

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House, Johannesburg and applications quoting the relevant reference number. For assistance with online applications, visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall at Thuso House next to Home Affairs.
- FOR ATTENTION** : Ms. Gugu Nevondo at 072 904 1694 – Recruitment
- CLOSING DATE** : 14 February 2025, 16h00. No late applications will be considered.
- NOTE** : It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (Coloreds and Indians are encouraged apply). To facilitate this process successfully, an indication of race, gender and disability status is required. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). General information. The Department will not accept posted and emailed applications. The Gauteng Department of Agriculture and Rural Development reserves the right to fill or not fill the advertised posts. If you do not receive any response from us within 3 months, please accept that your application was unsuccessful. must be submitted on the NEW Z.83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applications with the OLD Z.83 form will not be considered. A NEW Z.83 form must be fully completed, duly signed and initialled by the applicant. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates must accompany the application form. Applications are not required to submit copies of qualifications and other relevant documents on application. Communication regarding certified documents will be limited only to the shortlisted candidates. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification.
- MANAGEMENT ECHELON**
- POST 04/53** : **CHIEF DIRECTOR- VETERINARY SERVICES REF NO: REFS/022120**
- SALARY** : R1 436 022 per annum, (all-inclusive salary package which can be structured according to the individual's needs).
- CENTRE** : Johannesburg (Head Office)
- REQUIREMENTS** : Grade 12 plus an undergraduate Veterinary Science qualification (NQF level 7) or relevant qualification as recognized by SAQA. 5 years' relevant experience at a senior managerial level. Registration with the South African Veterinary Council (SAVC). Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>, Must be in possession of a valid Code 08 driver's license. Competencies: Computer Literacy, Excellent written and verbal communication Skills, Report writing Skills, Planning and organizing, Leadership, Financial Management skills, Strategic development, Project Management skills, Knowledge Management skills, Presentation and Facilitation skills, Stakeholder Relationship Management, Good Administrative skills. Good interpersonal and Networking skills. Must have knowledge of GPG and Public Service Regulations, PFMA, understanding of the PSP and RSP, understanding of Policy Development and Corporate Governance, Project Management, Knowledge and understanding of departmental strategic plan and priorities, understanding of the Department's organizational structure and functionality, understanding of the Political Mandate Strategic Priorities, knowledge and understanding of the CJS. Knowledge of Applicable relevant Legal and Regulatory requirements (e.g. Animal Disease Act 1984, Meat Safety Act, Fertilizer, Farm Feeds and Related Substances Act 1947 (Act 36 of 1947), Medicines and Related Substances Control Act 1965 (Act 101 of 1965) and Animal Identification Act 2002 (Act 6 of 2002), Veterinary and Para-Veterinary Professions Act, 1962, Livestock Improvement Act (Act 2 of 1997), Animal Protection Act (Act 71 of 1961, Departmental policies and procedures, Government Priorities, Reporting procedures, Information systems, SA Constitution and Employment Equity Act, 1998. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.
- DUTIES** : Facilitate the prevention and control of animal diseases and provide primary animal health care and advisory services. Strategic oversight over Implementation of Veterinary Services programs.

Execute the role of Provincial Veterinary Officer as delegated under the Animal Diseases Act, Execute the role of Principal Veterinarian (Veterinary and Para-Veterinary Professions Act), Facilitate the provision of veterinary public health services through executing role of Provincial Executive Officer as delegated under the Meat Safety Act. Oversee the provisioning of trade facilitation services. Oversee the provision of veterinary transversal services. Oversee resources (Human, Financial, Equipment/Assets). Managing the control of controlled animal and zoonotic diseases. Facilitate Provide primary animal health care, veterinary extension, animal welfare, animal traceability and advisory services. Oversee the provision of veterinary public health services, to ensure that food of animal origin is safe and suitable for human consumption. Oversee the effective provision of export certification services for animals, animal products and food of animal origin, in line with sanitary and phytosanitary agreements. Ensure the provision of credible epidemiologic data to enable decision making. Ensure provision of credible laboratory diagnostics and analytical services. Oversight over provision of veterinary quality assurance and accreditation service. Ensure provision of animal disease risk analysis services. Ensure provision of a veterinary law enforcement service (A.D.A, M.S.A, P.A.P.A). Providing guidance into chief directorate's HR requirements (staffing, structural alignment, recruitment, leave management, performance management and staff development). Ensuring chief directorate's effective participation in all internal and external governance structures (EMT, SMT, ICT steering committee, Audit committee, Risk management committee, Portfolio committee, SCM committees, Security, Oversee and ensure discipline. Authorise, control and monitor the budget and expenditure. Manage the compilation of various reports and statistics.

ENQUIRIES

: Ms. Gugu Nevondo; Tel No: 072 904 1694

POST 04/54

DIRECTOR-SUPPLY CHAIN MANAGEMENT REF NO: REFS/022121

SALARY

: R1 216 824 per annum, (all-inclusive salary package which can be structured according to the individual's needs).

CENTRE

: Johannesburg (Head Office)

REQUIREMENTS

: Grade 12 plus an undergraduate qualification (NQF level 7) in Supply Chain Management/ Finance or other related qualifications as recognized by SAQA. 5 years proven experience at middle managerial level in SCM environment. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. A valid Code 08 driver's license. Competencies: Strategic Capacity and Leadership skills, People Management, Empowerment and Integrity, Financial Management, Change Management, Programme and project Management. Technical Competencies: Departmental policies and procedures, Government Priorities, Reporting procedures and Information system. Strong managerial and communication skills (written and verbal). Thorough knowledge of the Financial Prescripts of the Public Service and Supply Chain Management. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

DUTIES

: Manage procurement for goods and services. Lead the identification of Supply Chain Management needs. Identify procurement priorities and finalization. Ensure the finalisation of procurement plans. To develop and maintain an inventory management system. Development and implement movable assets management strategy. Lead the rendering of services with regard to requisition, ordering, receipt and distribution of goods. Make inputs to the Strategic and Annual Performance Plans to support the achievement of the construction procurement policy in the Institution. Finalise procurement plans. Finalise Bid Specification Documentation, Advertisement processes and Tender Clarification Meetings. Manage the processed related to the receipt and opening of Tender Proposals and/or Expressions of Interest. Manage implementation of responsiveness testing. Manage implementation of Tender Evaluation. Provide inputs to the development of a Supply Chain Management policy framework that deals with the whole spectrum of procurement. Provide inputs to the determination of delegations for procurement. Design and establish procurement processes and procedures (Standard Operating Procedures) that are fair, competitive, equitable, transparent and cost effective. Design and implement a system to monitor performance of suppliers and the performance of the Contracting Institution. Develop risk mitigation strategies to evaluate performance of suppliers. Development of Standard Procurement Templates. Provide inputs to the appointment of Tender Committee Members. Manage the design and implementation of controls to comply with contract requirements. Manage and review all cancellations, amendments, expansions, variations, extensions or transfer of contracts awarded through the Bid Committee. Manage implementation of penalties where required. Manage expansions of contracts above the amounts provided in terms of contingencies. Manage motivations to authorise increases in the total prices excluding price adjustment for inflation in excess of the amount stated in the contract and make recommendations. Manage motivations for events which in terms of the contract increase and make recommendations. Manage the preparation of performance reports for the service provider based on inputs received from the relevant units. Monitor communication between SCM and other units in order for various branches to meet all contractual timelines and related obligations. Sign performance agreements for the Directorate based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the Directorate and maintain discipline. Manage

training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the human resources needs of the Directorate in consultation with Corporate Services. Develop and update the service delivery and work plan for the Directorate. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the Directorate and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the Directorate in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the Directorate in terms of the departmental budget allocations. Manage the effective spending of infrastructure grant funding. Align the strategic priorities and the work plans of the Directorate with the Chief Directorate. Develop operational plans for the Directorate and work plans for each staff member in the Directorate. Provide written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc

ENQUIRIES

: Ms. Gugu Nevondo at 072 904 1694

POST 04/55

: **DIRECTOR- ANIMAL HEALTH REF NO: REFS/022122**

SALARY

: R1 216 824 per annum, (All-inclusive salary package which can be structured according to the individual's needs).

CENTRE

: Johannesburg (Head Office)

REQUIREMENTS

: Grade 12 plus an undergraduate Veterinary Science qualification (NQF level 7) or relevant qualifications as recognized by SAQA. 5 years' relevant experience at a middle managerial level. Registration with the South African Veterinary Council (SAVC). Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Must be in possession of a valid Code 08 driver's license. Competencies: Computer Literacy, Excellent written and verbal communication Skills, Report writing Skills, Planning and organizing, Leadership, Financial Management skills, Strategic development, Project Management skills, Knowledge Management skills, Presentation and Facilitation skills, Stakeholder Relationship Management, Good Administrative skills. Good interpersonal and Networking skills. Must have knowledge of GPG and Public Service Regulations, PFMA, understanding of the PSP and RSP, understanding of Policy Development and Corporate Governance, Project Management, Knowledge and understanding of departmental strategic plan and priorities, understanding of the Department's organizational structure and functionality, understanding of the Political Mandate Strategic Priorities, knowledge and understanding of the CJS. Knowledge of Applicable relevant Legal and Regulatory requirements (e.g. Animal Disease Act 1984, Meat Safety Act, Fertilizer, Farm Feeds and Related Substances Act 1947 (Act 36 of 1947), Medicines and Related Substances Control Act 1965 (Act 101 of 1965) and Animal Identification Act 2002 (Act 6 of 2002), Veterinary and Para-Veterinary Professions Act, 1962, Livestock Improvement Act (Act 2 of 1997), Animal Protection Act (Act 71 of 1961, Departmental policies and procedures, Government Priorities, Reporting procedures, Information systems, SA Constitution and Employment Equity Act,1998. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

DUTIES

: To facilitate the prevention and control of Animal Disease. Management of provision of Primary Animal Health Care, Veterinary extension, Animal Welfare, Animal traceability and advisory services. Management of the provision of Veterinary Pharmaceutical services. Provide strategic direction for the directorate. Manage Resources (Human/ Finance/ Equipment/ Assets) Provide services to prevent and control outbreaks of List A and Notifiable animal diseases. Provide field epidemiology services. Promote animal health awareness programmes. Promote the adoption of pathogen reduction schemes at farm level. Provide a commercial farm census data collection service. Provide primary animal health services. Implement initiatives to promote animal welfare and disease awareness programmes. Coordinate animal identification and traceability services. Coordinate Compulsory Community Service (CCS). Provide a smallholder subsistence and emerging farmer census data collection service. Provide animal improvement services. Facilitate procurement and management of Pharmaceuticals, Biologicals and Surgical Inventory, Management of waste management, Research and keep abreast of breast practice initiatives and developments within the directorate. Develop business/ strategic plan for the directorate and align it with Chief Directorate and ensure implementation thereof, ensure proper implementation of budget by monitoring, projecting and reporting expenditure, ensure proper spending in line with strategic objectives, monitor the optimal utilization and functionality of equipment, evaluate and monitor performance of employees to ensure achievement of strategic goal. Manage the human resource development of employees in the directorate, enhance and maintain employee motivation, oversee the development and implementation of operational plans for the directorate, develop and coordinate a service delivery improvement plan.

ENQUIRIES

: Ms. Gugu Nevondo at 072 904 1694

DEPARTMENT OF COMMUNITY SAFETY

Gauteng DCS is an equal opportunity employer and gender sensitive employer, and it is its intention to promote retrospectivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity Imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources Directives will be taken into consideration. People with disabilities are encouraged to apply



- APPLICATIONS** : Applicants must apply online at: www.gautengonline.gov.za / <http://professionaljobcentre.qpg.gov.za>
- CLOSING DATE** : 14 February 2025
- NOTE** : Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The fully completed and signed new Z83 form should be accompanied by a recently updated comprehensive CV only (only shortlisted candidates will be required to submit certified copies of qualifications). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. 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 of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. The Department of Community Safety reserves the right not to make an appointment and to use other recruitment processes. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> Suitably qualified, dynamic, passionate, and experienced qualifying persons are invited to apply for the vacant position. The Department will not accept posted, emailed or hand delivered applications.

OTHER POSTS

- POST 04/56** : **DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NO: REFS/022129**
Chief Directorate: Provincial Secretariat
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum, an all-inclusive remuneration package.
: Central Corridor
: Matric plus a recognized National Diploma (NQF level 6)/ Bachelor's Degree (NQF7)/ equivalent qualification in preferably Social Sciences/ Community Development or Policing as recognized by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at ASD level in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills.
- DUTIES** : Coordinate the implementation of the SCP strategy. Conduct and coordinate networking sessions with stakeholders, NGO's and bi-monthly and LEAs on a quarterly basis. Coordinate the implementation of the school safety, VAWAC and youth Safety Strategies. Monthly meetings and support. Monitor and evaluate the implementation of youth safety, school safety, VAWAC and substance abuse prevention programmes. Attend relevant meetings and workshops (Staff Members to attach addendum of such meetings. Ensure effectiveness and efficiency. Manage service delivery improvement. Manage human and financial resources.
- ENQUIRIES** : Ms. Nkhensani Baloyi at 066 156 6669 /011 689 3701 (during working hours 8h00am to 16:30pm)
- POST 04/57** : **DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NO: REFS/022134**
Chief Directorate: Provincial Secretariat
- SALARY CENTRE** : R849 702 per annum, an all-inclusive remuneration package.
: Northern Corridor

- REQUIREMENTS** : Matric plus a recognized National Diploma (NQF level 6)/ Bachelor's Degree (NQF7)/ equivalent qualification in preferably Social Sciences/ Community Development or Policing as recognized by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at ASD level in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills.
- DUTIES** : Coordinate the implementation of the SCP strategy. Conduct and coordinate networking sessions with stakeholders, NGO's and bi-monthly and LEAs on a quarterly basis. Coordinate the implementation of the school safety, VAWAC and youth Safety Strategies. Monthly meetings and support. Monitor and evaluate the implementation of youth safety, school safety, VAWAC and substance abuse prevention programmes. Attend relevant meetings and workshops (Staff Members to attach addendum of such meetings. Ensure effectiveness and efficiency. Manage service delivery improvement. Manage human and financial resources.
- ENQUIRIES** : Ms. Nkhensani Baloyi at 066 156 6669 /011 689 3701 (during working hours 8h00am to 16:30pm)
- POST 04/58** : **DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NUMBER: REFS/022136**
Chief Directorate: Provincial Secretariat
- SALARY** : R849 702 per annum, an all-inclusive remuneration package.
CENTRE : Eastern Corridor
- REQUIREMENTS** : Matric plus a recognized National Diploma (NQF level 6)/ Bachelor's Degree (NQF7)/ equivalent qualification in preferably Social Sciences/ Community Development or Policing as recognized by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at ASD level in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills.
- DUTIES** : Coordinate the implementation of the SCP strategy. Conduct and coordinate networking sessions with stakeholders, NGO's and bi-monthly and LEAs on a quarterly basis. Coordinate the implementation of the school safety, VAWAC and youth Safety Strategies. Monthly meetings and support. Monitor and evaluate the implementation of youth safety, school safety, VAWAC and substance abuse prevention programmes. Attend relevant meetings and workshops (Staff Members to attach addendum of such meetings. Ensure effectiveness and efficiency. Manage service delivery improvement. Manage human and financial resources.
- ENQUIRIES** : Ms. Nkhensani Baloyi at 066 156 6669 /011 689 3701 (during working hours 8h00am to 16:30pm)
- POST 04/59** : **DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NUMBER: REFS/022130**
Chief Directorate: Provincial Secretariat
- SALARY** : R849 702 per annum, an all-inclusive remuneration package.
CENTRE : Southern Corridor
- REQUIREMENTS** : Matric plus a recognized National Diploma (NQF level 6)/ Bachelor's Degree (NQF7)/ equivalent qualification in preferably Social Sciences/ Community Development or Policing as recognized by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at ASD level in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills.
- DUTIES** : Coordinate the implementation of the SCP strategy. Conduct and coordinate networking sessions with stakeholders, NGO's and bi-monthly and LEAs on a quarterly basis. Coordinate the implementation of the school safety, VAWAC and youth Safety Strategies. Monthly meetings and support. Monitor and evaluate the implementation of youth safety, school safety, VAWAC and substance abuse prevention programmes. Attend relevant meetings and workshops (Staff Members to attach addendum of such meetings. Ensure effectiveness and efficiency. Manage service delivery improvement. Manage human and financial resources.
- ENQUIRIES** : Ms. Nkhensani Baloyi at 066 156 6669 /011 689 3701 (during working hours 8h00am to 16:30pm)
- POST 04/60** : **DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NO: REFS/022137**
Chief Directorate: Provincial Secretariat
- SALARY** : R849 702 per annum, an all-inclusive remuneration package.

<u>CENTRE REQUIREMENTS</u>	:	Western Corridor
	:	Matric plus a recognized National Diploma (NQF level 6)/ Bachelor's Degree (NQF7)/ equivalent qualification in preferably Social Sciences/ Community Development or Policing as recognized by SAQA. 5-7 years' working experience of which 3 years must be at junior management level at ASD level in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills.
<u>DUTIES</u>	:	Coordinate the implementation of the SCP strategy. Conduct and coordinate networking sessions with stakeholders, NGO's and bi-monthly and LEAs on a quarterly basis. Coordinate the implementation of the school safety, VAWAC and youth Safety Strategies. Monthly meetings and support. Monitor and evaluate the implementation of youth safety, school safety, VAWAC and substance abuse prevention programmes. Attend relevant meetings and workshops (Staff Members to attach addendum of such meetings. Ensure effectiveness and efficiency. Manage service delivery improvement. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Ms. Nkhensani Baloyi at 066 156 6669 /011 689 3701 (during working hours 8h00am to 16:30pm)
<u>POST 04/61</u>	:	<u>DEPUTY DIRECTOR: ICT INFRASTRUCTURE REF NO: REFS/022131</u> Chief Directorate: Information Communication and Technology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 per annum, an all-inclusive remuneration package.
	:	Head Office (Johannesburg)
	:	Requirements: Matric Certificate plus a 3-year National Diploma (NQF level 6)/Degree (NQF level 7) In ICT (Computer Science or Informatics). Any relevant ICT Infrastructure certificates is an advantage. 3 – 5 years' experience directly related to the duties and responsibilities specified. All valid relevant driving licenses (A and EC). No criminal record or case pending against you. Knowledge and skills: Operating systems and server administration. Working knowledge of Microsoft server environment and Windows operating systems. (AD and MS Exchange Server). Microsoft Office packages. Management of Software licenses. DBMS Technology. Virtualization Solutions. SAN administration. Cloud hosted services. Networking environment - LAN/WAN, networking/Troubleshooting and experience in Cisco routers/switch configuration Telecommunication Systems - Knowledge of PABX and telecom systems, (TMS, VoIP). Knowledge of ICT Security technologies. ICT Regulations and standards (CobIT, ITIL, ISO etc. Business Analysis. Innovative development technologies. DBMS technologies. Project management skills. Information and data Security. Risk assessment and mitigation. Disaster recovery technologies. Network and telecommunications. Security. Technical credibility and Cyber security management.
<u>DUTIES</u>	:	Development, implementation and monitoring of ICT Infrastructure Plan. Provision and maintenance of the telecommunications systems and network infrastructure. Oversees management and protection of the data ensuring adherence to standards and operating procedures to data access and preservation of data and storage. Manage the maintenance and support of all computer end-user devices and computerized systems, information processing equipment and software. Sets the direction and oversee ICT infrastructure projects and implement ICT projects methodologies. Assists in the acquisition of ICT equipment and software through developing specifications and giving advice on the new technologies procured. Responsible for coaching, disciplining and mentoring of staff to improve performance. Monitor the performance of staff and ensure assessment of their performance. Provide input in drafting of budget in the section. Control and monitor the subsection budget and expenditure. Coordinate the compilation of various reports and statistics for the section. Manage leave and sub-ordinates.
<u>ENQUIRIES</u>	:	Ms. Nkhensani Baloyi at 066 156 6669 /011 689 3701 (during working hours 8h00am to 16:30pm)
<u>POST 04/62</u>	:	<u>DEPUTY DIRECTOR: APPLICATION DEVELOPMENT REF NO: REFS/022124</u> Chief Directorate: Information Communication and Technology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 per annum, an all-inclusive remuneration package.
	:	Head Office (Johannesburg)
	:	Matric Certificate plus three-year National Diploma plus BTech in ICT or a bachelor's degree in ICT (Computer Science or Informatics) Any relevant system development certificate is an advantage. 3-5 years management experience directly related to the duties and responsibilities specified. Knowledge and skills: System Development life Cycle, Project Management, ICT Security Management, Risk Management, Experience in Microsoft development environment and development tools. Programming language knowledge. Working knowledge basic GIS environment. Experience in data center and Microsoft operating systems. In-depth knowledge of Microsoft SQL Server, My SQL, with regard to development and maintenance of these databases. Data base design, development and implementation, backup and recovery. Capacity planning. Programming knowledge of open-source systems, mobile applications etc. Possess knowledge of basic networking functions. Working knowledge of information engineering. ICT Regulations and standards (CobIT, ITIL, ISO) etc. Business Analysis. Innovative Development

technologies. DBMS technologies. Project Management skills. Information and data security. Risk assessment and mitigation. Disaster recovery technologies.

DUTIES

: Automate and digitalization of information and business processes. Management of Systems Development Cycle, Planning; Analysis; Development; Maintenance information and data Management. Development and installation of system data bases; Governance and protection of information through proper procedures and rules within the databases; Codification and data standardization. Manage ICT Projects. Development and implementation of the Business Applications Strategy. Ensure Proper ICT Projects Principles and practices are implemented. Management of risks related to the system. Management of software tools. Develop, Implement, maintain, train and support business applications. Expand Technical and Business knowledge through reading, research and on the job training. To analyse the various requirements of the organization and to bridge the gap between Business and ICT. Planning Strategically- The analysis of the organization's strategic business needs. Operating/Business model Analysis- The definition and analysis of organizations policies and market business approaches. Process definition and Design- The business process modelling developed through process. Manage resources (Human, Financial, Equipment/Assets). Responsible for coaching, disciplining and mentoring of staff to improve performance. Monitor the performance of staff and ensure assessment of their performance. Provide input in drafting of budget in the section. Control and monitor the subsection budget and expenditure. Coordinate the compilation of various reports and statistics for the section. Manage leave of subordinates.

ENQUIRIES

: Ms. Nkhensani Baloyi at 066 156 6669 /011 689 3701 (during working hours 8h00am to 16:30pm)

DEPARTMENT OF HEALTH

OTHER POSTS

POST 04/63

: **PROFESSIONAL NURSE SPECIALTY (PRIMARY HEALTH CARE) REF NO: MRH/2025/03**
Directorate: Nursing

SALARY

: Grade 1: R451 533 – R530 576 per annum
Grade 2: R553 545 – R686 211 per annum

CENTRE

: Mamelodi Regional Hospital

REQUIREMENTS

: National Senior Certificate, a basic R425 qualification, i.e. Diploma/Degree in Nursing or equivalent qualification that allows registration as a Professional Nurse and current registration with SANC. A post basic qualification with duration of at least 1 year accredited with the SANC in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with SANC (R48). A minimum of 4 years appropriate/recognized experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 1 year of the period referred to above must be appropriate/recognizable experience working in Primary Health Care after obtaining the one-year post-basic qualification. Competencies: Skills required good communication skills/verbal and written. Report writing skills. Sound interpersonal skills are necessary. Have knowledge of ideal hospital realization and maintenance framework. Computer literacy. Demonstrate and understanding of nursing legislation and related legal and ethical nursing practices.

DUTIES

: Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Promote specialised quality of nursing care as directed by professional scope of practice and standards as determined by relevant health facility Able to plan and organise own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders including report writing required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively-operatively amicably with person of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements

ENQUIRIES

: Ms. S. Mahlangu Tel No: (012) 841 8363

APPLICATIONS

: Must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications can be emailed to: Applications.MRH@gauteng.gov.za

FOR ATTENTION

: Recruitment & Selection Section Tel No: (012) 842 0961

NOTE

: Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE

: 14 February 2025

<u>POST 04/64</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (THEATER) REF NO: MRH/2025/01</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R451 533 – R530 576 per annum Grade 2: R553 545 – R686 211 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mamelodi Regional Hospital
	:	National Senior Certificate or equivalent NQF level, a basic R425 qualification, Diploma/ Degree in nursing or equivalent qualification that allows current registration with SANC as a professional nurse. Current registration with SANC. A post basic qualification with a duration of at least one year accredited with SANC in Theatre Specialty. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional nurse with SANC in general nursing.
<u>DUTIES</u>	:	Perform both clinical and administrative duties as required as per SANC requested. Provide effective and quality patient care, provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the nursing act, occupational health and safety act and all other applicable prescripts. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principals of Batho Pele. Develop and implement quality assurance program, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient's complaints and waiting time. Promote quality of nursing care as directed by the professional scope of practice and standards determined by the institution and other regulating bodies.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. S Mahlangu Tel No: (012) 841 8490
	:	Must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications ca be emailed to: Applications.MRH@gauteng.gov.za
<u>FOR ATTENTION NOTE</u>	:	Recruitment & Selection Section Tel No: (012) 842 0961
	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, and copy of CV. Only shortlisted candidates will be requested to bring certified copies of qualifications and after acquired documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	14 February 2025
<u>POST 04/65</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (ICU) REF NO: MRH/2025/02 (X2 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R451 533 – R530 576 per annum Grade 2: R553 545 – R686 211 per annum
<u>CENTRE REQUIREMENTS</u>	:	Mamelodi Regional Hospital
	:	National Senior Certificate, a basic R425 qualification, i.e. Diploma/Degree in Nursing or equivalent qualification that allows registration as a Professional Nurse and current registration with SANC. A post basic qualification with duration of at least 1 year accredited with the SANC in Intensive Care Unit Nursing Specialty. A minimum of 4 years appropriate/recognized experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 1 year of the period referred to above must be appropriate/recognizable experience working in ICU after obtaining the one-year post-basic qualification in ICU. Competencies: Skills required good communication skills/verbal and written. Report writing skills. Sound interpersonal skills are necessary. Have knowledge of ideal hospital realization and maintenance framework. Computer literacy. Demonstrate and understanding of nursing legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Promote specialised quality of nursing care as directed by professional scope of practice and standards as determined by relevant heath facility Able to plan and organise own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders including report writing required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively-operatively amicably with person of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. S. Mahlangu Tel No: (012) 841 8363
	:	Must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications can be emailed to: Applications.MRH@gauteng.gov.za

FOR ATTENTION NOTE : Recruitment & Selection Section Tel No: (012) 842 0961
: Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE : 14 February 2025

POST 04/66 : **MEDICAL OFFICER - OBS AND GYNAE (SESSIONAL) REF NO: MRH/2025/05 (X5 POSTS)**
Directorate: Clinical

SALARY : Grade 1: R457.per hour
Grade 2: R521.per hour
Grade 3: R603.per hour

CENTRE REQUIREMENTS : Mamelodi Regional Hospital
: National Senior Certificate/Matric, MBCHB Degree that allows registration with HPCSA as a Medical Officer and current annual registration. **Grade 1:** No experience required after completion of Community Service and registration with HPCSA AS A Medical Officer. **Grade 2:** A minimum of five years' experience after registration with HPCSA as a Medical Officer. **Grade 3:** A minimum of ten years' experience after registration with HPCSA as a Medical Officer. Ability to function independently and be part of a multi-disciplinary team. Successful applicant must be solution-oriented and have good decision-making skills. Advance Trauma Life Support training will be an added advantage. Basic medical knowledge in Obstetrics and Gynaecology outpatient management. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department.

DUTIES : Render inpatient and outpatient services in the disciplines. Provide critical care and treatment. Experience and courses attended in the relevant clinical fields will be an added advantage. Manage Orthopaedic and outpatient emergency. Provide training and supervision to Medical Interns and Students. Better utilisation of resources. Assist with the administrative activities of the department. Assist and participate in the research activities as defined within the department. Ensure compliance with the policies and protocols.

ENQUIRIES APPLICATIONS : Dr. L.B. Mapeshoane Tel No: (012) 841 8302
: must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications ca be emailed to: Applications.MRH@gauteng.gov.za

FOR ATTENTION NOTE : Recruitment & Selection Section Tel No: (012) 842 0961
: Applications must be done on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with detailed CV. Only shortlisted candidates will be requested to bring certified copies of the required documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE : 14 February 2025

POST 04/67 : **MEDICAL OFFICER - FAMILY MEDICINE (SESSIONAL) REF NO: MRH/2025/04**
Directorate: Clinical

SALARY : Grade 1: R457. per hour
Grade 2: R521.per hour
Grade 3: R603.per hour

CENTRE REQUIREMENTS : Mamelodi Regional Hospital
: National Senior Certificate/Matric, MBCHB Degree that allows registration with HPCSA as a Medical Officer and current annual registration. **Grade 1:** No experience required after completion of Community Service and registration with HPCSA as a Medical Officer. **Grade 2:** A minimum of five years' experience after registration with HPCSA as a Medical Officer. **Grade 3:** A minimum of ten years' experience after registration with HPCSA as a Medical Officer. Ability to function independently and be part of a multi-disciplinary team. Successful applicant must be solution-oriented and have good decision-making skills. Advance Trauma Life Support training will be an added advantage. Basic medical knowledge in Family medicine outpatient management. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department.

DUTIES : Render inpatient and outpatient services in the disciplines. Provide critical care and treatment. Experience and courses attended in the relevant clinical fields will be an added advantage. Manage Orthopaedic and outpatient emergency. Provide training and supervision to Medical Interns and Students. Better utilisation of resources. Assist with the administrative activities of the department. Assist and participate in the research activities as defined within the department. Ensure compliance with the policies and protocols.

ENQUIRIES APPLICATIONS : Dr. L.B. Mapeshoane Tel No: (012) 841 8302

Must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications can be emailed to: Applications.MRH@gauteng.gov.za

FOR ATTENTION NOTE : Recruitment & Selection Section Tel No: (012) 842 0961

Applications must be done on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with detailed CV. Only shortlisted candidates will be requested to bring certified copies of the required documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE : 14 February 2025

POST 04/68 : **MEDICAL OFFICER (PSYCHIATRY) REF NO: MRH/2025/07**
Directorate: Clinical

SALARY : Grade 1: R457.per hour
Grade 2: R521 per hour
Grade 3: R603.per hour

CENTRE REQUIREMENTS : Mamelodi Regional Hospital

National Senior Certificate and MBChB/MBBCH Degree or appropriate qualification that allows current registration with HPCSA as a Medical Officer Diploma in Mental Health (will be an added advantage). **Grade 1** none experience required after registration with the HPCSA as Medical Officer. **Grade 2:** A minimum of 5 years' experience after registration with the HPCSA as Medical Officer. **Grade 3:** A minimum of 10 years' experience after registration with the HPCSA' as Medical Officer. Ability to function independently and be part of a multidisciplinary team. Applicant must solution-oriented and have good decision-making skills. Knowledge, Skills, Training and Competencies Required.

DUTIES : Provide in-patient and out-patient treatment of Psychiatric, and medical conditions in accordance with evidence based clinical protocols, guidelines, and relevant legislation (Mental Health Care Act 17 of 2002). Clinically assess patients' general physical condition, mental health and social status and formulate a differential diagnosis and ensure a clear management plan is in place and implemented for the patient. Collaborate with other healthcare professionals as part of the multidisciplinary team in ensuring holistic patient care, treatment, and rehabilitation. Ensure clear documentation of patient history, examination results, treatment plans, and patient clinical outcomes to mitigate clinical risk. Consult or refer to other healthcare professionals or/and appropriate levels of care and/or other healthcare professionals when necessary. Participate in onsite after-hours services (on-call services). Ensure that the rights, dignity, confidentiality, and privacy of patients are always maintained. Support and participate in quality improvement and patient safety initiatives. Identify the developmental needs of others and coach, mentor, or otherwise help others to improve their knowledge or skills. Engage in CPD activities and any other programs that support continuous learning, including providing clinical support, guidance and supervision of medical interns.

ENQUIRIES APPLICATIONS : Dr. LB Mapeshoane Tel No: (012) 841 8302

Must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications can be emailed to: Applications.MRH@gauteng.gov.za

FOR ATTENTION NOTE : Recruitment and Selection Tel No: (012) 842 0961

Applications must be done on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with detailed CV. Only shortlisted candidates will be requested to bring certified copies of the required documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE : 14 February 2025

<u>POST 04/69</u>	:	<u>CLINICAL PSYCHOLOGIST – SESSIONAL REF NO: MRH/2025/08</u> Directorate: Clinical
<u>SALARY</u>	:	Grade 1: R398.per hour Grade 2. R463 per hour Grade 3: R536 per hour
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate/Matric, Appropriate qualification that allows current registration with the health professions council of South Africa (HPCSA) as a clinical psychologist. Grade 1: no experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa. Grade 2: Appropriate qualification that allows for registration with the relevant council/HPCSA and a minimum of 8 years appropriate experience. Grade 3: Appropriate qualification that allows for registration with the relevant council/HPCSA and a minimum of 12 years appropriate experience Extensive knowledge of relevant legislation policies. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making an problem solving skills. Relevant experience and courses in the EAP field may be an added advantage.
<u>DUTIE</u>	:	Ensure the rendering of a professional, integrated service by Employee Health and Wellness Programme (EHWP) to employees. Render psycho-diagnostic and psychotherapeutic services and interventions. Designing, managing and evaluating programmes aimed at alleviating psychological distress or psychiatric conditions. Conduct Organizational Diagnosis and team building initiatives as well as mental health initiatives. Take action to improve the mental well-being of employees and interventions to assist them with emotional, personal and work-related problem within the organisation. Develop wellness management programmes and conduct trainings to meet institutional goals. Market Psychological services and improving awareness on service offered within the organisation. Participate in health calendar events.
<u>ENQUIRIES</u>	:	Dr. E.B Mankge Tel No: (012) 841 8305
<u>APPLICATIONS</u>	:	Must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications ca be emailed to: <u>Applications.MRH@gauteng.gov.za</u>
<u>FOR ATTENTION</u>	:	Recruitment and Selection Tel No: (012) 842 0961
<u>NOTE</u>	:	Applications must be done on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with detailed CV. Only shortlisted candidates will be requested to bring certified copies of the required documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	14 February 2025

DEPARTMENT OF ROADS AND TRANSPORT

<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	14 February 2025
<u>NOTE</u>	:	In line with the Department’s employments Equity Plan, Females and People with Disabilities are encouraged to apply. Applicants must utilise the most recent online Z83 application for employment form available online and complete the declaration as per the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and declared online. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to complete Z83 and upload the Curriculum Vitae (CV) will result in disqualification. 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.

OTHER POSTS

- POST 04/70** : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: REFS/022066**
Branch: Office of The Executive Authority
- SALARY** : R849 702 – R1 000 908 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** : Johannesburg
A National Diploma (NQF 6) / Degree (equivalent to NQF 7). 3 years in Junior Management / Assistant Director level. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy.
- DUTIES** : Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. This would, inter alia, entail the following: Render a Cabinet/executive council support service to the executive authority. This would, inter alia, entail the following: (i) Manage the distribution of memoranda to Cabinet/executive council members, (ii) Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees, (iii) Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Human resources management.
- ENQUIRIES** : Ms. Mathapelo Makhetha Tel No: (011) 355 7521
- POST 04/71** : **REGISTRY CLERK REF NO: REFS/022065**
Branch: office of the executive authority
- SALARY** : R216 417 per annum (Level 05), (plus benefits)
- CENTRE REQUIREMENTS** : Johannesburg
A grade 12 certificate or equivalent. No experience required. Knowledge and Skills: Interpersonal relations, Flexibility and teamwork, computer, planning and organizing, good verbal and written communication skills.
- DUTIES** : Provide registry counter services, Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence by receiving all mail, sorting, registering and dispatching mails and distribute notices on registry issues. Render an effective filing and record management services by opening and closing files according to record classification system. Filing/storing, tracing (electronically/manually) and retrieval of documents and files and complete index cards for all files. Operate office machines in relation to the registry functions by opening and maintaining Franking machine register. Frank post, record money and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in the remittance register. Registry Clerk Production by handing delivers and signing over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/ disposal by electronic scanning of files, sorting and packaging files for archives and distribution, compiling list of documents to be archived and submit to the supervisor and keeping records for archived documents.
- ENQUIRIES** : Ms. Mathapelo Makhetha Tel No: (011) 355 7521
- POST 04/72** : **DRIVER/ MESSENGER REF NO: REFS/022069**
Branch: Office Of the Executive Authority
- SALARY** : R183 279 per annum (Level 04), (plus benefits)
- CENTRE REQUIREMENTS** : Johannesburg
Grade 10 or equivalent qualification with at least 1-year relevant experience. A valid Driver's License is essential. Ability to handle confidential information. Good telephone etiquette. Interpersonal and communication skills (written and Verbal).
- DUTIES** : Drive light and medium vehicle to transport passengers and items (mail and documents). Conduct routine maintenance on the allocated vehicle and report defects. Complete all the prescribe records and logbooks with regards to the vehicle and goods. Render a clerical support/ messenger services in the office. Collect and deliver documentation and related items in the

Department. Copy, package documents to be scan, bind and fax documents. Keep records of delivered items or goods.

ENQUIRIES : Ms. Mathapelo Makhetha Tel No: (011) 355 7521

POST 04/73 : **FOOD SERVICE AID REF NO: REFS/022067**
Branch: Office Of the Executive Authority

SALARY : R131 265 per annum (Level 02), (plus benefits)
CENTRE : Johannesburg

REQUIREMENTS : NQF level 1 or (Abet level 4 certificate or equivalent). No working experience is required.
DUTIES : Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses

ENQUIRIES : Ms. Mathapelo Makhetha Tel No: (011) 355 7521