Manager:  
**Document Management**  
(Petroleum Grade B)  
**Salary range:** R471 156.00 p.a. (Basic salary excluding benefits)

**Branch:** 
**Department:** 
**Salary range:** R211 254.00 p.m. (basic salary excluding benefits)

**Enrolled Nursing Assistant**  
**Department:** 
**Salary range:** R310 400.00 p.m. (basic salary excluding benefits)

**Educational requirements and experience:** 
- Diploma / BSc in Health Science / Nursing Science / Occupational Therapy / Physiotherapy / Speech & Language Therapy / Dietetics / Midwifery 
- Minimum 2 years’ relevant experience in a similar role 
- Effective communication and interpersonal skills, with sound knowledge of Afrikaans and English

**Job description:**  
- Understand and apply the policies, procedures and processes associated with the delivery of support services to patients and their relatives. 
- Operationalize support and communication to patients and their relatives.

**Office:** 
**Department:** 
**Salary range:** R300 606.00 p.m. (basic salary excluding benefits)

**Specialized: Technical Time Management and Payroll**

**Educational requirements and experience:**  
- Appropriate tertiary (Dip or BSc) or National 7 (NQF level 7) qualification in Business Administration (or equivalent) 
- At least 2 years’ relevant experience in a similar role 
- Effective communication and interpersonal skills, with sound knowledge of Afrikaans and English

**Job description:**  
- Provide general office support to the Management and Payroll department in the performance of their duties. 
- Manage work orders and ensure effective follow-up.

Closing date: 21 December 2016.

**Ekurhuleni Housing Company**

**Director: Committee Systems, Legal and Commercial Services**

**Educational requirements and experience:** 
- Bachelor Degree / National 6 (NQF level 5) or equivalent qualification in Law / Commerce / Business Administration (or equivalent) 
- Good knowledge of the South African Constitution and related legislation, and an understanding of the legal system 
- At least 8 years’ relevant experience in the field

**Job description:**  
- Manage internal audit, compliance and risk management activities of the Company. 
- Provide leadership and support on matters related to governance, risk and fraud to mitigate legal and reputational risk.

**Salary range:** R100 871.00 p.m. (basic salary excluding benefits)

**Director: Procurement and Contract Management**

**Educational requirements and experience:** 
- Bachelor Degree in Business Administration, Supply Chain Management or equivalent qualification in Business Administration / Supply Chain Management (or equivalent) 
- Equivalent experience in the field

**Job description:**  
- Manage and implement the Company’s procurement and compliance procedures and processes.

**Salary range:** R75 000.00 p.m. (basic salary excluding benefits)

**Director: Human Settlements Policy, Planning and Research**

**Salary range:** R145 156.00 p.m. (basic salary excluding benefits)

**Support**

**Salary range:** R75 000.00 p.m. (basic salary excluding benefits)

**Closing date:** 21 December 2016.