



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 40 OF 2023

DATE ISSUED 03 NOVEMBER 2023

### 1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

### 2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

### 3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

### 4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za).

## AMENDMENTS

: **DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT:** The positions of Professional Surveyor with Ref No: 3/2/1/2023/675, Project Coordinator: Land Development Support with Ref No: 3/2/1/2023/676, Control Resource Auditor with Ref No: 3/2/1/2023/677, Senior Project Officer: Pre-settlement with Ref No: 3/2/1/2023/678, Human Resource Clerk (Supervisor) with Ref No: 3/2/1/2023/679, State Accountant: Salaries (X2 Posts) with Ref No: 3/2/1/2023/680, Senior Data Capturer with Ref No: 3/2/1/2023/681, Administration Clerk with Ref No: 3/2/1/2023/682, Groundsman with Ref No: 3/2/1/2023/683 that was advertised in the Public Service Vacancy Circular 39 dated 27 October 2023 has reference. The positions have been withdrawn. The Department apologises for any inconvenience caused.

**GOVERNMENT PRINTING WORKS: GRADUATE PROGRAMME (INTERNSHIP) FOR THE YEAR 2024/2026:** Kindly note that Graduate Programme (Internship) for the year 2024/2026 advertised in Public Service Vacancy Circular 39 dated 27 October 2023 with a closing date of 13 November 2023. However, the below notes have since been amended as follows: NOTE: The Government Printing Works (GPW) invite applications from qualifying graduates to participate in the Graduate Programme (Internship) for the 2024/2026 financial year. The 24 months' Internship is aimed at providing work experience/exposure to graduates. Applicants must be unemployed, be South African Citizens and between the ages of 18-35. Applicants should not have participated in an internship in any Government or State Institution, failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies), the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualifications will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Government Printing Works is under no obligation to employ the Graduates on completion of the programme. Due to these amendments, closing date has been extended to 20 November 2023 (16h00 Noon). We apologise for the inconvenience caused.

**KWAZULU-NATAL: DEPARTMENT OF PROVINCIAL TREASURY:** Kindly note that the following post: Deputy Director: Transversal Policy and Capacity Building with Ref No: KZNPT23/56 (X1 Post) was advertised in Public Service Vacancy Circular 39 dated 27 October 2023, the qualification requirement of the post has been changed as follows: A NQF Level 7 or higher qualification in Supply Chain Management/ Law/ Commerce/Public Management/Administration (with majors in Law/Commerce/SCM). The closing date of the post is extended to 24 November 2023.

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF EDUCATION**

**ERRATUM:** Kindly take note that the post of Chief Director: Examination and Assessment with Ref No: HO2023/02/01 advertised in Public Service Vacancy Circular 06 dated 17 February 2023 is withdrawn.

**MANAGEMENT ECHELON**

<b><u>POST 40/37</u></b>	:	<b><u>CHIEF DIRECTOR: COORDINATION OF CURRICULUM AND IMPLEMENTATION REF NO: HO2023/10/01</u></b> Branch: Curriculum Management & Delivery (5 Years Fixed Term Contract Performance Based)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 371 558 per annum, (an all-inclusive package) Head Office, Johannesburg An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education with at least a minimum of 5 years senior management experience within Education environment. Proven management skills in education management or equivalent. Knowledge of Public Service Act and Regulations, Public Finance Management Act, SASA, Extensive working knowledge of public sector, particular in Education sphere, Relevant Education Acts and Labour Relations Act. Competencies: Strategic Planning, Computer literacy, Communication Skills, Change Management, Negotiation skills, Report writing skills, Project Management, Good Interpersonal Relations, Problem Solving, Leadership, Facilitation and Consultation, Presentation skills, Financial Management skills, Policy development and Research skills, Innovation and creativity. Valid South African driver's license is essential.
<b><u>DUTIES</u></b>	:	Provide strategic leadership for the planning, target setting, resource allocation and budget allocation for the implementation of training and development programmes of educators and Grade R practitioners; the implementation of curriculum policy in the Foundation, Intermediate, Senior and FET Phases; the management, monitoring and evaluation of curriculum delivery; and Schools of Specialisation. Oversee the management and coordination of all interventions specific to the capacitation of educators, improved learner performance in the GET and FET Bands, and the establishment and support of Schools of Specialisation. Oversee special projects and partnerships which support curriculum delivery and learner performance in the GET and FET Bands and Schools of Specialisation. Oversee provision and sharing of analytical and impact reports on the implementation of the curriculum policy, interventions and projects with internal and external stakeholders. Engage with internal and external stakeholders to ensure the curriculum policy, interventions and projects the effective implementation of curriculum policy, interventions, projects and partnerships. Ensure the effective and efficient management of overall resources within the Chief Directorate in terms of relevant acts and delegations. Ensure the implementation and maintenance of risk management and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance the Chief Directorate's performance.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Hector Tsosane Tel No: (011) 843 6533 Applications must be delivered or posted to: Physical address: 26 <sup>th</sup> Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.
<b><u>NOTE</u></b>	:	It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za /documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV

is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG) and SMS pre-entry certificate is submitted prior to appointment. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

<b><u>CLOSING DATE</u></b>	:	17 November 2023
<b><u>POST 40/38</u></b>	:	<b><u>DIRECTOR: SCHOOL IT SERVICE MANAGEMENT REF NO: HO2023/10/02</u></b> Chief Directorate: School Technology Support Services (5 Years Fixed Term Contract Performance Based)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 162 200 per annum, (an all-inclusive package) Head Office, Johannesburg An appropriate NQF Level 7 qualification in Information Technology/ Information System/Computer Science or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/ senior management experience within IT Environment. Certificate in Project Management will be an added advantage. Knowledge of COBIT, ITIL, MISS, ISO17799. Knowledge of the Treasury Regulations, relevant legislations like Public Finance Management Act, ECT Act, etc. Knowledge of Configuration Management, departmental systems (BAS, PERSAL, SAP etc.), Information Technology Infrastructure Library (ITIL- industry standard for IT Help desk), IT Risk Management practices, IT network hardware and software and knowledge of current technology developments and future trends. Competencies: Good communication (verbal and writing) skills, good interpersonal relations, analysis, conceptualizing and problem solving. Good understanding of Financial Management, change management, project and strategic Management, conflict management, policy analysis and development, facilitation, presentation, report writing, planning, and organising skills. Valid South African driver's license is essential.
<b><u>DUTIES</u></b>	:	Manage the Planning and Forecasting of Information Communication Technology requirements/ needs to support schools. Manage the development of school Information Communication Technology needs/ requirements (specifications) to inform curriculum needs. Manage the development of Information and Communication Technology forecast budget. Manage the development of School ICT devices Business/ Operational Plan for Teacher, Learner and Classroom devices roll-out in line with the curriculum requirements. Manage and maintain the Information Communication

Technology service delivery standards across schools. Manage the identification of growth opportunities for continuous improvement and innovation in the procurement and delivery of Information Communication Technology devices. Manage and monitor the school Information Communication Technology devices procurement and rollouts to schools. Manage the coordination and collaboration with key stakeholders in terms of the e-learning, curriculum support materials and connectivity of the Communication Technology devices for Learner, Teacher and Classroom. Manage the development of school Information Communication Technology devices policies, procedures and guidelines. Manage the maintenance of record for school Information Communication Technology devices life-cycle in terms of retrieval, re-use and repairs as per the wear and tear (warranty) procedures. Manage the effective, efficient and utilisation of allocated budget and resources as outlined in the legislative framework for good governance. Manage the development of the business unit Standard Operating Procedures.

**ENQUIRIES  
APPLICATIONS**

: Ms Winny Radzilani Tel No: (011) 843 6540  
: Applications must be delivered or posted to: Physical address: 26<sup>th</sup> Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.

**NOTE**

: It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/knowledge or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG) and SMS pre-entry certificate is submitted prior to appointment. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

**CLOSING DATE**

: 17 November 2023

<b><u>POST 40/39</u></b>	:	<b><u>DIRECTOR: SCHOOL SYSTEMS DEVELOPMENT AND TECHNICAL SUPPORT REF NO: HO2023/10/03</u></b> Chief Directorate: School Technology Support Services (5 Years Fixed Term Contract Performance Based)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 162 200 per annum, (all-inclusive package) Head Office, Johannesburg An appropriate NQF Level 7 qualification in Information Technology/ Information System/Computer Science or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/ senior management experience within IT Environment. Knowledge of COBIT, ITIL, MISS, MIOS, ISO17799, GWEA framework. Knowledge of the Treasury Regulations, relevant legislations like Public Finance Management Act, ECT Act, etc. Knowledge of Configuration Management, departmental systems (BAS, HardCat, PERSAL, etc.), Information Technology Infrastructure Library (ITIL-industry standard for IT Help desk), IT Risk Management practices, IT network hardware and software and knowledge of current technology developments and future trends. Competencies: Financial Management, Management skills, Facilitation and Presentation, planning and organising, report writing, good verbal and written communication, Good interpersonal relations, analysis, conceptualizing and problem solving, Change management, project and strategic Management, conflict management, policy analysis and development. Valid South African driver's license is essential.
<b><u>DUTIES</u></b>	:	Oversee the provision of connectivity (WAN/LAN/APN) to all public schools. Manage the Service Level Agreement (SLA) of suppliers of information communications technology goods and services related to connectivity in schools. Manage the development of master action plans, designs, analysis, administration, implementation and rollout of connectivity infrastructure in schools. Oversee the provision of effective desktop support services and maintenance. Manage the provision of desktop first line support services to school. Manage the effective provision of incident management and reporting service related to theft, wear and tear, breakages. Manage the effective rollout of Microsoft Office and anti-virus product. Provide effective support to Schools' Information Systems. Ensure that SA-SAMS is effectively implemented and maintained in all Public Ordinary Schools as the primary electronic administration data source. Manage and oversee the provision of onsite support for Online Admissions. Manage maintenance and Support of the GDE Content Platform. Manage the development of ICT policies, processes, procedures and monitor the implementation thereof. Ensure periodic ICT policy review and audits are performed across all key ICT operational infrastructures and systems. Manage the efficient utilization of the Directorates resources. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Conduct financial planning and account for allocated budget.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Winny Radzilani Tel No: (011) 843 6540 Applications must be delivered or posted to: Physical address: 26 <sup>th</sup> Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.
<b><u>NOTE</u></b>	:	It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za /documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability

checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG) and SMS pre-entry certificate is submitted prior to appointment. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

<b><u>CLOSING DATE</u></b>	:	17 November 2023
<b><u>POST 40/40</u></b>	:	<b><u>DIRECTOR: HUMAN RESOURCE TRANSACTION SERVICES (H/O) AND TRANSVERSAL SUPPORT REF NO: HO2023/10/04</u></b> Chief Directorate: Transversal Human Resource Services (5 Years Fixed Term Contract Performance Based)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 162 200 per annum, (all-inclusive package) Head Office, Johannesburg An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Human Resources Management, Public Management/ Public Administration or Industrial Psychology measuring in Personnel/ Human Resource Management with at least a minimum of 5 years middle/ senior management experience within Human Resource Management environment. Proven management skills in Human Resource Management services or related fields. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and HR strategies. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Public Service Act, Employment of Educators Act, Employment Equity Act, PSCBC Resolutions, GPSSBC Resolutions, White Paper of Transforming Public Service, Basic Conditions of Employment Act and Human Resource Policies. Competencies: Strategic capability and Leadership, Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment, Client Orientation and Customer Focus, Advanced Communication, Competence in key computer software packages, ability to work manage multiple and complex projects under pressure. Valid South African drivers' licence is essential.
<b><u>DUTIES</u></b>	:	Oversee departmental Human Resource Administrative Services. Oversee the provisioning of effective and efficient transactional services on the conditions of service to the departmental employees as follows: Appointments and Termination of employee services, Transfer, Long Services, Severance package benefits to employees, Housing allowance and Leave management. Facilitate HR activities and practices. Oversee the compilation and interpretation of Condition of Services Quarterly/ Annual statistics and reports required by Senior Management, Steering Committee, Provincial Treasury (e-Gov). Oversee the conducting of Human Resource Administration Audits in the department. Oversee efficient implementation of Policy and Procedure on Incapacity Leave and Ill-health Retirement (PILIR) outcomes. Oversee the coordination and resolution of PILIR resolutions/ recommendations by Health Risk Manager with relevant stakeholders. Oversee the continuous reporting of

audit findings relating to the correct interpretation and implementation of Incapacity Leave and Ill-health to the Senior Managers. Oversee the maintenance of Human Resource Records Management services. Oversee the development and implementation of departmental Human Resource Records management systems. Oversee the safeguarding and enforcement of Personnel records safety and confidentiality in line with Protection of Personal Information (POPI) Act. Oversee the implementation and maintenance of Human Resource Establishment. Oversee the registration of PERSAL & SAP systems functions allocation and new users. Oversee the registration of the departmental Systems Change Control (SCC). Oversee the creation of posts and additional posts Establishment (component, sub-component information) on PERSAL & SAP in line with the approved Organisational Structure. Oversee the development of Human Resource Administration Policies, Procedures and Guidelines. Manage the directorates resources. Facilitate information sharing sessions for all personnel in the department. Write reports/ memoranda to the Top Management on HRA issues and make recommendations where necessary. To provide HR Advisory services to all districts. Provide an oversight support to all districts. Develop the operational plan and standard procedures for the Directorate and ensure implementation thereof.

**ENQUIRIES  
APPLICATIONS**

: Ms Tlaleng Ngubeni Tel No: (011) 843 6544  
: Applications must be delivered or posted to: Physical address: 26<sup>th</sup> Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.

**NOTE**

: It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG) and SMS pre-entry certificate is submitted prior to appointment. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.



**CLOSING DATE** : 17 November 2023

**DEPARTMENT OF E-GOVERNMENT**

***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** : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or post to P/Bag X112, Marshalltown, 2107 or Applicants can apply online at: [jobs.gauteng.gov.za](http://jobs.gauteng.gov.za).

**CLOSING DATE** : 17 November 2023

**NOTE** : Applications must be submitted on the recent Z83 form (obtainable from any Public Service department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) and a comprehensive CV (with detailed personal information, duties, experience and references), must be attached. The Z83 form must be completed in full, and page 2 duly signed. If Z83 and CV are not attached, your application will be disqualified (this also applies to online applications). An accurate position and reference number must be indicated on the form. Information on Z83 and CV must correspond. Z83 form must have a clear indication on part E, F and G. Applicants are not required to submit copies of qualifications; only shortlisted candidates will be required to submit certified copies and other relevant documents. Failure to submit the requested information will result in the application not being considered and deemed a regret. General information: Shortlisted candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government. The appointment is subject to positive outcomes on employment suitability checks, which include but are not limited to security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification, and criminal record. Successful candidates must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the below-mentioned post. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS. For more information regarding the course please visit the NSG website. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. Successful candidates must obtain a positive security clearance.

**MANGEMENT ECHELON**

**POST 40/41** : **DIRECTOR: e-SERVICES SPECIALIST REF NO: REFS/019021**  
(Permanent)

**SALARY** : R1 162 200 – R1 365 411 per annum, (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : NQF level 7 qualification in Business Management or Information Technology. At least 5 years' experience at middle management level. Vast knowledge of project management principles and methodologies. Proven record of full project implementation. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership. NB: SMS Pre-entry programme (Nyukela) certificate as endorsed by the National School Government (NSG).

**DUTIES** : Design and create programme management strategy and methodology. Ensure effective programme office planning. Manage programme office risks and problems, including the development of contingency strategies. Manage,

monitor, and evaluate programmes and projects that reside within the programme office in terms of overall cost, time scope, quality, and risk and business benefits. Understand the GPG landscape to understand the needs of the departments. Manage new requests from GPG departments through Tasking Letters. Facilitate new business cases through ICT Steering Committee. Ensure digitalization of GPG manual functions. Ensure support of GPG SMMEs through structured training programmes. Manage provincial e-services catalogue.

**ENQUIRIES** : Mr. Oscar Baloyi Tel No: (011) 689 4648 or 066 486 5508

**POST 40/42** : **DIRECTOR: PROJECT MANAGER REF NO: REFS/019022 (X3 POSTS)**  
Branch: ICT  
(Permanent)

**SALARY** : R1 162 200 – R1 365 411 per annum, (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Grade 12 plus a Degree in Business Management or Information Technology. Project methodology certification (Agile/PRINCE II/PMBOK). At least 5 years' experience at middle management level. The Director: Senior Project Manager will support organizational strategic priorities by applying strong business and project management skills across the entire lifecycle of project implementation. Will be accountable for the successful management and delivery of key projects within time, scope, budget and quality in line with the organization's project management governance and frameworks. Will be responsible for the sound leadership and management of project teams. NB: SMS pre-entry certificate is a requirement.

**DUTIES** : Prepare project initiation and project governance documents. Perform effective project planning through the utilization of the accepted project management tools and methodologies. Exercise prudent budget management, control and monitoring when implementing projects. Manage project risks, including the development and monitoring of contingency plans. Implement and manage project changes and interventions to achieve project outputs. Manage multiple project team's staff and external resources (in-direct reports). Liaise and communicate with key stakeholders (e.g., senior government and business leaders, primary suppliers). Manage project administration and internal operations. Contribute specialist business skills as required by the major project. Prepare, submit and present project status/progress reports to the various organizational governance structures. Oversee and manage Project Administrators and cross-functional project teams.

**ENQUIRIES** : Mr. Oscar Baloyi Tel No: (011) 689 4648 or 066 486 5508

**POST 40/43** : **DIRECTOR: OPERATIONS REF NO: REFS/019023**  
Branch: ICT  
(Permanent)

**SALARY** : R1 162 200 - R1 365 411 per annum, (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : BCom. (Information Technology), BSc (Computer Science) or related NQF level 7 qualification in Information Technology. Five years' experience in middle management position ideally in IT. Project Management experience is necessary. Experience in managing and developing employees, specifically technology specialists and management tiers. Understanding of IT Operations and IT Service Management will be an advantage. NB: SMS Pre-entry programme (Nyukela) certificate as endorsed by the National School Government (NSG).

**DUTIES** : To provide the overall day to day management of the Technology Support Services (ICT) IT Operations & Infrastructure processes and functions. Manage Operational budget, resource planning and service delivery. Management of Operational plan development and implementation. To manage customer and supplier relationships.

**ENQUIRIES** : Mr. Oscar Baloyi Tel No: (011) 689 4648 or 066 486 5508

<b><u>POST 40/44</u></b>	:	<b><u>DIRECTOR: INFORMATION SECURITY REF NO: REFS/019080</u></b> Branch: ICT (Permanent)
<b><u>SALARY</u></b>	:	R1 162 200 - R1 365 411 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	NQF level 7 qualification in Information Technology. Professional certification in CISSP, CISA or CISM. A minimum of 5 years working experience at a Middle Management level in a role relating to Information Security. Knowledge of relevant Public Service Regulatory Framework. NB: SMS Pre-entry programme (Nyukela) certificate as endorsed by the National School Government (NSG).
<b><u>DUTIES</u></b>	:	Develop and maintain Information Security Strategy in support of business strategy and direction. Obtain senior management commitment and support for Information Security throughout the department. Ensure that definitions of roles and responsibilities throughout the Department include Information Security governance. Establish reporting and communication channels that support Information Security governance activities. Identify current and potential legal and regulatory issues affecting Information Security and assess their impact on the Department. Establish and maintain comprehensive Information Security policies, standards and procedures that support business goals and objectives. Policy development and formulation.
<b><u>ENQUIRIES</u></b>	:	Mr. Oscar Baloyi Tel No: (011) 689 4648 or 066 486 5508
<b><u>POST 40/45</u></b>	:	<b><u>DIRECTOR: HUMAN &amp; PHYSICAL RESOURCE MANAGEMENT REF NO: REFS/019173</u></b> Chief Directorate: Resource Management (Permanent)
<b><u>SALARY</u></b>	:	R1 162 200 - R1 365 411 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	NQF level 7 qualification in Human Resources Management/Human Resource Development/ Labour Law/Industrial Psychology. Minimum of 5 years' experience in a middle management role (MMS) relating to human resources management. Must have managed an organization of a similar size or bigger, a service industry will be advantageous. Prior experience in Human Resources Management is a prerequisite as the incumbent must have managed within HR field. Public Sector HR experience will be advantageous. SAP and PERSAL systems experience/knowledge will be advantageous. NB: SMS Pre-entry programme (Nyukela) certificate as endorsed by the National School Government (NSG). For more details on the pre-entry course visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> The Department of e-Government is dedicated to offering equal employment opportunities and implementing affirmative action policies. To ensure equal gender and disability representation, women and persons with disabilities will be given preference in filling this position.
<b><u>DUTIES</u></b>	:	To render human resource Human Resource Management services within the department. Manage and facilitate human resource planning and organizational development. Manage coordination and facilitation of performance management and development programmes. Provide human resource administration to the department. Provide employee health, wellness programmes within the department. Provide Labour Relations Services. Provide strategic direction and operational leadership to the Internal Human Resource unit. Provide continuous service delivery improvement assistance and support in relation to human resources to the E-GOV business units. Customer relationship management and performance reporting. Mentoring, support and performance support of staff in the IHR unit. Manage all resources, including budget, in terms of the PFMA. Ensure continuous improvement processes and services. Implementation of strategies and plans for internal human resources. Design and management of HR policies, procedures, and guidelines for the E-GOV. Management of services level targets and standards. Manage the provision of services relating to human resources planning, labour relations management, re-sourcing and appointment, human resources administration and payroll services. Management of risk and business continuity.
<b><u>ENQUIRIES</u></b>	:	Ms. Nonhlanhla Mabuza Tel No: (011) 689 6000 or 071 549 0292

## OTHER POSTS

<b><u>POST 40/46</u></b>	:	<b><u>DEPUTY DIRECTOR: ERP TECHNICAL SUPPORT REF NO: REFS/017452</u></b> Branch: Information Communication Technology
<b><u>SALARY</u></b>	:	R958 824 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Highly desirable qualifications for this role include possessing a Matric certificate in addition to either a National Diploma or a bachelor's degree in the fields of Information Technology (IT) or Commerce. Possessing an Enterprise Resource Planning (ERP) qualification would be considered an additional advantage. Candidates should ideally have 3 to 5 or more years of experience in ERP, particularly at a supervisory level, and a track record of successfully leading three or more full project implementations in this domain. Proficiency in ICT technical knowledge is also expected.
<b><u>DUTIES</u></b>	:	Work closely with the end-user management and staff during the development and implementation of system solutions to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers if and when required. Discusses and resolves system issues regarding organizational policies, practices, systems functionality, and upgrade projects. Seeks information, clarification, approvals, and actions from higher-level managers/executives to resolve system problems and ensure the operational functioning thereof. Explains and defends the organization's ERP decisions, actions, and/or recommendations to others internally and externally to increase understanding, gain cooperation, and/or encourage compliance. Coordinate and direct technical staff ensuring that the ERP services provided meet the strategic needs and goals of the customer departments within Gauteng Provincial Government. Participate in the development and implementation of business planning for ERP systems including the operational aspects thereof. Serve as the technical liaison with vendors, external partners, and the ERP department regarding system operations. Provide input and information to help prepare and manage ERP budgets and reports. Liaise with various GPG departments and then the ERP Team to identify and help develop system upgrades to increase system capabilities and meet customer needs. Communicate with colleagues, management, and business unit (s) on requirements, problems, system status, and issues. Formulate appropriate operational system procedures/processes. Assist in the planning of new hardware and new platform components. Participate in any system upgrade activities as planned. The incumbent will have knowledge of the various modules of the ERP system and their specific functional attributes. This is to be able to effectively manage an implemented system solution for a client. This is achieved by ensuring that all system attributes and functions are operational within the agreed system capabilities. It further includes responsibility for ensuring the highest availability and uptime of such systems. Responsibilities will include meeting functional specifications, managing and troubleshooting problems, ERP system configuration, testing and assisting in system development, and managing human resources within the functional area.
<b><u>ENQUIRIES</u></b>	:	Ms. Sithembile Buthelezi Tel No: (011) 689 6527 or 071 548 8903
<b><u>POST 40/47</u></b>	:	<b><u>DEPUTY DIRECTOR: RESIDENT ENGINEER REF NO: REFS/019135</u></b> Directorate: e-Services
<b><u>SALARY</u></b>	:	R811 560 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	National Diploma/bachelor's degree in computer science in IT or related field. Certified CCNP would be an advantage. Huawei Certified Network Professional would be an advantage. 5-8 years' experience in telecommunications environment. Knowledge and practical experience with TCP/IP, VoIP, Routers, and Switches configuration. Knowledge of WIFI configuration. APN Configurations, WAN Technology MPLS & BGP configuration. Knowledge of Network management systems. Some experience in a value-driven Support Centre environment will be an advantage. Knowledge of structured cabling systems. Network auditing and detailed documentation (Visio knowledge). Troubleshooting, performance,

		and configuration experience in enterprise system Networks. Hardware support background.
<b><u>DUTIES</u></b>	:	This role primarily involves managing projects and sub-projects within the Gauteng Provincial Government (GPN). It encompasses technical design, diagnosis, and a thorough analysis of solutions, followed by the resolution and implementation of technical corrective interventions, with escalation as needed. Additionally, the role includes overseeing telephony services, specifically Voice over Internet Protocol (VOIP), related to various departments within the Gauteng Province. It extends to the management of projects involving both local area networks (LAN) and wide area network (WAN) initiatives. Another essential aspect of this position involves marketing and presenting solutions to clients in both the private and public sectors, highlighting the role's multidimensional nature.
<b><u>ENQUIRIES</u></b>	:	Ms. Julena Gxoyiya Tel No: (011) 689 6202 or 073 047 5802
<b><u>POST 40/48</u></b>	:	<b><u>DEPUTY DIRECTOR: INFORMATION ARCHITECTURE REF NO: REFS/019105</u></b> Directorate: Enterprise Architecture
<b><u>SALARY</u></b>	:	R811 560 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Degree/BCom/BSC in Information Technology and related, e.g., Computer Science. The following will be an added advantage: Fully certified on TOGAF 9 or above. Foundational certification in ITIL V3 (or above) or COBIT 5. Relevant experience: 3-5 years, with a minimum of two years in a lead role in a typical technology domain with a client/server or service-oriented architecture (SOA) environment. (e.g.: Networks, platforms, applications, security, middleware, servers and storage, database management, and operations, etc.). In-depth experience designing, documenting, and implementing information solutions. Experience in Qualiware/ARIS or a similar EA Modelling Tool will be advantageous. Experience in utilizing interpersonal skills in areas such as teamwork, facilitation, and negotiation. Experience in software development is helpful.
<b><u>DUTIES</u></b>	:	In this role, the primary objectives revolve around capturing, modelling, and documenting the Technology Architecture of the department as well as the transversal services available to GPG Departments, including the production of comprehensive blueprints and Master System Plans. Additionally, the responsibilities entail defining and meticulously documenting ICT Frameworks, Strategies, Standards, Procedures, and Roadmaps based on thorough research and analysis. This role involves active engagement in business analysis, encompassing information acquisition analysis and design, data access analysis and design, archive and recovery strategy development, security considerations, and change management processes. Furthermore, participation in the development of CGICT documents, ICT Governance Terms of Reference (charters), and providing input into business cases is essential. To maintain transparency and accountability, all work is diligently reported and documented within regular reporting cycles.
<b><u>ENQUIRIES</u></b>	:	Mr. Themba Psungu Tel No: (011) 689 6980 or 060 543 9098
<b><u>POST 40/49</u></b>	:	<b><u>DEPUTY DIRECTOR: TECHNICAL WRITER REF NO: REFS/019088</u></b> Directorate: Technical Specialist
<b><u>SALARY</u></b>	:	R811 560 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus a minimum of NQF 7 in Information Technology or System Development. 4 to 6 years' experience in the field of technical writing. Good understanding of software development life cycle (SDLC) and ability to adapt. Writing process to match the various stages of SDLC's requirements. Ability to translate technical terms to layman's terms.
<b><u>DUTIES</u></b>	:	In this role, the primary responsibility is to prepare clear and concise documents tailored to the intended audience, focusing on application functionalities, enhancements, and updates. These documents must be original and thoroughly reviewed for language clarity, accuracy, spelling, and syntax errors. Additionally, the role involves ensuring the overall clarity, completeness, accuracy, and quality of technical documentation. This is achieved through research of available product information, interviews with

both remote and local technical experts, and independent testing of technical features and software/documentation usability. The incumbent functions as a vital member of a cross-functional software team within an agile development environment, collaborating closely with applications management, software engineers, quality assurance engineers, and support personnel to produce product documentation in accordance with established deadlines and milestones. Attendance and reporting at regular team meetings are expected, as well as the execution of technical and peer reviews of application documentation. The role requires a deep understanding of different user levels and the ability to tailor documentation to the appropriate level of technical detail. It also involves adhering to departmental standards, including templates and style guides, while providing regular status updates on projects as required by management. Coordination with other technical writers on documentation projects is essential, and the incumbent is expected to develop a working knowledge of product functional areas as assigned.

**ENQUIRIES**

: Mr. Themba Psungu Tel No: (011) 689 6980 or 060 543 9098

**POST 40/50**

: **DEPUTY DIRECTOR: BUSINESS APPLICATIONS REF NO: REFS/019091**  
Directorate: Applications Development

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R811 560 per annum, (all-inclusive remuneration package)  
: Johannesburg  
: Matric plus relevant Bachelor's degree or National Diploma in Information Technology Azure Developer Certificate. 4+ years' experience in systems development and support, relational databases. 4+ years' experience in developing applications using ASP .NET MVC or Core, C#, JavaScript, MS SQL. 2 years' experience in Azure Apps Services and Dynamics 365, and Power Apps. 2 years' Experience in DevOps, CI/CD pipelines, Application Performance Management and Performance Monitoring and are familiar with APM tools. Web and mobile technologies experience with User experience (UX) and client-side technologies including HTML5, CSS, PHP, jQuery and JSON. Understanding of TCP/IP at its various layers. Knowledge of mobile frameworks would be an added advantage.

**DUTIES**

: Liaison with customers, analyzing their needs, deciding on the best technical solution which may be the utilization of existing available systems or the development of new systems, or the customization of existing systems. Providing first level support for all applications (including client servers and desktops). Manage and allocate the workload within the team. Advise customers on the technical specifications for off-the-shelf software purchases or acquisition of software packages through development by an external vendor. Monitoring of systems to ensure the achievement of the agreed up-times of the systems. Through automated application development methodology keep the team organized, on track and focused on what matters. Perform code review. Development of systems to meet the customers' requirements. Customization of existing systems to meet the customers' requirements. Procurement of systems that will meet the customers' requirements. Serve as a bridge between the application development, management, and the stakeholders. Clear obstacles, challenges and protect the team from distractions. Lead the team through the hosting of stand-up meetings and keeping all parties on track and informed. with customers to determine their specific needs. Development of systems to meet the customers' requirements. Implementing application monitoring and performance in Dev to obtain code-level insights, gaining visibility of GPG hybrid cloud environment. Analyse alerts of reported performance incidents and creating performance dashboards. Liaison Implementing monitoring agents across the technology stack. Providing first-level support and development of applications. Allocate the workload within the team to achieve maximum effectiveness and efficiency. Advise customers on technical specifications. Monitor systems. Testing of all software acquired through external vendors.

**ENQUIRIES**

: Mr. Themba Psungu Tel No: (011) 689 6980 or 060 543 9098

**POST 40/51**

: **DEPUTY DIRECTOR: SECURITY ARCHITECTURE REF NO: REFS/017897**  
Directorate: Information Security

**SALARY**

: R811 560 per annum, (all-inclusive package)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg
	:	Matric plus National Diploma/bachelor's degree in computer science, Engineering, or related discipline (MCSE, etc.), or equivalent. Master's degree desirable. 5 years' experience in IT, with a minimum of 3 years at supervisory level of technical and architecture experience, with demonstrated experience architecting and integrating systems in multi-user, multiplatform, multitasking operating systems environments e.g., Unix, Windows NT. Four or more years in the software development process in an RDBMS environment, DBA experience with Unix, MS Windows 2000/3, MS SQL, Oracle, WAN (CISCO). Extensive Project Management experience.
<b><u>DUTIES</u></b>	:	The primary focus of this role is to ensure comprehensive information design that balances the optimization of data access with resource utilization considerations. This involves the development of an information architecture, encompassing the establishment of information standards. The incumbent is responsible for providing information on best practices, conducting research, offering advice, and making recommendations. Furthermore, this role plays a pivotal part in providing information architecture inputs into projects and is tasked with creating and documenting design concept reference models. A crucial aspect of the position involves evaluating the technical, business, and economic impact, viability and integration requirements of emerging and evolving technologies.
<b><u>ENQUIRIES</u></b>	:	Nonhlanhla Mabuza Tel No: (011) 689 8511 or 071 549 0292
<b><u>POST 40/52</u></b>	:	<b><u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: REFS/017431</u></b> Branch: Strategic Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R811 560 per annum, (all-inclusive package)
	:	Johannesburg
	:	Grade 12 plus a National Diploma/ Degree in Business Management/Business Administration/Monitoring and Evaluation. A post-graduate degree will be an added advantage. 3-5 years' experience at a supervisory level in a service-oriented environment.
<b><u>DUTIES</u></b>	:	Monitoring and measuring service delivery according to the OLA. Ensure continuous improvement on all services rendered by Corporate Services in line with customer needs. Make tangible contribution in building e-Government brand and change negative perceptions. Facilitate service focus groups and ensure implementation of customers care strategies. Customer management. Support to Chief Director on strategic and operational issues. Manage the organisational performance and evaluation of institutional performance. On-going monitoring and evaluation activities within the e-Gov. Develop, implement, and maintain processes to ensure proper internal control. Compile and submit all required monitoring and evaluation reports. Compile and submit all required monitoring and evaluation reports. Contribute to the governance of the Departmental Strategy, annual performance, and operational plans for a streamlined process. Assist in the compilation of comprehensive feedback report outlining discrepancies that must be addressed and integrated in future strategic and annual performance plans. Provide inputs to systems and tools for the utilization in the monitoring and evaluation of the Department's performance and operations managements framework. Monitor the reporting framework and measure the Department's performance in compliance with the relevant regulatory requirements.
<b><u>ENQUIRIES</u></b>	:	Ms. Portia Makotwane Tel No: (011) 689 8898 or 066 297 1488
<b><u>POST 40/53</u></b>	:	<b><u>DEPUTY DIRECTOR: ACCOUNTS MANAGER REF NO: REFS/019037</u></b> Directorate: Customer Care Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R811 560 per annum, (all-inclusive remuneration package)
	:	Johannesburg
	:	Matric certificate plus a National Diploma (NQF level 6) in Customer Care/ Public Relations or Stakeholder engagement. At least 5 years' experience in client care/public relations/stakeholder engagement/service level agreements. 3 years at a supervisory level (Assistant Director level).
<b><u>DUTIES</u></b>	:	Participate in the activities of the CRM business unit and service level managers within the designated portfolio/Account. Scan the environment for new opportunities by combining real-time customer tracking with historical

		analysis, development of process metrics for business units. Establish, build up and maintain relationships with relevant stakeholders and service providers, to ensure maximum value for the e-Government. Conduct comprehensive client satisfaction surveys. Conduct data analysis, trend, and trend analysis to enable e-Government to proactively respond to service delivery issues. Coordinate planning meetings with media relations, stakeholder, digital media, design & production units, and other involved parties to ensure that all aspects of an event are fulfilled in a timely and efficient manner. Development of process metrics for Business Units: Monitor the current status of all processes, including what activities are adhering to standards, policies and procedures. Setting Service Standards: Enforcement of standards, policies, and procedures across the organization.
<b><u>ENQUIRIES</u></b>	:	Mr. Oscar Baloyi Tel No: (011) 689 4648 or 066 486 5508
<b><u>POST 40/54</u></b>	:	<b><u>DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: REFS/019182</u></b> Branch: Strategic Management
<b><u>SALARY</u></b>	:	R811 560 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus NQF Level 6 National Diploma in Public Management or bachelor's degree in social sciences, Business Administration, Business Management. Minimum of 3-5 years in a role relating to strategic planning and/or business administration.
<b><u>DUTIES</u></b>	:	Define and ensure the implementation of an effective strategy for the department. Develop and implement new initiatives. Develop and maintain strategic partnerships. Rendering of objective advice and/or the implementation of business solutions. Provide an objective analysis, wider expertise and independent specialist skills. Initiating and implementing organisational, behavioural and technological changes.
<b><u>ENQUIRIES</u></b>	:	Ms. Portia Makotwane Tel No: (011) 689 8898 or 066 297 1488
<b><u>POST 40/55</u></b>	:	<b><u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: 019183</u></b> Branch: Strategic Management
<b><u>SALARY</u></b>	:	R811 560 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus National diploma in Public Management or bachelor's degree in public administration Minimum of 3-5 years in a strategic management field relating to Performance management and reporting and three years in a supervisory level.
<b><u>DUTIES</u></b>	:	Develop, implement, and manage a departmental monitoring and evaluation framework and systems. Collect, collate and analyses information for purposes of timeous and accurate monthly, quarterly, and annual reporting to stakeholders. collection, collation, verification, and storage of evidence files against outputs. Audit of Predetermined Objectives (AOPO) facilitation and responses to auditors (AGSA and Internal Audit) Conceptualise Evaluation studies, Development of an Evaluation plan for approval, Commission an Evaluation, manage the evaluation process and use of evaluation findings for programme improvement.
<b><u>ENQUIRIES</u></b>	:	Ms. Portia Makotwane Tel No: (011) 689 8898
<b><u>POST 40/56</u></b>	:	<b><u>ASSISTANT DIRECTOR: ERP DEVELOPMENT (ABAP &amp; BW) REF NO: REFS/017453</u></b> Branch: Information Communication Technology
<b><u>SALARY</u></b>	:	R527 298 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus a National Diploma/B. Degree in IT/Commerce is highly desirable. Relevant ERP Finance qualification. 3-5 years of comprehensive ERP development knowledge required. Relevant industry experience (government service) is strongly desired. Experience in ERP and IT program management/project management. ERP implementation experience on at least 5 projects.
<b><u>DUTIES</u></b>	:	Work closely with the end-user management and staff during the development and implementation of system solutions to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to



client audiences and professional peers if and when required. Communicate with colleagues, management, and business unit (s) on requirements, problems, project status, and issues. Perform all administrative tasks associated with tracking project components or support requests that are reassigned by project management. Formulate appropriate system procedures/processes. Assist in the planning of new hardware and new platform components. Participate in any system upgrade activities as planned by the customer department management. Identify, document, and resolve project issues. Design and execute functional and integration test plans and test scripts. Support system testing and production changer activities: prepare production change-over plan in customer areas; advise on strategies/best practices for migration from existing systems to new systems. Identify any application issues that may impact project deadlines and other issues that may negatively impact the business processes of the customer department. Provide training to customer team members/users.

**ENQUIRIES** : Ms. Sithembile Buthelezi Tel No: (011) 689 6527 or 071 548 8903

**POST 40/57** : **ASSISTANT DIRECTOR- BUSINESS PROCESS ANALYST REF NO: REFS/019089**  
Directorate: Centre of Innovation

**SALARY** : R424 104 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric Certificate plus a National Diploma/Degree in Business Informatics, Management Services, Information Management, Information Systems or Industrial Engineering with working experience of 2 – 3 years in the business analysis, business process analysis and software engineering OR Matric plus 6-7 years' experience in the business analysis, business process analysis and software engineering. The certificates of business analysis will be advantageous.

**DUTIES** : Performs strategic business analysis for the various business units and supports business units in the application of business process improvement methodology in order to map existing processes and identify improvement initiatives. Analyses customer requirements and advises required process improvements. Develop, implement and manage efficient and effective methods or practice to ensure quality and timely delivery of deliverables. Ensure compliance of deliverables to business and information technology standards. Establish a set of practices that ensure the integrity and quality of the deliverables, artifacts and outcomes. Effective application of business analysis and process analysis methods and practices. Regularly evaluate the set of practices with a view to improving the integrity, quality and timely delivery of the outcomes and deliverables. Monitor and report on overall process improvement, integration and streamlining across the e-Government department. Supports the development of appropriate performance metrics linked to core processes. Interpret, evaluate and interrelate research data from various sources, and develop integrated business analyses and projections for incorporation into strategic decision-making and development of improvement initiatives. Coordinate and support the development and implementation of special research and/or survey initiatives related to specific research goals and/or marketing directives. Monitor, evaluate and report on overall process improvements across the e-Government. Provide consultative and technical support to standing strategic decision-making structures. Manage, coordinate and evaluate the efforts of external organisations and consultants engaged in specifically commissioned process improvement initiatives.

**ENQUIRIES** : Mr. Themba Psungu Tel No: (011) 689 6980 or 060 543 9098

**POST 40/58** : **ASSISTANT DIRECTOR: HR PLANNING AND ORGANISATIONAL DEVELOPMENT REF NO: REFS/019066**  
Branch: Corporate Management

**SALARY** : R424 104 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : National Diploma in Human Resource Management/Organisational Development/Work Study/ Production Management/ Business

		Administration/Operations Management. Minimum of 3 years in a role relating to human resources planning and organisational development.
<b><u>DUTIES</u></b>	:	The Assistant Director is responsible for the following duties: coordinate and manage organisational development services; develop, implement and monitor the Human Resource Plan; develop and update the Departmental organisational structure; manage the coordination of Job Evaluation process of all jobs in the department; advise and ensure the development of job profiles; maintenance of personnel information systems and staff establishment control; coordinate change management interventions; and develop and monitor HR Delegations.
<b><u>ENQUIRIES</u></b>	:	Ms. Sithembile Buthelezi Tel No: (011) 689 6527 or 071 548 8903
<b><u>POST 40/59</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: REFS/017852</u></b> Branch: Corporate Services - HR & Auxiliary Service
<b><u>SALARY</u></b>	:	R424 104 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Diploma in Transport/ Logistics Management. A valid driver's license .3 years' experience within transport management, financial or logistics field.
<b><u>DUTIES</u></b>	:	Manage, develop, review, and maintain transport policies, procedures, for the sub-directorate. Manage the provision of fleet management services for the Department. Liaising with car dealers and merchants regarding the GG and subsidized vehicles and manage the maintenance of state-owned vehicles. Undertake preliminary investigations into the use of vehicles and provide technical assessment on vehicles that require attention. Supervise staff.
<b><u>ENQUIRIES</u></b>	:	Ms. Julena Gxoyiya Tel No: (011) 689 6202 or 073 047 5802
<b><u>POST 40/60</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: REFS/017551</u></b> Directorate: Debt Management
<b><u>SALARY</u></b>	:	R424 104 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus 3-year National diploma or degree in financial accounting / financial management or legal. 3 years collection experience or legal collection experience.
<b><u>DUTIES</u></b>	:	Supporting the Director and Deputy Directors (DDs) of Debt Management. Daily supervision and leading of Practitioners. Plan and execute the implementation, monitoring, evaluation, reporting of programmes relating to Debt Management Portfolio. System and procedures designed to accomplish key service delivery objectives with respect to the administration of collection of debt within the provincial departments. Manage and execute collection calendar activities. Manage and supervise staff in accordance with the Performance Management Development Systems Policy. Supervising the Debt collection team, ensuring that debts are collected and administered within the SLA. Ensuring continued compliance to quality assurance ISO 9001 standards. Management of attendance and recommend leave requests of practitioners as per leave policy. Develop, supervise, guide and lead practitioners. Identify continuous improvement opportunities. Encourage and support ongoing professional development of staff. Attend to audit requests by providing information as required, engage to resolve possible findings. Quality assurance of system transactions to ensure validity, accuracy and completeness prior to authorisation on BAS, Persal and SAP. Request, analyse, categorise, consolidate and update and submit monthly and quarterly reports for all GPG departments to stakeholders and Debt management managers. Participate in the recruitment process for Debt Management and other units (i.e. shortlisting and conducting interviews). Daily monitoring and authorisation of debt related Ledger accounts within SLA. Identify irrecoverable debts within high values and recommend to all GPG Departments for approval to refer such matter to State Attorneys. Ensure adherence to internal controls, identifying and updating the risk register and managing mitigation factors. (see Risk Register). Managing the sensitivity of user credentials and Persal information to avoid theft of information and any fraudulent activities. Ensuring collegial environment by building a cohesive team, guided by the values of Debt Management. Ensure maximum revenue collection Adopt procedures and processes necessary to recover all State monies from defaulters.

<b><u>ENQUIRIES</u></b>	:	Mr. Themba Psungu Tel No: (011) 689 6980 or 060 543 9098
<b><u>POST 40/61</u></b>	:	<b><u>MR5 LEGAL ADMINISTRATION OFFICER GRADE 5 REF NO: REFS/019087</u></b> Directorate: Legal Services
<b><u>SALARY</u></b>	:	R420 642 - R1 005 801 per annum, (all-inclusive package), salary will be in accordance with OSD Determination for legal qualified personnel.
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An LLB degree coupled with a minimum of 8 years post qualification experience in the legal environment. Admission as an Attorney or Advocate. At least three years' experience in a managerial position in legal environment. Proven knowledge and experience in litigation, drafting and vetting of contracts, contract management, conducting legal research and providing well researched legal opinions. Good communication skills (written & verbal). Ability to draft comprehensive and well researched legal opinions. Ability to draft, review, vet policies, contracts, SLAs, charters and Memorandum of Understanding (MOU). Basic understanding of legislation applicable to the Public Service including thorough knowledge of administrative law, knowledge of SCM regulatory framework, PFMA and relevant National Treasury prescripts, LRA, PSA and regulations. Extensive knowledge and proven experience in labour relations litigation and dispute resolution procedure will serve as an added advantage. Good Office Administration, planning, and organisational skills. Computer skills in MS Office (Word, Excel, PowerPoint, etc.). A valid driver's license will be an added advantage.
<b><u>DUTIES</u></b>	:	Provide litigation management services and support including Labour Relations matters. Conduct vetting of policies, contracts, charters and related legal documents. Draft contracts, MOU's and SLA's, memorandum, and letters on behalf of the Department. Provide well researched legal opinions and advice in complex matters relating to the operations of the Department. Ensure that the administrative and contractual decisions of the department are compliant with governing legislation and to provide advice, presentations, awareness raising on the impact of any new legislative requirements and related issues. Provide support on contract management services, support practitioners in the drafting of procurement contracts. Drafting, reviewing and vetting contracts after consultation with business units. Reviewing and carrying out the amendments to draft contracts. Management of correspondence in the event of breaches of contract or legal disputes including contract cancellation. Manage the resolution of legal disputes which includes representing the Department (e-Gov) at arbitrations and in a court of law in addition to liaising without side appointed legal professionals. Ensure and maintain professionalism in providing key legal support to business units within the e-Gov. Ensure that all administration processes adhere to legislative and policy compliance including PFMA, PAJA and PAIA. Compile instructions to external consultants, State Attorneys and manage the progress of matters until finalization. Produce monthly reports and analysis of matters received. Responsible for setting performance targets.
<b><u>ENQUIRIES</u></b>	:	Mr. Themba Psungu Tel No: (011) 689 6980 or 060 543 9098
<b><u>POST 40/62</u></b>	:	<b><u>SENIOR ADMIN OFFICER: JUNIOR CONSULTANT (ERP BASIS) REF NO: REFS/ 017645</u></b> Branch: Information Communication Technology
<b><u>SALARY</u></b>	:	R359 517 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus a 3-year tertiary qualification (NQF Level 6) as recognized by SAQA in IT/ Commerce is highly desirable. Relevant ERP qualification. Relevant experience: 2 years of ERP knowledge/ experience required. Must have worked with an ERP implementation methodology such as SAP.
<b><u>DUTIES</u></b>	:	Work within a project team solving product problems or performance issues. Assist in the determining and development of functional system specifications. Analyse business problems and participate in the development of appropriate system solutions. Assist in configuring the software to replicate the required business processes. Participates in the design and development of system changes. Assist in evaluating system performance and in making recommendations to improve performance. Assist in testing, modifying, and

		documenting system design. Participate in workshops and presentations to validate business requirements and solutions with the end-user community. Assist in identifying, documenting, and resolving system performance issues. Participate in workshops and presentations to validate business requirements and solutions with the end-user community. Assist in identifying, documenting, and resolving system performance issues. Participate in the creation of required documentation. Provide technical system support to user groups where required. Work with the project team to develop migration programs from old to new system platforms. Execute performance testing and validating of results through reporting. Manage multiple high-priority activities.
<b><u>ENQUIRIES</u></b>	:	Ms. Sithembile Buthelezi Tel No: (011) 689 6527 or 071 548 8903
<b><u>POST 40/63</u></b>	:	<b><u>FACILITIES CONTROLLER REF NO: REFS/019090</u></b> Directorate: ICT Operations
<b><u>SALARY</u></b>	:	R359 517 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus Diploma in Information Technology or/and Data centre related Certificate. At least 2- 3 years' experience in a facilities controller position. Large scale project management experience. Some experience in a volume driven processing centre environment will be an advantage.
<b><u>DUTIES</u></b>	:	To provide the overall physical environment - housing, power, climate control and security within the e-GOV. Administer the provision for physical data centres. Administer the provision for physical nodes. Oversee Facilities processes. Provide control measure. Monitor Datacentres. Monitor HVAC systems.
<b><u>ENQUIRIES</u></b>	:	Mr. Themba Psungu Tel No: (011) 689 6980 or 060 543 9098
<b><u>POST 40/64</u></b>	:	<b><u>TEAM LEADER- DOCUMENT MANAGEMENT CENTRE REF NO: REFS/017584</u></b> Directorate: Document Management Centre
<b><u>SALARY</u></b>	:	R359 517 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric certificate plus NQF level 6 (3-year diploma) in Business Management, Public Management/Administration, 3-4 years' experience in Document Management. Knowledge of MS Office is essential (Excel, Words, PowerPoint etc.)
<b><u>DUTIES</u></b>	:	To provide leadership and guidance to document management practitioners and to ensure that relevant aspects in terms of ISO 9001/2015 standards are adhere to for electronic and physical content with emphasis on workflow and audit trails. Outline the job expectations, descriptions, duties, and essential attributes required for document management practitioners. Conclude performance contracts, reviews and develop personal development plans for the document lifecycle management practitioners. To ensure that information can be identified, traced, and supplied when requested through the central query management within the required SLA. Manage staff performance viz attendance registers, daily and monthly production reports, daily exception reports, quality assurance, coaching, mentoring, training, including induction and guidance of document management practitioners. Manage and monitor workflows and production on the Enterprise Content Management system (ECM).
<b><u>ENQUIRIES</u></b>	:	Mr. Themba Psungu Tel No: (011) 689 6980 or 060 543 9098
<b><u>POST 40/65</u></b>	:	<b><u>SENIOR FINANCIAL OFFICER REF NO: REFS/017407</u></b> Branch: Financial Accounting
<b><u>SALARY</u></b>	:	R359 517 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate plus a National Diploma in a Financial related field. Accounting will be added advantage. 1-2 years' experience in a financial related function.
<b><u>DUTIES</u></b>	:	Preparing of monthly flow cash flow/expenditure. Financial planning and management of budgetary functions. Assisting in the co-ordination of budgetary functions. Assisting in the co-ordination of budgetary inputs for the department. Monitoring expenditure trends and advising both the General

		Managers and Senior Managers of variations from budget. Control of ledger suspense accounts, journal adjustments including the reconciliation of balance sheet accounts, e.g. Payroll Account. Reporting on budget deviations. Control over budget aspects, compilation, and finalization of balance sheet accounts, e.g. Payroll Account. Reporting on budget deviations. Control over budgeting aspects, compilation, and finalization of annual main budgets as well as adjustment estimates. Compile of shifting of funds, including virements. Compilation of monthly expenditure and revenue reports and projections and reporting thereon to management. Liaison with managers of the department on budget inputs as well as expenditure and revenue management. Rendering assistance with the quarterly performance evaluations.
<b><u>ENQUIRIES</u></b>	:	Ms. Portia Makotwane Tel No: (011) 689 8898 or 066 297 9005
<b><u>POST 40/66</u></b>	:	<b><u>SENIOR BUYER – PROCUREMENT REF NO: REFS/ 017504</u></b> Branch: Supply Chain Management
<b><u>SALARY</u></b>	:	R359 517 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate plus a National Diploma in Supply Chain. 1-2 years of supply chain experience. A minimum of 1 year working experience on SAP environment. Understanding of Public Sector Purchasing.
<b><u>DUTIES</u></b>	:	Ensure compliance of buyers to procurement policies and procedures. Ensure that goods and services meet user requirements. Ensure SLA compliance. Interact with vendors and customers to sort out queries. Release PO's up to the value of R300 000.00 – this involves checking and approving that all information contained in the PO files are accurate. Ensure that the buyers are capturing the correct info onto the SAP system.
<b><u>ENQUIRIES</u></b>	:	Ms. Portia Makotwane Tel No: (011) 689 8898 or 066 297 9005
<b><u>POST 40/67</u></b>	:	<b><u>PRACTITIONER – INJURY ON DUTY REF NO: REFS/017420</u></b> Branch: Human Resource Services
<b><u>SALARY</u></b>	:	R294 321 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate plus a National Diploma in Human Resource Management. 1-2 years' experience in the HR field, preferable in IOD environment.
<b><u>DUTIES</u></b>	:	Processing of documents with regards to reporting of claims to Compensation Fund. Attend to IOD queries from line departments and MSP. Payment of accounts. Administer payment of award, Conduct awareness session to client departments. Do follow up on outstanding documents from clients and status of claims from CC.
<b><u>ENQUIRIES</u></b>	:	Ms. Portia Makotwane Tel No: (011) 689 8898 or 066 297 9005
<b><u>POST 40/68</u></b>	:	<b><u>REGISTRY CLERK</u></b> Directorate: Human Resources Administration & Payroll
<b><u>SALARY</u></b>	:	R202 233 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric certificate. Relevant experience: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. (Including use of Microsoft Word, Excel, Internet and Outlook). Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge and use of the Persal and SAP system will be an added advantage.
<b><u>DUTIES</u></b>	:	Receiving and filing of documents for all e-Gov officials. Transferring staff files to other government departments. Assist auditors by drawing files for auditing. Retrieve documents requested by Internal HR staff. Opening, disposal and archiving of files. Provide copies of original documents. Assist IHR practitioners with collection of documents from helpdesk.
<b><u>ENQUIRIES</u></b>	:	Ms. Julena Gxoyiya Tel No: (011) 689-6202 or 073 047 5802

## DEPARTMENT OF HEALTH

### OTHER POSTS

<b><u>POST 40/69</u></b>	:	<b><u>DEPUTY MANAGER: PRIMARY HEALTH CARE REF NO:</u></b> <b><u>WRHD/01/10/2023</u></b> Directorate: West Rand Health District Re-advertisement
<b><u>SALARY</u></b>	:	R930 747 per annum
<b><u>CENTRE</u></b>	:	Office of Primary Care: West Rand District Health Services
<b><u>REQUIREMENTS</u></b>	:	Basic qualification (diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council [SANC], Post basic qualification {will be an added advantage}. Current registration with the SANC. A minimum of 09 years appropriate/recognisable Nursing experience after registration SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Other Skills/Requirements: Administrative and advanced Computer literacy to write reports plus District Health Management to be able to develop the Regional Health and Project Management, more experience in the Primary Health Care setting. Knowledge of the application of the relevant statutes and policies governing the public service and health care sciences. Knowledge of the Performance Management and Development System. Knowledge and application of the Constitution; National Health Act; Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Strategic, operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Facilitation and co-ordination skills. Problem solving, planning and organizing skills. Computer literacy and report writing skills. Applicants to possess driver's license. NB!! A practical test relating to key areas of knowledge and skills may form part of the selection process for this position. Correspondence & engagement will only be entered into with shortlisted candidates who meet the requirements. Additional advantageous skills include project management.
<b><u>DUTIES</u></b>	:	The essential role is to provide leadership, coordinate, plan, manage, and supply effective administration support to the Primary Health Care and Health Programmes in the sub-district. Ensure implementation of the District Health System using the PHC approach including Community Based and Outreach Services with the National and Provincial framework. Plan for the implementation of National Health Insurance (NHI). The key performance areas (KPA's): Preserve good working conditions; optimum resource utilization; process improvement; safety and prevention planning and control; and regularly work within the legislative, regulation and policies frameworks. the key results areas (KRA's): Patient and staff satisfaction always; smooth service management; secure operational cost control; and quality checks occur uninterrupted; and Maintain record keeping. the supervision and leadership acumen: Strive to have the ability or quality to motivate and inspire others to achieve the set goal; and command the process of planning, organizing, implementing, coordinating, and controlling activities. Excellent written communication skills, including the ability to prepare documents; and display the capacity in human resource planning, and people management.
<b><u>ENQUIRIES</u></b>	:	Ms T Karigani Tel No: (011) 953 2152 (Monday to Friday: from 08h00 to 16h00)
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp, 1740. No faxed applications will be considered.
<b><u>NOTE</u></b>	:	Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical

surveillance as required by the Occupational Health and Safety Act, Act 5/1993. 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. No applications will be considered after the closing date. This is a re-advertisement therefore candidate who applied previously are encouraged to apply.

<b><u>CLOSING DATE</u></b>	:	17 November 2023 by 16h00
<b><u>POST 40/70</u></b>	:	<b><u>ASSISTANT MANAGER NURSING: GENERAL PNA7 (GENERAL WARD)</u></b> <b><u>(DAY/NIGHT) REF NO: PWH/AM/01 /2023</u></b> Directorate: Nursing Department
<b><u>SALARY</u></b>	:	R627 474 - R724 278 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria West District Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade12, Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e., Diploma/Degree in nursing. The incumbent must be in the possession of evidence of Current registration with the South African Nursing Council (SANC) as a professional nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council in General Nursing. At least 03 years of the period referred to above must be appropriate/recognizable experience at management level (Operational Manager) in a hospital environment. Diploma/Degree in Nursing Management will be an added advantage. Knowledge of Health, Nursing and Public Service Legislation is recommended. Strong Leadership, Basic computer literacy is essential, good communication skills and sound interpersonal skills are necessary.
<b><u>DUTIES</u></b>	:	Provide effective supervision and leadership for staff in the area in line with all relevant legislation and prescripts. Coordination of optimal, holistically nursing care provided within set standards and a professional/legal framework. Effective manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintaining professional growth/ethical standards and self-development. Initiate programmes that will ensure quality nursing care in the specialized area. Participate in the analysis, formulation of nursing guidelines, norms, and standards. Ensure implementation and promotion of Quality Assurance programmes (complaints and patient safety management), Infection Prevention and Control, and Health and safety principles. Promote quality of nursing care as directed by the National core standards & Ideal Hospital Realization and maintenance framework. Participate in after hours, night supervision shifts and weekends as per service need. Implement relevant recommendations and priorities of the National Strategic Plan for Nurse Education, training and Practice. Participate in realization of the Hospital Operational Plan. Monitor performance using performance Management and Development System.
<b><u>ENQUIRIES</u></b>	:	Ms P Dhlamini Tel No: (012) 380 1208
<b><u>APPLICATIONS</u></b>	:	All 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.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The Completed and signed form should be accompanied by a recently updated CV. 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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form accompanied by a CV highlighting or stating the requirements mentioned above. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification

must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

<b><u>CLOSING DATE</u></b>	:	17 November 2023
<b><u>POST 40/71</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING GRADE 1 SPECIALTY (ADVANCE MIDWIFERY AND NEONATAL NURSING) REF NO: PWH/OPM/01/2023</u></b> Directorate: Nursing Department
<b><u>SALARY</u></b>	:	R627 474 - R703 752 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria West District Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade12, Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e., Diploma/Degree in nursing as professional nurse plus midwifery). The incumbent must be in the possession of evidence of Current registration with the South African Nursing Council (SANC) as a professional nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Midwifery. A minimum of 9 years of appropriate and recognizable experience in nursing after registration as a Professional Nurse and at least 5 years of this period referred to the above must be appropriate/ recognizable experience after obtaining the one-year post-basic qualification in Midwifery in a hospital environment. Basic computer literacy is essential. A valid driver's license. A post basic Nursing administration will be an added advantage. Competencies: Leadership, ward management/ward administration, planning, organizing, coordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and Guidelines. An understanding of all Nursing Legislation and Health Act.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of the nursing care plan and evaluation thereof. Provide relevant information to healthcare users to assist in achieving optimal healthcare. Maintain constructive working relationships with nursing and other stakeholders i.e. interprofessional and multidisciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, and standard operating procedures. Manage and monitor proper utilization of resources for human, financial and physical resources. Maintain professional growth and ethical standard and development of self and subordinates.
<b><u>ENQUIRIES</u></b>	:	Ms P Dhlamini Tel No: (012) 380 1208
<b><u>APPLICATIONS</u></b>	:	All 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.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The Completed and signed form should be accompanied by a recently updated CV. 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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form accompanied by a CV highlighting or stating the requirements mentioned above. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be



subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

<b><u>CLOSING DATE</u></b>	:	17 November 2023
<b><u>POST 40/72</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL NURSING (STEPDOWN) REF NO: 44/2023 (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	Grade 1: R497 193 per annum, (all-inclusive package) Grade 2: R575 898 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Kopanong Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate. Basic R425 qualification (diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC as a Professional Nurse. Have a minimum of 7 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Must have supervisory experience. Ability to work under pressure and independently. Knowledge of stepdown policies and protocols will be an added advantage.
<b><u>DUTIES</u></b>	:	Demonstration an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on Service Delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the institution. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Demonstrate a basic understanding of HR and financial policies. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Facilitate in-service training in the unit. Ensure effective and efficient budget control and assets control for the department. Compile and understand stepdown statistics and reports.
<b><u>ENQUIRIES</u></b>	:	Ms RM Molete Tel No: (016) 428 7117
<b><u>APPLICATIONS</u></b>	:	Submitted to: Kopanong Hospital, 2 Casino Road, Duncanville, HR Office, or posted to P/Bag X031, Vereeniging, 1930
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Fully completed new Z83, CV, no attachments/ proof/ certified copies/ copies on application, Z83 and CV only: Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR office. Failure to submit all requested documents will result in the application not being considered. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to Medical Surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. Kopanong hospital will not be responsible for the late delivery of the applications from the post office.
<b><u>CLOSING DATE</u></b>	:	17 November 2023 by 12H00

<b><u>POST 40/73</u></b>	:	<b><u>DIAGNOSTIC RADIOGRAPHER- GRADE 1 REF NO: PWH/DR/01/2023</u></b> Directorate: Radiography Department This is a re advertisement, all applicants who previously applied should re-apply
<b><u>SALARY</u></b>	:	R359 622 – R408 201 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria West District Hospital
<b><u>REQUIREMENTS</u></b>	:	Must have Grade 12 and National Diploma or Degree in Diagnostic Radiology Qualification. Must have current registration with HPCSA for 2023/2024. No experience required after registration with HPCSA as an independent diagnostic Radiographer. Must have completed Community Service as per the requirements of Health Professions Council of South Africa. Experience in Digital Radiography, computer literacy is a requirement. Competencies Experience in utilization of Computerized Radiography System is recommended. Must have Computer Skills, Good Interpersonal skills, excellent time management skills and must have knowledge of public service. Legislation governing the health sector and Radiography profession. Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control Principles. Experience in teaching, training, and supervision of students. Good written and Communication skills. Ability to work as a member of a multidisciplinary team. Must have a good Understanding of public hospital operational systems.
<b><u>DUTIES</u></b>	:	Provide a 24-hour radiographic service. Work weekends and public holidays. Service provision in keeping up with Batho Pele Principles and patient's Rights. Ensuring radiographic services comply with SAHPRA regulations. To adhere to Batho Pele Principles, Regulated Norms and Standards, and Ideal Clinic Realization and Maintenance framework, Quality Assurance, and other public service policies and Act. Manage conflict and implement corrective measures as and when necessary. Carry out duties. Delegated by the Department supervisor. Must be a team player within the Department. Perform any. Ad-hoc duties allocated by management be actively involved in in-service training and CPD activities. Supervision and training of students. Must be a team player within the institution.
<b><u>ENQUIRIES</u></b>	:	Mrs S Ramabulana Tel No: (012) 380 1252
<b><u>APPLICATIONS</u></b>	:	All 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.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The Completed and signed form should be accompanied by a recently updated CV. 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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form accompanied by a CV highlighting or stating the requirements mentioned above. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<b><u>CLOSING DATE</u></b>	:	17 November 2023

<b><u>POST 40/74</u></b>	:	<b><u>DIETICIAN (HAST) REF NO: 45/2023 (X1 POST)</u></b> Directorate: Hast
<b><u>SALARY</u></b>	:	Grade 1: R359 622 per annum, (plus benefits) Grade 2: R420 015 per annum, (plus benefits) Grade 3: R491 676 per annum, (plus benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Kopanong Hospital Grade 12, BSc Degree in Dietetic. Completed community service. Current registration with HPCSA as dietician: independent practice. Computer literacy in Word, Excel, PowerPoint, internet and e-mail. Other skills/ requirements: Experience working in the health environment will be an added advantage. Attendance of Severe Acute Malnutrition (SAM) and Mother Baby Friendly Initiative (MBFI)/ Lactation management courses will be beneficial. Good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Render integrated, patient centre dietetics service to TB/HIV/VTP as well as in and outpatients in the hospital in adherence to scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision, and performance evaluation. Implement and monitor Integrated Nutrition Programme (INP) strategies, including Vitamin A supplementation, growth monitoring and promotion, Mother Baby Friendly Initiative and Nutrition Counselling, Support and Treatment. Provide nutrition promotion, advocacy, and education, and counselling to patients and caregivers on appropriate nutrition and awareness. Attend scheduled ward rounds and meetings. Refer patients to appropriate level of care. Perform dietetics-related food service and monitor that therapeutic meal standards are maintained. Technical support in the institution, including stock control of nutritional supplements, equipment and material, as well as in-service training of staff. Exercise care with all consumables and equipment. Perform accurate record keeping, data collection and reporting on Nutrition indicators and assist with budget control asset management. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Adhere to Provincial, Facility and Departmental policies, guidelines, and regulations. Strict adherence to HPCSA and departmental policies.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms MR Molete Tel No: (016) 428 7117 Submitted to: Kopanong Hospital, 2 Casino Road, Duncanville, HR office, or posted Private Bag X031, Vereeniging, 1930.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Fully completed new Z83, CV, no attachments/ proof/ certified copies/ copies on application, Z83 and CV only: Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR office. Failure to submit all requested documents will result in the application not being considered. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to Medical Surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. Kopanong hospital will not be responsible for the late deliveries of applications from the post office.
<b><u>CLOSING DATE</u></b>	:	17 November 2023 by 12H00
<b><u>POST 40/75</u></b>	:	<b><u>SOCIAL WORKER (HAST) REF NO: 46/2023 (X1 POST)</u></b> Directorate: (Hast)
<b><u>SALARY</u></b>	:	Grade 1: R294 411 – R338 712 per annum, (plus benefits) Grade 2: R359 520 – R410 289 per annum, (plus benefits) Grade 3: R432 348 – R500 714 per annum, (plus benefits) Grade 4: R530 010 – R647 325 per annum, (plus benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Kopanong Hospital Grade 12 and Bachelor's degree of Arts in Social Work, registration with a South African Council for Social Service professions as a social worker. Knowledge of related framework and ethical practices, PFMA, and Public Service Act and regulations. Good verbal and written communication, interpersonal, financial, and Human Resources Management Computer

		Literacy- intermediate level in MS Office programmes. Ability to work independently and in a multidisciplinary context. Analytic thinking, problem solving and independent decision making and report writing skills. Training in TB/HIV/VTP programme and working with HAST patients as a social worker will be an added advantage.
<b><u>DUTIES</u></b>	:	Render integrated, patient centred social work service to TB/HIV/VTP as well as in and outpatients in the hospital in adherence to scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Conducting psychosocial Assessment of TB/HIV/VTP patients, clinical and non-clinical health care workers. Providing psycho-social support, including supportive debriefing and counselling to patients and caregivers. Strengthen re-engagement and linkage of TB/HIV patients back to care. Collaborate with sub district, district, and other district support partner, social workers to reinforce retention of TB/HIV patients to care. Establish and strengthen interdepartmental patient referral system. Outline all referral pathways for psychological support activities. Provide reports to all relevant supporting departments. Collaborate with direct service delivery teams to provide appropriate interventions aimed at retaining TB/HIV patients to care. Apply all methods of social work application in a hospital setting. Record and maintain accurate and detailed client information and interventions, as well as keep statistics, for timeous submission as required. Comply with performance management and development system (contracting, quarterly reviews and final assessment).
<b><u>ENQUIRIES</u></b>	:	Ms RM Molete Tel No: (016) 428 7117
<b><u>APPLICATIONS</u></b>	:	Submitted to: Kopanong Hospital, 2 Casino Road, Duncanville, HR office, or posted Private Bag X031, Vereeniging, 1930
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Fully completed new Z83, CV, no attachments/ proof/ certified copies/ copies on application, Z83 and CV only: Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR office. Failure to submit all requested documents will result in the application not being considered. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to Medical Surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. Kopanong Hospital will not be responsible for the late deliveries of applications from the post office.
<b><u>CLOSING DATE</u></b>	:	17 November 2023 by 12H00
<b><u>POST 40/76</u></b>	:	<b><u>SOCIAL WORKER GRADE 1 REF NO: CHBAH 730 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R294 411 per annum, plus service benefits
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Registration Certificate with SACSSP and current registration to practice for the current financial year. The applicant must be computer literate and in possession of a valid South African driver's licence. Internship / practicum placement at a Health setting will be an added advantage. Skills and Knowledge: Counselling, Communication, Planning and organising. Problem solving, time management, stress management, diversity management, conflict resolution. Ability to work in a multidisciplinary team. Knowledge and understanding of the South African Legislation pertaining to social services.
<b><u>DUTIES</u></b>	:	Render Social work services regarding the care, support, protection and development of vulnerable individuals, groups, families, and communities through the relevant programs. Attend to any other matter that could result in, or stem from, social instability in any form. Keep up to date with new developments in the social work and social welfare fields. This would, inter alia, entail the following: Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Engage in continuous professional development activities as prescribed. Perform all the

	administrative functions required of the job. The applicant should be willing to work in different units of the Hospital as per Rotation cycle.
<b><u>ENQUIRIES</u></b>	: Ms MJ Shingange Tel No: (011) 933 8858
<b><u>APPLICATIONS</u></b>	: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
<b><u>NOTE</u></b>	: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity) with no blank spaces left. And must be initialled and signed. On the Z83 application form the Department where position was advertised and should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated and must specify the following: All experience should be in a chronological order indicating the position, institution and dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Shortlisted Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC), Verification checks (Reference checks: Provide at least 3 and one must from an immediate supervisor. The Department reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information mentioned above will disqualify the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be performed. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	: 17 November 2023
<b><u>POST 40/77</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 – GENERAL NURSING (PN-A2) REF NO: CHBAH 731 (X10 POSTS)</u></b> Directorate: Clinical Support
<b><u>SALARY</u></b>	: R293 670 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	: Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. No experience required after registration with the SANC as Professional Nurse. Competencies/Knowledge/ Skills: Demonstrate an 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. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<b><u>DUTIES</u></b>	: Provide optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Act as

	shift leader in the unit (where necessary) Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework.
<b><u>ENQUIRIES</u></b>	: Mr NB Mulaudzi Tel No: (011) 933 9779/0134
<b><u>APPLICATIONS</u></b>	: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
<b><u>NOTE</u></b>	: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity) with no blank spaces left. And must be initialled and signed. On the Z83 application form the Department where position was advertised and should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated and must specify the following: All experience should be in a chronological order indicating the position, institution and dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Shortlisted Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC), Verification checks (Reference checks: Provide at least 3 and one must from an immediate supervisor. The Department reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information mentioned above will disqualify the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be performed. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	: 17 November 2023
<b><u>POST 40/78</u></b>	: <b><u>NURSING ASSISTANT GRADE 1-(NA1) REF NO: CHBAH 731 (X6 POSTS)</u></b> Directorate: Nursing Services (Clinical Support)
<b><u>SALARY</u></b>	: R157 761 per annum, plus service benefits
<b><u>CENTRE</u></b>	: Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	: Appropriate qualification that allows registration with SANC as a Nursing Assistant. Registration with SANC as a Nursing Assistant and current registration for 2023. No experience required after registration with SANC as a Nursing Assistant. Exposure working in nursing environment will be added advantage. Competencies/Knowledge /Skills: Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<b><u>DUTIES</u></b>	: Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES  
APPLICATIONS**

: Mr. N.B. Mulaudzi Tel No: (011) 933 0134  
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.

**NOTE**

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity) with no blank spaces left. And must be initialled and signed. On the Z83 application form the Department where position was advertised and should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated and must specify the following: All experience should be in a chronological order indicating the position, institution and dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate and other relevant documents on or before the interview. Shortlisted Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC), Verification checks (Reference checks: Provide at least 3 and one must from an immediate supervisor. The Department reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information mentioned above will disqualify the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be performed. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 17 November 2023

**POST 40/79**

: **DIETICIAN (SESSIONAL) REF NO: TRH 14 /2023(X1 POST)**  
Directorate: Clinical Support and Therapeutic Service  
3 Months, Maximum of 80 hours per month

**SALARY  
CENTRE  
REQUIREMENTS**

: R237.00 per hour  
: Tshwane Rehabilitation Hospital  
: The interested candidate should have a Bachelor of Science in Dietetics, be registered with HPCSA as an independent practitioner. Must be on Grade 1 level and has completed community service period as Dietician. sound knowledge of clinical theory, practice and ethics relating to the delivery of Dietetics services. Services within a hospital setting and knowledge of current health and public service legislation, regulations and policies. Ability to work with the clinical team using patient centred, goal orientated and interdisciplinary approach. Good communication, computer and interpersonal skills. Experience rehabilitation of persons with disabilities will be an added advantage.

**DUTIES**

: To assist with direct patient care on sessional basis based on the Dietetics departmental needs, i.e. 20 hours per week. Implement anthropometric and other measurements in assessment of in and outpatients. Effectively render cost effective and evidence based nutritional care for patients to meet their specific nutritional requirements according to norms and standards. To work closely with the interdisciplinary team members. Effective record keeping,

billing and report writing as the need arise. To perform administrative functions, submit monthly statistics to monitor the effective and efficient running of the Dietetics department. To assist with coordination of clinical nutrition and Food Service Management. Adherence to ethical rules, regulations and policies.

**ENQUIRIES  
APPLICATIONS**

: Mrs WK Ngubeni Tel No: (012) 354 6125  
: Applications to: Tshwane Rehabilitation Hospital, P.O Box 29160, Sunnyside, 0132 or hand deliver to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Pretoria, 0001. No faxed or emailed applications will be considered.

**NOTE**

: Fully completed new Z83 and detailed Curriculum Vitae only. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. 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. No applications will be considered after the closing date.

**CLOSING DATE**

: 17 November 2023

**DEPARTMENT OF ROADS AND TRANSPORT**

**APPLICATIONS**

: To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online applications will be considered and for general enquiries please contact Human Resource at 083 324 0044/ 083 792 4851.

**CLOSING DATE  
NOTE**

: 17 November 2023  
: Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. The New Z83 form, obtainable from any Public Service Department or the DPSA website [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representation will receive preference. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. It is a requirement of this position for a candidate to produce a pre-entry certificate issued by the National School of Government prior to appointment. Candidates are required to undergo pre-entry requirement course online to obtain the certificate endorsed by the National School of Government. The course is available at National School of Government under the name Certificate for Entry into an SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. In line with the Department's employments Equity Plan, Females and people with disabilities are encouraged to apply.



## OTHER POST

<b><u>POST 40/80</u></b>	:	<b><u>RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: S/019181</u></b> Branch: Office of the Head of Department 3 Year Fixed Term Performance Based Contract
<b><u>SALARY</u></b>	:	Compensation will be in accordance with approved rates as determined by National Treasury
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A post graduate qualification in Accounting/Risk Management or Auditing such as CIA/CA (SA) or have completed a Master of Business Administration (MBA) qualification or equivalent qualification in related field. A minimum of 10 years' experience in risk management environment. Competencies: Knowledge – A good understanding of the Corporate Governance, Risk and Compliance Management, Public Finance Management Act and Treasury Regulations, EWRM, COSO model and Public Sector Risk Management Framework.
<b><u>DUTIES</u></b>	:	The candidate will chair the Department's Risk Management Committee and provide an oversight role regarding- Monitor implementation of risk management within Department. Review of relevant risk policies/strategies and other working procedures. Review risk management action plans to be instituted and ensure compliance with such plans. Integration of risk management into planning, monitoring and reporting processes. Review risk appetite and tolerance levels of Department. Provide reports to the Accounting Officer on quarterly basis and other management committees or other oversight committees. Implementation of risk maturity model.
<b><u>ENQUIRIES</u></b>	:	Ms D Kgage Tel No: (011) 355 7378