

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POSTS

POST 24/52 : **MEDICAL BIOLOGICAL SCIENTISTS 2 POSTS REF NO: HRM 41/2016**
(This is a re-advertisement. Candidates who have applied previously do not need to re-apply)
Directorate: Reproductive Biology

SALARY : R262 020 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. BSC honours in the relevant field (Reproductive Biology/Physiology/Cell Biology) with current registration at the HPCSA in Reproductive Biology. Skilled in basic theoretical and practical aspects of ART laboratory procedures including semen processing, embryo culture, micromanipulation and cryopreservation techniques.

DUTIES : Participate in all assisted reproductive procedures (Spermatology & Embryology). Facilitate and support the provision of assisted reproductive services to all patients; perform micro-manipulation techniques, quality controls, database upkeep, statistics and cryopreservation. Support and participate in research projects at the unit.

ENQUIRIES : Prof. Huyser C Tel: (012) 354 2067
APPLICATIONS : Applications must submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 24 June 2016

POST 24/53 : **LOGISTICAL SUPPORT OFFICER REF NO: TRH 09/2016**
Directorate: Supply Chain Management

SALARY : R211 194 per annum (plus benefits)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : A three years Diploma or Degree in Supply Chain Management and 5 Experience in the Section. Knowledge and Proficiency in SAP/SRM and R3. Knowledge of Supply Chain Policies, PMDS, Treasury Regulation and the PAS manual.

DUTIES : Responsible for ensuring that all stock transactions are promptly updated and accounted for ensuring key control register is monitored, Ensure that monthly stock balances are done and ensure monthly stock taking is conducted. Ensuring annual and biannual stock taking is conducted. Ensure that all risk identified are effectively managed. Ensure that staff members are appropriately developed and utilized (PMDS). Ensure adherence to minimum and maximum stock levels. Systematic and retrievable filling system. Out of stock report. Capturing all requisitions on SAP/SRM. Ensuring quality supply chain management process in the institution which is efficient, economic and promptly. Proper implementation and supervision of all sections.

ENQUIRIES : Mr T Mabena, Tel. No: (012) 354 - 6812

APPLICATIONS : Applications must be send directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

CLOSING DATE : 01 July 2016

POST 24/54 : **HUMAN RESOURCE CLERK 3 POSTS REF NO: HRM 40/2016**
Directorate Human Resource Management

SALARY : R142 461 per annum
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12/ an appropriate National Diploma or equivalent qualification on NQF level 4 to 6. Working knowledge of PERSAL. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Public Service Act and Regulations, Health Act, Basic Conditions of Employment Act, labour Relations Act, Employment Equity Act, Skills Development Act. Computer literacy in MS Office suite, specifically MS Word, Excel, Outlook, PowerPoint. Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination, administrative skills and counseling experience.

DUTIES : Implement post establishment transaction on PERSAL. Align post establishment to the organizational structure. Allocate vacant posts for advertisement, interview reports, transfer and acting allowance. Render post establishment administrative support. Handling of various administration aspects within Human Resource. Leave management, PILIR, Processing of transactions, verifications on Persal. Recruitment and selection, PMDS, allowances, Medical Aid, Payroll verification, filing. Capturing Overtime. Compile data and reports. Must work independently and in a team.

ENQUIRIES : Mr. CV MSIZA Tel: (012) 354 5396
APPLICATIONS : Applications must submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 24 June 2016

POST 24/55 : **HUMAN RESOURCE CLERK REF NO: TRH 10/2016**
Directorate: Human Resources

SALARY : R142 641 per annum (plus benefits)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : A three years Diploma in Human Resource Management or equivalent plus relevant experience or Grade 12 Certificate plus experience in Human Resource Administration. Knowledge of PERSAL and HR processes. Computer literacy (Ms Word, Excel, PowerPoint), Organizational skills, Communication skills (written and verbal). Ability to work under pressure. Knowledge of Human Resource Legislative Framework.

DUTIES : Perform duties pertaining to: Promotion, Appointment, Transfer, Service Terminations, PILLIR, Service Benefits, Recruitment and Selection as well as PMDS. Capturing of leave on Persal. Send mandates to E-Government. Ensure proper record keeping of leave, appointments, transfers, termination of service and finance documents.

ENQUIRIES : Ms Eva Mokonyane, Tel. No: (012) 354 - 6818
APPLICATIONS : Applications must be send directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

CLOSING DATE : 01 July 2016

PROVINCIAL TREASURY

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

- APPLICATIONS** : Applications must be submitted on a Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.
- CLOSING DATE** : 01 July 2016
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POSTS

- POST 24/56** : **DEPUTY DIRECTOR: INFRASTRUCTURE MANAGEMENT**
Re-advertisement. Please not changes in requirements. Candidate who applied for the position under ref: 23/113 should re-apply
Branch: Sustainable Fiscal Resource Management
- SALARY CENTRE REQUIREMENTS** : R612 822 per annum (All-inclusive package)
: Johannesburg
: Relevant 3 year tertiary qualification e.g. National Diploma or Degree in Built Environment. 1 – 2 years' experience in team management/supervision. 3 – 5 years' experience in the Economic and or Built Environment or Infrastructure Management field. COMPETENCIES: Must have excellent communication skills (both written and verbal), analytical skills, interpersonal relations, strategic management, programme and project management, financial management, problem solving and analysis, team work, flexibility and computer literacy (Microsoft Excel, Word, Outlook and Power point) is essential. Accuracy and ability to pay attention to detail is important.
- DUTIES** : Monitor the implementation of infrastructure programmes in order to improve planning and delivery of infrastructure targets. Provide technical advice and support to provincial departments on Infrastructure planning and management. Audit and analyse infrastructure projects and make appropriate recommendations. Provide analysis and inputs into budget reforms and budgetary frameworks linked to infrastructure delivery. Implement appropriate monitoring, infrastructure database and evaluation tools to measure financial viability of infrastructure projects. Facilitate the roll-out of the implementation of the Infrastructure Delivery Improvement Programme (IDIP).
- ENQUIRIES NOTE** : Ms. Tshiamo Sokupha Tel no: (011) 227-9000
: All shortlisted candidates may be required to write simulation test.
- POST 24/57** : **DEPUTY DIRECTOR: MONITORING AND REPORTING**
Re-advertisement
Directorate: Office of the Deputy Director General
- SALARY CENTRE** : R612 822 – R721 878 per annum (All- inclusive package)
: Johannesburg

REQUIREMENTS

: NQF level 6 in Public Administration majoring in Monitoring and Evaluation, 3 – 5 years at an Assistant Director level with 2 years experience in the Monitoring and Reporting field. Exposure in the role of performance monitoring and quality management. Experience with planning, design and implementation of Monitoring & Evaluation systems. Facilitation of M&E quality assurance and information workshop. Data and information analysis and reporting to stakeholders. Knowledge of the Public Finance Management Act and Treasury Regulations, Policy development and implementation, understanding of Government legislation, Departmental policies and procedures and records management. Competencies: Must have excellent communication skills (both written and verbal) interpersonal relations, strategic management, programme and project management, financial management, problem solving and analysis, people management and job knowledge , team work, flexibility, computer literacy (Microsoft Excel, Word, Outlook and Powerpoint) is essential, Accuracy and ability to pay attention to detail.

DUTIES

: The successful candidate will render strategic support with the operations within the Office of the Deputy Director-General: Financial Governance. Manage the flow of documentation (incoming and outgoing) by ensuring that all submissions, memorandums, correspondence, reports are scrutinised. Coordinate the consolidation of the Branch's strategic, business, operational plans as well as monitor the performance and report on (quarterly, bi-annually, annually) thereof. Administratively manage meetings, recordings of minutes and ensure that all decisions taken are communicated to relevant role players and follow up on progress. Liaise with the internal and external stakeholders on behalf of the Deputy Director General. Ensure the creation of coherence and synergy across all functional areas. Provide support in managing all resources (human, financial, assets) within the office of the Deputy Director-General. Assist with the execution of the strategic objectives of the component in respect of performance output. Render support and take the lead in monthly stakeholder meetings

ENQUIRIES

: Ms Bulelwa, Tel, no: 011 227-9000