

**PROVINCIAL ADMINISTRATION: GAUTENG
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.



APPLICATION : Applicants must apply online at: www.gautengonline.gov.za
CLOSING DATE : 23 December 2024
NOTE : Applicants must apply online at: www.gautengonline.gov.za / <http://professionaljobcentre.gpg.gov.za>. 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.

MANAGEMENT ECHELON

POST 45/340 : **DIRECTOR SUPPLY CHAIN MANAGEMENT REF NUMBER: REFS/021956**
Chief Directorate: Financial Management

SALARY : R1 216 824.per annum. An all-inclusive remuneration packages.
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : Matric plus a Relevant and recognised B Degree/Diploma in Public Administration/ Logistics/ Purchasing or equivalent. 5 years middle/ senior managerial experience in Supply Chain Management. Knowledge and skills: GPG and Public Service SCM policies and procedures. In Depth knowledge of Public Service Regulatory framework. In depth knowledge of PFMA, treasury Regulations, Broad based, Black Economic Empowerment Act, Preferential Procurement Act and Supply Chain Management framework. In depth knowledge of code of conduct for Supply Chain Management Practitioners. In depth knowledge of public service budget procedures. Understanding of Departments strategic objectives. Knowledge of safety and security Framework. Knowledge of BAS, SAP and other relevant information management systems. Customer relationship management, Interpersonal relations, Conflict Management, Communication Skills, Interviewing skills, Negotiation skills, facilitation skills, presentation skills, report writing skills, computer literacy.

- DUTIES** : Formulate and manage the departmental supply chain forecast based on de Departmental operational plans. Development of annual Procurement Plans. Development of annual Demand Plans. Manage the departmental bidding and adjudication process in line with relevant policies and standard operating procedures. Timeous evaluation. adjudication and award of tenders. Approval of quotations and purchase orders. Establish and maintain proper control systems for departmental assets and mechanisms aimed at eliminating then. losses, wastage and misuse of assets. Ensure that assets verification are conducted twice in a financial year. Monthly Asset reconciliations. Annual asset Management plans. Disposal of obsolete and redundant items Disposal of obsolete and redundant items. Ensure the asset register is updated at all times. Manage Service Level Agreements (SLAs) with supplier and service providers (Contract Management) Ensure that spending does not exceed the contracted amounts. Contract renewals done in time. Quarterly supplier performance reports. Effective and efficient Inventory Management. Ensure that stock levels are at optimum and economic levels. Annual Inventory Management plans. Quarterly stock taking of inventory. Effective and efficient Fleet Management. Increased efficiencies in the utilization of departmental fleet. Increased control and management of Reduced risk to the department Reduce the abuse of departmental vehicles. Manage resources (Human/ Finance/Equipment/ Assets). Ensure proper implementation of budget by monitoring, projecting and reporting expenditure. Ensure proper spending in line with strategic objectives. Monitor 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, assets. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of employees in the directorate. Enhance and maintain employee motivation.
- ENQUIRIES** : Ms. Mmathethi Patjie Tel: 083 500 1225 /083 500 7644/ 011 689 3845 (during working hours 8h00am to 16:30pm)

**GAUTENG PROVINCIAL GOVERNMENT
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 45/341** : **MEDICAL SPECIALIST (INTERNAL MEDICINE) REF: MRH/2024/32**
Directorate: Clinical
- SALARY** : Grade 1 - R1 271 904.per annum
Grade 2 - R1 451 214.per annum
Grade 3 - R1 680 780.per annum
- CENTRE REQUIREMENTS** : Mamelodi Regional Hospital
National Senior Certificate and a Master Degree qualification that allows registration with the HPCSA as Medical Specialist in Internal Medicine and current registration. The successful candidates 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 multi-disciplinary team. No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising of junior medical staff, willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meeting and completing MEDCO Legal Documents timeously (e.g., Death certificate. Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plants. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related department at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. Commuted Overtime Is Compulsory.
- ENQUIRIES APPLICATIONS** : Dr EB Mankge Tel No: (012) 841 8305
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,

<u>FOR ATTENTION NOTE</u>	<p>Mamelodi Regional Hospital. Alternatively, applications can be emailed to: Applications.MRH@gauteng.gov.za HR Manager. Mr MH Hlophe Tel No: (012 841 8329) Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV with contactable references. Only shortlisted candidates will be requested to bring original documents including certificates of qualifications and ID on the day of the interview. 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.</p>
<u>CLOSING DATE</u>	24 December 2024
<u>POST 45/342</u>	<u>MEDICAL SPECIALIST (PSYCHIATRY) REF: MRH/2024/33</u> Directorate: Clinical
<u>SALARY</u>	Grade 1: R1 271 904 per annum Grade 2: R1 451 214 per annum Grade 3: R1 680 780 per annum
<u>CENTRE REQUIREMENTS</u>	Mamelodi Regional Hospital National senior certificate plus MBChB / MBChB plus FC Psychiatry or MMed (Psychiatry). Registration with HPCSA as a Medical Specialist and current registration. Appropriate experience in Psychiatric setting. (Grade 1: No Experience after registration with the HPCSA as Medical Specialist in a normal specialty. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA.)
<u>DUTIES</u>	Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the Hospital including assessment, treatment and monitoring of psychiatric patients within the framework of the Mental Health Care Act (No. 17 of 2002). Development and implementation of evidence-based, clinical protocols and guidelines. Partake in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities in the units and other departments. Implement and monitor adherence to Mental Health Care Act. Rendering of afterhours services including weekends (commuted overtime). Lead the multidisciplinary team discussions of patients in the psychiatric wards. Liaise with referral centres for patients who need further care and investigations. Training of staff members in the unit and other departments. Active participation in all hospital committees. To liaise with external stakeholders where appropriate and always maintain Professional and Ethical conduct.
<u>ENQUIRIES APPLICATIONS</u>	Dr EB Mankge Tel No: (012) 841 8305 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: Mr. MH Hlophe (HR Manager).
<u>FOR ATTENTION NOTE</u>	HR Manager. Mr MH Hlophe Tel No: (012 841 8329) Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV with contactable references. Only shortlisted candidates will be requested to bring original documents including certificates of qualifications and ID on the day of the interview. 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>	24 December 2024

PROVINCIAL ADMINISTRATION: GAUTENG DEPARTMENT OF ROADS AND TRANSPORT

CLOSING DATE : 27 December 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. 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 0833240044/ 0837924851. 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.

MANAGEMENT ECHELON

POST 45/343 : **DIRECTOR – SECURITY MANAGEMENT AND LOGISTICAL SERVICES**
REF NO: REFS/021979
Branch: Corporate Services

SALARY : R1 216 824 – R1 433 355.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)
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. A valid driver's license is required. Pre-entry certificate issued by the National School of Government. Experience in State Security Agency will be an added advantage. 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.

DUTIES : 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, organize 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 45/344 : **DRIVER OPERATOR EARTH EQUIPMENT REF NO: REFS/021980 (03)**
Branch: Roads Infrastructure
Directorate: Construction Capital Projects

SALARY : R155 148.per annum (Plus Benefits) (Level 3)
CENTRE : Heidelberg Region
REQUIRMENTS : NQF level 2 (Grade 10 certificate or equivalent), 3-5 years' experience relevant experience. Ability to operate equipment, good communication skills. A valid driver's license.

DUTIES : Operating specialized equipment, loading and offloading/equipment. Inspect and maintenance of equipment and report defects. Keep log sheet of vehicles and machineries, application of safety and precautionary measures, cleaning and lubrication of machinery equipment and grading of gravel roads and re-ravelling/shoulder maintenance. Transportation of work teams and materials/equipment, detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres, and water.

ENQUIRIES : Ms. Valerie Govinden, Tel no: (011) 355 7031

POST 45/345 : **DRIVER OPERATOR EARTH EQUIPMENT REF NO: REFS/021981 (05)**
Branch: Roads
Directorate: Road Maintenance and Fleet Services

SALARY : R155 148.per annum ((Level 3) Plus Benefits)
CENTRE : Tshwane Region
REQUIRMENTS : NQF level 2 (Grade 10 certificate or equivalent), 5 years' relevant experience. A valid driver's license (Code EC) and operating certificate. Ability to operate equipment, Good communication skills.

DUTIES : Operating specialized plant and equipment, e.g. Graders, TLB's and Trucks. Loading and offloading/equipment. Inspect and maintenance of equipment and report defects. Keep log sheet of vehicles and machineries, application of safety and precautionary measures, cleaning and lubrication of machinery equipment and grading of gravel roads and re-gravelling/shoulder maintenance. Transportation of work teams and materials/equipment, detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres, and water

ENQUIRIES : Ms. Valentine Majoko, Tel no: (011) 355 7010