

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 35/72</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY AREA PN-B4 (THEATRE/ ICU)</u> <u>REF NO: REFS/TMH/2024/09/01 (X1 POST)</u> Directorate: Nursing Services
<u>SALARY</u>	:	R715 977 – R818 643 per annum, plus benefits
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of ten (10) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/ recognizable experience in the speciality after obtaining the one-year post-basic qualification in either ICU/ Theatre. At least three (3) years of the period referred to above must be appropriate/ recognizable experience at a management level. Diploma/ Degree in Nursing Administration, Computer literacy, knowledge and insight of Nursing processes, procedures, statutes and other relevant public service acts. Decision and problem-solving skills, interpersonal and conflict management skills. Knowledge of Ideal hospital framework, norms and standards, Batho-pele principles. Good communication skills, supervisory and analytical skills. Basic understanding of Human Resources and Financial management policies and practices.
<u>DUTIES</u>	:	Manage and co-ordinate the implementation of holistic, comprehensive, specialized Nursing care in the intensive care unit, theatre and CSSD in conjunction with team members within a professional and legal framework. Ensure the maintenance of quality care standards in the ICU, Theatre and CSSD services. Ensure adequate supervision of staff and personal quality cost effective and efficient patient care. Ensure effective utilization of all infection control and prevention practices by all staff including support services and cleaning staff. Supervise the implementation of health care delivery policies procedures, clinical guidelines and protocols, operational and strategic plans aimed at improving service delivery. Execute disciplinary code and grievance procedure up to the required level and then refer to the Deputy Manager Nursing. Facilitate implementation of departmental priorities and National Core Standards. Monitor and evaluate the care, ensure effective data management. Ensure that ethics and professionalism is maintained, demonstrate effective communication with staff, patients and multidisciplinary and other stakeholders.
<u>ENQUIRIES</u>	:	Mrs. C.M Malekane Tel No: (011) 898 8311
<u>APPLICATIONS</u>	:	Applications must be submitted on a (PDF Format only) to the following E-Recruitment Email: TMHRecruitmentHR@gauteng.gov.za . Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.
<u>NOTE</u>	:	Applications must include only completed and signed new Form Z83, obtainable from any Public Service Department or on (www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified copies of Identity document, Senior Certificate and highest required qualification as well as a driver's licence where necessary on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	18 October 2024 at 12H00

<u>POST 35/73</u>	:	<u>PROFESSIONAL NURSE SPECIALTY THEATRE REF NO: REFS/TMH/24/09/02 (X3 POSTS)</u> Directorate: Nursing Services
<u>SALARY</u>	:	R451 533 - R530 376 per annum, plus benefits
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	Basic nursing diploma / degree as a professional nurse registered with South African Nursing Council. The incumbent must have a post basic nursing qualification with the duration of at least 1 year accredited with SANC i.e operating theatre specialty. Knowledge of all legislation relevant to health care service.
<u>DUTIES</u>	:	Incumbent will work under the direct supervision of the operational manager in his /her area of all allocation. The provision of nursing care according to the scope of practice of nurses for his / her category will be his / her responsibility. Adherence to the principles of nursing practice according to the scope of practice, all quality assurance standards as well as set rules and standards of nursing in his / her area. Promotion of professionalism and leading by example at all times. Co-ordination of activities with other health team members. The incumbent will be a shift leader of the nursing team and relieving of the operational manager. Ensuring that all quality assurance standards and other mandates are implemented during his / her shift.
<u>ENQUIRIES</u>	:	Mrs. M.L Mashamba Tel No: (011) 898 8000
<u>APPLICATIONS</u>	:	Applications must be submitted on a (PDF Format only) to the following E-Recruitment email: TMHRecruitmentHR@gauteng.gov.za . Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459 or apply online at www.gautengonline.gov.za . NB: The closing time on the closing date will be 12h00.
<u>NOTE</u>	:	Application must be filled on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV. Only the shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	18 October 2024, time 12H00

OFFICE OF THE PREMIER

MANAGEMENT ECHELON

POST 35/74 : **HEAD OF DEPARTMENT (HOD) GAUTENG DEPARTMENT OF HUMAN SETTLEMENTS REF NO: HOD/ HS/ 2024**

(3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)

SALARY : R2 259 984 – R 2 545 854 per annum, (all-inclusive remuneration package), plus a 10% non-pensionable allowance applicable to Heads of Departments.

CENTRE : Johannesburg, Gauteng

REQUIREMENTS : A postgraduate qualification at NQF level 8 as recognised by South African Qualification Authority (SAQA) in Public Management or Business Administration/Management. Ten (10) years of experience at a senior management level of which five (5) years must be Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level. Knowledge understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and

multi-tasking skills. Ability to work under pressure and willingness to work long hours.

DUTIES

: Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA Providing strategic leadership to the Department; Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management and application of good corporate governance principles. Ensuring that the highest standard of corporate governance and ethics are upheld. Driving the implementation of the Growing Gauteng Together GGT 2030 Plan and Action and work closely with the Gauteng City Region (GCR) Executives, stakeholders and business on implementing the Premier's vision of a 'smart province'. Over-seeing the development, implementation and monitoring of Departmental programmes and projects, structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Specific focus areas include the following: The successful incumbent will be directly accountable to the Member of the Executive Council for the realisation of Government priorities and Mega Human Settlements Strategy. Give effect to the Provincial Priorities by implementing all the GPG Apex projects of the Department. Implementation of sustainable human settlements "Breaking new ground in Housing Delivery. Ensuring operational efficiencies and strategic outputs of the Department, agencies or special units associated with the Department. Develop policies and plans that enable spatial transformation in the delivery of human settlements. Facilitate access to affordable housing for the people of Gauteng. Managing the performance and service delivery of the Department. Implementing appropriate policies, strategies, structures, systems and processes to deliver mandates. Making contribution to the broader strategic environment of Gauteng ensuring that the highest standards of corporate governance and ethics are upheld. Support the Member of the Executive Council in his/her duties as political head; and Represent the department at various fora.

**ENQUIRIES
APPLICATIONS**

: Ms Pange Radebe Tel No: (011) 355 5637/ 066 315 6970
: should be sent to RecruitmentHOD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration.

NOTE

: Applicants should please note the following: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive Council within three (3) months upon commencement of duty. The successful candidate will be appointed on 12 calendar months of probation. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. Qualifications will be verified (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). NB. Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS prior to appointment. Qualifying applicants should submit their applications on the New Application Form (Z83), found on www.dpsa.gov.za. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Driver licence etc. will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the

post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. N/B Females are encouraged to apply. The Gauteng Office of the Premier will give preference to candidates in line with the Employment Equity goals. No late applications will be considered.

- CLOSING DATE** : 11 October 2024
- POST 35/75** : **HEAD OF DEPARTMENT (HOD) GAUTENG DEPARTMENT OF ECONOMIC DEVELOPMENT REF NO: HOD/ DED/ 2024**
(3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R2 259 533 - R2 545 854 per annum, (all-inclusive remuneration package), plus a 10% non-pensionable allowance applicable to Heads of Departments.
- CENTRE** : Johannesburg
- REQUIREMENTS** : A qualification at NQF level 8 as recognised by South African Qualification Authority (SAQA) in Public Management or Business Administration/ Management. A postgraduate qualification in Economic Management will be an added advantage. Ten (10) years of experience at a senior management level of which five (5) years must be Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial, and local level. Demonstrable experience in management at an executive level, with a multi-billion budget as well as a good understanding of and competency in Financial Management Systems, including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance, and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.
- DUTIES** : Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Provide strategic leadership to the Department. Oversee the development, implementation, and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management as well as application of good ethics and good corporate governance principles. Drive the implementation of the Growing Gauteng Together (GGT) 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight Committees, Stakeholders and business on implementation Premier's vision of a 'smart province'. Management of provincial entities reporting to the department, including the repositioning of entities to drive the delivery agenda of the GPG. Oversee the development, implementation and monitoring of Departmental programmes and projects, structures, systems and processes to deliver on mandates and contribution to the broader strategic environment of Gauteng. Use research to find effective ways of growing the economy. Improve the quality of life of the youth of Gauteng. Promote Gauteng as a Global City Region. Promote universal access to the economy for the targeted groups, including creation of sustainable employment. Specific focus areas include the following: Overall management of the economic growth programmes by aligning all departmental plans with the National Developmental Plan, National and Provincial Government Strategic Objectives, Transformation, Modernisation and Reindustrialisation (TMR) Programme of Growing Gauteng Together 20230. Mobilise stakeholders to partner with for economic growth and development. Create an enabling regulatory environment and stimulating business practices that promote inclusive economic growth. Promote and attract trade and investment to the economy. Direct investment into strategic economic infrastructure and

proactively link communities to economic opportunities in Gauteng. Drive Township Economy Revitalisation Strategy. Support the Member of the Executive Council in his/her duties as the political head of the Department; and Represent the Department at various fora.

ENQUIRIES
APPLICATIONS

: Ms Pange Radebe: Tel No: (011) 298 5632/ 066 315 6970
: should be sent to RecruitmentHOD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration.

NOTE

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CLOSING DATE

: 11 October 2024