

**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,