

**PROVINCIAL ADMINISTRATION: GAUTENG
GOVERNMENT INFRASTRUCTURE DEVELOPMENT**

The Department of Infrastructure Development is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

- APPLICATIONS** : To apply for the below positions, please apply online at <http://professionaljobcentre.gpg.gov.za>. Only online applications will be considered and for general enquiries please contact Human Resource on 072 668 0029 / 076 521 4118.
- CLOSING DATE** : 12 July 2024
- NOTE** : In line with the Department's employments Equity Plan, People with Disabilities are encouraged to apply. Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. The New Z83 form, obtainable from the GPG Professional Job Centre website, any Public Service Department or the DPSA website www.dpsa.gov.za/documents. 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 representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity 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 POST

- POST 23/32** : **CHIEF CONSTRUCTION PROJECT MANAGER REF NO: REFS/020752**
Directorate: Infrastructure Delivery Southern Cluster
This post is a re-advert, those who previously applied are encouraged to re-apply
- SALARY** : R1 200 426 - R2 264 130 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)
- CENTRE REQUIREMENTS** : Head Office (Johannesburg)
: A National diploma /BTech or Bachelors/Honours degree in any Built Environment field with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. Registration with the SACPCMP as professional Construction Project Manager on appointment is compulsory. Must have a valid driver's license. Competencies: Knowledge of National Building Standards Act of 1977 and Regulations. Knowledge of Construction Industry Development Board Act of 2000 and Regulations, Council for Built Environment Act of 2000. Promotion of Administrative Justice Act of 2000. PFMA/DORA/Treasury Regulations, Best Practice Guidelines of CIDB and Information Notes. SANS 10403, 10396, 2001, 1921, 1914, 294 and ISO 9000. Skills: Programme and project management, Legal and operational compliance, Project and design and analysis knowledge, Process knowledge and skills, Maintenance skills and knowledge, Computer-aided engineering and project applications.
- DUTIES** : Perform final review and approvals or audits on project designs according to design principles or theory Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of project management strategy through the provision of appropriate

structures, systems and resources. Set project standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value to the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor and control expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks. Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES

: Ms. Refiloe Malete at 076 521 4118 / 072 668 0029

DEPARTMENT OF HEALTH

OTHER POSTS

POST 23/33

: **ASSISTANT MANAGER NURSING: OBSTETRICS AND GYNAECOLOGY**
REF NO: REFS/020762
 Directorate: Nursing Services

SALARY
CENTRE
REQUIREMENTS

: R715 977 – R818 643 per annum
 : Tembisa Provincial Tertiary Hospital
 : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least six (6) years of this period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualification in Advanced Midwifery. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with SANC. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele, Ideal Hospital Realisation and Maintenance Framework. Demonstrate a basic understanding of HR and financial policies and Practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Degree/diploma in Nursing Administration will be an added advantage.

DUTIES

: Coordination of optimal, holistic specialized nursing care provided within set standards and a professional /legal framework. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stakeholders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage

effective utilization and supervision of human, financial and material resources. Coordination of provision for effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Demonstrate in-depth understanding of nursing legislations and related ethical nursing practices. Management of personnel performance and review thereof (contracting, quarterly review and final assessment). Provision of Effective Support to Nursing Services: The successful candidate will also be expected to assist with management calls and relieve night supervisors.

**ENQUIRIES
APPLICATIONS**

: Ms. EN. Mailula Tel No: (011) 923 2132
 : Applications can be hand delivered to Human Resource Office, Tembisa Provincial Tertiary Hospital. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. TembisaHR1.HR@gauteng.gov.za

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled, signed and completed in accordance with DPSA Circular 19 of 2022. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and an updated detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidates may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. TPTH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply NB: Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&T claims.

CLOSING DATE

: 12 June 2024

POST 23/34

: **ASSISTANT MANAGER: QUALITY ASSURANCE (PNA7) REF NO: REFS/020763**
 Directorate: Nursing Services

**SALARY
CENTRE
REQUIREMENTS**

: R656 964 – R771 309 per annum
 : Tembisa Provincial Tertiary Hospital
 : Grade 12 certificate with a basic R425 qualification in Nursing Degree/ Diploma or equivalent (General Nursing, Midwifery, Community Nursing, Psychiatry). Appropriate and relevant experience with a minimum of 8 years post registration of which 3 years must be appropriate recognizable experience in a Quality Management position in a hospital setting. A diploma/Degree in Nursing Management and proof of SANC registration is a must. Communication and good interpersonal relations and computer literacy are essential. Valid driver's license will be an added advantage.

DUTIES

: Develop and maintain a patient care environment that promotes the rights of patients, advocating and facilitating proper treatment and care according to the Batho Pele Principles and other mandates to promote patient satisfaction. Management of complaints and PSI's; and monitoring of waiting times. Willing to participate in relevant quality improvement projects and/or research. Encourage and coordinate the activities of committees in Quality Assurance

Unit. Manage programmes of customer care in hospital. Assist in Managing the accreditation programme in hospital and ensure that norms and standards are adhered to. Manage the clinical audit system. Monitor and control the clinical quality improvement programmes. Ensure that institutional policies, Standard Operating Procedures and guidelines are established and implemented in line with Legislative and Policy prescripts. Ensure continuous Quality Assurance and customer care training. Perform any other duties delegated by the supervisor.

**ENQUIRIES
APPLICATIONS**

: Ms. M.A. Mahlre Tel No: (011) 923 2245
 : Applications can be hand delivered to Human Resource Office, Tembisa Provincial Tertiary Hospital. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>.
 : TembisaHR1.HR@gauteng.gov.za

NOTE

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CLOSING DATE

: 12 June 2024

POST 23/35

: **ASSISTANT MANAGER NURSING AREA (GENERAL) REF NO:
REFS/020761**
 Directorate: Nursing Services

**SALARY
CENTRE
REQUIREMENTS**

: R656 964 – R771 309 per annum
 : Tembisa Provincial Tertiary Hospital
 : Basic R425 qualification (i.e. Diploma /Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. Current registration with SANC. A minimum of 08 years appropriate /recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. At least 3 years of the period referred above must be appropriate /recognisable experience at management level. Diploma in Nursing Management and Education will be an added advantage. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Able to develop and maintaining a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate a basic understanding of the legislative framework governing the public service. Demonstrate basic computer literacy as a support tool to enhance service delivery. The following skills will be recommended: strong leadership, goods communication, good supervisory and the ability to work under pressure.

DUTIES : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Ensure Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and ensure proper utilization of human, financial and material resources. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele, Ideal Hospital Realisation and Maintenance Framework. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Maintain professional growth/ethical standards and development of self and others. Provision of support effective support to nursing service: The successful candidate will also be expected to assist with management calls and relieve night supervisors.

ENQUIRIES : Ms. EN. Mailula Tel No: (011) 923 2132
APPLICATIONS : Applications can be hand delivered to Human Resource Office, Tembisa Provincial Tertiary Hospital. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>.
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