

**PROVINCIAL ADMINISTRATION: GAUTENG
GAUTENG SHARED SERVICES CENTRE**

- APPLICATIONS** : Gauteng Shared Service Centre, 78 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
- 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.

MANAGEMENT ECHELON

- POST 24/79** : **SENIOR MANAGER: STRATEGY AND TRANSFORMATION REF NO: 70060369**

This is a performance based 5 Years fixed term contract

Directorate: Strategy and Innovation

Person Profile: The ideal incumbent will have knowledge of the Gauteng Provincial Government with proven leadership abilities, general business acumen, organizing and planning skills. The incumbent should have a good understanding of the PFMA and treasury regulations. He/she must have good communication skills and people management skills. The incumbent must be deadline orientated. Project management skills a must. Be able to analyze and interpret complex operational problems.

- SALARY CENTRE REQUIREMENTS** : R615 633 - R736 065 per annum (all inclusive package)
: Johannesburg
: Relevant post-graduate degree in Management or related qualification. Minimum 5 years experience in a managerial role relating to Strategy and transformation. In addition incumbent must have extensive experience in strategy formulation and implementation.

- DUTIES** : The successful incumbent will be responsible for the formulation and implementation of the organization's initiatives, aligning GSSC strategy with the overall GPG strategy, implementation and monitoring of transformation and change management initiatives, identify and implement innovations to streamline operations and eliminate redundancies. The incumbent will also be responsible for process control and Quality Assurance, in support of the various business unit initiatives. The incumbent will conduct extensive research and consulting for the organization and clients across GPG to develop creative solutions to support operational needs. Successful candidate will also lead and manage project teams.

- ENQUIRIES CLOSING DATE** : Naledi Modibedi-Rakate, Tel No: (011) 689 - 8661
: 26 June 2009

- POST 24/80** : **SENIOR MANAGER: FINANCIAL ACCOUNTING REF NO: 70060489**
Directorate: Office of the Chief Financial Officer
Person Profile: The role requires an Individual with: Good Verbal, Written Communication, analytic thinker and Interactive Skills.

- SALARY CENTRE REQUIREMENTS** : R 615 633 - R736 065 per annum (all inclusive package)
: Johannesburg
: Degree/Diploma in Financial or Business management/administration, At least 3years extensive experience in the public service at management level. Proven management skills. Knowledge and understanding in the preparation and management of Financial Statements, Debt Management. Ability to develop and implement internal systems and controls to ensure sound financial management.

- DUTIES** : Experience in Government Procedures and applicable Legislations. Manage and oversee petty cash in terms of PFMA and TR requirements. Reconciled Creditor and Debtors Statements. Maintain the Standard Chart of Accounts (SCOA). Prepare monthly, quarterly, and annual reports. Supervise monthly and year-end systems closures. Reconciliation of ledger balances and variance analysis report. Reconciliation between BAS and SAP systems. Coordinate the preparation and presentation of financial performance and the PFMA compliance reports. Ensure that expenditure control is maintained. Provide expenditure allocation/re-allocation advice. Provide sound cash management guidance at the GSSC. Manage and control all GSSC assets. Manage and maintain a comprehensive assets register. Implement assets management

systems. Prepare annual financial statements for audit purposes. Implement internal and external audit recommendations. Manage the implementation of Activity Based Costing model. Manage, Monitor and Encourage skills development among staff the unit.

ENQUIRIES : Kgomotso Mojapelo, Tel. No: (011) 689 - 6231
CLOSING DATE : 03 July 2009
NOTE : Fixed Term 5 Years based Performance Contract

POST 24/81 : **MANAGER: FINANCIAL RISK AND ESCALATION REF NO: 70060461**
Directorate: Procurement
This is a fixed term 5 years contract.
Person Profile: Analytical, decision making problem solving, business acumen, communication, facilitation, presentation kills.

SALARY : R407 745 – R 472 758 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A relevant financial degree with a strong emphasis on Economics and Accounting or equivalent qualification. An MBA would be an added advantage. At least 5 years experience in financial analysis, ratios and economic analysis. Experience and understanding of the South African marketplace. Managerial and leadership. Understanding and exposure to Public sector would be advantageous.

DUTIES : Manage procurement risk for GPG and GSSC to acceptable levels. To support the pre-qualification and accreditation process. Develop robust financial models to enable a commercially sound approach for, evaluation of tenders, concluding and management of contracts. Responsible for providing financial support to the commodity and tender evaluation teams in specific projects; financially complex procurement deals, and requests for price adjustments. Providing support to the Purchasing and Tender team in drawing up contracts aimed at minimizing financial risk and exposure to price escalations. Responsible for the planning and development of financial models and approaches for use by the tender team and other procurement officials. Providing support to vendor pre-qualification and accreditation process for financial and ratio analysis requirements. Rendering of training and conducting presentations in line with new developments and knowledge accumulation.

ENQUIRIES : Joel Motsai, Tel. No: (011) 689 - 6323
CLOSING DATE : 03 July 2009

POST 24/82 : **COMMODITY MANAGER: FMCG REF NO: 70060459**
Directorate: Procurement
This is a fixed term 5 years contract.
Person Profile: Negotiation Skills, Project Management Skills, Creative and lateral thinking, Cultural Diversity Skills, Good Communication Skills, Administrative Skills, Attention to detail & Strong ethics.

SALARY : R407 745 – R 472 758 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A commercial / purchasing Degree or Diploma, 5 Years of Procurement experience, 3 Years of working in a SAP environment, Understanding of Public Sector Purchasing. Experience in FMCG; Assets and Energy will be an added advantage.

DUTIES : To lead and manage the effective and efficient procurement of goods and services as per terms and conditions agreed with GPG departments as per Service Level Agreements. To operationalise and achieve Procurement objectives by adopting a customer focus ethos that delivers goods and services at the right time, the right place and at a demonstrably improved and competitive cost while focusing on continuous improvement and BEE development. Reviewing of internal and external research, and industry best practices in conjunction with GPG policies and economic objectives in the development of strategic business partnerships and relationship, which will achieve overall GPG objectives. Plan and initiate market research and industry analysis specific to the commodity area. Analysis of production reports and achievement of savings targets. Manage Total Costs of Ownership. Purchase Order management. Manage Procure to Pay Process within stipulated Services Level Agreement. Financial management. Compliance to procurement policies and procedures. Management of staff performance. Efficient Management Reporting. Service Relationship Management with GPG customers and maintain and improve supplier relationships.

ENQUIRIES : Dave Selby, Tel. No: (011) 689 - 8055
CLOSING DATE : 03 July 2009

- POST 24/83** : **SPECIALIST: RISK AND ESCALATION REF NO: 70060455**
 Directorate: Procurement
 Person Profile: Analytical, decision making, negotiation, problem solving, communication, facilitation & presentation skills.
- SALARY** : R217 482 – R 252 483 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A relevant financial degree with a strong emphasis on Economics, Accounting & Cost analysis or equivalent qualification. Experience in financial analysis, ratios and economic analysis. Understanding of the South African Market place.
- DUTIES** : Responsible for conducting financial evaluation on all complex procurement tenders and request for price adjustments, price projections, financial, ratio and economic analysis. Assisting the purchasing and tender team in drawing up contracts which minimizes financial risks and exposure to price escalation.
- ENQUIRIES** : Johannesburg Modisane, Tel. No: (011) 689-6392
CLOSING DATE : 03 July 2009
- POST 24/84** : **COMMODITY SPECIALIST: MEDICAL REF NO: 70060462**
 Directorate: Procurement
 Person Profile: The incumbent is required to have business acumen, be analytical, a decision maker, a negotiator, a problem solver, communicator, innovator and aims for continuous improvement.
- SALARY** : R 217 482 – R 252 483 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A relevant business / purchasing degree or diploma or equivalent. At least two years experience in procurement and/or supply chain management position, knowledge of procurement best practices including sourcing strategies and the different mechanisms for procurement in various sectors (medical equipment and sundries), experience in vendor management and SMME development, experience in managing large budgets, experience and understanding of the South African vendor market, experience in a service industry is preferred.
- DUTIES** : Responsible for contributing to the development of sourcing and procurement strategies for a specific commodity area, and to support the departmental objectives and expenditure budgets by ensuring alignment to overall procurement approach and practices. Structure long term vendor and end user relationships. Unpacking budget requirements with users, development and implementing short to long-term plans. Responsible for tender management, by reviewing all tenders and recommending and adjudicating in line with delegations. Responsible for vendor management to ensure products and services from vendors at best prices, and quality. Actively supporting and developing accredited SME's through providing guidance, hand holding and arranging for training .Stock management per Commodity group to ensure serviceability to users whilst minimizing stock holding costs and maximizing stock turns. Provision of technical assistance for complex departmental purchases and service requirements. Procuring goods and services that meet user requirements and the agreed departmental service levels on time and ensure contractual obligations are met in full. Providing leadership and guidance to subordinates. Analysis of production and performance reports and preparation of reports for management pack.
- ENQUIRIES** : Paramas Moodley, Tel. No: (011) 689 - 8615
CLOSING DATE : 03 July 2009
- POST 24/85** : **COMMODITY SPECIALIST: INFORMATION AND COMMUNICATION REF NO: 70060460**
 Directorate: Procurement
 Person Profile: Business acumen, analytical, decision making, negotiation, problem solving, communication, innovation, continuous improvement, computer literate.
- SALARY** : R217 482 – R 252 483 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A relevant business/purchasing degree or equivalent, at least two years experience in Public Service Procurement. Knowledge of the ICT Environment.
- DUTIES** : Putting in place term agreements which will lead to the delivery of the right quality goods and services to users at the right place and right time, continuous improvement in procurement sourcing process, use of technology and cost-effective procuring goods and services processes, effective stock management, achieve lowest purchase price and service offerings for goods and services, supporting SME engagement and development in line with sourcing strategy, responsible for contributing to the development of sourcing and procurement

strategies for a specific commodity area, and to support the departmental objectives and expenditure budgets by ensuring alignment to overall procurement approach and practices, responsible for tender management by reviewing tenders and recommending in line with procurement and user strategies, assisting with overall stock management per Commodity group so as to ensure serviceability to users, responsible for ensuring that the procuring goods and services meet user requirements and are within agreed departmental service levels, responsible for ensuring compliance to Procurement policies and procedures, analysis of market research information, production and performance reports, for the preparation of management information for decision making on commodity strategies, provision of technical assistance for complex departmental purchases and service requirements.

ENQUIRIES : Joel Matsie, Tel. No: (011) 689 - 6323
CLOSING DATE : 03 July 2009

POST 24/86 : **ENTITY MAINTENANCE: TEAM LEADER: PRE-QUALIFICATION REF NO: 70060463**

Directorate: Procurement
 Person Profile: The incumbent should have business acumen, be analytical, a problem solver, client orientation and customer focus, continuous improvement, good communication skills, change management, facilitation, administrative, decision making, numerical, and be computer literate. A valid driver's license would be advantageous.

SALARY : R174 243 – R 202 287 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Experience between 3-5 years in vendor management, account payable, preferably vendor pre-qualification, sundry payment processing, understanding of the South African marketplace, GPG processes, BEE/SMME sector, SAP, SRM, BAS systems and vendor registration. A relevant business degree or equivalent qualifications would be advantageous.

DUTIES : Lead a team of entity maintenance capturers and authorizers on SAP, BAS Sundries and SRM. Handle all queries and customer complaints. Provide daily statistics to management and compile monthly reports. Monitor and evaluate staff performance.

ENQUIRIES : Michael Swanepoel, Tel. No: (011) 689 - 8338
CLOSING DATE : 03 July 2009

POST 24/87 : **TEAM LEADER: RFQ (FMCG) REF NO: 70060457**

Directorate: Procurement
 Person Profile: Negotiation Skills, Creative and lateral thinking, keep abreast of market trends, Cultural Diversity Skills, Good communication skills across all levels within the organization, Administrative skills, Strong ethics & Time Management.

SALARY : R174 243 – R 202 287 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12, Relevant purchasing degree, 5 Years of procurement related experience, 5 Years of working in a SAP environment, Understanding of Public Sector Purchasing.

DUTIES : To manage a segment of the commodity team. Provide leadership and guidance to the team. To ensure that the team procures goods and services in accordance with procurement policies and procedures and in accordance with the SLA. To operationalise and achieve Procurement objectives by adopting a customer focus ethos that delivers goods and services at the right time, the right place and at a demonstrably improved and competitive cost while focusing on continuous improvement and BEE development. Plan and initiate market research strategies specific to the commodity area. To obtain SAP system reports and analyse these reports. To release purchase orders up to the delegated value.

ENQUIRIES : Irene Minnaar, Tel. No: (011) 689 - 6037
CLOSING DATE : 03 July 2009

POST 24/88 : **QUALITY CONTROL SPECIALIST: VMD REF NO: 70060454**

Directorate: Procurement Business Unit
 Person Profile: At least 2-5 years quality control experience in product and service analysis / assessment. Understanding of SMME vendor development and knowledge of procurement and supply chain management will be an added advantage. Possess valid driver's license. The incumbent is to be analytical, have verbal and written communication skills, computer literacy, be a decision maker, a problem solver, and show continuous improvement.

SALARY : R174 243 – R 202 287 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A recognized quality control or equivalent qualification and/or relevant experience.
DUTIES : To ensure that quality goods and services are provided to GPG users, reporting of the quality levels that vendors meet to the commodity teams (RFP/RFQ Process), identify potential areas for improvement and advise on correction for non-conforming goods. To support pre-qualification process by performing accreditation role by examining vendors for compliance to quality regulations and standards. Assist with evaluation of and report on product complaints and/or returns when requested, compile written reports, providing assistance in the RFP/RFQ process, providing quality control support to all Procurement business units, conduct vendor and customer site visits.
ENQUIRIES : Dorcas Rabotapi, Tel. No: (011) 689 - 8495
CLOSING DATE : 03 July 2009
POST 24/89 : **SENIOR BUYER: RFP EQUIPMENT REF NO: 70060458**
Directorate: Procurement Business Unit
Person Profile: The incumbent is required to have business acumen, be analytical, a negotiator, a problem solver, communicator, innovator and aims for continuous improvement.
SALARY : R145 920 – R 169 410 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade Twelve and at least three years experience in a procurement and/or supply chain position. Understanding of Public Sector Purchasing method, knowledge of SAP, be computer literate.
DUTIES : To project manage less complex term agreements, such as clearly specified or off the shelf items for all medical commodities. To ensure that goods and services are procured in accordance with the procurement policies and procedures. To ensure that goods and services are procured in accordance with the SLA. To assist in confirming and analyzing of specifications from GPG department. Conduct market research. Place adverts in relevant media. Prepare the request for proposal packs for potential bidders. To lead and manage the tender process during the bid evaluation committee meetings by evaluating all bids received. Ensure savings targets are adhered to.
ENQUIRIES : Michael Swanepoel, Tel. No: (011) 689 - 8338
CLOSING DATE : 03 July 2009
POST 24/90 : **PRACTITIONER: BEE HELP DESK REF NO: 70060456**
Directorate: Procurement
Person Profile: Administrative, analytical, business acumen, change management, communication, client orientation and customer focus, decision making, problem solving, committed to BEE development.
SALARY : R94 326 – R 109 515 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric and Business Management Related Diploma/ Degree, Entrepreneurship as a major subject will be an added advantage. Must have knowledge of legislation governing BBEE and upliftment of SMME's. Knowledge of the procurement environment and the tendering process.
DUTIES : Assist in establishing a network hub to share with BEE/SMME companies, identify business opportunities for BEE/SMME's. Coaching and mentoring enterprise on relevant Business requirements. Referring companies to potential industry organizations that will assist in relevant requirements. Constantly seek to identify areas for continuous improvement to enhance development of BEE/SMME companies. Assist with training and presentation general administration.
ENQUIRIES : Koketso Khunou, Tel. No: (011) 689-6831
CLOSING DATE : 03 July 2009
POST 24/91 : **TRAINEE FORENSIC INVESTIGATOR (5 POSTS) REF NO: 70060377**
Directorate: Forensic Services
Person Profile: The role requires good teamwork, report writing and time management skills. The candidate should also, have the ability to take ownership of tasks, be pro-active and resourceful, and display an awareness of the legal framework of forensic investigation.
SALARY : R 94 326 - 109 515 per annum (plus benefits)
CENTRE : Johannesburg

- REQUIREMENTS** : Relevant commercial or law related degree or National Diploma. Relevant experience serves as an advantage
- DUTIES** : Conducting Forensic investigation projects that are scoped and planned. Gathering of evidence and collation and analysis thereof. Write reports. Perform administrative duties and conduct quality assurance
- ENQUIRIES** : Sithembile Mntambo, Tel No: (011) 689 - 6116
- CLOSING DATE** : 26 June 2009
- POST 24/92** : **INTERNAL AUDIT INTERNSHIP (12 MONTHS CONTRACT) REF NO: 70060378**
 Directorate: Gauteng Audit Services
 Person Profile: Analytical ability, strong interpersonal skills dynamic, open minded and flexible, ability to work in a team and handle pressure.
- SALARY** : R3 500 per month
- CENTRE** : Johannesburg
- REQUIREMENTS** : Completed B Com / National Diploma with Auditing as a major subject.
- DUTIES** : The successful candidate will undergo training programme to gain knowledge and experience in the Audit Business Unit which provides services within the Gauteng Provincial Departments: i.e. Risk, Computer, Performance audit and Control Risk Self Assessments.
- ENQUIRIES** : Dirk de Clerk, Tel No: (011) 689 8355
- CLOSING DATE** : 01 July 2009
- NOTE** : The Gauteng Provincial Government, inspired by the principle of Batho Pele ("People Fist"), is committed to improving service by the public sector in the Province. A major initiative which has emerged out of this principle is Gauteng Shared Service Centre (GSSC), the 12th Gauteng Provincial Department. Its mandate is to provide support for the eleven other Provincial Departments in five areas.

DEPARTMENT OF HEALTH

- APPLICATIONS** : Gauteng Shared Service Centre, 78 Fox Street Johannesburg or posted to Private Bag X114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
- 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 POSTS

- POST 24/93** : **SPECIALIST REF NO: 70060427**
 Directorate: Medical
- SALARY** : R407 745 – 472 758 per annum (excluding benefits).
- CENTRE** : Sterkfontein Hospital, Krugersdorp
- REQUIREMENTS** : MBBch/MBChB plus FC Psych or Mmed (Psychiatry). Current registration with Health Professions Council of South Africa. Appropriate experience in a Psychiatric setting.
- DUTIES** : Assess, treat and monitor psychiatric patients. Prepare Psychiatric and medico-legal reports as required. Supervise and train registrars. Teach medical staff. Partake in clinical audits. Participate in research programme. Lead the multi-disciplinary team. Perform clinical related administration tasks. Provide input to management where appropriate. The incumbent will be required to participate in Forensic Psychiatric work as well as to manage general Psychiatric patients.
- ENQUIRIES** : Dr. U. Subramaney, Tel No: (011) 951- 8341
- CLOSING DATE** : 03 July 2009
- POST 24/94** : **ASSISTANT MANAGER (SPECIALITY AREA) PN-B4 (2 POSTS) REF NO: 70060428**
 Directorate: Nursing
- SALARY** : R284 550 – 320 262 per annum (excluding benefits)
- CENTRE** : Sterkfontein Hospital, Krugersdorp
- REQUIREMENTS** : Basic R425 qualification i.e. appropriate degree/diploma in Nursing. Registration with SANC as a General Nurse and Psychiatric Nurse. Minimum of 10 years appropriate/recognized experience after registration. At least 6 years experience in Mental Health Care Services. 3 years of the period referred must be

appropriate/recognizable experience at management level. Strong leadership, sound interpersonal and good communication skills are necessary. Knowledge of Public Service Regulations and relevant legislative framework. A valid driver's license.

DUTIES : Relieve in Nursing Service Manager. Take charge of hospital and be on call at rotational basis. Ensure effective and efficient coordination and interaction of quality care through a multidisciplinary team approach. Assist in recruitment of staff and conduct interviews. Ensure efficient and effective management of human and material resources. Develop nursing policies and procedures. Ensure effective implementation of PMDS of personnel. Develop/establish and maintain constructive working relationships with nursing and other stakeholders. Monitor and ensure proper utilization of financial and physical resources. Maintain professional growth and development of self and subordinates.

ENQUIRIES : Mrs. Makutulela, Tel No: (011) 951- 8000

CLOSING DATE : 03 July 2009

POST 24/95 : **OPERATIONAL MANAGER (SPECIALITY UNIT) PN-B3 (3 POSTS) REF NO: 70060429**

Directorate: Nursing

SALARY : R260 403 - 293 085 per annum (excluding benefits)

CENTRE : Sterkfontein Hospital, Krugersdorp

REQUIREMENTS : Basic R425 qualification i.e. Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A diploma/degree in advanced Psychiatric Nursing. Minimum of 9 years appropriate experience after registration as a professional nurse. At least 5 years of the period referred to must be appropriate experience in Mental Health Care Nursing. Degree in Administration/certificate/Diploma in management will be an added advantage. Valid driver's license.

DUTIES : Provision of nursing leadership in the unit by ensuring that a strategic plan of the institution is implemented. Coordination of optimal, holistic specialized nursing care is provided within set standards and professional/legal framework. Supervision of all operations in the unit. Ensure that all legal, ethical and professional practice requirements are implemented and adhered in the execution of nursing care services. Manage effective utilization and supervision of resources. Ensure adherence to budgetary process. Provide support to Nursing service e.g. assist with relief of the supervisor after hours and weekends. Take charge of the hospital at night under supervision of Nursing Manager on call. Maintain professional growth and development of self and others.

ENQUIRIES : Mrs. Makutulela, Tel No: (011) 951-8000

CLOSING DATE : 03 July 2009

POST 24/96 : **OPERATIONAL MANAGER: GRADE 1 (2 POSTS) REF NO: 70060466**

Directorate: Nursing Services

SALARY : R205 563 per annum (plus benefits)

CENTRE : Tshwane District Hospital

REQUIREMENTS : Basic R425 Qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as Professional Nurse. Qualification in Nursing Administration will be additional advantage Grade. At least 7 years post Registration with recent practical experience of at least 3 years in Hospital Ward environment. Proof of paid up registration at SANC. Strengthening of Quality Comprehensive Patient Care. Good communication skills, written and verbal. Strong leadership abilities and problem solving skills. Must have the ability to perform under pressure. Knowledge in relevant Legal Requirements for nursing. Willingness to work night duty on Rotation basis. Strong Organizational skills. Familiar with the Code of Practice for Nursing & for the Public Sector. Willingness to work after hours and over weekends. Skilled in report writing. Basic Computer skills.

DUTIES : Demonstrate an understanding of nursing legislation & related legal & ethical nursing practices. Perform a basic clinical nursing practice and quality care in accordance of the scope of practice and nursing standards as determined by the relevant health. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Work as part of multidisciplinary team to ensure good nursing. Able to manage own work and time and that of junior colleagues to ensure proper nursing care in the unit. Ensure that unit adheres to Batho Pele Principles, Health Care Standards and legal requirements. Work effectively, co-operatively and amicably with people of diverse intellectual, cultural, racial, or religious differences. Display a concern for patients, promoting

and advocating basic care including awareness and willingness to respond to patient's needs, requirements and expectations. Demonstrate a basic understanding of HR and Financial policies and practices. Maintain In-Service for all categories of nursing staff.

ENQUIRIES : Ms MJ Mouton, Tel. No: (012) 354-5600
CLOSING DATE : 03 July 2009

POST 24/97 : **OPERATIONAL MANAGER GENERAL: GRADE 1 (NIGHT DUTY) REF NO: 70060468**
Directorate: Nursing Services

SALARY : R 205 563 per annum (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Basic R425 Qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Qualification in Nursing Administration will be an additional advantage. At least 7 years post Registration with recent practical experience of at least 3 years in Hospital Ward environment. Good communication skills, written and verbal. Strong leadership abilities, Problem solving skills. Proof of paid up registration at SANC. Strengthening of Quality Comprehensive Patient Care. Must have the ability to perform under pressure. Knowledge in relevant Legal Requirements for Nursing. Willing to work night Duty on Rotation basis, Strong Organizational skills. Familiar with the Code of Practice for Nursing & for the Public Sector. Willingness to work after hours and over weekends. Skilled in report writing Basic Computer skills.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing Practices. Perform clinical nursing practice and the nursing standards as determined by the relevant health. Promote quality of nursing care as directed by the professional scope of practice and Standards as determined by the health facility. Demonstrate effective communication with patients, supervisors and other clinicians. Including report writing. Work as part of multidisciplinary Team to ensure good nursing. Work effectively, co-operatively and amicably with persons of diverse cultural, racial and religious differences. Able to manage own work and time, that of junior colleagues to ensure proper nursing care in the unit. Ensure that unit adheres to Batho Pele Principles, Health care Standards and legal Requirements Display a concern of patients, promoting and advocating proper treatment and care including awareness and patient needs, requirements and expectations. Demonstrate a basic understanding of HR and Financial policies and practices. Maintain In- Service Program for all categories of nursing staff.

ENQUIRIES : Ms MJ Mouton, Tel. No: (012) 354-5600
CLOSING DATE : 03 July 2009

POST 24/98 : **PROFESSIONAL NURSE GRADE 1 PN-A2 (15 POSTS) REF NO: 70060430**
Directorate: Nursing

SALARY : R117 225 – 135 894 per annum (excluding benefits)
CENTRE : Sterkfontein Hospital, Krugersdorp
REQUIREMENTS : Basic R425 qualification i.e. Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic qualification of at least 1 year duration in Psychiatric nursing will be an advantage. A minimum of at least two years experience in psychiatric nursing. Good communication and sound interpersonal skills. Ability to work in a multi-disciplinary team.

DUTIES : Implement a comprehensive nursing care plan/program for the promotion of health, self –care, treatment and rehabilitation of patients. Administer treatment plan in accordance with prescribed norms and standards, guidelines and treat conditions of patients as prescribed. Maintain a therapeutic relationship and environment in which health care can be provided optimally and safely, Create and maintain a complete and accurate nursing record for individual health care users. Audit clinical records. Participate in health promotion and illness prevention initiatives and contribute to their evaluation.

ENQUIRIES : Mrs. Makutulela, Tel No: (011) 951 - 8000
CLOSING DATE : 03 July 2009

POST 24/99 : **PROFESSIONAL NURSE GRADE1: SPECIALITY NURSING (2 POSTS) REF NO: 700600517**
Directorate: Health

SALARY : R177 318 - 205 563 per annum (plus benefits)
CENTRE : Pholosong Hospital

- REQUIREMENTS** : A post- basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Theatre Science. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility
- ENQUIRIES** : Ms KF. Mabuza, Tel. No: (011) 812 - 5162/ 5155,
CLOSING DATE : 03 July 2009
- POST 24/100** : **MIDDLE MANAGER: SOCIAL SCIENCE REF NO: 70060477**
 Directorate: Social Work
- SALARY** : R174 243 per annum (plus benefits)
CENTRE : Edenvale General Hospital
REQUIREMENTS : Bachelor Degree in Social Work or equivalent, applicable professional registration, a minimum of 6 years experience in social work in a hospital environment; knowledge of Public Service legislation, policies and procedures; management experience will be an added advantage; supervisory, organizational, communication, problem solving, interpersonal, conflict management and budgeting skills. Must be able to work under pressure.
- DUTIES** : Manage Social Work Department; render a social work service to patients; manage staff performance, allocations and development; plan and organize social work services, compile statistics; analyse and implement related policies and legislation, active participation in the compilation of institutional strategic and operational plans; conduct social work audits; liaise with all departments/stakeholders and report to Clinical Manager.
- ENQUIRIES** : Dr. N.P. Kernes Tel. 011 321-6001
CLOSING DATE : 26 June 2009
- POST 24/101** : **ASSISTANT DIRECTOR: RADIOGRAPHER REFERENCE NO: 70060501**
 Directorate: Nuclear Medicine
- SALARY** : R 174 243 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Brad (Hons) Nuclear Medicine or equivalent tertiary qualification. Registration with HPCSA.
- DUTIES** : At least 8-10 years experience as a Chief Radiographer in a Nuclear Medicine facility offering a comprehensive clinical service; experience in an academic environment will be an advantage; managerial skill and financial management knowledge; strong leadership abilities with high level of responsibility; good knowledge of Nuclear Medicine equipment; good knowledge of radiation control legislation; computer skills; knowledge of PACS system and Medicom.
- ENQUIRIES** : Prof M.M. Satheke, Tel No: (012) 354 - 1794 / 2374
CLOSING DATE : 03 July 2009
- POST 24/102** : **VASCULAR CLINICAL TECHNOLOGIST REF NO: 70060370**
 Directorate: Vascular Surgery
- SALARY** : R 145 920 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : A three year diploma/degree in Clinical technology with specialization in vascular technology. Experience as a vascular technologist. Registration with HPCSA as a Critical care/vascular technologist
- DUTIES** : Be in charge of all Vascular Lab duties. Perform upper and lower limbs peripheral arterial duplex Dopplers. Perform upper and lower limbs peripheral venous duplex Dopplers. Perform duplexes of the extra cerebral arteries and veins. Perform duplexes of major abdominal arteries. Perform stress Doppler tests. Assesses the Trans cutaneous Oxygen tension. To perform all the duties mentioned above for Steve Biko Academic Hospitals and the referring hospitals. Take part in research projects that involve the Vascular Lab. Do ward round with Vascular Surgery doctors.
- ENQUIRIES** : Dr TV Mulaudzi, Tel. No: (012) 354 - 2113
CLOSING DATE : 26 June 2009
- POST 24/103** : **CHIEF ADMINISTRATION OFFICER (FMU) REF NO: 70060518**
 Directorate: Health
- SALARY** : R117 225 per annum (plus benefits)

CENTRE : Pholosong Hospital
REQUIREMENTS : Grade 12 plus 3 year experience in Facility Maintenance or equivalent 3 years National Diploma . Computer Literacy. Good interpersonal skills. Report writing. Ability to work in a team. Financial skill. Driver's license would be an advantage.
DUTIES : Compliance with necessary statutory requirements. FMU budget control. Day to day maintenance management. Facility maintenance and Capex projects. Provide support activities to horticulture, pest control and landscaping. Compile business report. Report to necessary stake holders (management, hospital board, Regional FMU and central office). Control FMU Budget. Interact with the Public works Regional & Central Office. Be available in case of emergencies after hours. Be able to supervise and train sub-ordinates in FMU department.
ENQUIRIES : Ms BM. Mkhabela, Tel. No: (011) 812 - 5170/ 5155
CLOSING DATE : 03 July 2009

POST 24/104 : **PROFESSIONAL NURSE: GRADE 1-2 MATERNITY: LABOUR WARDS (8 POSTS) REF NO: 70060470**
 Directorate: Nursing Services

SALARY : R117 225 – R44 174 per annum (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Basic R425 Qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as Professional Nurse. For PN Grade 2 at least 10 years post Registration with recent practical experience of at least 3 years in Labour. Proof of paid up registration at SANC. Strengthening of Quality Comprehensive Patient Care. Good communication skills, written and verbal. Strong leadership abilities and problem solving skills. Must have the ability to perform under pressure. Knowledge in relevant Legal Requirements for nursing. Willing to work night duty on Rotation basis. Strong Organizational skills. Familiar with the Code of Practice for Nursing & for the Public Sector. Willingness to work after hours and over weekends. Skilled in report writing. Basic Computer skills.

DUTIES : Demonstrate an understanding of nursing legislation & related legal & ethical nursing practices. Perform a basic clinical nursing practice and quality care in accordance of the scope of practice and nursing standards as determined by the relevant health. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Work as part of multidisciplinary team to ensure good nursing. Able to plan and organize own work and that of support personnel to ensure proper nursing care in the unit. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient's needs, requirements and expectations.

ENQUIRIES : Ms MJ Mouton, Tel. No: (012) 354-5600
CLOSING DATE : 03 July 2009

POST 24/105 : **PROFESSIONAL NURSE: GENERAL GRADE 1 (10 POSTS) REF NO: 70060467**
 Directorate: Nursing Services

SALARY : R117 225 per annum (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Basic R425 Qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Proof of paid up registration at SANC. Strengthening of Quality Comprehensive Patient Care. Good communication skills, written and verbal. Strong leadership abilities and problem solving skills. Must have the ability to perform under pressure. Knowledge in relevant Legal Requirements for nursing. Willing to work night duty on Rotation basis. Strong Organizational skills. Familiar with the Code of Practice for Nursing & for the Public Sector. Willingness to work after hours and over weekends.

DUTIES : Demonstrate an understanding of nursing legislation & related legal & ethical nursing practices. Perform a basic clinical nursing practice and quality care in accordance of the scope of practice and nursing standards as determined by the relevant health. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing & work as part of multidisciplinary team to ensure good nursing. Work effectively, co-operatively & amicably with persons of diverse cultural, racial & religious differences, Able to plan and organize own work and that of support personnel to ensure proper nursing care in the unit. Display a concern for patients, promoting and advocating basic care including

awareness and willingness to respond to patient's needs, requirements and expectations.

ENQUIRIES : Ms MJ Mouton, Tel. No: (012) 354-5600
CLOSING DATE : 03 July 2009

POST 24/106 : **SECRETARY: NURSING MANAGEMENT REF NO: 70060469**
Directorate: Nursing Services

SALARY : R94 326 per annum (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Grade 12. 3 years Diploma with 2-3 years experience in office management. Computer skilled in MS Word, Excel and PowerPoint presentation development, the successful candidate must have excellent typing, verbal and written communication skills. Problem solving skills. Ability to function in a cultural diverse work environment. Ability to perform under pressure. Familiar with the code of Practice in the Public Sector. Willingness to work after hours and over weekends when need arises.

DUTIES : The candidate will act as secretary for the nursing manager, but also responsible to give administrative support to other members of nursing management. Responsible for maintenance of the diary for appointments and meetings, minutes taking, management of correspondence and incoming and outgoing communication, general office procedures e.g. typing photocopying, facsimile, answering calls, screening of incoming calls, arranging meetings and venues and event management. Compiling of relevant reports. Willing to release in other offices as the need arises.

ENQUIRIES : Ms MJ Mouton, Tel. No: (012) 354-5600
CLOSING DATE : 03 July 2009

POST 24/107 : **ASSET CONTROLLER REF NO: 70060452**
Directorate: Finance and Supply Chain Management

SALARY : R94 326 – 109 515 per annum (excluding benefits)
CENTRE : Sterkfontein Hospital, Krugersdorp
REQUIREMENTS : Grade 12 with accounting and financial management qualifications. Knowledge of BAUD, BAS and BAS. Other skills: Sound knowledge of PFMA, Treasury Regulations. Knowledge and experience in Supply Chain Management and Asset Management.

DUTIES : Ensure effective control over the safekeeping, utilization and maintenance of Government owed assets. Updating of asset register, identify and report irregularities and problems and keep proper record of financial information. Conduct stocktaking (ensure that procedures and other system operations are followed). Report on losses and surpluses. Enter date into computer or manual registers and continuous maintenance of data. Manage an office based filing system. Counting and disposing of items and other duties relating to SCM/Asset management. Assist in the acquisition and distribution of goods and services according to specifications. Do calculations, compile statistics, write submissions and handle correspondence pertaining to supply chain management.

ENQUIRIES : Mr. B. Nkosi, Tel No: (011) 951-8210
CLOSING DATE : 03 July 2009

POST 24/108 : **STAFF NURSE SN 1 (6 POSTS) REF NO: 70060400**
Directorate: Nursing

SALARY : R77 505 – 87 228 per annum (excluding benefits)
CENTRE : Sterkfontein Hospital, Krugersdorp
REQUIREMENTS : Registration with SANC as a Staff Nurse. Good communication and sound interpersonal skills. Knowledge of Batho Pele Principles. At least 2 years experience in Psychiatric Nursing.

DUTIES : Provision of quality basic nursing care services under the supervision of a professional nurse within the specific scope of practice as defined by SANC. Development and implementation of patient care plans. Provide basic clinical nursing care e.g. measure, interpret and record vital signs. Effective utilization of resources. Teaching of subordinates e.g. nursing assistants. Ability to function as part of a team.

ENQUIRIES : Mrs. Makutulela, Tel No: (011) 951-8000
CLOSING DATE : 03 July 2009

POST 24/109 : **CLIENT INFORMATION CLERK REF NO: 70060453**
Directorate: Administration

SALARY : R64 410 – 74 772 per annum (excluding benefits)

CENTRE : Sterkfontein Hospital, Krugersdorp
REQUIREMENTS : Junior certificate or equivalent. Other Skills: Good communication skills verbal and written. Good interpersonal relation skills, Good communication in English. People management skills

DUTIES : Handle incoming and outgoing calls. Transfer calls to the appropriate section or person by switching or connecting lines with each other. Answer general enquiries pertaining to our clients, workers and also make calls and keep record for private calls. Page doctors and other staff members when asked to do so. Be prepared to work shifts (night and day). Update switchboard register of calls when requested by supervisor or delegated person. Accept other administrative duties in switchboard.

ENQUIRIES : Mr. G. Erasmus, Tel No: (011) 951-8000
CLOSING DATE : 03 July 2009

POST 24/110 : **NURSING ASSISTANT GRADE I (20 POSTS) REF NO: 70060451**
Directorate: Nursing

SALARY : R59 400 – 66 858 per annum (excluding benefits)
CENTRE : Sterkfontein Hospital, Krugersdorp
REQUIREMENTS : Registration with SANC as an Enrolled Nursing Assistant, Grade 12 certificate, Good communication and sound interpersonal skills. Experience in psychiatric nursing will be an advantage.

DUTIES : Provision of quality elementary care service under the supervision of a professional nurse within the scope of practice of an auxiliary nurse as defined by SANC and charter of Nursing Practice. Assist Mental Health care users with activities of daily living e.g. hygiene and nutrition. Escorting of patients to other hospitals. Provide elementary clinical nursing care e.g. vital data monitoring. Maintenance of professional growth, ethical standards and self development.

ENQUIRIES : Mrs. Makutulela, Tel No: (011) 951-8000
CLOSING DATE : 03 July 2009

POST 24/111 : **STAFF NURSE GR 1 (12 POSTS) REF NO: 70060471**
Directorate: Nursing Services

SALARY : R 77 505 per annum (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Grade 12 Qualified as an Enrolled Nurse. Proof of paid up registration at SANC. Skilled according to scope of practice for EN, ability to perform under pressure. Knowledgeable in legal requirements of nursing Act & on promotion of good customer service. Willing to work night duty on rotation basis & shifts including weekends and public holidays, familiar with the code of practice in the Public Sector.

DUTIES : Demonstrate a basic understanding of nursing legislation & related legal & ethical nursing practices. Perform a basic clinical nursing practice and quality care in accordance of the scope of practice and nursing standards as determined by the hospital. Good communication skills with patients, members of public, colleagues, supervisors and members of multidisciplinary team. Work effectively, co-operatively and amicably with people of diverse intellectual, cultural, racial, or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient's needs, requirements and expectations according to Batho Pele Principles. Willingness to work day and night shift on rotation basis. Active participation in problem solving initiatives in own section. Practice accurate record keeping skills at all times.

ENQUIRIES : Ms MJ Mouton, Tel. No: (012) 354-5600
CLOSING DATE : 03 July 2009

POST 24/112 : **NURSING ASSISTANT GRADE 1 (18 POSTS) REF NO: 70060472**
Directorate: Nursing Services

SALARY : R 59 400 per annum (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Grade 12 & Nursing Assistant Certificate. Proof of paid up registration at SANC. Skilled according to scope of practice for NA, must have the ability to perform under pressure Knowledge in Legal Requirements of nursing Act. Willing to work night duty on Rotation basis, shifts including weekends & public holidays. Familiar with the Code of Practice for Nursing & for the Public Sector. Knowledgeable on promotion of good customer service, recordkeeping and practical implementation of Batho Pele principles & patients rights.

DUTIES : Active participation in ongoing training & education of staff and patients. To maintain a safe patient care therapeutic environment according to occupational

health and safety requirements, infection control prescriptions and implemented Batho Pele Principles. Maintain control measurements in regard with emergency equipment, all stock, and patient's valuables. Active participation in to PMDS requirements and guidelines. Active participation to create and maintain a customer friendly patient care environment. Willing to adjust to changes on duty roster should it be required for patient care. Active participation in problem solving initiatives. Maintain quality patient care and accurate recording at all times.

ENQUIRIES : Ms MJ Mouton, Tel. No: (012) 354-5600
CLOSING DATE : 03 July 2009

POST 24/113 : **CLEANER (2 POST) REF NO: 70060518**
Directorate: Health

SALARY : R 47 787 per annum (plus benefits)
CENTRE : Pholosong Hospital
REQUIREMENTS : Basic literacy Abet level 3/ Grade 8. Ability to read and write. Good verbal and written communication skills. Must be able to work under pressure.

DUTIES : Perform routine cleaning services by utilizing a variety of cleaning aids. Be prepared to clean floors, offices, kitchen, washing of windows and do other cleaning tasks. Refill soap and toilet containers, filling of water bottles and emptying dustbins. Provide toilet and paper towels. Manage the allocated cleaning materials and cleaning equipment. Ability to maintain confidentiality.

ENQUIRIES : Ms BM Mkhabela, Tel. No: (011) 812 - 5170/ 5155
CLOSING DATE : 03 July 2009