ANNEXURE N

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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 online to www.gautengonline.gov.za, and they should complete Z83 form.

CLOSING DATE: 20 June 2016

FOR ATTENTION: Human Capital management

NOTE: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications and Identity. Correspondence will only be limited to shortlisted candidates. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 23/98: CHIEF DIRECTOR REF NO: 001230
Chief Directorate: Intergovernmental Relations and Traditional Institutional Management

SALARY: R1 042 500 per annum (all inclusive package)

CENTRE: Johannesburg

REQUIREMENTS: Matric plus NQF level 7 in Social Sciences/ Development Studies/ Built Environment/ Policy Development and Research, coupled with a minimum of 10–15 years senior managerial and leadership experience in policy and legislative interpretation. An NQF level 8 will serve as an added advantage. Extensive experience in providing strategic leadership, influencing, and leading change in a complex organisational environment. Competencies: strong leadership skills; business acumen; knowledge of work procedures; analytical thinking; management and supervisory skills; project management skills; understanding of local government policy and legislation.

DUTIES: Write and produce monthly, quarterly and annual qualitative reports pertaining to the activities of the Chief Directorate. Ensure effective Human Resource Management and training for the Chief Directorate. Ensure effective management of resources in line with the PFMA. Manage and supervise processes relating to the provision of inputs into various GPG policy issues affecting local government. Manage and supervise processes relating to the packaging of services in a seamless manner. Facilitate and promote co-operative decision making across all spheres of government and the Gauteng City Region. Facilitate co-operative governance with relevant national, provincial and local governance structures. Ensure the management of the relationship between the traditional and modern systems of governance at a local level. Ensure that support is provided to traditional leadership institution. Participate in the reviewal and further improvement of the regulatory framework for IGR. Ensure improvement of oversight function by CoGTA on IGR and institution of traditional leadership. Assist the Department on its co-ordination role with sector departments. Ensure the elimination of silo mentality and encourage cross-functionality & collaboration across all spheres of Government in pursuit of the TMR agenda. Manage and supervise processes relating to outcome-based co-operative governance. Promote the progressive intergovernmental fiscal system based on the principle of co-operative governance.

ENQUIRIES: Mr Raymond Nkabinde (011) 355 4300

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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.

Erratum: Kindly note that the closing date for the post of Admin Officer (Patient Administration) Ref No: 001060 (post 20/135), advertised in PSVC 20 of 2016, should be 03 June 2016 NOT 03 July 2016

OTHER POSTS

POST 23/99 : DEPUTY DIRECTOR: (PHYSIOTHERAPY) REF NO: 001225
Directorate: Physiotherapy

SALARY : R716 706 per annum (all inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with HPCSA. A minimum of 3 years appropriate experience after registration with HPCSA. Must be currently registered with HPCSA. Relevant experience in research and data analysis will serve as an advantage. Understanding of the relevant Acts, prescripts and legislations. Relevant experience in HR (Human Resource) and financial management. Demonstrate the ability to use Health information for planning. The applicant must possess the ability to work under pressure. Ability to lead a team to implement strategy in daily operations to achieve outcomes set.

DUTIES : Give input into formulation and the review of national and provincial legislation and ensure the services including risk management. Monitor utilization of financial resources. Ensure comprehensive HR management and effective development of staff. Coordinate training of students. Coordinate and ensure the promotion & marketing of Physiotherapy Services in the hospital and community.

ENQUIRIES : Mrs. O.I Ubogu, Tel no: (011) 488 3113
APPLICATIONS : 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, HPCSA and Qualifications to be attached. Applications should be submitted at the 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 : 24 June 2016

POST 23/100 : DENTIST/LECTURER REF NO: 001246
Directorate: Odontology

SALARY : R666 186 – R1 138 605 per annum (inclusive packages)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : BChD or Equivalent. Registration with the HPCSA as a dentist in category independent practice. A postgraduate qualification in Paedodontics or Endodontics. Applicants must be willing and able to do 12 hours overtime per week.

DUTIES : Lecturing to and discussion classes with, undergraduate as well as Postgraduate dental students. Clinical supervision of dental students in Endodontics, Paedodontics and Basic Restorative Dentistry. Conducting research in Dentistry. Selective administrative duties will be assigned to the candidate as seen fit by the Head of the Department.

ENQUIRIES : Prof. FA de Wet, Tel no: (012) 319 2231
APPLICATIONS : Quoting the relevant reference number, direct applications to The HR Manager Ms Ina Swart-University of Pretoria Oral Health Centre PO Box 1266 Pretoria 0001 or Hand deliver at Louis Botha Building A, Room 1.28, Dr Savage Road, Rivier, Pretoria. Attach certified copies of your qualifications, HPCSA
Registration, identity book, curriculum vitae, and z83 or apply online at: www.gautengonline.gov.za

**CLOSING DATE** : 24 June 2016

**NOTE** : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability.

**POST 23/101** : DEPUTY DIRECTOR ADMINISTRATION: OFFICE OF THE CHIEF REF NO: 001171
Directorate: District Health Service

**SALARY** : R569 538 per annum (inclusive package)

**CENTRE** : Johannesburg Health District

**REQUIREMENTS** : BA Degree or equivalent Diploma in a related field. More than 10 years relevant experience at management level and a valid driver’s licence. Computer skills, organising and planning skills, report writing and problem solving skills as well as good communication skills.

**DUTIES** : Manage and efficiently coordinate the activities office in the office of the Chief Director, Johannesburg Health District. Provide Professional, Technical and Management support in the office of the Chief Director. Monitor the implementation of all policies; protocols; guidelines procedures and standards. Liaise and Coordinate with Government; Non-Governmental; organisation and the public Risk Assessment with the Aim to: Minimise risk and issues pertaining to the work area.

**ENQUIRIES** : Mrs M L Morewane, Tel no: (011) 694 3705

**APPLICATIONS** : Application on z83 form with attached certified copies of required qualifications, ID, etc and CV to be submitted at Hillbrow District Office, at Corner Smit and Klein Street Hillbrow (JHB) or apply online at: www.gautengonline.gov.za.

**CLOSING DATE** : 24 June 2016

**NOTE** : The hospital reserves the right to check criminal/ verification records of a candidate.

**POST 23/102** : OPERATIONAL MANAGER (SPECIALITY NURSING – NEONATAL UNIT) PNB 3 REF NO: 001218
Directorate: Nursing Department

**SALARY** : R465 939 per annum (plus benefits)

**CENTRE** : Pretoria West Hospital

**REQUIREMENTS** : Registration with the SANC as Professional Nurse with a post basic qualification of Advanced Midwifery. A minimum of at least 4 years appropriate/recognizable experience in midwifery after registration as a Professional Nurse with SANC.

**DUTIES** : Knowledge and understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and other clinicians, including report writing when required, display concern for patients, promoting and advocating proper care. Work as part of a multi-disciplinary team to ensure good nursing care, and work co-operatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

**ENQUIRIES** : Ms HMM Strydom Tel no: (012) 380 1206

**APPLICATIONS** : must be submitted on a Z83 form with attached CV, certified copies of all qualifications, council receipt and ID. All qualifications will be verified. If any discrepancies found, services will be terminated with immediate effect.

**CLOSING DATE** : 24 June 2016

**NOTE** : Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

**POST 23/103** : OPERATIONAL MANAGER: ORTHOEAEDIC/TRAUMA SURGICAL WARD REF NO: 001187
Directorate: Nursing

**SALARY** : R485 939 per annum (plus benefits)

**CENTRE** : Odi District Hospital

**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a
Professional Nurse. Diploma in midwifery is required, current registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification with duration of at least 1 year accredited with the SANC (Diploma in Orthopaedic /Trauma Nursing. A minimum of 9 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate /recognizable experience in Orthopaedic / Trauma units after obtaining the 1 year post basic qualification in orthopeadic/Trauma.

**DUTIES**

Coordination of optimal, holistic specialized nursing care provided within set standards and a professional /legal framework. Manage the utilization and supervision of Human (Managing workplace discipline) and Financial resources effectively. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services: to assist with the relieve duties of the hospital supervision (day and night). To act on behalf of the Area Manager. Maintain professional growth / ethical standards and self-development: SANC, Nurses, day involvement, promoting the image of both nursing and hospital.

**ENQUIRIES**

Ms S.J Boshoman, Tel no: (012) 725 2312

**APPLICATIONS**

Applications can be delivered to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

24 June 2016

**NOTE**

Please note that successful candidates will be subject to OHS medical Surveillance as required in HBA regulations with the OHS Act 85 of 1993, Criminal reference checks in compulsory prior appointment, Applications to attach all the necessary documents which are certified in your application including your valid identity document and relevant certificates, applications without proof necessary documents will be disqualified. (Re-advertisement).

**POST 23/104**

ASSISTANT MANAGER: NIGHT SUPERVISOR REF NO: 001196

Directorate: Bheki Mlangeni District Hospital

**SALARY**

R 433 029-R 501 996 per annum (All inclusive remuneration package)

**CENTRE**

Nursing

**REQUIREMENTS**

Basic Diploma/Degree accredited with SANC in terms of R425 Equivalent or equivalent qualification that allows registration with SANC as a professional Nurse. Minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC. At least 3 years of the above must be appropriate Recognizable experience in management level.

**DUTIES**

Overall supervision and management of the hospital during the night Participate in the analysis, formulation and implementation of nursing Guidelines, Practices, Standards, Procedure and quality improvement Initiatives. Monitor and manage Human Resource in line with policy. Monitor and ensure proper utilization of financial resources. Develop Establish and maintain and construct relationships with all stake holders Interprofessional, intersectoral and multidisciplinary team. Able to analyze problems. Monitor National Core standards.

**ENQUIRIES**

Ms N.Ngwenya, Tel no: (011) 241 5842

**APPLICATIONS**

Applications must be filled on a Z82 form accompanied by certified Copies of certificates and ID documents. Applications may be submitted to Bheki Mlangeni District Hospital or post to P.O. Box 731, Jabulani, 1868. apply at www.gautengonline.gov.za.

**CLOSING DATE**

17 June 2016

**POST 23/105**

OPERATIONAL MANAGER (GENERAL STREAM) REF NO: TDH 0012/2016

Directorate: Nursing Division: Paediatric Ward

**SALARY**

R367815 per annum (plus benefits)

**CENTRE**

Tshwane District Hospital

**REQUIREMENTS**

Basic 425 qualification(Diploma/Degree) in nursing that allows registration with the SANC as a professional nurse. Diploma in Nursing Management qualification will be an added advantage. A minimum of 7 years Appropriate/recognizable experience in nursing after registration. At least 3 years of the period referred to above must be appropriate/recognizable. Basic computer literacy, good organizational, interpersonal, leadership, decision making and conflict resolution skills. Ability to promote quality patient care through National Core Standards. Willing to work shifts, weekends and public holidays.

**DUTIES**

Work effectively and amicably at a supervisory level with people of diverse intellectual, cultural, racial, age groups and religious backgrounds. Able to manage own work, time and that of junior colleagues to ensure quality nursing
care in the unit. Knowledge of relevant nursing legislation, related and ethical nursing practices and how this impacts on service delivery. Manage and monitor proper utilization of Human, financial and physical resources. Maintain constructive working relationship with nursing and other stakeholders. Participate in CPD implementation, development of self and staff in the unit. Be in charge of the hospital in the absence of Senior Managers (after hours, weekends and public holidays).

ENQUIRIES: Mrs Motlhaga DS Tel no: (012) 354 7600
APPLICATIONS: Applications must be submitted on a Z83 form, certified copies of ID and Qualifications to be attached. Applications can be submitted at Tshwane District Hospital: Private Bagx179 Pretoria 0001 or posted to: The HR Manager, Tshwane District Hospital, Private Bag x 179, Pretoria, 0001. Failure to do so will lead to disqualification.

CLOSING DATE: 24 June 2016

POST 23/106: DIETICIAN (PRODUCTION) REF NO: 001123
Directorate: Allied Services

SALARY: Grade 1: R262 020 per annum (plus benefits)  
Grade 2: R308 649 per annum (plus benefits)  
Grade 3: R363 582 per annum (plus benefits)  
(Salary based on experience in terms of OSD)

CENTRE: Sterkfontein Hospital, Krugersdorp

REQUIREMENTS: Sterkfontein Hospital is a Specialized Psychiatric Institution. Interested candidates should have a BSc/Bachelor Degree in Dietetics, i.e. a 4 year integrated or 3 /4 year plus 1 year postgraduate degree. Currently registered with the HPCSA as a Dietician. A minimum of 1 year of clinical experience. Sound knowledge of clinical theory, practice, and ethics relating to the delivery of dietetics. Services within a hospital setting and knowledge of current health and public service legislation, regulations and policies. Good communication skills (verbal and written), computer skills (e.g. Microsoft Office), good Interpersonal skills. Ability to work in a multi-disciplinary team and in a changing environment and under pressure. Must have a valid driver's license.

DUTIES: Effectively render optimal, cost effective and evidence based nutritional care in a public service setting according to the department’s quality and financial targets. To assist with the ongoing development and implementation of clinical guidelines, policies and procedures. To perform administrative functions and provide relevant statistics to support the effective and efficient running of the Dietetics department. To assist with the development and implementation of departmental strategic, financial and operational plans. To ensure departmental standards are maintained. Participate in the training and education of relevant staff and students. Assist with coordination of clinical nutrition and food service management. Participate in continuous Professional Development and promotion of the Dietetics Profession.

ENQUIRIES: Dr. E. Pak, Tel no: (011) 951-8341
CLOSING DATE: 24 June 2016

POST 23/107: COMMUNICATION OFFICER REF NO: 001250
Directorate: Administration

SALARY: R211 194 per annum (plus benefits)

CENTRE: Tara the H Moross Centre (Sandton)

REQUIREMENTS: An appropriate recognized three (3) year National Diploma (NQF 6)/Degree in Marketing/Public Relations/Communication, Journalism and Corporate communication with 1-2 yrs experience or grade 12 with three 2-3 years' experience as a communication officer. Good understanding and knowledge of communication, good interpersonal relations, project planning, skills, ability to prepare reports. Be computer literate. A valid driver's license.

DUTIES: Develop and implement communication strategy. Plan, organize, lead, coordinate and control all communication activities of the department. Ensure proper interpretation, application and adherence to all statutory requirements as well as guidelines issued by the department of health. Liaise with internal and external stakeholders. Enforcement of other good behavioral attributes. Facilitate inter-departmental communication through a relevant communication mode/channel. Advice hospital management based on information obtained. Promote health programmes through promotional material. Establish and maintain a good working relation with media and other stake holders. Secretary and liaison between Hospital Board. Emphasizes Batho-Pele principles to staff members.
using different forms of communication. Facilitate the process of News-Letter. Write and edit stories for publication. Educate the community with regards to health related issues such as patient’s right charter, prevention of ailments, HIV, etc. Familiarize the community with official policies that govern the hospital. Coordination of events and functions. Management of notice board information. Perform any other duties that may be laid down from time to time by those in authority.

ENQUIRIES: Mr. V. Doorasamy Tel no: (011) 535-3002/3032
APPLICATIONS: Applications must be delivered to:- Tara the H. Moross Centre, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara H. Moross Centre Private Bag X7 Randburg 2125 or apply online: www.gautengonline.gov.za
CLOSING DATE: 24 June 2016

POST 23/108: NETWORK CONTROLLER REF NO: 001219
Directorate: Information Communication and Technology

SALARY: R 211 194 per annum (plus benefits)
CENTRE: Sedibeng District Health Services
REQUIREMENTS: Grade 12, A+, N+ and 3 years relevant experience. Technical experience in Microsoft Office 2013 & 2016, Windows 7 & 10, web browsers, networking and other desktop peripherals. 1 year Working Knowledge of Telephone Management System & Network Printers Configuration. Knowledge of Batho Pele Principles. Strong interpersonal and communication skills. Ability to work under pressure and learn the departments service delivery components. Should have a valid driver’s license (code: 8/10). Person Profile: Excellent time management, organizational skills, interpersonal skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to Technical and non-technical personnel at various levels in the organization.

DUTIES: Incidents, problems, and changes call logging on the helpdesk system. Provide first level help desk support for end users, solving problems wherever possible and liaising with 2nd & 3rd level support when needed. Resolve connectivity issues and ensure connectivity is maintained for all users on the Department of Health network. Setup and configure PC’s to the network. Troubleshoot hardware and software errors. Install application programs requested by users. Liaise with service providers when lines are down or slow response on the Department of Health WAN. Coordinating of maintenance and repairs of equipment as well as giving periodic feedback. Creating pin codes and users on the Telephone Management System, and linking them with the PABX system. Liaise with staff, users and management to establish requirements for new systems or modifications.

ENQUIRIES: Mr. C.J. Vorster Tel. (016) 950 6110
APPLICATIONS: Quoting the relevant reference number, direct applications to The HR Manager-Sedibeng DHS Private Bag x023 VANDERBIJLPARK 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 24 June 2016

NOTE: The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability.

POST 23/109: FINANCIAL CLERK LEVEL 5 REF NO: 001223
Directorate: Finance

SALARY: R142 461 per annum (plus benefits)
CENTRE: Bheki Mlangeni District Hospital
REQUIREMENTS: Grade 12, 1 year experience in financial field, 2 or more years of experience will be an advantage. Ability in understanding financial policies and prescripts. Computer literate in MS Office software packages. Knowledge of PFMA and Treasury Regulations. Experience with BAS and SAP system. Knowledge of SCOA. Good communication skills both writing and verbal. Ability to effectively function as part of a team.

DUTIES: Daily processing of invoices for payment on SAP, Capturing of Journals and budget. Checking payments on BAS systems. Reconciling of supplier statements, BAS/SAP, BAS/MEDSAS, Fruitless & wasteful expenditure, Accruals. Making follow up of outstanding payments. Monitoring all supplier payments and updating of spreadsheets, handling and solving queries telephonically and in person.
ENQUIRIES : Ms. D.N. Sekwale Tel. (011) 241 5811
APPLICATIONS : Applications must be filled on a Z83 accompanied by certified copies of certificates and ID documents. Applications may be submitted to Bheki Mlangeni District Hospital, P.O. Box 731, Jabulani, 1868 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 24 June 2016
NOTE : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability.

POST 23/110 : FINANCIAL CLERK LEVEL 5, REF NO: S-001226
Directorate: Finance (Revenue & Billing)

SALARY : R142 461 per annum (plus benefits)
CENTRE : Bheki Mlangeni District Hospital

REQUIREMENTS : Grade 12 with 1 year experience in financial field, 2 or more years of experience will be an advantage. Ability in understanding financial policies and prescripts. Computer literate in MS Office software packages. Knowledge of PFMA and Treasury Regulations. Experience with BAS and MEDICOM system. Knowledge of SCOA. Good communication Skills both writing and verbal. Ability to effectively function as part of a team.

DUTIES : Billing of all customers, Manage Adjustment on accounts, Manage daily cash collection, Daily Banking of money collected for revenue, Control face value books, Daily transacting on IRE, Monitor performance of IRE, Capture manual receipts and deposits on BAS, Request BAS reports for Revenue Identification, Allocate fund received on outstanding accounts, Performing all other duties that may be assigned and authorized by a person in charge.

ENQUIRIES : Ms. D.N. Sekwale Tel. (011) 241 5811
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 X12, Marshalltown, 2107.
CLOSING DATE : 24 June 2016
NOTE : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability.

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 X12, Marshalltown, 2107.
CLOSING DATE : 24 June 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( no copies of certified copies allowed, certification should not be more than six months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract. Correspondence will be limited to 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 23/111
**DIRECTOR: MUNICIPAL BUDGETS**
Directorate: Municipal Financial Governance

| SALARY | R864 177 per annum, (All-inclusive package) |
| CENTRE | Johannesburg |

**REQUIREMENTS**
An undergraduate qualification (NQF Level7) as recognized by SAQA in Finance /Accounting or related to the job content. 5 or more years of experience at middle/senior management level. 5 years or more years’ experience in the Finance/Accounting or related field.

**DUTIES**

**ENQUIRIES**
Mr Robert Tsotetsi Tel, No: (011) 227 9000

### POST 23/112
**DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT**
Directorate: Provincial Supply Chain Management

| SALARY | R864 177 per annum, (All-inclusive package) |
| CENTRE | Johannesburg |

**REQUIREMENTS**
An undergraduate qualification (NQF level 7) in Supply Chain Management/ Economics/ Finance or related field. A relevant postgraduate qualification will be an advantage. 5 years of experience at Managerial / Supervision level. 5 years’ experience in public sector Supply Chain Management. 5 years of policy Development, Implementation and Assessment experience.

**DUTIES**
Develop strategies to improve and implement Supply Chain Management reforms at local Provincial government in the Province. Analyse Supply Chain Management policies from Departments, Municipalities and entities to ensure compliance. Annual review and update of the SCM Provincial Framework and implement in the province. Develop and implement a compliance framework for local and provincial institutions. Annually conduct a financial management capability maturity model assessment throughout all institutions. Produce results of the analysis and make recommendations to key stakeholders. Facilitate the relevant condonations applicable. Manage the application and implementation of laws & regulations in local and provincial institutions. Manage the execution of the policy, norms & standards oversight mandate. Conduct knowledge and information sharing of SCM regulations, circulars and practice. Benchmarking best practice and dissemination of all SCM related information from National Treasury to all local and provincial institutions. Prompt communication and dissemination of all SCM related information from National Treasury to all local and provincial institutions. Manage all output and resources allocated to the unit, inclusive of budget and people.

**ENQUIRIES**
Mr Robert Tsotetsi Tel, No: (011) 227 9000

### OTHER POSTS

### POST 23/113
**DEPUTY DIRECTOR: INFRASTRUCTURE MANAGEMENT**
Directorate: Sustainable Fiscal Resource Management

| SALARY | R612 822 per annum (All-inclusive package) |
| CENTRE | Johannesburg |

**REQUIREMENTS**
Relevant 3 year tertiary qualification e.g. National Diploma or Degree related to the job content. 1 – 2 years’ experience in team management/supervision. 3 – 5 years’ experience in the Economic and/ Built Environment or Infrastructure Management field.

**DUTIES**
Monitor the implementation of infrastructure programmes in order to improve planning and delivery of infrastructure targets. Provide technical advice and support to provincial departments on Infrastructure planning and management. Audit and analyse infrastructure projects and make appropriate recommendations. Provide analysis and inputs into budget reforms and budgetary frameworks linked to infrastructure delivery. Implement appropriate monitoring, infrastructure database and evaluation tools to measure financial
viability of infrastructure projects. Facilitate the roll-out of the implementation of the Infrastructure Delivery Improvement Programme (IDIP)

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

POST 23/114 : AUDITOR: RISK MANAGEMENT
Chief Directorate: Risk Management

SALARY : R262 272 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant 3 year tertiary qualification, e.g. National Diploma or Degree in Risk Management/Financial Management/Internal Audit/Business Management. 1–2 years’ experience in the Risk Management/Auditing field. Code 08 Driving Licence.

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 23/115 : SAFETY & SECURITY OFFICER
Directorate: Security & Auxiliary Services

SALARY : R211 194 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric, 3 year qualifications or SAMTRAC/SHERG related qualifications, 3 to 5 years related experience in Occupational Health and Safety Act and related regulations including Injury on Duty Management (IOD) plus Communications & presentation skills, leadership skills & Report writing skills.


ENQUIRIES : Ms Tshiamo Sokupha, Tel, No: 011 227-9000