ANNEXURE L

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 32/86: CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: 001626
Directorate: Medical

SALARY: R981 093– R1 088 862 per annum (all inclusive package)
CENTRE: Sterkfontein Hospital, Krugersdorp
REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner. A minimum of 3 years appropriate experience as Medical Officer after Registration with the HPCSA as Medical Practitioner. A qualification, Health Management, will be an added advantage. Computer literate. Valid driver’s license

ENQUIRIES: Mr. M.J. Mapunya, Tel No: (011) 951-8257
APPLICATIONS: Application must be submitted on Z83 form, certified copies of CV., ID, and Qualifications to be attached. Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740 or apply online at:www.gautengonline.gov.za
CLOSING DATE: 26 August 2016

POST 32/87: ADVERTISEMENT MEDICAL SPECIALIST RADIOLOGY REF NO: 001619
Directorate: Radiology Department

SALARY: R924 378 per annum (all inclusive package)
CENTRE: Leratong Hospital
REQUIREMENTS: Registration with HPCSA as a Specialist in Radiology Skills: Leadership skills. Commuted Overtime contract is compulsory. Ability to work after hours. Mandatory computer literacy.
DUTIES: Render an efficient and cost-effective quality radiology services. Assist with effective and efficient administration of the Radiology Department. Ensure the rational use of resources (Medical/Surgical sundries and equipment). Act as a gatekeeper regarding request for expensive examinations. Effective and efficient training of clinical staff. Ensure collections of quality data and analysis thereof with the department.

ENQUIRIES: Dr D .P Moloi, Tel: No: (011) 411 3508
APPLICATIONS: Applications must be submitted on Z83 with a CV, Certified Copies of ID and Qualifications. Applications should be submitted or hand delivered at Leratong Hospital Human Resource Development (Block 6) 1 Adock Street Chamdor 1740 or applies online at www.gautengonline.gov.za
CLOSING DATE: 26 August 2016
OTHER POSTS

POST 32/88 : ASSISTANT MANAGER RENAL–NURSING–PN-B4 REF NO: 001615
Direcotorate: Nursing services

SALARY : R509 148 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 renal qualification with at least 1 year accredited with SANC in terms of R212. Diploma or degree in nursing administration and education will be an added advantage. Experience: A minimum of 10 years’ experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 6 years’ experience after obtaining the 1 year post basic qualification in the relevant specialty and at least 3 years’ experience in management level. A minimum of 10 years’ experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 6 years’ experience after obtaining the 1 year post basic qualification in the relevant specialty and at least 3 years’ experience in management level. Computer skills in basic programs.

DUTIES : To ensure safe and effective clinical nursing practice general and renal care, Ensure effective management of quality nursing service, Co-ordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development, mentoring of operational managers. Ability and knowledge to carry out Renal and general Nursing procedures and management as per scope of practice. Manage treatment and dialitory modalities for the Renal patients and identify complications, Co-ordinate Acute, chronic and Peritoneal modalities including renal transplant, ensure that the nursing standards are upheld and maintained, manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimum utilization of personnel in the unit, develop SOP’s and protocols for the Department, ability to deal with conflict and knowledge of DoH policies, ensure that the national core standards are maintained and upheld. Manage the Human Resource in the Department and ensure skilling and quality care in the department, Manage the department efficiently and cost effectively.

ENQUIRIES : Mrs. TG Baloyi (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.

CLOSING DATE : 26 August 2016

POST 32/89 : ASSISTANT MANAGER: NURSING – PNA7 REF NO: 001611
Direcotorate: Nursing services

SALARY : R465 939 per annum (plus benefits)
CENTRE : Helen Joseph Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 8 years Appropriate/recognizable experience in nursing after registration as Professional nurse with the SANC in general nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Experience as Assistant Director in nursing administration, education will be an added advantage. Experience: Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as: Nursing Act, OHS Act, Patient Rights Charter, Batho Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative,
Co-operative, Knowledge of the nursing strategy. Ethical standards and self-development are a requisite for upholding the organizational culture.

**DUTIES**: Delegate, supervise and coordinate provision of effective and efficient Patient care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate information on health care. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients’ needs. Develop/ establish and maintain constructive working relationships with nursing and other stakeholders (inter-professional, inter-sectorial and multi-disciplinary team work). Team player, Supportive, Assertive Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure proper utilization of financial and physical resources. Manage Human Resources and ensure skillling and quality care in the department.

**ENQUIRIES**: Mrs. TG Baloyi (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.

**CLOSING DATE**: 26 August 2016

**POST 32/90**

**OPERATIONAL MANAGER: GENERAL STREAM PNA-5 REF NO: 001614**

Directorate: Nursing services

**SALARY**: R367 815 per annum (plus benefits)

**CENTRE**: Helen Joseph Hospital

**REQUIREMENTS**: Registration with SANC as a Professional Nurse. Diploma or Degree in Nursing Science. Minimum of seven (7) years’ experience as a Professional Nurse. Should be willing to work shifts when the need arises. Ability to function in a multi-disciplinary setting and under stressful situations. Experience in HI Care will be an added advantage.

**DUTIES**: Ensure effective communication within the health setting. Take charge of a ward/unit and ensure smooth running thereof. Develop policies and protocols for the Unit. Supervise and control of all material and Human resources. Manage costs and maintain strict control of equipment and budget of the department. Liaise with Hospital management regarding complex issues. Maintain sound relations and team work within the department. Should demonstrate knowledge of DoH policies including National Core Standards. Ensure quality patient care and prevent serious adverse events occurrence. Implement a programme of skillling staff through in-service and demonstration. Develop systems to ensure efficient running of the ward. Conduct PMDS for all staff in the department.

**ENQUIRIES**: Ms. TG Baloyi (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.

**CLOSING DATE**: 26 August 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. NB: please note that employment vetting is mandatory.

**POST 32/91**

**LECTURER PND 1/2: 7 POSTS REF NO: 001630**

Directorate: Bonalesedi Nursing Services

**SALARY**: R317 271-R367 815 per annum (plus benefits)

**CENTRE**: Bonalesedi Nursing College, Campus of the Chris Hani Baragwanath Nursing (college situated at the leratong hospital in kagiso).

**REQUIREMENTS**: Grade 1/PND1: Degree/Diploma in Nursing and a post-basic qualification in Nursing Education. Registration with the South African Nursing Council (SANC) as a professional Nurse and Midwife and in Nursing Education. Minimum of 4 years appropriate/ recognizable nursing experience after registered as a professional Nurse. Grade 2/ PND2: Degree/Diploma in Nursing and a post basic qualification in Nursing Education. Registration with the South African Nursing Council (SANC) as a professional Nurse and Midwife and in Nursing Education. Minimum of 14
years appropriate/recognizable nursing experience after registered as a professional of which 10 years must have been appropriate or recognizable experience in Nursing Education after obtaining 1 year post basic qualification in Nursing Education. For both grades (the candidate must have: Good facilitation and presentation skills, Communication (verbal and written), organizational and problem-solving skills. Computer skills (Word, PowerPoint, Excel). Skill in application and interpretation of regulations and other legislative frameworks pertaining to Nursing Education. Conflict management and supervisory skills. Good research knowledge. Code 08 valid driver’s license.

**DUTIES**

Plan and conduct academic programs, employ a variety of teaching strategies to reach the required outcomes, ensure policy and clinical tool development, Implement PMDS for basic students. Develop, review and evaluate circulars. Implement clinical assessment strategies to determine learner competence in the clinical areas, record keeping as required. Accompany learners in all clinical areas affiliated to the College. Must be prepared to travel to all areas utilized for experiential learning. Curriculum development. Must be able to work under pressure. Have and implement a sound knowledge of all applicable current legislation continuing education in nursing education as well as own specialty. Utilization of technology for teaching, evaluating, monitoring and management of the programme.

**ENQUIRIES**

Mr. S Gopane, Tel No: (011) 696 -8302/8339

**APPLICATIONS**

Applications must be submitted on a Z83 form with a CV and Certified copies Applications should be submitted at Bonalesedi Nursing College(inside Leratong Hospital premises), 01 Adock Road , Chamdor , Kagiso or posted to Private Bag X55, Roodepoort, 1725 or apply online at www.gautengonline.gov.za

**CLOSING DATE**

26 August 2016

**NOTE**

The Institution reserves the right to check criminal records of a candidate. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo competency assessment. The successful candidate will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse Practitioner (OHNP).

**POST 32/92**

**LECTURER (CLINICAL PRECEPTOR) 3 POSTS REF NO: 001629**

Directorate: Bonalesedi Nursing Services

**SALARY**

R317 271- R367 815 per annum (plus benefits)

**CENTRE**

Bonalesedi Nursing College, Campus of the Chris Hani Baragwanath Nursing (college situated at the leratong hospital in Kagiso).

**REQUIREMENTS**

Degree/ Diploma in Nursing and a post basic qualification in Nursing Education. Registration with South African Nursing Council (SANC) as a professional nurse in Education. A minimum of four years (4) appropriate or recognizable nursing experience after registration as a Professional Nurse in general nursing. Communication (verbal & written), organizational and problem solving skills. Good computer skills (MS word, Excel etc.).Applying and interpretation of regulations and other legislative frameworks pertaining to nursing education. Conflict management and supervisory skills. Driver’s license.

**DUTIES**

Provide education and training to student nurses. Develop, plan and implement academic programs. Prepare and present lessons. Participate in the development of college policies. Being actively involved in research for best practices and adhere to legislative prescripts related to student education and training. Coordinate clinical learning exposure to students between college and clinical areas. Accompany students to clinical areas. Plan and implement formative and summative strategies. Support the mission and promote the image of the College. Conduct and participate in nursing research. Implement assessment strategies to determine learner’s competencies. Evaluate academic performance. Complete all relevant reports related to students training in clinical areas. Exercise control over students. Maintain student’s discipline.

**ENQUIRIES**

Mr. S Gopane, Tel No: (011) 696 -8302/8339

**APPLICATIONS**

Applications must be submitted on a Z83 form with a CV and Certified copies Applications should be submitted at Bonalesedi Nursing College(inside Leratong Hospital premises), 01 Adock Road , Chamdor, Kagiso or posted to Private Bag X55, Roodepoort, 1725 or apply online at www.gautengonline.gov.za

**CLOSING DATE**

26 August 2016

**NOTE**

The Institution reserves the right to check criminal records of a candidate. It is the applicant’s responsibility to have foreign qualifications evaluated by the South
African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo competency assessment. The successful candidate will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse Practitioner (OHNP).

**POST 32/93**

**ASSISTANT DIRECTOR: EVENT MANAGEMENT REF NO: 001605**

Directorate: Communication and Stakeholder Management

**SALARY**

R311 784 per annum (plus benefits)

**CENTRE**

Central Office

**REQUIREMENTS**

Recognised relevant tertiary qualification (national diploma or degree), preferably in Communications or Public Relations. Advanced knowledge of event management, stakeholder management and mobilisation. A minimum of 5 years relevant experience in advocacy, public relations and events management and protocol services. Knowledge of communications strategy and policy in the public sector. Knowledge of departmental communication processes. A valid driver’s licence. Good customer focus responsiveness and analysis. Good written and verbal communication skills. Excellent report writing, planning, organising, financial management, marketing, stakeholder relations and relationship building skills.

**DUTIES**

Management of the departmental events, public participation programmes, promotional material and branding. Provide input in internal and external communication strategies. Provide monthly reports and quarterly reports, managing staff development, training and leave plans. Manage the sub directorate’s resources.

**ENQUIRIES**

Ms Kealeboga Mohajane, Tel No: (011) 355 3477

**APPLICATIONS**

The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online by visiting www.gautengonline.gov.za

**CLOSING DATE**

26 August 2016

**POST 32/94**

**LOGISTICAL SUPPORT OFFICER LEVEL 7 REF NO: 001623**

Directorate: Supply Chain Management

**SALARY**

R211 194 – R248 781 per annum (plus benefits)

**CENTRE**

Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**

Grade 12 and appropriate B Degree or 3-year National Diploma in Finance, Logistics, Supply Chain Management, Purchasing Management or equivalent qualification. Minimum of 3-years and above experience in the field of Supply Chain. Knowledge and proficiency in SAP/SRM and R3. Understanding of Public Service legislative framework including Treasury Regulation, PFMA, PPPFA and B-BBEE (Practice Notes and Code of Conduct for SCM Practitioners). Computer literacy (Word, Outlook and Excel). Ability to work independently and under pressure. Effective communication skills (written and verbal).

**DUTIES**

Provide administrative support to the Bid Committees. Compile reports in areas of supervision. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Manage staff and their performance. Ensuring annual and biannual stock taking is conducted. Compile stock taking report. Prepare monthly reconc on inventory stock. Liaise with suppliers to ensure deliverance of correct quantity and quality of stock. Attend to Supply Chain Management audit queries.

**ENQUIRIES**

Ms. E.D. Kau, Contact No (012) 318-6495

**APPLICATIONS**

People with disabilities are welcome to apply. 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**

26 August 2016

**POST 32/95**

**FINANCIAL CONTROLLER REF NO: TRH 14/2016**

Directorate: Finance

**SALARY**

R211 194 per annum (plus benefits)

**CENTRE**

Tshwane Rehabilitation Hospital

**REQUIREMENTS**

Grade 12 certificate plus five years appropriate experience or Diploma in Financial Management or equivalent qualification with Three years relevant experience. Good knowledge of financial Systems e.g. BAS, PERSAL, SAP, PAAB and
government regulation like DORA, Treasury Regulation, Financial Delegation, knowledge of SCOA and SRM. Computer literacy, good written and verbal communication skills, ability to work under pressure and independently.

**DUTIES**: Prepare journals and statement of position. Assist with budget preparations and monitoring. Ensure and monitor compliance to internal control and operation procedures. Manage all financial related queries, ensure proper record keeping daily follow-up of creditor's payment on BAS. Supervise financial clerks, request monthly income and expenditure reports on BAS, reconciliation of transversal system. Releasing of PO’s on SRM system. Approval e-journal on SAP and approving of e-invoicing on SAP.

**ENQUIRIES**: Mr GT Mabena, Tel. No: (012) 354 - 6025

**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**: 27 August 2016

**NOTE**: The post will be filled according to Employment Equity target of the institution

**POST 32/96**: Financial Controller: Financial Reporting, REF NO: 001606

**SALARY**: R211 294 per annum (plus benefits)

**CENTRE**: Central Office. Johannesburg

**REQUIREMENTS**: A 3 year tertiary qualification in finance or related field with at least 2 years relevant experience. Knowledge of BAS, PERSAL, SAP and Excel. Good communication skills and computer literate.

**DUTIES**: Manage liabilities and commitments within budget constraints, including; recording, reconciliation and settlement. Perform General Ledger reconciliations (including bank reconciliations, clearing of suspense and interdepartmental accounts). Manage the financial system interface exceptions. Perform month-end and year-end accounts closure process. Analyse and interpret data in order to provide financial management information for decision making. Provide accounting and financial information and responses to risk, audit and other assurance providers. Utilise BAS to capture accounting transactions, control the general ledger, perform financial administration and prepare financial reports. Maintain an accurate accruals register and report monthly, quarterly and annually. Maintain statutory and other required registers with supporting documents, including but not limited to; register of unauthorised, fruitless, wasteful and irregular expenditure, - register of losses, damages and claims, etc.

**ENQUIRIES**

**APPLICATIONS**: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online by visiting www.gautengonline.gov.za

**CLOSING DATE**: 26 August 2016

**POST 32/97**: Nursing Administration Clerk REF NO: S-001612

**SALARY**: R142 461 per annum (plus benefits)

**CENTRE**: Helen Joseph Hospital

**REQUIREMENTS**: Standard 10 or Grade 12 certificate. A minimum 6/12 months experience in Nursing management office or nursing human resource management and general office administration. Good command of the English language, Extensive knowledge of MS Word, Excel, PowerPoint and Outlook is critical. Writing skills and computer literacy. Ability to work under pressure and independently. Ability to handle stressful environment. The following attributes are essential: Office Organisational skills, minutes taking, filing skills including electronic filing. Additional advantages: Knowledge of data capturing, experience in the health sector/environment

**DUTIES**: Typing of memos and minutes for meetings. Compiling of stats into graphs. Ordering of stationary and grocery for meetings. Keep stats for nursing department. Liaise with the wards and other departments. Ensure proper maintenance of the nursing administration block including lecture room2, 5 and the library and do follow up and keep records. Relieves in DD’s office when the PA is on leave. Management of the diary. Arrange and prepare for meetings, taking, typing and
distribution thereof. Assists with making photocopies. Collect duty schedules from the wards and file them. General Admin work for Nursing management and Personnel Development. Capturing of complaints and referral to managers.

ENQUIRIES : Ms. TG Baloyi Tel No: (011) 489 0896
APPLICATIONS : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Applications should be submitted at Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department.
CLOSING DATE : 26 August 2016
NOTE : Please attach all necessary documents including your valid ID copy and People with disabilities are welcome to apply and NB: Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS Act 85 of 1993. NB: please note that employment vetting is mandatory.

POST 32/98 : ADMINISTRATION CLERK REF NO: 001607
Directorate: Revenue Management (Patient Administration)

SALARY : R142 461 per annum (plus benefits)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : Grade 12 or equivalent with at least 2 years relevant experience. Professionalism and the ability to exceed customer expectations. Proactive in dealing with demands. Computer literacy (Word, Excel, Access, Power point).
DUTIES : Assist with administrative duties in the unit. Minutes taking and recording. Recording and tracking of both incoming and outgoing documents. Assist with logistical arrangements in the office. Recording of downtime registers issued from hospitals. Compile monthly and quarterly downtime reports from institutions. Compile the medical schemes rejected claims. Assist with queries from external stakeholders. Documents capturing, course evaluation tools and any other administration related activities.

ENQUIRIES : Ms. N. Kalipa, Tel No: (011) 355 -3474
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online by visiting www.gautengonline.gov.za
CLOSING DATE : 26 August 2016

POST 32/99 : MATERIAL RECORDING CLERK LEVEL 5 REF NO: 001624
Directorate: Supply Chain Management

SALARY : R142 461 – R167 814 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 and relevant qualification in Supply Chain. 1-year experience in the field of Supply Chain. Basic knowledge and understanding of legislative framework governing Public Service. Good communication and computer skills. Asset Management will be an added advantage.

ENQUIRIES : Ms. E.D. Kau, Contact No (012) 318-6495
APPLICATIONS : People with disabilities are welcome to apply. 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 : 26 August 2016

POST 32/100 : ADMINISTRATION CLERK REF NO: 001608
Directorate: Revenue and Contract Management

SALARY : R142 461 per annum (plus benefits)
CENTRE : Central Office, Johannesburg
**REQUIREMENTS**: Grade 12 Certificate with 2 years administration experience preferably in Finance. Computer literacy and knowledge of Ms-Excel, Ms-Word, Internet, e-mail. BAS & SAP would be an added advantage. Knowledge of legislation & regulation pertaining to public service administration. Experience in capturing of receipts on BAS would be an added advantage.

**DUTIES**: Capturing of receipts from institutions. Monitoring of institution’s SAP receipt transactions. Monitoring and clearing of revenue ledger accounts i.e. bank exception, bank adjustment, receipt control account. Provide cash book services with allocations for unidentified EFT’s and bank deposits. Review completeness and correctness of Institutions TPH 45A (Cash Book). Reconciliations and assist to follow up on outstanding receipts and deposits. Compile departmental donation report. Handle and resolve queries from institutions on receipts and deposits. Liaise with Gauteng Treasury Cash Book Services regarding the funder’s payments not allocated on BAS. Compile the quarterly revenue report for National Department of Health. Assist in compiling revenue general reports.

**ENQUIRIES**

**APPLICATIONS**

**CLOSING DATE**

**POST 32/101**

**SALARY**

**CENTRE**

**REQUIREMENTS**

**DUTIES**

**ENQUIRIES**

**APPLICATIONS**

**CLOSING DATE**

**NOTE**

*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**

**CLOSING DATE**

**NOTE**

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

POST 32/102 : DEPUTY DIRECTOR: CORPORATE PERFORMANCE REPORTING
Directorate: Corporate Performance Monitoring & Evaluation

SALARY : R612 822 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma or Bachelor’s Degree in public management, policy development, monitoring & evaluation, business management or related field. Minimum 2 years in the role of performance monitoring, quality management and/or strategy management and performance monitoring and reporting. 3 years in a management function. Facilitation of M&E quality assurance and information workshops. Experience with planning, design and implementation of systems including use of logical framework approach, results based M&E and other contemporary strategic planning approaches. Data and information analysis and reporting to stakeholders and experience with data processing and analysis using computer systems.

DUTIES : Manage a team of performance monitoring and reporting specialists (Assistant Director level) Develop and implement policies, processes and procedures for performance monitoring and reporting Oversee the reporting of departmental performance to executive management, Legislature and Audit Committee and other stakeholders Conduct performance analysis of programme and projects performance and facilitate implementation of innovative solutions to ensure departmental programmes achieve planned objectives Identify opportunities for improvement of programme performance Develop and implement systems for effective management of performance information Manage portfolio of department’s business processes

ENQUIRIES : Ms. Tshiamo Sokupha Tel No: (011) 227-9000
NOTE : All shortlisted candidates may be required to write simulation test.

POST 32/103 : ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING
Directorate: CFO’s Office

SALARY : R311 784 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A relevant 3 years tertiary qualification e.g. National Diploma or Degree in Financial Management plus 4 – 5 years’ experience in the financial/accounting field and related field. Good understanding of PFMA, Treasury Regulations and Standards Charts of Accounting. Knowledge of Microsoft Office (Excel, PowerPoint and Word). Knowledge of BAS and SAP will be an added advantage. Relevant experience in budget planning process, expenditure control analysis, monitoring and general financial reporting.

DUTIES : Manage the collection and collation of budget inputs for budget planning. Drive the MTEF and annual budget process in terms of Virements, adjustments, shifting and reprioritisation of funds. Co-ordinate, consolidate and manage the Departmental budget. Ensure accuracy and completeness of the Medium Term Expenditure Framework budget process. Upload the budget on BAS. Ensure correct allocation or alignment of expenditure through giving SCOA allocations of the order. Monitor of expenditure against the budget. Ensure that expenditure is in accordance with its budget allocations. Retrieve and distribute monthly expenditure report to directorates. Prepare expenditure report in terms of section 40 of the PFMA. Compilation of the appropriation statement for interim and annual financial statements. Monitor and ensure correct departmental costing of compensation of employee’s budget and expenditure. Analysis of expenditure items on the trial balance. Handle other administrative matters as requested by senior managers.

ENQUIRIES : Ms. Tshiamo Sokupha Tel No: (011) 227-9000
NOTE : All shortlisted candidates may be required to write simulation test.

POST 32/104 : PERSONAL ASSISTANT: CHIEF DIRECTOR- CORPORATE SERVICES
Directorate: Corporate Services

SALARY : R211 194 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma. 3 – 5 years’ experience in the public sector and/or related area.
DUTIES: Provide a personal assistance support service to the Chief Director. Receive visitors on behalf of the Chief Director. Type documents on behalf of the Director. Receive telephone calls, record messages and communicate the messages to the Chief Director. Manage the diary of the Chief Director. Serve as a secretariat for meetings by preparing invites, agendas and minutes. Develop and implement an efficient filing system. Receive record and distribute all incoming and outgoing documents. Peruse agendas and meeting documents to identify the relevant documents that need the Chief Director’s urgent attention. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure the application thereof is understood.

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