



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 17 OF 2024

DATE ISSUED 17 MAY 2024

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.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 17/51** : **CHIEF PSYCHOLOGIST REF NO: REFS/020575**
Directorate: Clinical Psychology
- SALARY** : R1 703 409 per annum, (all-inclusive package). Please note that salary will be adjusted according to years of experience as per OSD policy.
- CENTRE REQUIREMENTS** : Charlotte Maxeke Johannesburg Academic Hospital
: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in a relevant registration category. Registration with the HPCSA as Psychologist in any of the identified categories. A minimum of 3 years appropriate experience as Clinical Psychologist after registration with the HPCSA as Clinical Psychologist. The following will be added advantages: A minimum of 8 years' experience as a Clinical Psychologist post community service. Broad experience working in a psychiatric setting is required. Previous management experience of a psychology team. A PhD. The candidate must be abreast of the Mental Health Care Act and other laws and policies pertaining to the field. A sound knowledge of professional ethics. Strategic capability and leadership skills. Service delivery innovation. People management and empowerment skills.
- DUTIES** : Manage all academic and clinical activities within the Department of Clinical Psychology. Identify gaps in service delivery for both adult and child units. Provide expert knowledge to aid diagnosis, management and treatment of patients. Coordinate the ongoing delivery of undergraduate and post graduate teaching in psychology department, including supervision of intern and community service psychologists. Set norms and standards and promote the maintenance of service delivery and quality outputs in the department. Manage the PMDS of psychologists in adult and child units. Provide measures and guidance on quality assurance at CMJAH and the cluster. Provide academic leadership as a joint appointee with University of the Witwatersrand and assist in strengthening the relationship between the university and GDoH. Develop the academic career paths of all joint staff, including enhancing research output and training.
- ENQUIRIES** : Dr F. Ubogu Tel No: (011) 488 3805
Ms M.P. Rapetswa Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No. 17 Jubilee Road, Park town 2193 or applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it 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 and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective 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 and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the

South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions 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, African Males, African Females, Coloured Males, Coloured Females, Indian Males, Indian Females, and White Males are encouraged to apply.

- CLOSING DATE** : 31 May 2024
- POST 17/52** : **MEDICAL SPECIALIST (TRAUMA) REF NO: REFS/020111**
Directorate: Surgery Department
Re-advertisement
- SALARY** : R1 271 901 per annum, (all-inclusive package). Please note that salary will be adjusted according to years of experience as per OSD policy.
- CENTRE REQUIREMENTS** : Charlotte Maxeke Johannesburg Academic Hospital
Appropriate qualification that allows registration with HPCSA as a Medical Specialist in Surgery. Registration with the HPCSA as Medical Specialist in Surgery. No experience required after registration with the HPCSA as Medical Specialist in Surgery. The following will be added advantage: Minimum qualification of an MBBChB (or South African Equivalent) and an FCS (SA) as well as full registration with the HPCSA as a specialist General Surgeon.
- DUTIES** : The incumbent will be responsible for clinical work and supervision in all aspects of the unit, casualty, ward, ICU and surgical procedures in theatre. The teaching of registrars and medical students would be extended as well as involvement in setting and marking of student exams. Teaching may be extended to national and regional level. Research activity would be expected and a minimum of one publication per annum will be mandatory as well as supervision of MMeds. The candidate will also be expected to teach on defined courses as well as present at congress, physically or virtually. The candidate would also be expected to perform outreach activities to the cluster hospitals referring to CMJAH. Various unit management responsibilities would be allocated as well. The incumbent would be expected to be the point of coordination amongst the unit managers of various wards as well as be available to resolve management issues as they arise. They would be expected to formulate and enforce unit protocols. Data support and management would be expected as well as a basic to advanced knowledge of computing skills. University activities (not limited to teaching) will be included at the discretion of the need of the unit/ university.
- ENQUIRIES** : Prof T.E. Luvhengo Tel No: (011) 488 3373
Ms M.P. Rapetswa Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No. 17 Jubilee Road, Park town 2193 or applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it 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 and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective 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 and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity

verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions 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, Coloured Males, Coloured Females, Indian Females, White Males, White Females, African Males and Indian Males are encouraged to apply.

- CLOSING DATE** : 31 May 2024
- POST 17/53** : **MEDICAL SPECIALIST (CARDIOLOGIST) REF NO: REFS/020573**
Directorate: Internal Medicine (Cardiology)
- SALARY** : R1 271 901 per annum, (all-inclusive package). Please note that salary will be adjusted according to years of experience as per OSD policy.
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as a Medical Physician in Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine. No experience required after registration with the HPCSA as Medical Specialist in Internal Medicine. Knowledge and Skills: Sound clinical knowledge and skills in Internal Medicine and Clinical Cardiology. Ability to work in a multi-disciplinary team. Computer literacy. The following will be added advantage: Registration with the HPCSA as a Specialist in Internal medicine FCP (SA) or equivalent, registration as a Subspecialist Cardiologist in Internal Medicine (Certificate in Cardiology (CMSA) or equivalent).
- DUTIES** : As a Consultant Cardiologist, the candidate will be responsible for the clinical management of general cardiology patients within the various units in the Division of Cardiology. The incumbent will be required to lead operational and academic ward rounds, including post-intake, follow-up and teaching rounds. In addition, the incumbent will be required to supervise cardiology fellows, internal medicine registrars, medical officers, intern doctors and students, inpatient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at the various outpatient clinics in the Division of Cardiology. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associate clinical staff. Outreach to cluster hospitals of the CMJAH complex. Fulfil the training requirement set out by relevant CMSA and Wits University Division of Cardiology. Supervise the clinical technology service as required. Rotational outreach to the various cluster hospitals is compulsory. Participation in the educational duties of the Wits Division of Cardiology and Department of Internal. Performance of research within the Department. Supervision of research within the Department and MMed students. Training and supervision of Registrars, Medical Officers, Medical Interns and Medical students, including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.
- ENQUIRIES** : Prof A Mahomed/ Prof N Tsabedze Tel No: (011) 488 3611
Ms M.P. Rapetswa Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No. 17 Jubilee Road, Park town 2193 or applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it 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 and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae

should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective 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 and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions 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, Coloured Males, Coloured Females, Indian Females, White Males, White Females, African Males and Indian Males are encouraged to apply.

CLOSING DATE

: 31 May 2024

POST 17/54

: **MEDICAL SPECIALIST GRADE 1/2/3 REF NO: CHBAH 856 (X1 POST)**

Directorate: Surgery (Trauma Surgery Fellow)

Duration: This is a two-year contract post. There will be a full performance appraisal after one year, and reappointment for the second year is dependent on a suitable appraisal. There will be no extension beyond a period of two years from initial appointment.

SALARY

: Grade: R1 271 901 – R1 348 635 per annum, (all-inclusive package)
Grade 2: R1 451 214 – R1 538 967 per annum, (all-inclusive package)
Grade 3: R1 680 780 – R2 097 327 per annum, (all-inclusive package)

CENTRE

: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty. Current registration with HPCSA for 2024/2025. Desire to train in the Subspecialty of Trauma Surgery (declaration of interest in Trauma Surgery and Critical Care is crucial). **For Grade 1:** 0- 5 years' experience as Medical Specialist. **For Grade 2:** 5-10 years' experience as Medical Specialist. **Grade 3:** 10 years and above as Medical Specialist. Skills; Competence; Knowledge: Ability to establish excellent working relationships with anaesthetic team, emergency unit and other clinical departments. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy The successful candidate must be adaptable, disciplined and self-confident.

DUTIES

: To perform Clinical, Teaching and Research responsibilities as required by an academic surgical unit. Clinical duties: Clinical history taking, examination and assessment of patients. Requesting and analysing special investigations. Prescribing of medications and other therapies. Communicate effectively with colleagues. Ensure proper keeping of records. Perform any other duties relevant to the clinical management of patients as required by the hospital you are rotating through. Performance of diagnostics and therapeutic surgical procedures in the field of Trauma surgery. Ability and willingness to perform at least 5-6 24hours on calls per month during the fellowship on the premises. The following would be an advantage: Ability to perform vascular, neck and cardiothoracic procedures, DSTC course attended and ATLS instructor Knowledge of legislation, policies and procedures pertaining to health care

users in the public sector. Six months experience as a General Surgeon before appointment will be an advantage. Supervising the management of and managing Priority 1 patient's resuscitations, guide junior staff in resuscitation and Trauma and emergency Unit. Daily ICU and ward rounds. 24 hour calls on the premises to give guidance and help with emergency surgery. The calls will be supervised by a qualified Trauma Surgeon to assist in logistics and assist with unfamiliar procedures. Teaching ward rounds through the teaching hospital affiliated to the University of the Witwatersrand, Johannesburg.

ENQUIRIES
APPLICATIONS

: Dr R Pretorius at 083 444 9128 Prof Smith Tel No: (011) 933 9267
: 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. The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised 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. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond 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. 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) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. 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 apply. 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.

CLOSING DATE

: 31 May 2024

POST 17/55

: **MEDICAL REGISTRAR REF NO: REFS/020574**
Directorate: Neurology

SALARY

: R949 146 per annum, (all-inclusive package). Please note that salary will be adjusted according to years of experience as per OSD policy.

CENTRE
REQUIREMENTS

: Charlotte Maxeke Johannesburg Academic Hospital
: Appropriate qualification that allows registration with HPCSA as a Registrar (Medical). Registration with the HPCSA as Registrar (Medical). No experience required after registration with the HPCSA as Registrar (Medical). The following will be added advantage: FCN Part 1 and candidates who have post community service medical officer work experience in Internal Medicine or Neurology.

DUTIES

: As a Registrar in Neurology, the candidate will rotate on a six - monthly basis between the neurology unit of all three academic teaching hospitals, CHBAH,

CMJAH and HJH. Duties will include the full complement of rendering neurology inpatient and outpatient services, neurophysiology services including EEG, EMG, NCS and others. Attendance and service at all departmental commitments is required daily including after hours. The candidate will be responsible for the clinical management of neurology patients within any of the WITS affiliated training hospitals. Registrars will liaise with their consultants on a daily basis regarding this. They will be required to perform and teach diagnostic and therapeutic procedures concordant with a registrar's training in this regard. Registrar duties include the participation in all academic and teaching activities of the department and encompass the completion of a Mmed degree during the set time of appointment. Desired candidate will be required to set an appropriate example of an outstanding medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff.

- ENQUIRIES** : Dr M Sadiq on sadiqe@gmail.com or Tel No: (011) 717 2776
Ms M.P. Rapetswa Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No. 17 Jubilee Road, Park town 2193 or applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it 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 and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective 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 and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions 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, Coloured Males, Coloured Females, Indian Females, White Males, White Females, African Males and Indian Males are encouraged to apply.
- CLOSING DATE** : 31 May 2024
- POST 17/56** : **ASSISTANT MANAGER NURSING SERVICES REF NO:**
CCRC/AMN/01/2024 (X1 POST)
Directorate: Nursing
- SALARY** : R715 977 per annum, plus benefits
CENTRE : Cullinan Care & Rehabilitation Centre
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council (SANC) in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A registration with SANC as a Professional Nurse. A minimum of eight (8) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing, of which 3 years must

be in a mental health (Psychiatric setting). Must have Diploma in Mental health (Psychiatric Nursing) and Diploma/ Degree in Nursing Administration. Nursing Education will be an added advantage. At least three (3) years of the period referred to above must be appropriate/ recognizable experience at management level in Mental Health (Psychiatric setting). Computer literacy is essential. Skills: Presentation and report writing skills, Strong Leadership skills, Good Communication and Problem-solving skills, Planning and Organizing skills and Financial Management skills. Problem solving, conflict resolution skills, able to work under pressure. To plan and organize including monitoring the objectives of the hospital. To delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Knowledge in Ideal Hospital Realization Framework and National Health Insurance (NHI). Nursing strategy. PFMA, Labour Relations and other related legislative framework. Ability to work under pressure. In-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice 2020/21 – 2025/26.

DUTIES : To provide a therapeutic environment for staff, patients and the public. To provide comprehensive quality nursing care as a member of the multidisciplinary team according to the identified needs of the patients and that must be based on the scientific principle. To delegate and support staff in the execution of quality patient care. To provide direct and indirect supervision of all staff, other clinicians and housekeeping. Identify staff training needs of subordinates, monitor performance and ensure effective development of staff through CPD framework. Exercise control of discipline, grievance and labour relations in terms of the legal frameworks of the department. Formation and implementation of Nursing guideline, practices, policies and procedures. Manage effective utilization and supervision of human, financial and material resources. Coordination of provision effective training and research. Maintain professional growth/ ethical standards and development of self and subordinates. Monitoring service standards and maintaining the set norms and standards of the department. Knowledge of Ideal Hospital Realization Framework and management of patients' safety incidents. Utilize all resources effectively and efficiently in the hospital.

ENQUIRIES : Technical Enquiries: Ms. MV Mashishi Tel No: (012) 734 7000

HR enquiries: Ms. MB Mentoor Tel No: (012) 734 7000

APPLICATIONS : applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.

NOTE : Application are required to submit a fully completed new form Z83 and a 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 with HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidates 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 appointment will be made in accordance with the Employment Equity target of the department. applications for employment must be fully completed, initiated, and signed by applicant, failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and E and G should be ignored if the information is attached on the CV. Declaration must be signed.

CLOSING DATE : 05 June 2024 @ 12 noon

POST 17/57 : **CLINICAL PROGRAMME COORDINATOR QUALITY ASSURANCE REF NO: ODI/09/05/2024/01**

SALARY : R520 560 – R596 322 per annum, (plus benefits)

CENTRE : Odi District Hospital

REQUIREMENTS : Senior certificate/Grade 12. Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or Equivalent qualification that allows registration with SANC as a Professional Nurse with SANC, a minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years' experience as Quality Assurance Coordinator will be an added advantage. Quality Assurance certificate with recognised institution will be an added advantage. Be computer literate. Comprehensive knowledge and

understanding of National Health Act, Norms and Standards, Ideal Clinic Systems, Quality Assurance Framework, Accreditation and Certification Systems, Infection Prevention Control standards and Assessment Methods. Quality Assurance and Quality Improvement Initiatives, Health Information System's and Indicator Development, Relevant legislation, Risk Management. Conceptual, analytical, and creative thinking, evidence-based report writing. Exceptional analytical and interpretation skills. Innovative and self-driven. The ability to work under pressure and meet deadlines. Excellent planning and organizing skills. A high level of ethical conduct and integrity. Good presentation skills, communication skills. Project Management skills as well as report writing skills, people management skills, intersectoral collaboration and engagement with the internal and external stakeholders. Knowledge in application of clinical infection prevention control policies, current Health, and Public Legislations. Nursing Act, MDR TB, HIV Aids Guidelines and other Legislative framework theory and ethics.

DUTIES : Ensure quality in the institution including undertaking quality improvement activities. Develop strategies/plans. Provide leadership in the development of quality improvement plans and Standard Operating Procedures (SOP). Provide strategic leadership for the Quality Directorate in the institution towards the realization of the set. Strategic goals and objectives. Coordinates, investigation, management and reporting of complaints and patients. Safety incidences in the institution. Ensure compliance to IHRM in the institution and implementation thereof. Participate in Ethics committee and facilitate trainings on Quality assurance and professional code of conduct. Participate clinical audit. Serve on institutional committee for selected institutional quality assurance programmes Coordinate provision of and compliance to National and Provincial Clinical Guidelines. Provide initiative to improve Client's satisfaction, advocate for and ensure the promotion of Quality Assurance activities. Monitor the implementation of policies, protocols, guidelines, programmes, practices, and procedures pertaining to Quality Improvement Plans and SOP's. Collate and analyse data to establish trends and patterns in health care effectiveness. Utilize information technology and other management information systems to manage Quality Assurance and improve service delivery. Establish, maintain, and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Market and coordinate Service Excellence Awards for the institution. Conduct patient Experience of Care Surveys and share results with relevant stakeholders. Ensure that monthly internal audits are conducted in clinical areas and compliance with Norms and Standards. Participate in some Hospital committees as delegated.

ENQUIRIES : Ms. EP Ntsie Tel No: (012) 725 22304
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

NOTE : Applicants must submit on a new Z83 application form obtainable from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

CLOSING DATE : 07 June 2024

POST 17/58 : **PROFESSIONAL NURSE SPECIALTY/PNB1 (CHILD NURSING SCIENCE) GRADE 1 REF NO: ODI/06/05/2024/01 (X1 POST)**

SALARY : R451 533 per annum
CENTRE : Odi District Hospital
REQUIREMENTS : Basic R425 qualification (i.e., Diploma /Degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A post basic nursing qualification (Child Nursing Science) with a duration of at least one year, accredited with the SANC in terms of Government notice R212. A minimum of 4 years appropriate experience in Nursing after registration as Professional Nurse with SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Illustrate an understanding of nursing

legislation and related and ethical nursing practices. Maintain infection prevention control standards. Effective utilisation of resources. Participate in training and research. Demonstrate effective communication with patients, supervisors, and other health professionals. Promotion of professionalism and adherence to nursing professional ethics. Perform nursing administrative duties and relieving the Operational manager. Implement Ideal Hospital framework. Must be willing to workday and night duty/shift.

- ENQUIRIES** : Ms. Ntsie EP Tel No: (012) 725 2312
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.
- NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
- CLOSING DATE** : 07 June 2024
- POST 17/59** : **PHYSIOTHERAPIST REF NO: CCRC/PT/01/2024 (X1 POST)**
Directorate: Therapeutic Services
- SALARY** : R376 524 per annum, plus benefits
- CENTRE** : Cullinan Care & Rehabilitation Centre
- REQUIREMENTS** : Active registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. National senior certificate (Matric) plus a Degree in Physiotherapy. A minimum of 1 year experience as a Physiotherapist after registration with the HPCSA or having completed community service. Good communication skills and interpersonal relations. Good organizing skills. Computer literacy (Word, Excel, PowerPoint). Highly motivated and enthusiastic to positively contribute to Physiotherapy services. Have sound knowledge of public service Acts, regulations and policies.
- DUTIES** : To provide efficient, effective and quality rehabilitation services. Assessment and treatment of all Mental Health Care Users (MHCUs) referred for Physiotherapy. To perform and complete administrative functions including data compilation and monthly reports submission. Screening of MHCUs for appropriate assistive devices. To participate in continuous professional development (CPDs). To liaise with other members of multi-disciplinary team. Assist with conducting required audits including self-assessments.
- ENQUIRIES** : Technical Enquiries: Mr. MG Mothotse Tel No: (012) 734 7000
HR Enquiries: Ms. MB Mentoor Tel No: (012) 734 7000
- APPLICATIONS** : Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.
- NOTE** : Application are required to submit a fully completed new form Z83 and a 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 with HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidates 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 appointment will be made in accordance with the Employment Equity target of the department. applications for employment must be fully completed, initiated, and signed by applicant, failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and E and G should be ignored if the information is attached on the CV. Declaration must be signed.
- CLOSING DATE** : 05 June 2024 @ 12 noon
- POST 17/60** : **PROFESSIONAL NURSE GRADE 1 – GENERAL NURSING (PN-A2) REF NO: CHBAH 857 (X5 POSTS)**
Directorate: Nursing Services: Surgery & Ophthalmology FBU
- SALARY** : Grade 1: R307 473 - R362 187 per annum, (plus service benefits)

		Grade 2: R375 480 - R442 296 per annum, (plus service benefits)
		Grade 3: R451 533 - R578 826 per annum, (plus service benefits)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
	:	Basic R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council. For Grade 1: 0-9 years appropriate/ recognisable nursing experience after registration with the SANC as Professional Nurse. For Grade 2: 10-19 years appropriate/ recognisable nursing experience after registration with the SANC as Professional Nurse. For Grade 3: 20 years or more but less than 23 years, appropriate/ recognisable nursing experience 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr NB Mulaudzi Tel No: (011) 933 9779/0134
	:	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.
<u>NOTE</u>	:	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 . The new Z83 must be fully completed (Please refer on the left side of Z83 special notes for clarity) and must be initialled and signed. On the Z83 application form, the Department where position was advertised 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. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position, and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond 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. 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) only when shortlisted. HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. 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 apply. 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.

CLOSING DATE : 31 May 2024

POST 17/61 : **OCCPPATIONAL THERAPY TECHNICIAN REF NO: TRH 01/2024**
Directorate: Clinical Support and Therapeutic Services

SALARY : Grade 1: R205 773 per annum
Grade 2: R239 658 per annum

CENTRE : Tshwane Rehabilitation Hospital

REQUIREMENTS : Senior certificate (grade 12) or equivalent. Occupational Therapy Technician certificate/or equivalent qualification as an Occupational Therapy Technician. Current registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapy Technician. Experience in physical rehabilitation will be an added advantage. Knowledge, Skills, Training and competence required: Knowledge of physical conditions including paediatrics and therapeutic interventions thereof. Adequate knowledge and competence use of therapeutic media, equipment, crafts, and rehabilitation activities. Knowledge of ethical code and scope of practice. Good communications and group handling skills. Knowledge of wheelchairs and assistive devices. Ability to implement therapeutic programs under the supervision of the Occupational Therapist. Good interpersonal skills to work within an interdisciplinary team. Ability to organise self, duties allocated for efficient time management. Working within a framework of the rehabilitation team's standard policies, procedures, and treatment guidelines to be accountable to patients, the supervisor, the team and the community.

DUTIES : To implement treatment plan received from Occupational Therapist. Undertake individual, group treatment and caregiver training of allocated adults and paediatric patients.to follow prepared protocols and make adaptations as needed. Preparation of patient and work environment for treatment. To manufacture, issue and monitor assistive devices. Provide Occupational therapy support services as defined within the scope. To undertake administrative duties e.g record keeping, statistics, maintenance of stock and equipment. Undertake educational sessions with care givers to ensure carry over of rehabilitation into the home and community. Participate in CPD activities, in service programs, resource development and departmental meetings. Ensure compliance with quality assurance, infection control and risk management activities in department.

ENQUIRIES : Ms M Mogale Tel No: (012) 354 6819

APPLICATIONS : 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 : 31 May 2024

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 on 083 324 0044/ 083 792 4851.

CLOSING DATE : 31 May 2024

NOTE : 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.

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. 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. 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.

MANAGEMENT ECHELON

- POST 17/62** : **CHIEF DIRECTOR: DESIGN AND ENGINEERING SERVICES REF NO: REFS/020501**
Branch: Roads Infrastructure
- SALARY** : R1 371 558 – R1 635 897 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Head Office (Johannesburg)
An undergraduate qualification at NQF Level 7 in Civil Engineering or related field as recognized by SAQA. A minimum of 5 years' experience at senior managerial level. Professional registration with Engineering Council of South Africa is compulsory. A valid driver's license. Knowledge of Public Service Regulation. Treasury/ Supply Chain. National Roads Traffic Act. Human Resources Matters. Skills: Strategic capability and leadership skills. Problem solving and analysis. Creativity, Financial management, customer focus and responsiveness communication, computer, negotiation, conflict management and change management skills. Planning and Organising skills.
- DUTIES** : Manage the provision of Roads design services. Render geometric design and technical support services. Render structures and technical support services. Render Land Acquisition services. Manage the provisioning of Roads Traffic Engineering services. Provide abnormal loads management services. Manage roads signs and roads marking services. Manage outdoor advertising, tourism and local direction signs. Manage the resources of the component and perform generic management functions. Provide strategic leadership to the component. Manage roads traffic and road safety. Implement the management of plans for road maintenance and road infrastructure. Support the procurement process of resources for the infrastructure procurement project and maintenance. Foster strategic partnership with relevant stakeholder. Provide strategic project management.
- ENQUIRIES** : Mr. Mmapfuti Mokobane Tel No: (011) 355 7349

<u>POST 17/63</u>	:	<u>DIRECTOR: PUBLIC TRANSPORT OPERATIONS REF NO: REFS/020502</u> Branch: Transport Services
<u>SALARY</u>	:	R1 162 200 – R1 365 411 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) An undergraduate qualification at NQF Level 7 in Transport Management /Logistics Management / Transport Economics or related field as recognized by SAQA. A minimum of 5 years' experience at Middle/Senior managerial level in transport operations environment. A valid driver's license. Competencies: Knowledge of Public Service Regulation. Treasury Regulation. Knowledge of DORA and NTLA. Skills: Strategic capability and leadership skills. Problem solving and analysis. Creativity, Financial management, Customer focus and responsiveness Communication, Computer negotiation, conflict management and change management skills. planning and organizing.
<u>DUTIES</u>	:	Manage and monitor the provision of Public Transport subsidies. Provide compliance with Division of Revenue Act (DORA). Collaborate and engage with stakeholders to facilitate provision of Integrated Public Transport solution. Coordinate the management of day-to-day public transport operations. Review and implement management methodologies and workflow processes for efficiency management. Oversee, monitor, and manage the entire budgeting process for the public transport operations business unit. Manage and develop dedicated workforce that is qualified and able to manage the business unit delivery demands. Provide strategic direction and guidance to the business unit.
<u>ENQUIRIES</u>	:	Mr. Lebelo Maloka Tel No: (011) 355-7244
<u>POST 17/64</u>	:	<u>DIRECTOR: SECURITY MANAGEMENT AND LOGISTICAL SERVICES REF NO: REFS/020503</u> Branch: Corporate Services
<u>SALARY</u>	:	R1 162 200 – R1 365 411 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) A relevant Bachelor's degree/Advanced Diploma (NQF 7) qualification with a minimum of 5 years' experience at Middle/Senior managerial level. Registered with PSIRA grade A or B. Knowledge and understanding of: Risk management. Knowledge of Minimum Information Security Standards and its interpretation. Project Management and understand security standards and its interpretation. Project Management and understand security and risk management in the public service. The Public Finance Management Act. Knowledge of public sector policies. Skills: Strategic capability and leadership skills. Problem solving and analysis. Creativity, Financial management, Customer focus and responsiveness Communication, Computer negotiation, conflict management and change management skills. Planning, organising and negotiation skills.
<u>DUTIES</u>	:	To manage security services of the department, Develop and implement security policies based on minimum information Security Standards and Minimum Physical Security Standards, Plan, Develop and implement security plans, Security programs such as Emergency Response and Crisis Management, Physical Security information Protection, Incident Management and /or Investigation, Administer security appraisals and vetting of employees and contractors, develop guidelines for managing access control to the Department, manage information security, ensure compliance in respect of OHSAS 18001 specifications, Manage Parking at Head Office buildings, Monitor security adherence and compliance and advise on corrective action, Manage security contracts and access control and Conduct awareness training. To manage logistical support services, Ensure the rendering of registry, messenger, and courier services, Ensure the provision switchboard, pool cellphones and mass- repro services, Render departmental office

accommodation, manage cleaning and hygiene services, manage facilities management database and manage auxiliary services for the department. Manage the resources of the component and perform generic management functions, provide strategic leadership to the component, Supervise and manage staff, ensure financial resources are managed optimally, Plan, organise and control activities pertaining to the functions of the component, Adhere to and promote legislative, departmental prescripts and the Code of Conduct for the Public Service.

ENQUIRIES

: Mr. Pule Sekawana Tel No: (011) 355-7385

OTHER POSTS

POST 17/65

: **CHIEF ENGINEER FREIGHT TRANSPORT PLANNING REF NO: REFS/020079**

Branch: Transport

Directorate: Freight Transport & Transport Integrated Planning

SALARY

: R1 200 426 – R2 264 130 per annum, (all-inclusive package)

CENTRE

: Johannesburg

REQUIREMENTS

: Engineering Degree [B Eng/ Bsc (Eng)] in Civil Engineering. Minimum of 6 years post qualification relevant engineering experience as a registered professional Engineer. Must have a valid driver's license. Compulsory Registration with ECSA as professional Engineer. Knowledge and Skills: Knowledge of GPG and specifically GDRT Policies and procedures. Relevant legislation and Public Service Regulations. Understanding of expectations of customers. Knowledge of SLAs. Management information knowledge. Knowledge of GPG political and executive structure. Engineering professional Act. Gauteng Infrastructure Act 2001. National Land Transport Act. Architectural Profession Act. Landscape Architectural Profession Act and Gauteng Transport Authority Act. Programme and project management (PMBOK/ PMP/ Prince 2 certification) will be an advantage. Transport planning & modelling from project initiation to implementation. Use of various integrated land-use and transport modelling software, such as, EMME/Saturn/ArcGIS/Cube/Voyager/TransCAD /PTV VISUM. Technical report writing, ability to promote good relations and apply problem solving skills. Interact at both strategic and operational levels internally and externally within all the 3 spheres of government as well as the private sector. People management skills: ability to develop, mentor and lead the Directorate's resources team. Ability to simultaneously manage various transport projects, such as, surveys, feasibility studies & modelling from project initiation to implementation for the purpose of information, planning and decision making to respond to Provincial strategic plans in the provision of a sustainable, safe, reliable, and integrated transport systems and infrastructure across all modes of transport in Gauteng. Proven track record of managing various transport planning project portfolios in the public transport, road & road freight space.

DUTIES

: Road freight network planning: develop and maintain plans for the movement of freight at a regional & provincial level. This involves identifying key freight corridors, terminals, and hubs, as well as assessing current and future capacity needs. Policy development: contribute to the development of policies and regulations related to freight transportation within the 3 spheres of government. Stakeholder engagement: ability to engage and add value at various freight committees in both the freight industry and the 3 spheres of government with regards to addressing concerns and collaborate on freight planning initiatives. Modelling: project management related to road freight movements (current and future), including traffic patterns, volume projections, and infrastructure capacity, to inform planning decisions and identify areas for improvement. Infrastructure planning: collaborate with infrastructure planners to ensure the following; firstly, transportation networks, such as roads, railways, and airports, are designed and maintained to accommodate freight movement efficiently and safely; and secondly, modal Integration of different transportation modes (e.g., road, rail & air) to create seamless freight networks and improve overall efficiency and sustainability. Provide project management support to the Transport Branch in key interventions of freight in the 5 Years Gauteng Integrated Transport Plan & 25 Years Integrated Transport Master Plan (ITMP25) in accordance with Gauteng Provincial strategic plans. Manage the Directorate's compliance with all administrative requirements and regulations.

		Manage and mentor the Directorate's resources with regards to performance management, skills assessment, and development.
<u>ENQUIRIES</u>	:	Mr F Masuku Tel No: (011) 355 7195
<u>POST 17/66</u>	:	<u>CHIEF ENGINEER: TRANSPORT INTEGRATED PLANNING REF NO: REFS/020080</u>
		Branch: Transport
		Directorate: Freight Transport & Transport Integrated Planning
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 200 426 – R2 264 130 per annum, (all-inclusive package)
	:	Johannesburg
	:	Engineering Degree [B Eng/ Bsc (Eng)] in Civil Engineering. Minimum of 6 years post qualification relevant engineering experience as a registered professional Engineer. Must have a valid driver's license. Compulsory Registration with ECSA as professional Engineer. Knowledge and Skills: Knowledge of GPG and specifically GDRT Policies and procedures. Relevant legislation and Public Service Regulations. Understanding of expectations of customers. Knowledge of SLAs. Management information knowledge. Knowledge of GPG political and executive structure. Engineering professional Act. Gauteng Infrastructure Act 2001. National Land Transport Act. Architectural Profession Act. Landscape Architectural Profession Act and Gauteng Transport Authority Act. Programme and project management (PMBOK/ PMP/ Prince 2 certification) will be an advantage. Transport planning & modelling from project initiation to implementation. Use of various integrated land-use and transport modelling software, such as, EMME/Saturn/ArcGIS/Cube/Voyager/TransCAD /PTV VISUM. Technical report writing, ability to promote good relations and apply problem solving skills. Interact at both strategic and operational levels internally and externally within all the 3 spheres of government as well as the private sector. People management skills: ability to develop, mentor and lead the Directorate's resources team. Ability to simultaneously manage various transport projects, such as, surveys, feasibility studies & modelling from project initiation to implementation for the purpose of information, planning and decision making to respond to Provincial strategic plans in the provision of a sustainable, safe, reliable, and integrated transport systems and infrastructure across all modes of transport in Gauteng. Proven track record of managing various transport planning project portfolios in the public transport, road & road freight space.
<u>DUTIES</u>	:	Perform final review and approvals or audits on integration of new transport plans according to Planning Policy and Guideline principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Coordinate and manage transport surveys, feasibility studies, integrated land-use and transport modelling projects. Provide strategic leadership in the development, implementation and management of transport innovations and intelligent transport technologies for the transport sector. Provide project management support to the Transport Branch in key interventions of the 5 Years Gauteng Integrated Transport Plan & 25 Years Integrated Transport Master Plan (ITMP25) in accordance with Gauteng Provincial strategic plans. Manage the execution of maintenance strategy through the provision of appropriate structures, systems, and resources. Set engineering maintenance standards, specifications, and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Facilitate integrated transport planning through macro planning, statutory instruments, policies, and coordination frameworks towards the improvement of transport infrastructure and transformation of the transport sector. Attend and participate at various integrated planning & transport committees within the 3 spheres of government. Manage the Directorate's compliance with all administrative requirements and regulations. Manage and mentor the Directorate's resources with regards to performance management, skills assessment, and development. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage subordinates' key performance areas by setting and monitoring

performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Mr F Masuku Tel No: (011) 355 7195

POST 17/67 : **CHIEF ENGINEER: CONSTRUCTION CAPITALS PROJECTS REF NO: REFS/020078**
 Branch: Roads Infrastructure
 Directorate: Construction Capitals Projects

SALARY CENTRE REQUIREMENTS : R1 200 426 – R2 264 130 per annum, (all-inclusive package)
 : Heidelberg
 : Engineering Degree [B Eng/ BSc (Eng)] in Civil or Structural Engineering. Minimum of 6 years post qualification relevant engineering experience as a registered professional Engineer. Must have a valid driver's license. Compulsory Registration with ECSA as professional Engineer. Knowledge: Knowledge in monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional Tools and techniques development activities [tools and techniques]as prescribed and or required. Skills: Problem, customer focus and responsiveness, Communication skills, computer conflict management skills Planning and organizing solving, negotiation skills.

DUTIES : Portfolio Management: Update B5 project list and ECE (annually). Undertake post project evaluations ascertain performance of PSPs and Contractors. Contribute to the development of the road Asset Management Policy, strategy and Plan (updated annually). Contribute to the infrastructure End Of the year Evaluation Report. Programme and Project Management: Prepare tender documentation. Prepare technical tender evaluation report. Manage contracts. Undertake site visits. Assess invoice and claims for accuracy. Prepare site assessment reports Risk Management: Identify risks during project construction stage. Describe and assess all risks in terms of event, cause and possible outcomes. Determine actions to mitigate risks with clear responsibility and timeline frames. Prepar3e the risks register with the mitigation on project and contact levels. People Management: Maintain discipline. Manage performance and development of employees. Establish and maintain effective and efficient communication arrangement. Plan and allocate work. Develop and implement processes to promote control of work. Manage. and develop people (consultants and staff). Knowledge Management: Study professional journals and publications to stay abreast of new development. Mentor and study the education sector, legal frameworks standards changes and policy frameworks. Engage in relevant continuous professional development activates [tools and techniques]as prescribed and /or required. Interact with ECSA and SAICE.

ENQUIRIES : Ms. V Govinden Tel No: (011) 355 9073