: 16 Human Street, SA Dutch, Krugersdorp for Attention- Mr S Makgorogo Tel- (011) 950 7782.

CLOSING DATE : 04 March 2016

POST 07/246 : PERSONAL ASSISTANT REF NO: SD/2016/02/22/H

SALARY : R196 278 per annum plus benefits

CENTRE : Head Office, Johannesburg

REQUIREMENTS : A three year National Diploma / Bachelor’s degree in Office Administration with 1- 2 years’ experience or grade 12 with more than 10 years’ experience in general administration or PA/Secretary environment in the Public Service. Skills and Competencies Knowledge and understanding of Departmental and general administrative procedures, processes and systems. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Good Planning and Organizing, communication, coordination, interpersonal, report writing and minute taking skills.

DUTIES : Render administrative support to the Directors within the Department. Maintain a filling system to file and retrieve documentation. Handle confidential documents. Operate standard office equipment (Fax, Photocopying machine and telephone). Type correspondence such as reports, submissions and letters. Receiving the Manager’s visitors. Attend to telephone calls and messages and referring appropriately where required. Liaise on behalf of the Chief Director/Director with departmental officials, other government departments, stakeholders and the public. Manage the diary, coordinate meetings, workshops, conferences and perform administrative tasks such as taking minutes and arranging / serving refreshments. Make official travel arrangements, process on subsistence and travel claims .Coordinate special project/activities for/on behalf of the Chief
Director/Director. Quality assure all submitted data against set criteria and standards.

ENQUIRIES: Mr DP Sambo, Tel. No: (011) 355 7701
APPLICATIONS: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000

CLOSING DATE: 04 March 2016

POST 07/247: ADMIN OFFICER: INVESTIGATIONS AND LOSS CONTROL REF NO: SD/2016/02/01/H
SALARY: R196 287 annum (plus benefits)
CENTRE: Head Office, Johannesburg
REQUIREMENTS: A three year National Diploma / Bachelor’s degree in Criminal Justice Forensic Investigations/Applied Business with 1-2 years’ experience or Grade 12 with more than 10 years’ experience in Investigations and Loss Control. Sound knowledge of PFMA and Treasury Regulations. A valid Driver’s license. Skills and Competencies Sound communication both verbal and written skills. Must have analytical, problem solving, interpersonal and excellent report writing skills. Must be Computer literate.

DUTIES: Identifying and performing preliminary investigations regarding actual and potential areas of risk and reporting to the relevant manager. Analysis of the reasons for the loss and likelihood thereof. Prioritization of identified losses reported for investigations. Analyse information, determine different alternative and choose an appropriate action for each reported. Open and book out of files for Investigations/Loss Control Unit, compilation of report/submission in line with relevant legislation. Maintaining the electronic loss control register for the department and loss control records management for all loss control files. Planning and conducting of loss control awareness sessions under supervision of relevant management. Undertake responses for general loss control related queries and requests.

ENQUIRIES: Mr M Mbedana, Tel. No: (011) 355 7703
APPLICATIONS: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000

CLOSING DATE: 04 March 2016

POST 07/248: ADMINISTRATIVE OFFICER: POLICY COORDINATION 2 POSTS REF NO: SD/2016/02/02/H
SALARY: R196 287 annum (plus benefits)
CENTRE: Head Office, Johannesburg
REQUIREMENTS: A three year formal qualification in Social Sciences/Public Management majoring in Public Policy with 1-2 years’ experience or Grade 12 with more than 10 years’ experience in Policy management. A valid driver’s license. Skills and Competencies Knowledge of Policy practice methodology, design and advocacy. Must be self-driven, innovative, creative and system thinker.

DUTIES: Design small scale complex research policy proposal. Provide Small scale complex research policy standard setting. Analyse and interpret research findings. Develop policy implementation guidelines, systems and procedures on medium scale complex research policy. Conduct research policy briefing sessions to relevant role players. Establish relationships with role players. Provide research policy Information sessions in the Department. Compile research policy reports. Develop and update research Policy bulletin. Manage and supervise staff. Implement research policy business plan. Manage training and development of staff.

ENQUIRIES: Mr M Mbedana, Tel. No: (011) 355 7703
APPLICATIONS: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr
DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000

**CLOSING DATE**: 04 March 2016

**POST 07/249**: **BRAILLE INSTRUCTOR REF NO: SD/2016/02/03/H**

**SALARY**: R196 287 annum (plus benefits)

**CENTRE**: Itireleng Child Youth Care Centre


**DUTIES**: Teach visually impaired people how to read write braille. Work hand to hand with Orientation and Mobility Instructor and music tutor in teaching visually impaired people recreational games. Teach visually impaired people ABET. Convert sighted material / memo in to Braille. Assess the visually impaired people and place them according to their training capacity manage the ordering of books, stationary and equipment for visually impaired people. Supervise Braille instructors. Participate in the MDT and panels for admission of new clients.

**ENQUIRIES**: Mr M Mbedana, Tel. No: (011) 355 7703

**APPLICATIONS**: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, Itireleng Child Youth Care Centre: 3152 Sekwati Street, Garankuwa, 0208, or posted P.O Box 17. Roslyn, 0200 for Attention- Mr DP Sambo Tel- (011) 355 7701

**CLOSING DATE**: 04 March 2016

**POST 07/250**: **ADMIN OFFICER: FINANCE REF NO: SD/2016/02/05/H**

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

**CENTRE**: Johannesburg Metro x1 and Tshwane Region x1

**REQUIREMENTS**: A three years National Diploma or degree in Financial/Management/Cost Accounting with 1-2 years’ experience in Financial Management or grade 12 with more than 10 years’ experience in the Financial Management. Must have a valid driver’s Licence. Skills and Competencies Knowledge and understanding of departmental, Financial Management processes, procedures and systems applicable to the Regions and Institutions. Sound communication both verbal and written skills. Must have analytical, financial reporting and problem solving skills. Excellent report writing skills. Must be Computer literate.


**ENQUIRIES**: Mr N Shibambu, Tel. No: (011) 355 7971.

**APPLICATIONS**: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, Johannesburg Metro: 91 Commissioner Street, Corner Loveday Street. for Attention- Ms C DukwaneTel - (011) 355 9502. Tshwane Region: Manaka House, Cnr Thabo Sehume and Pretorius Street for Attention- Mr A Kotetsi Tel- (012) 359 3314.

**CLOSING DATE**: 04 March 2016

**POST 07/251**: **SUPPLY CHAIN OFFICER REF NO: SD/2016/02/16/H**

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

**CENTRE**: Head Office, Johannesburg

**REQUIREMENTS**: A three year National Diploma/Degree in Finance, Supply Chain management, Logistics or Public management with 1-2 years supply chain
management experience or grade 12 with more than 10 years’ experience in supply chain management. Good understanding and knowledge of BAS/SAP/SRM is essential as well as computer literacy. Ability to manage and lead a team. Knowledge of applicable legislation and regulations-PFMA, Treasury Regulations, GPG and public policies and procedures. A valid driver’s license. Skills and Competencies Computer Literacy (MS Excel, Outlook and PowerPoint) is essential. Good planning, organizing, facilitation, communication, coordination, minutes taking, report writing, financial management and project management skills. Knowledge and understanding of PFMA and Department’s Constitutional mandate.

**DUTIES**: Ensure that the requisitions are properly signed and captured. Assist end-users with using of catalogue and material master. Supervise the expediting of outstanding orders. Ensure GVR are captured within 2 days. Ensure that invoice is cleared for payments on BAS. Supervise the expediting on all invoices submitted to GDF. Follow up on invoice not captured with GDF. Expedite the creation of outstanding orders with GDF buyers. Supervise staff.

**ENQUIRIES**: Ms T Mbhense, Tel. No: (011) 355 7703

**APPLICATIONS**: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000

**CLOSING DATE**: 04 March 2016