ANNEXURE O

PROVINCIAL ADMINISTRATION: GAUTENG
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.

OTHER POSTS

POST 22/57 : MEDICAL SPECIALIST GRDE 1-3 – REF NO: 06779
Directorate: Family Medicine

SALARY: Grade 1: R802 884 – R852 147 per annum (all inclusive package)
Grade 2: R918 003 – R974 337 per annum (all inclusive package)
Grade 3: R1 065 381 – 1 R331 964 per annum (all inclusive package)

CENTRE: Ekurhuleni Health District

REQUIREMENTS: Grade 1: Registration with HPCSA as a Medical Specialist (Family Medicine);
Grade 2: Minimum of five (05) years appropriate experience as a Medical Specialist (Family Medicine) after registration with HPCSA;
Grade 3: Minimum of ten (10) years appropriate experience as a Medical Specialist (Family Medicine) after registration with HPCSA. Current proof of registration with the HPCSA as a Family Physician. - Teaching experience is required as it is a Joint appointment post with the department of Family Medicine, Faculty of Health sciences, University of the Witwatersrand (Wits) as a lecturer. Experience in health management, transformation and willingness to make a difference in the district health services.
Recommendations: Experience in district health service and family practice. Experience in PHC services, HAST, EBM and ward based PHC outreach Programmes. Willingness to work in any facility within the sub-district or district

DUTIES: Compile Improve Patient / client care through implementation of appropriate evaluation methods and tools, improve chronic patient care, improve patient records keeping, enhance accessibility of clinical services to poorest wards and disadvantaged communities in the district, maintain and improve 24 hours clinical services community health centres (CHCs) in the sub-district, improve services for older persons and disadvantaged individuals in the sub-district, improvement in-service training on clinical care services for health care workers, improve antenatal care for pregnant clients attending PHC facilities, improve maternal care services in MOU in the applicable CHC, improve management of paediatric patients in the MOU and clinic, improve emergency medical services, improve performance of minor surgical procedures, provide care for people living with HIV and TB, improve medical student training at the district training complex / campus (DEC), improve supervision and training of clinical associates (BCMP program), contribute to Family medicine registrar training of WITS / UP, undertake research protocol development, presentation & publication, develop proper referrals between clinics and level 2 hospitals, improve DATA collection among doctors and nurses at the clinics, ensure compliance with code of conduct and public service disciplinary procedures, improve on attendance of doctors at work at the clinic and sub-district, ensure compliancy with PMAs and PMDS, and manage internal and external stakeholder complaints & conflicts effectively.

ENQUIRIES: Dr. S. Agbo. Tel No: (011) 878 8548/Cell: 079 877 4845

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

CLOSING DATE: 19 June 2015
POST 22/58 : PHARMACIST GRADE 2 - REF NO: 06751
Directorate: Sedibeng District Health Services

SALARY : R545 178 – R578 628 per annum (all inclusive remuneration package)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as a Pharmacist and proof of current registration (RSA) plus 5 years experience required after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Foreigner: One year relevant experience after registration as Pharmacist with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. PERSON PROFILE: Excellent time management, organizational skills, communication 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. Ability to work with mental health care users and patients.

DUTIES : The provision of pharmaceutical care by taking responsibility for the patients medical-related needs and being accountable for meeting these needs. The purchasing, acquiring, importing, keeping, possessing, using, releasing, storage, packaging, re-packing, supplying and distribution or selling of any medication or scheduled substance or the supervisor thereof Rational medicine use. The initiation and conducting of pharmaceutical research and development. The promotion of public health. The provision information to individuals in order to promote health. The provision of instruction regarding the correct use of the medicine supplied. Reporting to the pharmacy supervisor. The maintenance of all documents, to ensure a document trail for a period of 5 years in accordance with the Standard Operating Procedures and Legislation. To record all transaction in accordance to the Standard Operating Procedures, Legislation and produce the required reports as instructed by the pharmacist. Accept responsibility for the Basic/Post basic level program, by reading the manuals, completing all learning activities timeously for assessment by the tutor. To adhere to the training schedule. Attend all training and assessment session well prepared. Ongoing staff appraisal and development process. To manage all work related project assigned. Good pharmacy practice as published in the Rules of the Council must be adhered to at all times. Sign performance contract in annual basis. Take part in the Gauteng Turnaround Strategy, PHC Reengineering and Establish of the Sub-District.

ENQUIRIES : Ms. S. Tayob Tel. (016) 950 6092
APPLICATIONS : Quoting the relevant reference number, direct applications to The HR Manager, Sedibeng DHS Private Bag x023 VANDERBIJPARK 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 : 19 June 2015

POST 22/59 : DEPUTY DIRECTOR: PERFORMANCE MONITORING AND EVALUATION – REF NO: 06781
Directorate: Performance Monitoring and Evaluation

SALARY : R532 278 per annum (all inclusive remuneration package)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Appropriate recognize Bachelor’s Degree or equivalent qualification. Minimum of 5 years’ experience, preferably in a Managerial position (Monitoring and Evaluation). Computer literacy and drivers License is essential. Strong research, writing and analytical skills. Experience in strategic planning an monitoring and evaluation of Government performance. Public policy expertise and ability to develop and analyze delivery value chains. Excellent planning, organizational, communication, project management, financial and people management skills. Ability to work across to all the components within Ekurhuleni Health District.

DUTIES : Coordinate outcomes - based planning, monitoring and evaluation in line with provincial strategic priorities and key outcome areas. Facilitate the annual intergovernmental planning, monitoring and evaluation cycle. Analyze departmental submissions and development of annual outcome plans, annual District Programme of Action. Ensure the setting of appropriate indicators and targets for key interventions within key outcomes area, including indicator definitions and standards. Coordinate the district wide performance monitoring and reporting in key outcome areas. Facilitate
data verification and validation. Undertake data analysis and strategic analysis and develop strategic performance reports. Coordinate District Health Plan (DHP) for Ekurhuleni Health District. Coordinate and ensure the Operational plans are developed and implemented by all the units/ component. Manage and coordinate evaluations and policy research. Support policy analysis to facilitate appropriate theories of change, setting of indicators and targets and alignment with policy priorities. Contribute to the design and maintenance of appropriate information management systems. Responsible for Risk Management and Coordination of DHER.

ENQUIRIES:
Ms. N. Mekgwe Tel No: (011) 878 – 8503

APPLICATIONS:
Please note this posts are open to Public Service and Private employees. Applications can be delivered to: The Human Resource Manager: Ekurhuleni Health District, 40 Catlin Street Germiston, or apply online at: www.gautengonline.gov.za Correspondence will be limited to shortlisted candidates only. If you have not contacted within three (3) months of the closing date, please accept that your application was unsuccessful.

CLOSING DATE:
19 June 2015

POST 22/60:
PHARMACIST GRADE 1 - REF NO: 06752
Directorate: Sedibeng District Health Services

SALARY:
R498 594 – R529 188 per annum (all inclusive remuneration package)

CENTRE:
Sedibeng District Health Services

REQUIREMENTS:
Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as a Pharmacist and proof of current registration (RSA). No experience required after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa, Foreigner: One year relevant experience after registration as Pharmacist with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. PERSON PROFILE: Excellent time management, organizational skills, communication 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. Ability to work with mental health care users and patients.

DUTIES:
The provision of pharmaceutical care by taking responsibility for the patients medical-related needs and being accountable for meeting these needs. The purchasing, acquiring, importing, keeping, possessing, using, releasing, storage, packaging, re-packaging, supplying and distribution or selling of any medication or scheduled substance or the supervisor thereof Rational medicine use. The initiation and conducting of pharmaceutical research and development. The promotion of public health. The provision of instruction to individuals in order to promote health. The provision of instruction regarding the correct use of the medicine supplied. Reporting to the pharmacy supervisor. The maintenance of all documents, to ensure a document trail for a period of 5 years in accordance with the Standard Operating Procedures and Legislation. To record all transaction in accordance to the Standard Operating Procedures, Legislation and produce the required reports as instructed by the pharmacist. Accept responsibility for the Basic/Post basic level program, by reading the manuals, completing all learning activities timeously for assessment by the tutor. To adhere to the training schedule. Attend all training and assessment session well prepared. Ongoing staff appraisal and development process. To manage all work related project assigned. Good pharmacy practice as published in the Rules of the Council must be adhered to at all times. Sign performance contract in annual basis. Take part in the Gauteng Turnaround Strategy, PHC Reengineering and Establish of the Sub-District.

ENQUIRIES:
Ms. S. Tayob Tel. (016) 950 6092

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:
19 June 2015

POST 22/61:
ASSISTANT DIRECTOR (ADMINISTRATION) REF NO: 06784
Directorate: Professional Development and Training

SALARY:
R270 804 – R327 126 per annum (plus benefits)

CENTRE:
Lebone College of Emergency Care
REQUIREMENTS: An appropriate Degree or National Diploma with at least 5-10 years or grade 12 with more than 10 years Management and Administration experience. Sound knowledge of Government Policies and Acts. Knowledge of government system at National and Provincial Level. Extensive experience in Transport, Human Resource, Procurement, Finance, Risk Management, FMU, Cleaning Contract, Security Contract and administration is essential. To be a multidisciplinary team leader and to work under pressure and independently. Good understanding of the public service legislation and prescripts applicable to the Government including systems and procedures. Extensive experience and exposure in managerial position, Conflict Resolution Skills and valid code 08 driver’s license is essential. MS Word, Excel and Access, Ms Power Point, MS Outlook, Knowledge of PERSAL, Financial Management, Project Management, Change and knowledge management and People Management. Good report writing and communication skills.


ENQUIRIES: Mr H Lubbe, Tel No: (012) 356 8005
APPLICATIONS: Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or PO Box 26876, Gezina 0031 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 19 June 2015

POST 22/62: TRAINING OFFICER 2 POST REF NO: 06805

REQUIREMENTS: 3 year Degree / Diploma in Human Resource Development/Management with 5 years working experience in Human Resource Development and or PMDS or Grade 12 with 8 years working experience in Human Resource Development and or PMDS, knowledge of the Public Service Act and Regulations, Skills Development Act, Skills Levy Act, SAQA, NQF, NSDS etc. Presentation and facilitation skills, Computer literacy. Certificate in Persal and Driver’s license must be attached.

DUTIES: Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advice employees with regards to career development. Assist with skills development audits. Assist departments with PMDS matters. Ensure that departments submit PMDS contracts and quarterly reviews. Facilitate needs directed courses/seminars/workshop. Serve as a secretary during training committee meetings. Monitor the implementation of PMDS. Advise management and staff on PMDS issues. Assist and Advise management and staff on employment Equity issues.

ENQUIRIES: Ms. TP Masilela, Tel: (012) 529 3056
APPLICATIONS: Applications must be submitted on Z83 form and must be accompanied by certified copies of qualifications and proof of service record attached, ID copy and a CV. Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr George Mukhari Academic Hospital: Private Bag x422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za. The Department reserves the right to fill this position(s). All candidates that previously applied are welcome to re-apply.
CLOSING DATE: 06 July 2015

POST 22/63: ADMIN OFFICER /RECORDS MANAGEMENT REF NO: 06765

REQUIREMENTS: 3 year Degree / Diploma in Human Resource Development/Management with 5 years working experience in Human Resource Development and or PMDS or Grade 12 with 8 years working experience in Human Resource Development and or PMDS, knowledge of the Public Service Act and Regulations, Skills Development Act, Skills Levy Act, SAQA, NQF, NSDS etc. Presentation and facilitation skills, Computer literacy. Certificate in Persal and Driver’s license must be attached.

DUTIES: Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advice employees with regards to career development. Assist with skills development audits. Assist departments with PMDS matters. Ensure that departments submit PMDS contracts and quarterly reviews. Facilitate needs directed courses/seminars/workshop. Serve as a secretary during training committee meetings. Monitor the implementation of PMDS. Advise management and staff on PMDS issues. Assist and Advise management and staff on employment Equity issues.

ENQUIRIES: Ms. TP Masilela, Tel: (012) 529 3056
APPLICATIONS: Applications must be submitted on Z83 form and must be accompanied by certified copies of qualifications and proof of service record attached, ID copy and a CV. Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr George Mukhari Academic Hospital: Private Bag x422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za. The Department reserves the right to fill this position(s). All candidates that previously applied are welcome to re-apply.
CLOSING DATE: 06 July 2015

POST 22/63: ADMIN OFFICER /RECORDS MANAGEMENT REF NO: 06765

REQUIREMENTS: 3 year Degree / Diploma in Human Resource Development/Management with 5 years working experience in Human Resource Development and or PMDS or Grade 12 with 8 years working experience in Human Resource Development and or PMDS, knowledge of the Public Service Act and Regulations, Skills Development Act, Skills Levy Act, SAQA, NQF, NSDS etc. Presentation and facilitation skills, Computer literacy. Certificate in Persal and Driver’s license must be attached.

DUTIES: Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advice employees with regards to career development. Assist with skills development audits. Assist departments with PMDS matters. Ensure that departments submit PMDS contracts and quarterly reviews. Facilitate needs directed courses/seminars/workshop. Serve as a secretary during training committee meetings. Monitor the implementation of PMDS. Advise management and staff on PMDS issues. Assist and Advise management and staff on employment Equity issues.

ENQUIRIES: Ms. TP Masilela, Tel: (012) 529 3056
APPLICATIONS: Applications must be submitted on Z83 form and must be accompanied by certified copies of qualifications and proof of service record attached, ID copy and a CV. Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr George Mukhari Academic Hospital: Private Bag x422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za. The Department reserves the right to fill this position(s). All candidates that previously applied are welcome to re-apply.
CLOSING DATE: 06 July 2015

POST 22/63: ADMIN OFFICER /RECORDS MANAGEMENT REF NO: 06765

REQUIREMENTS: 3 year Degree / Diploma in Human Resource Development/Management with 5 years working experience in Human Resource Development and or PMDS or Grade 12 with 8 years working experience in Human Resource Development and or PMDS, knowledge of the Public Service Act and Regulations, Skills Development Act, Skills Levy Act, SAQA, NQF, NSDS etc. Presentation and facilitation skills, Computer literacy. Certificate in Persal and Driver’s license must be attached.

DUTIES: Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advice employees with regards to career development. Assist with skills development audits. Assist departments with PMDS matters. Ensure that departments submit PMDS contracts and quarterly reviews. Facilitate needs directed courses/seminars/workshop. Serve as a secretary during training committee meetings. Monitor the implementation of PMDS. Advise management and staff on PMDS issues. Assist and Advise management and staff on employment Equity issues.

ENQUIRIES: Ms. TP Masilela, Tel: (012) 529 3056
APPLICATIONS: Applications must be submitted on Z83 form and must be accompanied by certified copies of qualifications and proof of service record attached, ID copy and a CV. Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr George Mukhari Academic Hospital: Private Bag x422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za. The Department reserves the right to fill this position(s). All candidates that previously applied are welcome to re-apply.
CLOSING DATE: 06 July 2015

POST 22/63: ADMIN OFFICER /RECORDS MANAGEMENT REF NO: 06765

REQUIREMENTS: 3 year Degree / Diploma in Human Resource Development/Management with 5 years working experience in Human Resource Development and or PMDS or Grade 12 with 8 years working experience in Human Resource Development and or PMDS, knowledge of the Public Service Act and Regulations, Skills Development Act, Skills Levy Act, SAQA, NQF, NSDS etc. Presentation and facilitation skills, Computer literacy. Certificate in Persal and Driver’s license must be attached.

DUTIES: Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advice employees with regards to career development. Assist with skills development audits. Assist departments with PMDS matters. Ensure that departments submit PMDS contracts and quarterly reviews. Facilitate needs directed courses/seminars/workshop. Serve as a secretary during training committee meetings. Monitor the implementation of PMDS. Advise management and staff on PMDS issues. Assist and Advise management and staff on employment Equity issues.
**REQUIREMENTS**

Appropriate 3 years National Diploma /Degree with more than 3 years relevant experience or grade 12 with more than 5 years’ experience in Records/Registry and Archive management within the Public Service environment. SKILLS: Good writing skills, computer literate and driver’s license. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to handle tasks of multi-disciplinary nature. Supervisory experience will be an advantage.

**DUTIES**

Supervise and monitor Patient Records and Archives staff i.e. Record/Registry and MVA Clerks, messengers, photocopy operators, etc. Provision of uniform standards for management of patient records and Procedures to ensure that information is transmitted with appropriate security measures, and control management of promotion of access to information (PAIA). Ensure prudent management, decongestion and preservation of patient filing room, proper transfer to both paper and e-records to an archives repository, safe keeping of records, transfers of semi archival from offices, with all preserved records meeting safety standards as prescribed by NARS Act. Management of registers and archives. Ensure that photocopy machines are in working condition at all times, that postal services are done according to National Archives and Services Act 43/1996, filing of document daily, distribution of weekly circular list to all EXCO members. Ensure that application forms for Human Resource Department are collected from Post Office when a need arises. Provide guidance and advice to subordinates. provide weekly, monthly and statistics report given to the Admin officer are done on a quarterly basis. that subordinates go on training (including in service training).

**ENQUIRIES**

Ms. M .M Leballo, Tel No: (012) 717 9434

**APPLICATIONS**

Applications must be submitted on a Z83 form, CV and certified copies of Qualifications quoting the reference no to: The department of Health, Jubilee District Hospital, Private Bag x 449, Hammanskraal, 400 or Hand delivered to Jubilee District Hospital Stand no.92, Jubilee road, Temba, 0407 or Apply online at: www.gautengonline.gov.za

**CLOSING DATE**

19 June 2015

**POST 22/64**

CHIEF SECURITY OFFICER REF NO: 06802

**SALARY**

R 183 438 per annum (plus benefits)

**CENTRE**

Dr. George Mukhari Academic Hospital

**REQUIREMENTS**


**DUTIES**


**ENQUIRIES**

Mr. Mangena NL, Tel No: (012) 529 3620

**APPLICATIONS**

Applications must be submitted on Z83 form and must be accompanied by certified copies of qualifications, ID copy and a CV. Applications can be delivered to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za. The Department reserves the right to fill the position(s)

**CLOSING DATE**

06 July 2015

**POST 22/65**

PHARMACIST ASSISTANT (POST- BASIC) - REF NO: 06772

**SALARY**

R148 440 – R167 214 per annum (plus benefits)

**CENTRE**

Sedibeng District Health Services

**REQUIREMENTS**

As required by the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist
Assistant. Proof of current registration (RSA). Post-Basic Pharmacist Assistant previous experienced within the department of Health will be an added advantage.

**DUTIES:**
- The dispensing of schedule 1 and 2 medicines. Assist with the manufacturing of a non-sterile medicine or scheduled substance according to a formula and standard operating procedures approved by the responsible Pharmacist. The re-packaging of medicine.
- The distribution and control stock up to schedule 6 medicine. The ordering of medicine up to schedule 6 according to the instruction of the responsible Pharmacist. The provision of information to individuals in order to promote health. Take part in the Gauteng Turnaround Strategy, PHC Reengineering and Establish of the Sub-District.

**ENQUIRIES:**
Ms. S. Tayob Tel. (016) 950 6092

**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:**
19 June 2015

**POST 22/66**

**HUMAN RESOURCE CLERK REF NO: 06759**
Directorate: Administration Services

**SALARY**
R123 738 per annum (plus benefits)

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

**REQUIREMENTS**
Grade 12 or equivalent with 1 or more year’s relevant experience. Excellent communication, good interpersonal relations and organizational skills. Must be computer literate. Ability to interpret HR policies and prescripts. Introduction to PERSAL Certificate a must. Ability to work with confidential information. Knowledge of Labour Relations and a driver’s license will be an added advantage.

**DUTIES:**
- Handling of all personnel and salary administration. Coordinate service benefits, filling, PMDS, Training and Development, Recruitment and Selection. Administration of attendance registers. Prepare documents to be sent to GDF. Carry out lawful duties allocated by the supervisor. Attend to HR related enquiries.

**ENQUIRIES:**
Ms. M. A. Ngobeni, Tel No: (011) 535 3190

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

**CLOSING DATE:**
19 June 2015

**POST 22/67**

**ASSET CLERK SR 05 – REF NO: 06764**
Directorate: Emergency Medical Services

**SALARY**
R123 738 per annum (plus benefit)

**CENTRE**
Sedibeng

**REQUIREMENTS**
Grade 12 or equivalent qualification, relevant experience in Asset Management will be an added advantage. Knowledge of relevant government procedures and policies, excellent communication and interpersonal skills, Computer literacy is essential and valid code drivers licence.

**DUTIES:**
- Barcode all assets, update assets register, maintain the physical movement of an asset and update asset register in terms of movement, additions and disposals, identify and prepare information on assets for disposal, perform physical verification on all EMS assets, update monthly registers (maintenance register, intangible register, donation register, laptop register and loss register) Be prepare to travel the whole Gauteng EMS Districts and work long hours. Perform other duties as delegated by the supervisor.

**ENQUIRIES:**
Mrs NA Nkuna   Tel No. (011) 564 2003

**APPLICATIONS:**
Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 Halfwayhouse 1685.or www.gautengonline.gov.za

**CLOSING DATE:**
19 June 2015

**POST 22/68**

**ASSET CLERK SR 05 – REF NO: 06763**
Directorate: Emergency Medical Services

**SALARY**
R123 738 per annum (plus benefits)

**CENTRE**
Ekurhuleni

**REQUIREMENTS**
Grade 12 or equivalent qualification, relevant experience in Asset Management will be an added advantage. Knowledge of relevant government procedures and policies,
excellent communication and interpersonal skills. Computer literacy is essential and valid code driver’s licence.

**DUTIES**
Barcode all assets, update assets register, maintain the physical movement of an asset and update asset register in terms of movement, additions and disposals, identify and prepare information on assets for disposal, perform physical verification on all EMS assets, update monthly registers (maintenance register, intangible register, donation register, laptop register and loss register). Be prepared to travel the whole Gauteng EMS Districts and work long hours. Perform other duties as delegated by the supervisor.

**ENQUIRIES**
Mrs NA Nkuna Tel No. (011) 564 2003

**APPLICATIONS**
Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 Halfwayhouse 1685 or www.gautengonline.gov.za

**CLOSING DATE**
19 June 2015

**POST 22/69**
**CLEANER (SUPERVISOR) – REF NO: 06803**
Directorate: Support

**SALARY**
R103 494 per annum (plus benefits)

**CENTRE**
South Rand Hospital

**REQUIREMENTS**
Grade 10/12 or equivalent qualification, at least certificate in cleaning, vast training in cleaning, a supervisor for a year or 3 years’ experience in cleaning environment.

**DUTIES**
Manage cleaning department and supervise cleaners on their day to day duties. Monitor and evaluate cleaners work performance. Ensure adequate supply of all resources. Complete ordering request forms in time to avoid running out of stock. Manage risk in terms of assets and inventory control. Allocate personnel accordingly and monito

**ENQUIRIES**
Mr. N.A. Seanego Tel No: (011) 681 2075

**APPLICATIONS**
Application forms must be delivered to HR South Rand Hospital, Admin Block 1st floor, Friars Hill Road, Rosettenville to be posted to the attention of the Human Resource Manager, South Rand Hospital, Private bag x1, Rosettenville, 2130 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**
19 June 2015

**POST 22/70**
**DRIVER – REF NO: 06804**
Directorate: Support

**SALARY**
R103 494 per annum (plus benefits)

**CENTRE**
South Rand Hospital

**REQUIREMENTS**
The successful candidate must be in possession of grade 12 or three years relevant experience. A valid driver’s license with PDP (Professional Drivers Permit). Good understanding of transport policy. Must be prepared to work extra ordinary hours. The successful candidate must be able to work in a team, committed, loyal respect and good customer care attitude. Communication skills (verbal and written).

**DUTIES**
Transport patients, staff, and goods. Check level and condition of oil, fuel, tyres and water at all times before using the government vehicles. Complete log books, petrol cards as prescribed by the transport policy. Report accidents and identified defects to the supervisor. Keep vehicle clean and in good condition. Ensure proper safe keeping of the government vehicle and accessories.

**ENQUIRIES**
Mr. T.E. Williams Tel No: (011) 681 2010

**APPLICATIONS**
Application forms must be delivered to HR South Rand Hospital, Admin Block 1st floor, Friars Hill Road, Rosettenville to be posted to the attention of the Human Resource Manager, South Rand Hospital, Private bag x1, Rosettenville, 2130 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**
19 June 2015

**POST 22/71**
**LAUNDRY WORKER REF NO: 06776**
Directorate: Support Service

**SALARY**
R73 044 – R86 040 per annum (plus benefits)

**CENTRE**
Sizwe Tropical Disease Hospital

**REQUIREMENTS**
Abet level 3/ grade 10, grade 12/ matric an added advantage. 0 - 2 years relevant experience. Must be able to read, write and count. Ability to cope with physical demands.
DUTIES: To maintain high standards in rendering effective and efficient laundry services. To maintain good standard in prevention of cross infection. Load and unload soiled and clean linen into and from the truck. Sort, wash, iron, press, fold, count and dispatch to clients. Work in the sluice with soiled and blood washing.

ENQUIRIES: Mr. M. A. Masuluke, Tel No: (011) 531 4353

APPLICATIONS: Applications can be delivered to: Sizwe TD Hospital, HR Dept. Modderfontein road, Sandringham or posted to: The HR Manager, Sizwe TD Hospital, Private Bag X2, Sandringham, 2131 or apply online on: www.gautengonline.gov.za

CLOSING DATE: 19 June 2015

PROVINCIAL TREASURY

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

APPLICATIONS: Please e-mail your application in PDF format to: jobs.gpt@gauteng.gov.za

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) 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 22/72: DEPUTY DIRECTOR – PROVINCIAL INFRASTRUCTURE PERFORMANCE

Kindly note that this is a re-advert, the closing date was extended to the 12th of June 2015

Directorate: Sustainable Resource Management

SALARY: R532 278.00 – R627 000.00 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

CLOSING DATE: 12 June 2015

POST 22/73: SENIOR PRACTITIONER: SUPER USER 2 POSTS

Directorate: Procurement Services

SALARY: R 227 802.00 – R 268 338.00 per annum, (plus benefits)

CENTRE: Johannesburg

REQUIREMENTS: Grade 12 or an equivalent qualification. Relevant Diploma, certificate. Code B driver’s license. Administrative experience At least 2-3 years of procurement related experience. Customer service, good communication skills, conflict skills, training or teaching abilities. Understanding of Public Sector Purchasing

DUTIES: The successful candidate will assist in improving the level of Procurement skills within the province. To improve the understanding and compliance of SLS requirements. Ensuring customer satisfaction through knowledge transfer. To conduct Business Process and SAP/SRM training. Produce reports on training stats and information. Train, draw and interpret SAP reports.

ENQUIRIES: Phindile Ngwenya, Tel No: 011 227-9000

APPLICATIONS: Applications must be submitted on a Z83 form, certified copies of CV, ID and Qualifications to be attached. Application should be submitted at Gauteng Provincial
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.

APPLICATIONS
Applications must be submitted on a Z83 form, certified copies of ID and Qualification to be attached. Applications can be submitted at Gauteng Department of Social Development: 69 Commissioner Street, Thusanong Building, and Johannesburg or posted to Private Bag X35 Johannesburg 2000. Failure to do so will lead to disqualification.

CLOSING DATE
26 June 2015

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.

AMENDMENT
Kindly note that Post 21/163 Assistant Director Recruitment is withdrawn from the vacancy circular.

OTHER POST

POST 22/74
DEPUTY DIRECTOR INFRASTRUCTURE REF NO: SD/2015/06/01

SALARY
R 532 278 per annum (plus benefits)

CENTRE
Head Office

REQUIREMENTS
Relevant qualification (NQF level 5-7) in Information Technology with 4 years’ experience in ICT infrastructure management environment. Training in ICND1 & ICND2 (ICID/CIVND), CCNA/P, MCSE, MSITP, ITIL and CDC will be an added advantage. Knowledge and understanding of Management Information System, Minimum Operating Systems, SITA Act and other ICT related legislative framework governing the Public Service. Knowledge of Departmental ICT Infrastructure environment and policies. A valid driver’s license.

DUTIES
Assess ICT Infrastructure and Security requirements. Design ICT Infrastructure layout. Conduct physical ICT Infrastructure assessment of sites. Manage the gathering of ICT infrastructure specifications and requirements. Manage the configuration of ICT Infrastructure. ICT Infrastructure project planning. Implementation and Testing of ICT Infrastructure plan. Manage the testing of ICT Infrastructure against specifications. Maintain the existing ICT Infrastructure for all departmental sites. Manage the testing of existing ICT Infrastructure Facilitate project meeting with relevant stakeholders. Manage development of ICT Infrastructure project schedule Develop ICT Infrastructure standards, policies and procedures. Liaise with service providers regarding ICT Infrastructure projects.

ENQUIRIES
Ms N Ncanywa Tel No :(011) 227 0074