

**PROVINCIAL ADMINISTRATION: GAUTENG
GAUTENG SHARED SERVICES**

- APPLICATIONS** : Gauteng Shared Service Centre, 77 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
- CLOSING DATE** : 19 June 2009
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

OTHER POST

- POST 22/68** : **SECRETARY: CRM REF NO: 70060140**
Directorate: Customer Management Services
Person Profile: The incumbent must possess excellent typing and word processing skills. Good inter-personal, organizational and communication skills are essential. The basic principles of Public Relations are also required. The incumbent must be able to work under pressure and be knowledgeable in operating office equipment.
- SALARY CENTRE REQUIREMENTS** : R117 501 – R136 419 per annum (plus benefits)
Johannesburg
- DUTIES** : The candidate must be in possession of a Secretarial Diploma and a Matriculation Certificate. Computer Literacy and Secretarial experience is essential.
Perform “front-line” functions. Maintain and manage the diary, confirming appointments, compiling/ typing correspondence documentation. Provide secretarial assistance for meetings for the Senior Manager by arranging logistics. Prepare and disseminate, minutes, provide administrative support to the Senior Manager, updating and safekeeping of all records. Provide general management of the Office.
- ENQUIRIES** : Philemon Buthelezi, Tel No: (011) 689 - 6869

DEPARTMENT OF HEALTH

- APPLICATIONS** : Gauteng Shared Service Centre, 77 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
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MANAGEMENT ECHELON

- POST 22/69** : **PRINCIPAL SPECIALIST (INTERNAL MEDICINE) REF NO: 70060206**
Directorate: Medical
- SALARY** : R615 633 per annum (all inclusive package). The inclusive remuneration package consists of the basic salary, the government’s contribution to the GEPP and flexible portion which is structured according to the rules for the structuring of a flexible portion, plus scarce skills allowance (15% of basic salary notch per annum) and commuted overtime.
- CENTRE REQUIREMENTS** : Tembisa Hospital
MBChB and registration with the Health Professions Council of South Africa as a Specialist Physician. Extensive knowledge in Internal Medicine and ART Clinical Management. 5-10 years experience.
- DUTIES** : Exercise control over all functions and human resources in Surgery. Execute advisory commitment; formulate strategic policies which will enable the hospital to successfully fulfill its role in delivering quality service to the committee. Compile budget and manage personnel activities. Responsible for budgetary constraints. Provide ongoing development and post graduate training to all medical professionals and non professional workers, effective provisioning in

utilization of personnel by means of effective resources utilization and application of Labour practices in order to achieve organizational professional standards. Represent the hospital on higher level committees.

ENQUIRIES : Dr. N.A. Msibi, Tel No: (011) 923-2053
CLOSING DATE : 19 June 2009

OTHER POSTS

POST 22/70 : **DEPUTY DIRECTOR: NURSING REF NO: 70060207**
Directorate: Nursing

SALARY : R445 509 per annum (all inclusive package)
CENTRE : Tembisa Hospital
REQUIREMENTS : Diploma in Nursing and Midwifery registration with SANC. Extensive knowledge, skills, experience in managerial, financial, Labour Relations. Leadership, interpersonal and Computer Literacy. Detailed knowledge of provincial and National Health Legislation and Policies, strategic commensurate with the challenges and demands of a level two service.

DUTIES : Provisioning of an efficient, integrated management of comprehensive quality patient/client care. Ensure that all received policies, circulars are available and implemented, adapt and establish internal policies specific to institution. Effective management of allocated resources in line with allocated budget. Integration of services facilitate and participate on meeting with institutional and district managers in allocated region. To encourage community involvement and active participation and relation to identify to identified needs at all levels of care. Ensure that nursing standards and norms are set and implemented and evaluated at clinical level in line with operational Acts and Regulations. To establish and utilize an effective information system by facilitation of applicable research. To ensure effective management of holistic patient care.

ENQUIRIES : Dr. N.A. Msibi, Tel No: (011) 923-2053
CLOSING DATE : 19 June 2009

POST 22/71 : **SPECIALIST (2POSTS) REF NO: 70060177**
Directorate: Radiology

SALARY : R391 026 per annum (al inclusive package)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MMed (Rad) D or FR Rad (D) SA or equivalent.
DUTIES : Participate in training of pre and post graduates Have experience in all aspects of General Radiology Rotate through different Radiological Modalities. Administrative duties and duties needed by HOD. Contribute to research activities in Radiology

ENQUIRIES : Prof Z Lockhart, Tel No: (012) 354 - 2406
CLOSING DATE : 19 June 2009

POST 22/72 : **HUMAN RESOURCE MANAGER REF NO: 70060123**
Directorate: Administration

SALARY : R344 052 per annum (all inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENTS : An appropriate 3 years degree / diploma in Human Resource Management. Five years experience in Human Resource Management. Strong leadership and problem solving skills. A strategic thinker, planner and manager. Knowledge of Persal, HR prescripts and Gauteng Health HR Policies and strategy an advantage.

DUTIES : Management of labour relations, employee wellness, training and development, recruitment of employees, termination either as retirement or resignation, remuneration (including actual salary, overtime and any other benefit) and performance and development management (PMDS). The candidate will also develop HR strategy and implement it. Will be responsible in taking the lead on HR management issues in general, including OHS. Will ensure that retention strategy of the hospital in line with the provincial strategy benefits the institution.

ENQUIRIES : Mr. N. Ramulumisi, Tel No: (011) 878- 8521
CLOSING DATE : 19 June 2009

POST 22/73 : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: 70060134**
Directorate: Administration

SALARY : R344 052 per annum (all inclusive package)
CENTRE : Sebokeng Hospital

<u>REQUIREMENTS</u>	:	A relevant 3 year degree or diploma from accredited institutions. Minimum of 5 years in management of support services, facility, patient administration and other areas of importance. Computer literacy and the ability to utilize and retrieve information from the Health Information system. Good writing skills and code 8 driver license.
<u>DUTIES</u>	:	Take leadership of the support services including linen management, cleaning services, grounds, transport, facility management, patient records, mortuary, security services and catering services. Ensure that the hotel management / hospitality of the hospital with regards to cleanliness, linen supply and food services is of high quality standards. Ensure that the hospital environment is free of pests through ensuring clean environment and effective pest control management. Ensure that mortuary services are friendly to all the clients. Ensure that patients' records are kept safe and confidential.
<u>ENQUIRIES</u>	:	Mr. N. Ramulumisi, Tel No: (011) 878-8521
<u>CLOSING DATE</u>	:	19 June 2009
<u>POST 22/74</u>	:	<u>FINANCE MANAGER REF NO: 70060132</u> Directorate: Administration
<u>SALARY</u>	:	R344 052 per annum (all inclusive package)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	An appropriate 3 year degree / diploma in Finance Management. Five years experience in financial management especially within Public Service. Strong strategic leader with sound people management. A post graduate qualification will be an advantage. Sound knowledge of the PFMA, Treasury Regulations and other legislative prescripts.
<u>DUTIES</u>	:	Plan, implement and manage the financial management systems of the hospital, in line with Public Service legal prescripts. Manage the budget through a participative planning for budget allocation. Expenditure that is based on strong internal control systems. Advise the hospital management on expenditure pattern, projections and intervention strategies. Take a lead in ensuring that the hospital's three to five year plan is in line with the departmental APP is in place and applied for annual planning. Manage revenue collection by ensuring that the annual target is reached.
<u>ENQUIRIES</u>	:	Mr. N. Ramulumisi, Tel No: (011) 878-8521
<u>CLOSING DATE</u>	:	19 June 2009
<u>POST 22/75</u>	:	<u>PRINCIPAL MEDICAL OFFICER (21 POSTS)</u> Directorate: HAST
<u>SALARY</u>	:	R 344 052 per annum (plus benefits)
<u>CENTRE</u>	:	Dr GeorgeMukhari REF NO: 70059142 Pretiria West REF NO: 70059143 Kalafong REF NO: 70059144 Mamelodi REF NO: 70059145 Tshwane District REF NO: 70059146 Tshepong REF NO: 70059147 Odi REF NO: 70059148 Jubilee Hospital REF NO: 70059149 Dark City REF NO: 70059150 Stanza Bopape REF NO: 70059151 Soshanguve REF NO: 70059152 K.T. Motubatse REF NO: 70059153 Phedisong REF NO: 70059154 Laudium CHC's REF NO: 70059155 Attridgeville Clinic REF NO: 70059156
<u>REQUIREMENTS</u>	:	MBCHB and registration with the Health Professions Council of South Africa as a Medical Practitioner. At least 3 years extensive appropriate clinical knowledge and experience in HIV and AIDS/ STI & TB Management. Sound knowledge and understanding of National HAST policy guidelines and protocols. Computer literacy. Management skills. Ability to work within the multidisciplinary team Ability to work under pressure. Readiness to work beyond office hours.
<u>DUTIES</u>	:	Function as part of the multidisciplinary team. Manage all patients eligible for ARV's according to National guidelines. Initiate patients on ARV's. Continuous monitoring of patients an ARV's. Serve as a champion for drug adherence. Manage patients according to the National TB/ HIV collaboration guidelines. Identify patients for down-referral. Refer patients to other identified disciplines. Participate in continuous medical education & supervision activities of subordinates and community service doctors. Forms part of the clinical service delivery team within the facility. Participate in pharmacovigilance activities. Participate/ support research.

ENQUIRIES : Mrs. N.O. Matjebe, Tel No: (012) 303 - 9154
CLOSING DATE : 19 June 2009

POST 22/76 : **SENIOR MEDICAL OFFICER (2 POSTS) REF NO: 70060203**
Directorate: Medical

SALARY : R217 482 per annum (plus benefits)
CENTRE : Tembisa Hospital
REQUIREMENTS : MBChB degree or equivalent qualifications. Current proof of registration with the HPCSA. Good clinical skills in Emergency Medicine. Good interpersonal skills. At least three (3) years working experience.

DUTIES : Perform all functions of a Senior Medical Officer as prescribed in the job description. Ensure quality patient care. Perform commuted overtime in accordance with overtime regulations. Participate in all quality assurance initiatives. Offer training and guidance to junior staff. Ensure adherence to Batho Pele Principle and Patient Right Charter.

ENQUIRIES : Dr. N. S. Mbeleki, Tel No: (011) 923-2350
CLOSING DATE : 19 June 2009

POST 22/77 : **MIDDLE MANAGER (INFORMATION TECHNOLOGY) REF NO: 70060204**
Directorate: Information Technology

SALARY : R217 482 per annum (plus benefits)
CENTRE : Tembisa Hospital
REQUIREMENTS : Grade 12 and IT qualification with specialized functional and management courses. 5 years working experience in an IT support functions. Knowledge of computer systems (office PC, Network equipment etc). Ability to operate/repair computer (hardware and software) System administrator, Microsoft product specialist. Computer analytic skills in using desktop productivity software such as Word Processors, Spreadsheets, E-mail and Electronic Diaries be an advantage.

DUTIES : Reporting to the Deputy Director Corporate Service. The incumbent will be responsible for conducting research, planning, developing and improving computer based information systems, such as security of data-bases. Provide assistance to users of micro computers and software/hardware package in use. Control and operate computers peripheral equipment and carry out programming task related to the installation and maintenance of computer hardware and software.

ENQUIRIES : Mrs. L. Mmatli, Tel No: (011) 923-2284
CLOSING DATE : 19 June 2009

POST 22/78 : **CONTROL CLINICAL TECHNOLOGIST REF NO: 70060138**
Directorate: Department of Cardiology

SALARY : R217 482 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : BTech or MTech degree: Registered with HPCSA as Clinical Technologist (Cardiology). Minimum of 5 years post-National Diploma clinical experience. Proven supervisory and managerial experience and skills.

DUTIES : Clinical service rendering (also after-hours). Management and supervision of clinical technologist. Theoretical and practical training of student clinical technologists. Set and apply service and quality standards. Control expenditure and supplies.

ENQUIRIES : Prof. TM Mathivha, Tel (012) 354-1956
CLOSING DATE : 23 June 2009

POST 22/79 : **CONTROL CLINICAL TECHNOLOGIST REF NO: 70060136**
Directorate: Department of Nephrology

SALARY : R217 482 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : BTech or MTech degree: Registered with HPCSA as Clinical Technologist (Nephrology). Minimum of 5 years post-National Diploma clinical experience. Proven supervisory and managerial experience and skills.

DUTIES : Clinical service rendering (also after-hours). Management and supervision of clinical technologist. Theoretical and practical training of student clinical technologists. Set and apply service and quality standards. Control expenditure and supplies.

ENQUIRIES : Dr. NT Sebastian, Tel (012) 354-1588
CLOSING DATE : 23 June 2009

- POST 22/80** : **SENIOR MEDICAL OFFICER (15 POSTS)**
Directorate: HAST
- SALARY CENTRE** : R217 482 per annum (plus benefits)
: Dr Geogr Mukhari REF NO: 70059127
Kalafong REF NO: 70059128
Pretoria West REF NO: 70059129
Tshwane District REF NO: 70059130
Mamelodi District REF NO: 70059131
Tshepong District REF NO: 70059132
Odi REF NO: 70059133
Jubilee Hospital REF NO: 70059134
Laudium REF NO: 70059135
Dark City REF NO: 70059136
K.T. Mutubatse REF NO: 70059137
Stanza Bopape REF NO: 70059138
Soshanguve REF NO: 70059139
Phedisong CHC's REF NO: 70059140
Atteridgeville Clinic REF NO: 70059141
- REQUIREMENTS** : MBCHB and registration with the Health Professions Council of South Africa as a Medical Practitioner. Clinical knowledge and experience in HIV and AIDS/ STI & TB Management. Sound knowledge and understanding of National HAST policy guidelines and protocols. Computer literacy. Readiness to be integrated into mainstream facility PHC/ Hospital setting. Ability to work under pressure. Readiness to work beyond office hours.
- DUTIES** : Function as part of the multidisciplinary team. Manage all patients eligible for ARV's according to National guidelines. Initiate patients on ARV's. Continuous monitoring of patients on ARV's. Manage patients according to the National TB/ HIV collaboration guidelines. Refer patients to other identified disciplines. Participate in continuous medical education & supervision activities of subordinates and community service doctors. Forms part of the clinical service delivery team within the facility. Participate in pharmacovigilance activities. Support research activities.
- ENQUIRIES CLOSING DATE** : Mrs. N.O. Matjebe, Tel No: (012) 303 - 9154
: 19 June 2009
- POST 22/81** : **PRINCIPAL PHARMACIST REF NO: 70060158**
Directorate: Pharmacy
- SALARY CENTRE REQUIREMENTS** : R190 557 per annum (plus benefits)
: Steve Biko Academic Hospital
: B Pharm/ Dip Pharm, Registration with the SA pharmacy council as Pharmacist, Registration as Tutor. Communication Skills, Training Skills, Computer literacy (MS Office), Interpersonal skills, calculation skills, Drug supply management.
- DUTIES** : Organize the department's activities i.e. personnel, equipment, etc Gather data and produce relevant posts Assist with in- service training of personnel Ensure implementation and adherence to GPP, GMP, DSM and SOP's. Supply relevant information to patients, doctors and nurses Supervisory function over interns and Pharmacist Assistants Participate and lead work teams Participate in the budgetary process Ensure the security of medicine and staff Assist with stock taking Willing to do on-call and work extended hours when necessary Perform any legitimate task requested that is required for the provision of quality pharmaceutical services.
- ENQUIRIES CLOSING DATE** : Ms. Rene Meyer, Tel No: (012) 354-1282
: 23 June 2009
- POST 22/82** : **PROJECT MANAGER ART: TSHWANE DISTRICT HOSPITAL REF NO: 70058948**
Directorate: HAST
- SALARY CENTRE REQUIREMENTS** : R179 243 per annum (plus benefits)
: Tshwane District Hospital
: A Bachelor's degree in Health Sciences, experience in health management and experience in project management. Knowledge and experience in HIV/AIDS/STI&TB management. Sound knowledge and understanding of National HAST policy guidelines and protocols. Financial management, leadership, supervision and facilitation skills. Computer literacy and a valid driver's licence. Advanced leadership, communication and facilitation skills. Team approach, flexibility and ability to work under pressure. Readiness to be integrated within the health complex and readiness to work beyond office hours.

DUTIES : Steer the implementation of the HAST programme within the health complex. Coordinate the implementation of the HAST programme policy guidelines and protocols. Liaise with regional and provincial staff. Participate during the development of the HAST annual business and operational plans. Coordinate and supervise the multi-disciplinary team. Be responsible for outreach services from the clinic as needed, supervise and control budget. Coordinate related HAST monitoring and evaluation processes. Facilitate community participation and social mobilization. Participate and support health awareness campaigns. Responsible for own development and that of the sub-ordinates. Networking and collaboration with diverse members of the multisectoral team. Initiate and support down referral sites, compile regular monthly/quarterly and annual reports.

ENQUIRIES : Ms N.O.T. Matjebe, Tel No: (012) 303-9154
CLOSING DATE : 19 June 2009

POST 22/83 : **SENIOR CLINICAL TECHNOLOGIST REF NO: 70060137**
 Directorate: Department of Cardiology

SALARY : R174 243 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : BTech Degree: Registered with HPCSA as Clinical Technologist (Cardiology). Minimum of two years post-National Diploma clinical experience.

DUTIES : Clinical service rendering (also after-hours). Supervision of clinical technologist. Assist with practical training of student clinical technologists. Control expenditure and supplies.

ENQUIRIES : Prof. TM Mathivha, Tel No: (012) 354-1956
CLOSING DATE : 23 June 2009

POST 22/84 : **MEDICAL OFFICER REF NO: 70060176**
 Directorate: Radiology

SALARY : R174 243 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB, experience in ultrasound.
DUTIES : Performing Ultrasound experience examinations. Provide training to Registrars. Provide training to undergraduates and Radiographers. Attending Academical discussions. Giving Lectures. Doing After hours call. Attending to patients while in the Department

ENQUIRIES : Prof Z Lockhart, Tel No: (012) 354 - 2406
CLOSING DATE : 19 June 2009

POST 22/85 : **SENIOR PHARMACIST REF NO: 70060159**
 Directorate: Pharmacy

SALARY : R166 071 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : B Pharm/ Dip Pharm, Registration with the SA pharmacy council as Pharmacist, Registration as Tutor. Communication Skills, Training Skills, Computer literacy (MS Office), Interpersonal skills, calculation skills, Drug supply management.

DUTIES : Organize the department's activities i.e. personnel, equipment, etc Gather data and produce relevant posts Assist with in- service training of personnel Ensure implementation and adherence to GPP, GMP, DSM and SOP's. Supply relevant information to patients, doctors and nurses Supervisory function over interns and Pharmacist Assistants Participate and lead work teams Participate in the budgetary process Ensure the security of medicine and staff Assist with stock taking Willing to do on-call and work extended hours when necessary Perform any legitimate task requested that is required for the provision of quality pharmaceutical services

ENQUIRIES : Ms. Rene Meyer. 012 354 1282
CLOSING DATE : 23 June 2009

POST 22/86 : **SOCIAL WORKER (2 POSTS)**
 Directorate: HAST

SALARY : R 145 920 per annum (plus benefits)
CENTRE : Atterigeville Clinic REF NO: 70058950
 Phedisong 4 Clinic REF NO: 70059029
REQUIREMENTS : BA Degree in Social Work or equivalent qualifications. Registration with the South African Council for Social Work Professions. Sound communication, listening, problem solving, networking and negotiation skills. Ability to interpret policy and legislation. Responsible for rendering of integrated social work

services to PLHA's and communities through all social work methods, with strong emphasis on support groups development and outcome based programs. Organizing own workload according to office objectives. Administrative accountability through effective record keeping. Networking and negotiation with service providers, role players and beneficiaries. First level research in respect of trends of prevention and development programmes.

DUTIES : Executing general cleaning work in offices and rooms at the institution. To wash dishes 3 times a day and when there are training and meetings. Refill water bottles daily.

ENQUIRIES : Ms N.O.T. Matjebe, Tel No: (012) 303-9154
CLOSING DATE : 19 June 2009

POST 22/87 : **DIETICIAN (2 POSTS)**
 Directorate: HAST

SALARY : R 145 920 per annum (plus benefits)
CENTRE : Atteridgeville Clinic REF NO: 70058951
 Phedisong 4 Clinic REF NO: 70059030

REQUIREMENTS : BSc in Dietetics, registration with Health Professions Council, interpersonal and communication skills. Team builder, a valid driver's licence and computer skills. Knowledge of nutrition management in HIV and TB.

DUTIES : Provide counselling and support for HIV and TB with emphasis on nutrition assessment, recording and interpretation of assessment. Ensure that the site has adequate supplies of supplements and collaborate with facilities and district office. Train and supervise HIV and AIDS counsellors. Order and maintain adequate supply of nutrition meetings and provide feedback. Monitor and evaluate nutrition programme implementation, write and submit nutrition reports. Provide training and ensure staff development on nutrition.

ENQUIRIES : Ms A.Menally, Tel No: (082) 335-2801
CLOSING DATE : 19 June 2009

POST 22/88 : **CLINICAL TECHNOLOGIST REF NO: 70060139**
 Directorate: Department of Cardiology

SALARY : R 145 920 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : National Diploma or BTech Degree: Registered with HPCSA as Clinical Technologist (Cardiology).

DUTIES : Clinical service rendering (also after-hours). Assist with practical training of student clinical technologists. Control expenditure and supplies.

ENQUIRIES : Prof. TM Mathivha, Tel No: (012) 354-1956
CLOSING DATE : 23 June 2009

POST 22/89 : **LABOUR RELATIONS OFFICER REF NO: 70060152**
 Directorate: Administration

SALARY : R145 920 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Relevant 3 years National Diploma / Degree in Human Resource Management. Appropriate experience in labour management. Training and presentation skills. Computer literate.

DUTIES : Labour Relations support to the institution by advising and training management and staff on departmental policies and directives. Implement systems to deal with misconduct, progressive discipline, grievances and dispute resolutions. Facilitate bilateral and multilateral meetings. Monitor and assessment of PMDS process through Training Co-ordinator.

ENQUIRIES : Mrs. A.C. Pienaar, Tel No: (016) 930-3378
CLOSING DATE : 19 June 2009

POST 22/90 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 70060153**
 Directorate: Administration

SALARY : R122 841 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Senior Certificate with relevant managerial experience of at least 3 years. In depth knowledge of Patient Affairs, Medicom and PFMA. Computer literate with knowledge of how to retrieve information from the computerized HIS system. Sound knowledge of relevant financial aspects re patient affairs.

DUTIES : Administrative and supervisory support to the institution through: Control over and safekeeping of patient fees and patient records. Retrieving and management

of financial reports. Co-ordination of audit queries. Training and mentoring of subordinates. Management of staff performance.

ENQUIRIES : Ms M. Marobobo, Tel No: (016) 930-3323
CLOSING DATE : 19 June 2009

POST 22/91 : **SENIOR PHYSIOTHERAPY REF NO: 70060157**
Directorate: Department of Physiotherapy

SALARY : R117 501 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : B.Sc Physiotherapy or recognized equivalent qualification. Registration with HPCSA. Good communication skills. Ability to work in multidisciplinary team. Creativity and analytic skills. Appropriate experience.

DUTIES : Planning and implementing Physiotherapy services. Treatment and management of in-and outpatients in Orthopaedics, Paediatrics, Neurology, Medicine, Surgery, Rehabilitation and Intensive Care Units. Provide in-service training to Physiotherapy Assistants. Participate in Departmental Continued Professional Development/ CPD program. Perform record-keeping and data collection. Assist with budget planning and equipment control. Practice evidence-based Physiotherapeutic techniques. Have knowledge of appropriate legislation. Clinical involvement and training of students. Participation in Evaluation system PMDS.

ENQUIRIES : Ms. E van Niekerk, Tel No: (012) 354-1652
CLOSING DATE ; 23 June 2009

POST 22/92 : **CHIEF ADMINISTRATION CLERK: PERSONNEL OFFICE REF NO: 70060202**
Directorate: SG Lourens Nursing College

SALARY : R117 501 per annum (plus benefits)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 or equivalent qualifications. Two years administrative experience. Knowledge of HR Policies, Procedures and Legislation. Knowledge of PERSAL. Good communication skills (verbal and written). Computer literacy (MS Word and Excel). Ability to work under pressure. Administrative and organizational skills. Good filing skills, accuracy and attention to detail.

DUTIES : To manage the personnel and salary department regarding: appointments, transfers, terminations, employment benefits and service conditions. Proper record keeping of documents. All administrative tasks related to personnel office. To perform a variety of routine duties that are related to the core function (Training and education of Student Nurse) of the College. Attending of meetings and serving on committees. Compiling and typing of minutes.

ENQUIRIES : Mrs. B. Riekerk, Tel No: (012) 319-5601
CLOSING DATE : 19 June 2009

POST 22/93 : **PROFESSIONAL NURSE: STEPDOWN UNIT PN-A2 REF NO: 70060151**
Directorate: Health

SALARY : R117 225 – 135 894 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Registration with SANC as a Professional Nurse. Proof of current registration with SANC.

DUTIES : Render quality patient care and administrative functions for the unit.

ENQUIRIES : Mrs. K.T. Phakoa, Tel No: (016) 930-3066
CLOSING DATE : 19 June 2009

POST 22/94 : **PROFESSIONAL NURSE (14POSTS)**
Directorate: HAST

SALARY : R 117 318 per annum (plus benefits)
CENTRE :
Atteridgeville REF NO: 70059114
Phedisong 4 REF NO: 70059115
Marie Rantho REF NO: 70059116
Phomolong REF NO: 70059117
Olievenhoutbosch REF NO: 70059118
Suurman REF NO: 70059119
Tlamelong REF NO: 70059120
Mamelodi West Clinic's REF NO: 70059121
Wintervelt REF NO: 70059122
Kgabo REF NO: 70059123
Temba CHC's REF NO: 70059124
K.T. Mutubatse REF NO: 70059125
Soshanguve CHC's REF NO: 70059126

- REQUIREMENTS** : A Bachelor's degree Health Sciences or Social Science/ Diploma in Community/ Midwifery & Psychiatry. Registration with SANC. Clinical experience in working within the HAST environment, especially HIV and AIDS/ STI & TB management. Sound knowledge and understating of National HAST policy guidelines and protocols. Leadership, supervision and facilitation skills. Computer literacy. Basic computer skills. A minimum of 7 years appropriate experience in nursing after registration as a Professional Nurse and one year post basic PHC qualification. Supervision and facilitation skills. Communication & facilitation skills. Team approach. Flexibility. Ability to work under pressure. Readiness to be integrated within the health complex. Readiness to work beyond office hours.
- DUTIES** : Support the implementation of the HAST programme within the health complex. Promote the implementation of the HAST programme policy guidelines and protocols. Participate during the development of the local HAST annual business and operational plans. Coordinate and supervise subordinates. Be responsible for out reach services from the clinic as needed. Supervise and control the budget. Coordinate related HAST monitoring and evaluation processes. Facilitate community participation and social mobilization. Participate and support health awareness campaigns. Responsible for own development and that of the sub-ordinates. Networking and collaboration with diverse members of the multisectoral team. Initiate and support down-referral sites. Function as part of the multi disciplinary team. Provide clinical support to doctors. Manage and review stable patients during follow-up according to policy guidelines. Continuous monitoring of patients ARV's. Manage patients according to the National TB/ HIV collaboration guidelines. Advise doctors on patients eligible for down-referral. Refer patients to other identified disciplines. Participate in continuous education activities of subordinates. Form part of the service delivery team within the facility. Participate in pharmacovigilance activities. Support research activities.
- ENQUIRIES** : Mrs. N.O. Matjebe, Tel No: (012) 303 - 9154
CLOSING DATE : 19 June 2009
- POST 22/95** : **SENIOR ADMINISTRATIVE CLERK GRADE III: PROCUREMENT REF NO: 70060201**
 Directorate: SG Lourens Nursing College
- SALARY** : R94 326 per annum (plus benefits)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 with experience. Sound knowledge of the Public Sector procurement processes, rules and regulations. Sound understanding of PFMA, Treasury Regulations and other related prescripts. Extensive knowledge of SAP/BAS systems. Excellent verbal and written communication skills. (Analytical and innovative skills). Good computer literacy in Word, Excel and Power Point. Ability to work under pressure and deliver according to tight deadlines. Attending of meetings and serving on committees. Compiling and typing of minutes. Valid code 8 driver's license.
- DUTIES** : Ensure that the Department maintains effective systems and procedures for the orders on the SAP system. Assist with the year end closure and preparation of working files for audit purpose. Ensure compliance with policies and procedures of the Department. Implement internal control measures to combat fraud and corruption. Work closely with client offices and other components within the Supply Chain Management units. Attending of meetings and serving on committees.
- ENQUIRIES** : Mrs. B. Riekert, Tel No: (012) 319-5601
CLOSING DATE : 19 June 2009
- POST 22/96** : **DATA CAPTURER (11 POSTS)**
 Directorate: HAST
- SALARY** : R 76 194 per annum (plus benefits)
CENTRE : Atteridgeville REF NO: 70059103
 Phedisong 4 REF NO: 70059104
 Marie Rantho REF NO: 70059105
 Phomolong REF NO: 70059106
 Olievenhoutbosch REF NO: 70059107
 Suurman REF NO: 70059108
 Tlamelong REF NO: 70059109
 Mamelodi West Clinic's REF NO: 70059110
 Wintervelt REF NO: 70059111
 Kgabo REF NO: 70059112
 Temba CHC's REF NO: 70059113
- REQUIREMENTS** : Grade 12. Advanced Computer literacy. Experience in data capturing programmes.

DUTIES : Function as part of the multidisciplinary team. Administrative accountability through effective record-keeping. Capture data related to the CCMT programme.

ENQUIRIES : Mrs. N.O. Matjebe, Tel No: (012) 303 - 9154

CLOSING DATE : 19 June 2009

POST 22/97 : **SECRETARY REF NO: 70060205**
Directorate: Administration

SALARY : R76 194 per annum (plus benefits)

CENTRE : Tembisa Hospital

REQUIREMENTS : Grade 12 certificate and 3-5 years experience in Secretarial or Office Management field. The successful candidates should have thorough proven knowledge. Relevant tertiary qualifications such as National Diploma in Administration or equivalent. The candidate should have proven organizing, time management, communication, conflict handling, interpersonal relations, writing, minute taking and compilation of report skills. Computer literacy is essential.

DUTIES : Arrange meetings for the Chief Executive Officer, including preparing agendas, minute taking and follow up decisions taken during the meeting. Managing the Chief Executive Officer's diary and office supplies, Type documents/correspondence and conduct proper filing thereof. Handle travel and other logistical arrangements for meeting/workshops/events. Obtain, collate and compile information for management reports. Handle office correspondence and distribute it accordingly. Assist with general secretarial functions from other disciplines if need arises. Assist with photocopies, faxing and receiving visitors.

ENQUIRIES : Ms. L. Mmatli, Tel No: (011) 923-2284

CLOSING DATE : 19 June 2009

POST 22/98 : **ADMINISTRATION CLERK (2 POSTS)**
Directorate: HAST

SALARY : R 76 194 per annum (plus benefits)

CENTRE : Laudium CHC Ref NO: 70058941
Tshepong TB Hospital Ref NO: 70059028

REQUIREMENTS : Grade 12 certificate and computer literacy. Communication, writing and interpersonal skill.

DUTIES : Responsible for patient administration and filing of patient records. Assist in patients/clients satisfaction, with time and with all administration function in the clinic and in the manager's office

ENQUIRIES : Ms N.O.T. Matjebe, Tel No: (012) 303-9154

CLOSING DATE : 19 June 2009

POST 22/9 : **DRIVER – GRADE 1 REF NO: 70060125**
Directorate: Support Staff

SALARY : R64 410 per annum (plus benefits)

CENTRE : Sebokeng Hospital

REQUIREMENTS : Junior certificate. Valid Code 10/14 driver's license. Valid public driver's permit. Ability to read and write and have good interpersonal skills. Prepared to work shifts.

DUTIES : Render quality service as driver to the department and ensure safe transporting of staff and patients either by car, combi or bus. Delivering and collecting of mail, documents or goods to and from different area offices or institutions. Routine maintenance checks on vehicles to report defects for timeous repairs.

ENQUIRIES : Mrs. A.C. Pienaar, Tel No: (016) 930-3378

CLOSING DATE : 19 June 2009

POST 22/100 : **PROPERTY CARETAKER (GARDEN/GROUND) REF NO: 70060133**
Directorate: Support Staff

SALARY : R54 879 per annum (plus benefits)

CENTRE : Sebokeng Hospital

REQUIREMENTS : Employed by Gauteng Department of Health. Good physical condition. Ability to read, write and communicate.

DUTIES : Regular maintaining of gardens and grounds. Assistance with moving of furniture between offices if necessary. Using equipment e.g. lawnmowers, tractor, etc and reporting repairs and maintenance needed. Perform cleaning service during winter months and in summer whenever weather conditions prevent work in the gardens.

ENQUIRIES : Mr. J.J. Muller, Tel No: (016) 930-3154

CLOSING DATE : 19 June 2009

POST 22/101 : **CLEANERS (10 POSTS) REF NO: 70060124**
Directorate: Health

SALARY : R42 663 – 47 787 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Employed by Gauteng Department of Health. Ability to read, write and communicate. Good physical condition and able to do manual labour. Must work shifts.

DUTIES : Perform cleaning services of a routine nature by utilizing a variety of cleaning aids and equipment.

ENQUIRIES : Mrs. M. Oeschger, Tel No: (016) 930-3366
CLOSING DATE : 19 June 2009