

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ECONOMIC DEVELOPMENT**

- 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
- CLOSING DATE** : 03 July 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.

MANAGEMENT ECHELON

- POST 25/121** : **CHIEF DIRECTOR: AGENCY OVERSIGHT REF NO: 70060509**
Directorate: Agency Oversight
Job Purpose: Reports to the DDG: Governance the successful candidate will provide an oversight role and facilitate delivery on goals and objectives.
- SALARY** : R746 181 per annum (All inclusive package)
- CENTRE** : Matlotlo House
- REQUIREMENTS** : B. Degree in Business and/ or Public Administration and a post graduate degree will be an added advantage. 7 – 10 years experience in Senior Management; of which 3 years must be within the Public Service. Must have knowledge of Organizational strategic planning, implementation, monitoring and evaluation; people management and coaching and mentoring; Corporate governance and the understanding of the King II report on Corporate Governance; Communication skills (at board level) and knowledge and understanding of PFMA, Constitution, Companies Act. Key Competencies: strategic capabilities and leadership, service delivery innovation, client orientation, customer focus, people management and empowerment; Programme and Project management, Knowledge and information management, Presentation skills and problem solving and analysis and business report writing.
- DUTIES** : Maintain a register of DED public entities reporting to the Executive Authority and records of feasibility studies, approvals, budgets, strategic/corporate plans, financial statements and annual reports of these public entities; Promote sound planning, budgeting, governance and financial management of DED public entities. Ensure and facilitate good corporate governance of boards; Facilitate the training and development of Board members; Put into performance evaluation mechanism for the organization. Advise the department on the regulatory intervention to enhance accountability and performance of DED public entities; Ensure the mandate of public entities are aligned with DED priorities; Facilitate the implementation of approved governance framework(s) for DED public entities; Facilitate the implementation of legislation as it relates to DED public entities. Facilitate the implementation of a governance, service delivery and financial management monitoring and compliance system for DED public entities, Support other divisions of the department in relation to policy development, strategic corporate plans, budgets and reports; Manage shareholder and service delivery agreements; Set service delivery targets in co-operation with the Executive Authority; Monitor policy implementation and achievement of service delivery targets, including the review of DED entities; Recommend /take corrective action to improve the performance of DED public entities, and general administration as it relates to the successful operation of the unit.
- ENQUIRIES** : Lwandile Phaledi ,Tel No: (011) 355 – 8448

DEPARTMENT OF HEALTH

- 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

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| <u>POST 25/122</u> | : | <u>CHIEF SPECIALIST (ORTHOPAEDICS) REF NO: 70060666</u> Directorate: Orthopaedics |
| <u>SALARY</u> | : | R635 874 per annum (plus benefits) |
| <u>CENTRE</u> | : | Steve Biko Academic Hospital |
| <u>REQUIREMENTS</u> | : | Clinical practice of Orthopaedics in the Public Service. MBChB/ Mmed Orthopaedics or FCS (Orthopaedics). SA Registration with the HPCSA as a Specialist in Orthopaedics. Experience in the Clinical Practice of Orthopaedics. Proven experience in the relevant teaching and research. Managerial competencies. |
| <u>DUTIES</u> | : | Manage the Department of Orthopaedics at Steve Biko Academic Hospital/ University of Pretoria. Teaching of registrars, as well as post and pre-graduate students. Provide academic and administrative leadership. Membership of management team. Facilitate and conduct Relevant Research. Treat Orthopaedics patients up to tertiary level. |
| <u>ENQUIRIES</u> | : | Dr ME Kenoshi Tel no: 012 354 2222 |
| <u>CLOSING DATE</u> | : | 09 July 2009 |
| <u>POST 25/123</u> | : | <u>PRINCIPAL SPECIALIST (UROLOGY) REF NO: 70060667</u> Directorate: Urology |
| <u>SALARY</u> | : | R 615 633 per annum (all inclusive) |
| <u>CENTRE</u> | : | Steve Biko Academic Hospital |
| <u>REQUIREMENTS</u> | : | Registration with HPCSA as a urologist .Appropriate experience as a Specialist. |
| <u>DUTIES</u> | : | Responsible for management of the difficult cases .Control outpatient service. Manage theatre time and selection of cases. Teaching pre-and postgraduate students. Participate in outreach programs. Train Registrars in operation (surgical Skills). Participate in and setting up of research programs. Control accounts at the hospital. |
| <u>ENQUIRIES</u> | : | Dr E.M Moshokoa, Tel No: (012) 354 - 1513 |
| <u>CLOSING DATE</u> | : | 09 July 2009 |
| <u>POST 25/124</u> | : | <u>PRINCIPAL SPECIALIST/ASSOCIATE PROFESSOR (FAMILY MEDICINE) REF NO: 70060664</u> Directorate: Family Medicine |
| <u>SALARY</u> | : | R615 633 per annum (all inclusive) |
| <u>CENTRE</u> | : | Steve Biko Academic Hospital |
| <u>REQUIREMENTS</u> | : | Registration with Health Professions Council of South Africa.Med (Fam Medicine) or equivalent. 5 Years experience as a family Physician. Willing to do overtime. Mentoring and education skills. Anaesthetic or surgical skills. Broad range of skills in general hospital based medical work. Leadership and quality improvement skills. Management of HIV patients. Care of acute and chronic ambulatory patients. Conflict management skills. |
| <u>DUTIES</u> | : | Provide a link between the district and the hospital to ensure continuity of care. Assist with teaching and assessing medical undergraduate and post graduate students. Assist in relevant academic research. Participate in the clinical management of the district and the hospital. Provide the link between the district health services and the university. |
| <u>ENQUIRIES</u> | : | Dr Van Der Walt, Tel No: (012) 354 - 2336 |
| <u>CLOSING DATE</u> | : | 09 July 2009 |
| <u>POST 25/125</u> | : | <u>PRINCIPAL SPECIALIST/LECTURER (CARDIOLOGY REF NO: 70060662</u> Directorate: Cardiology |
| <u>SALARY</u> | : | R615 633 per annum (all inclusive) |
| <u>CENTRE</u> | : | Steve Biko Academic Hospital |
| <u>REQUIREMENTS</u> | : | Appropriate post graduate qualification (FCP or equivalent) Cardiology certificate. Registration with Health Professions Council of South Africa as a specialist Cardiologist. Suitable post registration experience. Experience in route clinical Cardiology, Echocardiography and invasive (Diagnostic and Intervention) Cardiology. |
| <u>DUTIES</u> | : | Control and management of clinical services. Attend to administrative matters as pertains to the department. Conduct, assist and stimulate research. Take part in pre and postgraduate training. Other duties as determined by the Head of the Department. |
| <u>ENQUIRIES</u> | : | Prof. TM Mathivha, Tel No: (012) 354 - 1956 |
| <u>CLOSING DATE</u> | : | 31 July 2009 |

POST 25/126 : **PRINCIPAL SPECIALIST: OBSTETRICS & GYNAECOLOGY REF NO: 70060660**
 Directorate: Obstetrics & Gynaecology

SALARY : R615 635 per annum (all inclusive)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Extensive experience in practical obstetrics and maternal and fetal medicine. Current registration with the Health Professions Council of South Africa as an Obstetrician and Gynaecologist as well as the sub-specialty of maternal and fetal Medicine.

DUTIES : Clinical- Manage the day to day problems in a tertiary referral centre (labour ward), wards, theatre and antenatal clinic, sub specialist maternal high risk clinics and fetal medicine lists. Managerial-Liaise regularly with relevant authorities (Provincial, Regional and Hospital) Liaise with referring clinics and hospitals to ensure appropriate referrals up and down. Ensure that the guidelines and protocols are in place and current. Meet regularly with all groups involved in patient management especially nursing to address problems, serve on the relevant rotations in the Department (consultants, registrars, interns, student interns) Manage conflicts. Teaching- Be involved in teaching at all levels (sub-speciality fellows, registrars, interns, student interns and allied health professionals) Outreach to local and distant institutions. Research- Active participation in research and support for all trainee research projects. Audit- Take responsibility for all departments, regional and National Audits.

ENQUIRIES : Prof BG Lindeque, Tel No: (012) 354 - 4446
CLOSING DATE : 09 July 2009

POST 25/127 : **PRINCIPAL SPECIALIST REF NO: 70060529**
 Directorate: Obstetrics and Gynaecology

SALARY : R615 633 per annum (All Inclusive Package)
CENTRE : Rahima Moosa Hospital
REQUIREMENTS : Full registration with the HPCSA as a Specialist. An accepted higher qualification in Obstetrics and Gynaecology. Experience and skills in the management of secondary and tertiary care Obstetrics. Previous experience and exposure to Academic training hospital as well as research and peer review publications serve as recommendations for appointment. Previous management experience

DUTIES : Perform clinical duties of a Principal Specialist. Perform after hour duties as required by the Hospital and the department. Actively participate in the University Academic Programme. Formal and informal under graduate and Post graduate teaching and training. Management of secondary and tertiary level problems in Obstetrics and Gynaecology.

ENQUIRIES : Dr N.E. Pirani, Tel No: (011) 470-9091
CLOSING DATE : 10 July 2009

OTHER POSTS

POST 25/128 : **SENIOR SPECIALIST/PROFESSOR (CARDIOLOGY) REF NO: 70060663**
 Directorate: Cardiology

SALARY : R 424 149 per annum (all inclusive)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Appropriate post graduate qualification (FCP or equivalent) Cardiology certificate. Registration with Health Professions Council of South Africa as a specialist Cardiologist. Echocardiography and invasive (Diagnostic and Intervention) Cardiology.

DUTIES : Assist in the control and management of clinical services. Attend to administrative matters as pertains to the department. Conduct, assist and stimulate research. Take part in pre and postgraduate training. Other duties as determined by the Head of the Department.

ENQUIRIES : Prof. TM Mathivha, Tel No: (012) 354 - 1956
CLOSING DATE : 31 July 2009

POST 25/129 : **SENIOR SPECIALIST (2 POSTS) REF NO: 70060657**
 Directorate: Emergency Medicine

SALARY : R 424 149 per annum (all inclusive)
CENTRE : Steve Biko Hospital
REQUIREMENTS : Registration with Health Professions Council of South Africa as Specialist in Emergency Medicine. MBCh. Mmed

ENQUIRIES : Dr. A Engelbrecht, Tel No: (012) 354 - 2147
CLOSING DATE : 09 July 2009

POST 25/130 : **SENIOR SPECIALIST (2 POSTS) REF NO: 70060661**
 Directorate: Radiology

SALARY : R424 149 per annum (all inclusive)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Mmed (Rad) D or FR Rad (D) SA or equivalent. Experience as a Radiologist of greater than 3 years will be an advantage. Experience in all aspects of General Radiology.

DUTIES : Participate in the pre and post graduate training programme. General administration and managerial duties and duties as needed by HOD. Rotate through different Radiological modalities. Initiation of research projects in Radiology.

ENQUIRIES : Prof. Z Lockhart, Tel No: (012) 354 - 2406
CLOSING DATE : 09 July 2009

POST 25/132 : **SENIOR CLINICAL EXECUTIVE (CLINICAL SERVICES) (2 POSTS) REF NO: 70060665**
 Directorate: Clinical Services

SALARY : R 424 149 per annum (all inclusive)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB or equivalent registered with HPCSA. Post graduate qualification in Public Health Management. Sound knowledge of the application of the Acts and Regulations applicable to the Public Health Services. Minimum of 3 years Hospital managerial experience.

DUTIES : Assist the heads of designated clinical departments and units in the operational and financial management of their service with strong emphasis on total quality management.

ENQUIRIES : Dr AP Van Der Walt, Tel No: (012) 354 - 2336
CLOSING DATE : 09 July 2009

POST 25/133 : **SENIOR SPECIALIST (PSYCHIATRY) REF NO: 70060658**
 Directorate: Psychiatry

SALARY : R 424 149 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Registration with the HPCS as specialist with independent practice is compulsory. Appropriate experience as a psychiatrist. Must have an academic interest. Must be willing to perform overtime service. Must be willing to do research.

DUTIES : Service delivery to the Steve Biko Academic Tshwane District Hospital complex- in patient and consultant liaison service. Student, Intern and post –graduate supervision and training. Independent academic research.

ENQUIRIES : Dr. GP Grobler, Tel No: (012) 354 - 3818
CLOSING DATE : 09 July 2009

POST 25/134 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 70060412**
 Directorate: Human Resource

SALARY : R407 745 – R472 758 per annum (All Inclusive Packages)
CENTRE : Chris Hani Baragwanath Hospital
REQUIREMENTS : Degree or a National Diploma in Human Resource Management. 10 years experience in Human Resource of which 7 years must be a manager. Computer literate (Ms Word, Ms Excel and PowerPoint). Sound knowledge of PERSAL, CORE, Public Service Act, Policies and Regulations, Collective agreements and all relevant legislations and procedures related to Human resources. Proven managerial experience in the following fields: recruitment and selection, appointments, training and development and employee wellness programme. Must be able to work under pressure and cope with high workload volumes. Must have a valid driver's license. Interpersonal relations, planning problem solving and report writing, communications (verbal and written), analytical, innovative thinking, presentation and managerial skills.

DUTIES : Co-ordinate and manage all activities relating to training and development, Employee wellness and recruitment and selection. Monitor compliance with HR delegations. Manage resources within the Human Resources Unit. Manage and monitor the SLA with GSSC to ensure compliance and timeous processing of mandates. Drives projects successfully. Development of staff and monitor employee performance.

ENQUIRIES : Ms. C. Rabotapi. Tel No: (011) 933 9091
CLOSING DATE : 03 July 2009

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| <u>NOTE</u> | : | Candidates will be required to do a presentation during the interview. |
| <u>POST 25/135</u> | : | <u>DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 70060413</u> Directorate: Human Resource Salaries and Benefits Admin |
| <u>SALARY</u> | : | R407 745 – R472 758 per annum (All Inclusive Packages) |
| <u>CENTRE</u> | : | Chris Hani Baragwanath Hospital |
| <u>REQUIREMENTS</u> | : | A Degree or a National Diploma in Human Resource Management. 10 years experience in Human Resource of which 7 years must be a manager. Computer literate (Ms Word, Ms Excel and PowerPoint). Sound knowledge of PERSAL, CORE, Public Service Act, Policies and Regulations, Collective agreements and all relevant legislations and procedures related to Human resources. Proven managerial experience in the following fields: remuneration, service benefits administration, termination of services and transfers out. Must be able to work under pressure and cope with high workload volumes. Must have a valid driver's license. Interpersonal relations, planning problem solving and report writing, communications (verbal and written), analytical, innovative thinking, presentation and managerial skills. |
| <u>DUTIES</u> | : | Manage and co-ordinate all activities within the salaries and benefits administration section of Human Resource. Develop, maintain and co-ordinate the formulation of internal policies relating to remuneration service benefits, payroll, service termination and leave. Monitor compliance with Human Resource Delegations. Manage resources within the Human Resources Unit. Manage and monitor SLA with GSSC to ensure compliance and timeous processing of mandates. Drives project successfully. Development of staff and monitor employee performance. |
| <u>ENQUIRIES</u> | : | Ms. C. Rabotapi. Tel No: (011) 933 9091 |
| <u>CLOSING DATE</u> | : | 03 July 2009 |
| <u>NOTE</u> | : | Candidates will be required to do a presentation during the interview. |
| <u>POST 25/136</u> | : | <u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: 70060414</u> Directorate: Human Resource |
| <u>SALARY</u> | : | R407 745 – R472 758 per annum (All Inclusive Packages) |
| <u>CENTRE</u> | : | Chris Hani Baragwanath Hospital |
| <u>REQUIREMENTS</u> | : | A Degree or a National Diploma in Human Resource Management. 10 years experience in Human Resources of which 7 years must be a manager. Computer literate (Ms Word, Ms Excel and PowerPoint). Knowledge in employment relations, conflict management, assertiveness, excellent negotiation skills, communication skills and policy development. Sound knowledge of PERSAL, Core, Public Service Act, Policies and Regulations, collective agreements and all relevant legislations and procedures related to Labour Relations. |
| <u>DUTIES</u> | : | Represent the institution at Provincial Bargaining Structures. Consultation with unions on behalf of the hospital. Maintain sound working relationship between lines managers and unions in the hospital. Facilitate disciplinary grievance and dispute cases in the department. Provide advice and support to line managers and staff. Ensure implementation of policies, resolution by the department/line managers and continuous evaluation research of sound Labour relations practices. Supervise other staff members. Development of staff and monitor employee performance. |
| <u>ENQUIRIES</u> | : | Ms. C. Rabotapi. Tel No: (011) 933 9091 |
| <u>CLOSING DATE</u> | : | 03 July 2009 |
| <u>POST 25/137</u> | : | <u>SPECIALIST: ANAESTHESIOLOGY REF NO: 70060731</u> Directorate: Anaesthesiology Department |
| <u>SALARY</u> | : | R391 026 – 398 605 per annum (all inclusive package) |
| <u>CENTRE</u> | : | Kalafong Hospital |
| <u>REQUIREMENTS</u> | : | MBChB, MMed (Anaes) or FCA. Registration as a Specialist Anaesthesiologist with the Health Professional Council of South Africa. |
| <u>DUTIES</u> | : | Teaching and training duties in Anaesthesiology and Critical Care at under and post-graduate level, including medical officers and interns. Be able to provide guidance to junior doctors. Clinical services as required at Kalafong Hospital. Consultancy work as allocated by HOD, and participation in research and all other academic activities of the department. Participate in the day-to-day running of the theatre complex and Intensive Care Unit. Participate in hospital working committees. |
| <u>ENQUIRIES</u> | : | Prof P.J.H.L Fourie/ Dr. N. Soma, Tel No: (012) 373 – 1053 OR (012) 318 - 6503 |
| <u>CLOSING DATE</u> | : | 10 July 2009 |

POST 25/138 : **SPECIALIST: SURGERY REF NO: 70060745**
Directorate: Surgery Department

SALARY : R391 026 - 398 605 per annum (all inclusive package)
CENTRE : Kalafong Hospital
REQUIREMENTS : Registration with the Health Council as a Specialist.
DUTIES : Clinical Supervision: Control a clinical care unit. Prepare and supervise implementation of clinical guidelines and protocols. Plans and directs regular clinical audits. Supervises and advises junior doctors in patient care. Participates in patient care according to the read and duty lists. Academic teaching: To undertake relevant training of medical personnel at undergraduate, postgraduate and sub-specialist level. To contribute to and participate in training of other health workers where requested to do so. Participate in public education programmes concerning health. Direct Patients Care: To provide cost effective specialist medical in-patients and out-patients care to patients within the referral area. To supervise junior medical staff in the appropriate treatment of patients. To co-operate with nursing and other professionals in the optimal care of hospitalized patients. To refer patients or patients samples to relevant other units and departments for diagnostic, interventional, imaging, surgical, therapeutic and rehabilitative tests and procedures. To advise and council patients and families on their health problems. To consult and advise health professional including primary care workers and medical practitioner on diagnosis, investigation and management of referred patients. Research: To contribute to the development of knowledge and policy by appropriate research. TO do appropriate clinical research that will improve patients care. Liaison with senior and provincial management. Reports to HOD. Communicates with Medical Superintendent and Nursing Service manager. Communicates with Registrars/Medical officers. Communicates with patient's families and care givers. Communicates with referring doctors and health professionals.

ENQUIRIES : Prof. T.R Mokoena/ Dr. N. Soma, Tel. No: (012) 373 – 1017 OR (012) 318 - 6929
CLOSING DATE : 10 July 2009

POST 25/139 : **SPECIALIST: ORTHOPAEDICS REF NO: 70060744**
Directorate: Orthopaedics Department

SALARY : R391 026 - 398 605 per annum (all inclusive package)
CENTRE : Kalafong Hospital
REQUIREMENTS : Appropriate tertiary qualification. Registration as an Orthopaedics Specialist with the Health Professions Council of South Africa. Recommendations: Appropriate experience.
DUTIES : Render a Comprehensive clinical service to patients in the department. Responsible for all forms of Orthopaedics trauma, including multiple trauma. Actively involve in undergraduate and postgraduate training. Involvement in research programmes.

ENQUIRIES : Dr. N.S. Motsitsi/ Dr. N. Soma, Tel. No: (012)373 1017 OR (012) 318 6929
CLOSING DATE : 10 July 2009

POST 25/140 : **REGISTRAR REF NO: 70060512**
Directorate: Prosthodontics

SALARY : R217 482 per annum (plus benefits)
CENTRE : Medunsa Oral Health Centre
REQUIREMENTS : Postgraduate qualifications, private practice experience, computer literacy, previous research experience and involvement in undergraduate teaching will be an advantage.
DUTIES : Fulfillment of all the requirements set out in the postgraduate contract. Participation, preparation and presentation of seminars. Patient treatment and service rendering. Participation in departmental activities. Research. Facilitation in Problem based learning programmes. Clinical and laboratory supervision. Lecturing to undergraduate students.

ENQUIRIES : Prof Sykes, Tel No: (012) 521 4817/8
CLOSING DATE : 13 July 2009

POST 25/141 : **DENTIS/LECTURER REF NO: 70060511**
Directorate: Prosthodontics

SALARY : R217 482 per annum (plus benefits)
CENTRE : Medunsa Oral Health Centre
REQUIREMENTS : Postgraduate qualifications, computer literacy, previous research experience and involvement in undergraduate teaching will be an advantage.

DUTIES : Lecturing to undergraduate students. Clinical and laboratory supervision. Service rendering. Departmental activities. Research. Facilitation in problem based learning programmes.

ENQUIRIES : Prof Sykes, Tel No: (012) 521 4817/8

CLOSING DATE : 13 July 2009

POST 25/142 : **REGISTRAR REF NO: 70060513**
Directorate: Orthodontics

SALARY : R217 482 per annum (plus benefits)

CENTRE : Medunsa Oral Health Centre

REQUIREMENTS : Degree in Registry (BDS or BChD). Registration with the HPCSA as a Dentist. The candidate must be able to demonstrate potential in research, teaching and services rendering.

DUTIES : Clinical education of pre graduate students, planning and presentation of lectures, conducting research, taking part in departmental activities. Treatment of patients and community service. Candidate must be prepared to commute between Medunsa and other teaching institutions for selective tuition sessions.

ENQUIRIES : Dr. M.P.S Sethusa, Tel No: (012) 521 4853

CLOSING DATE : 13 July 2009

POST 25/143 : **SENIOR MEDICAL OFFICER: SURGERY REF NO: 70060742**
Directorate: Orthopaedics Department

SALARY : R 217 482 - 252 483 per annum (plus benefits)

CENTRE : Kalafong Hospital

REQUIREMENTS : Registration with Professional Council Practitioner. Minimum of 2 years as a Medical Officer (excluding Community Service), of which at least 1 year was spent in the practice of Surgery.

DUTIES : Participate in the day-to-day running of the theatre complex, including pre-operative evaluations, theatre lists- general and regional Surgery, post-operative rounds and pain relief. Must be prepared to rotate through the ICU and High Care Unit on a monthly basis. Participate in teaching and training duties in Surgery at under- graduate and intern level. Participation in academic activities of the department and be prepared to obtain the Diploma in Surgery.

ENQUIRIES : Prof. T.R Mokoena/ Dr. N. Soma, Tel. No: (012) 373 – 1004/5 OR (012) 318 - 6929

CLOSING DATE : 10 July 2009

POST 25/144 : **SENIOR MEDICAL OFFICER: ORTHOPAEDICS REF NO: 70060741**
Directorate: Orthopaedics Department

SALARY : R 217 482 - 252 483 per annum (plus benefits)

CENTRE : Kalafong Hospital

REQUIREMENTS : Registration with Professional Council Practitioner. Minimum of 2 years as a Medical Officer (excluding Community Service), of which at least 1 year was spent in the practice of Orthopaedics.

DUTIES : Participate in the day-to-day running of the theatre complex, including pre-operative evaluations, theatre lists- general and regional Orthopaedics, post-operative rounds and pain relief. Must be prepared to rotate through the ICU and High Care Unit on a monthly basis. Participate in teaching and training duties in Orthopaedics at under- graduate and intern level. Participation in academic activities of the department and be prepared to obtain the Diploma in Orthopaedics.

ENQUIRIES : Dr. N.S. Motsitsi/ Dr. N. Soma, Tel. No: (012) 373 – 1017 OR (012) 318 - 6929

CLOSING DATE : 10 July 2009

POST 25/145 : **SENIOR MEDICAL OFFICER: INTERNAL MEDICINE REF NO: 70060740**
Directorate: Internal Medicine Department

SALARY : R 217 482 - 252 483 per annum (plus benefits)

CENTRE : Kalafong Hospital

REQUIREMENTS : MBChB, with one of the Medical Faculties in South Africa (or equivalent). Full registration with the HPCSA as a General Practitioner in South Africa. Completion of internship, as well as Community Service (where applicable). At least two years experience in the Medical field, post Community Service. A special interest in Internal Medicine would be a necessity.

DUTIES : Full participation in student training, Departmental research, and Academic activities: teamwork is essential. Participation in the afterhour's service delivery would be a recommendation.

ENQUIRIES : Prof J.H Retief/ Dr. L. Phalatsi, Tel. No: (012) 373 – 1015 OR (012) 318 - 6051

CLOSING DATE : 10 July 2009

POST 25/146 : **CLINICAL PROGRAMME COORDINATOR PNA 5 – SCHOOL HEALTH AND OXYGEN SERVICES (2 POSTS) REF NO: 70060523**
Directorate: PHC

SALARY : R205 563 –R231 363 per annum (plus benefits)
CENTRE : Ekurhuleni Health District – SDDR & NSDR
REQUIREMENTS : Registration with the South African Nursing Council as a Professional nurse. A minimum of 7 years appropriate recognizable experience in nursing after registration as a Professional nurse. Good interpersonal relationship with colleagues and subordinates. A valid driver's license

DUTIES : Coordinate School Health Services at the Sub –district level. Ensures that oxygen cylinders are ordered for the PHC facilities. Ensures that oxygen invoices are checked and verified before payment is done. Monitor and guide subordinates responsible for school health and oxygen services. Conduct support visits for patients on domiciliary oxygen. Participate in operational plans development for the Sub –district. Compile monthly reports on activities performed to monitor progress. Performs any function related to the job description of the coordinator as delegated by the supervisor. Be part of the Sub –district management team.

ENQUIRIES : Ms E Mashego: Tel No; (011) 876 - 1814
CLOSING DATE : 10 July 2009

POST 25/147 : **CLINICAL PROGRAMME COORDINATOR PNA 5 – MATERNAL, CHILD HEALTH AND TRAINING (3 POSTS) REF NO: 70060525**
Directorate: PHC

SALARY : R205 563 –R231 363 per annum (plus benefits)
CENTRE : Ekurhuleni Health District – SDDR, NSDR & ESDR
REQUIREMENTS : Registration with the South African Nursing Council as a Professional nurse. A minimum of 7 years appropriate recognizable experience in nursing after registration as a Professional nurse and Midwife. Good interpersonal relationship with colleagues and subordinates. A valid driver's license

DUTIES : Coordinate maternal, child health and training programme at the sub district level. Conduct in service training on maternal and child health. Participate in midwifery research. Conduct records audit to improve quality of care at Midwife obstetric units. Facilitate implementation of Basic Antenatal Care (BANC). Fast track the process of accreditation of all the MOU's as mothers Baby Friendly Clinic Initiative.

ENQUIRIES : Ms E Mashego: Tel No: (011) 876 - 1814
CLOSING DATE : 10 July 2009

POST 25/148 : **CLINICAL PROGRAMME COORDINATOR PNA 5 – EMPLOYEE AND OCCUPATIONAL HEALTH AND SAFETY PROGRAMMES (3 POSTS REF NO: 70060576**
Directorate: PHC

SALARY : R205 563 –R231 363 per annum (plus benefits)
CENTRE : Ekurhuleni Health District – SDDR, NSDR & ESDR
REQUIREMENTS : Registration with the South African Nursing Council as a Professional nurse. A minimum of 7 years appropriate recognizable experience in nursing after registration as a Professional nurse. Good interpersonal relationship with colleagues and subordinates. A valid driver's license

DUTIES : Coordinates Employee wellness Programme at the Sub –district level. Coordinates Occupational Health and Safety Programme by performing risk assessment, control and management. Participate in operational plans development for the sub – districts. Organizes and coordinates safety meetings for the Sub district. Collaborate with the Local Government in the implementation of the Sub – district operational plans to prevent over fragmentation of health services. Participate in PHC research projects that will benefit the department of health.

ENQUIRIES : Ms E Mashego: Tel No: (011) 876 - 1814
CLOSING DATE : 10 July 2009

POST 25/149 : **CLINICAL PROGRAMME COORDINATOR PNA 5 – SCHOOL HEALTH YOUTH AND HEALTH PROMOTION SERVICES REF NO: 70060577**
Directorate: PHC

SALARY : R205 563 –R231 363 per annum (plus benefits)
CENTRE : Ekurhuleni Health District – ESDR

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| <u>REQUIREMENTS</u> | : | Registration with the South African Nursing Council as a Professional nurse. A minimum of 7 years appropriate recognizable experience in nursing after registration as a Professional nurse. Good interpersonal relationship with colleagues and subordinates. A valid driver's license |
| <u>DUTIES</u> | : | Coordinates School health Youth and health promotion services at the Sub district level. Organize and coordinate Scholl Health Programme. Organize and coordinate training for health professionals Participate in research projects to improve quality health care services. Be part of the Sub –district management team. Perform any functions as delegated by the supervisor. |
| <u>ENQUIRIES</u> | : | Ms E Mashego: Tel No: (011) 876 -1814 |
| <u>CLOSING DATE</u> | : | 10 July 2009 |
| <u>POST 25/150</u> | : | <u>CLINICAL PROGRAMME COORDINATOR PNA 5 – CHRONIC DISEASE AND OLD AGE HOMES (2 POSTS) REF NO: 70060578</u> Directorate: PHC |
| <u>SALARY</u> | : | R205 563 –R231 363 per annum (plus benefits) |
| <u>CENTRE</u> | : | Ekurhuleni Health District – NSDR & SDDR |
| <u>REQUIREMENTS</u> | : | Registration with the South African Nursing Council as a Professional nurse. A minimum of 7 years appropriate recognizable experience in nursing after registration as a Professional nurse. Good interpersonal relationship with colleagues and subordinates. A valid driver's license is a recommendation |
| <u>DUTIES</u> | : | Coordinate chronic disease programme including Old Age Homes at the Sub district level. Ensures implementations of Health Policy for the Aged. Performs support visit to Old Age Homes operating at the Sub –District. Ensures proper professional development of staff at the PHC facilities with emphasis on Health Policies and Protocols implementation. Organizes and coordinates workshops seminars and conferences for the Sub district. Participate in operational plans developments. Participate in research projects for the Sub – district. Be part of management team. Conduct monthly records audit to improve the quality of health services and to take remedial steps to address any gaps identified. |
| <u>ENQUIRIES</u> | : | Ms E Mashego: Tel No: (011) 876 - 1814 |
| <u>CLOSING DATE</u> | : | 10 July 2009 |
| <u>POST 25/151</u> | : | <u>PRINCIPAL PHARMACIST REF NO: 70060757</u> Directorate: Pharmacy Department |
| <u>SALARY</u> | : | R202 278 per annum (plus benefits) |
| <u>CENTRE</u> | : | Tshwane Rehabilitation Centre |
| <u>REQUIREMENTS</u> | : | Relevant qualification in Pharmacy, registration with the South African Pharmacy Council as Pharmacist. Knowledge of and ability to comply with applicable legislation. Knowledge of the Public Service financial practices. Good communication and interpersonal skills. Computer literacy. |
| <u>DUTIES</u> | : | Ensure adherence to standard and treatment guidance and protocols. Manage, monitor and evaluate Pharmacy staff in the unit. Monitor and evaluate the quality of service in the department and assist with the dispensing of medicines. Ensure adherence to both the centre and provincial formularies. Implement and evaluate budgetary control measures and adherence to set treatment protocols. Collect data and provide reports and statistics with regard to all aspects of pharmaceutical services. Accept managerial responsibility for drug dispensing of medicines to patients. Plan and co-ordinates all functions of the department. Supervision of Pharmacy Assistant/s. |
| <u>ENQUIRIES</u> | : | Ms F. Mokgokong, Tel. No: (012) 354 - 6745 |
| <u>CLOSING DATE</u> | : | 10 July 2009 |
| <u>POST 25/152</u> | : | <u>NURSING CLINICIAN GRADE 1 – SPECIALITY NURSING PNB 1- (10 POST) REF NO: 70060524</u> Directorate: PHC |
| <u>SALARY</u> | : | R177 318 –R205 563 per annum (plus benefits) |
| <u>CENTRE</u> | : | SDDR |
| <u>REQUIREMENTS</u> | : | Registration with the South African Nursing Council as a Professional nurse. Post basic nursing qualification with duration of at least 1 year, accredited with South African Nursing Council. Minimum of 4 years appropriate recognizable experience in nursing after registration as professional nurse with South African Nursing Council. A valid driver's license is a recommendation |
| <u>DUTIES</u> | : | Rendering caring Primary Health Care Services both within and outside the clinic including General Nursing, Midwifery all aspects of reproductive health, children with main focus on care being health assessment treatment. TB, Mental health, PEP and HIV/AIDS, compile DHIS Assist with any other duties delegated by the supervisor and sterilization services where it is applicable. Implement protocols |

and policy guidelines as prescribed by the department. Evaluate and mentoring of staff. Assist to control utilization of resources. Be an active member to assist with developing the District Health System. Be able to work shifts and night duty. Rotate within the service in the facility.

ENQUIRIES : Ms N L Mnyande Tel No: (011) 863 - 7797/ T G Sonto Marumulo: Tel No: (011) 878 - 8540

CLOSING DATE : 10 July 2009

POST 25/153 : **NURSING CLINICIAN GRADE 1 – SPECIALITY NURSING (ADVANCED MIDWIFERY) PNB 1- (2) REF NO: 70060522**
Directorate: PHC

SALARY : R177 318 –R205 563 per annum (plus benefits)

CENTRE : Phola Park Mou

REQUIREMENTS : Registration with the South African Nursing Council as a Professional nurse and midwife. Post basic course qualification with duration of at least 1 year, accredited with South African Nursing Council. Minimum of 4 years appropriate recognizable experience in nursing after registration as professional nurse with South African Nursing Council. A valid driver's license is a recommendation.

DUTIES : Rendering Advanced Midwifery both within and outside the clinic including General Nursing, Midwifery all aspects of reproductive health, children with main focus on care being health assessment treatment. TB, Mental health, PEP and HIV/AIDS, compile DHIS Assist with other health services as delegated by supervisor. Implement protocols and policy guidelines as prescribed by the department. Evaluate and mentoring of staff. Assist to control utilization of resources. Be an active member to assist with developing the District Health System. Be able to work shifts and night duty. Rotate within the service in the facility.

ENQUIRIES : Ms T. G Sonto Marumolo: Tel No: (011) 878 - 8540

CLOSING DATE : 10 July 2009

POST 25/154 : **MEDICAL OFFICER: SURGERY REF NO: 70060738**
Directorate: Surgery Department

SALARY : R 174 243 - 202 207 per annum (plus benefits)

CENTRE : Kalafong Hospital

REQUIREMENTS : Registration with Professional Council as Medical Practitioner. Recommendations: Willingness and capacity to work hard under different circumstances.

DUTIES : Responsible for management of patients both hospital and in outpatient. After hours duties to be delivered according to rotation system. Regular attendance of academic activities and meeting necessary. Assistance in under graduated teaching.

ENQUIRIES : Prof. T.R Mokoena/ Dr. N. Soma, Tel. No, (012) 373 - 1004/5 OR (012) 318 – 6503

CLOSING DATE : 10 July 2009

POST 25/155 : **MEDICAL OFFICER: ORTHOPAEDICS REF NO: 70060737**
Directorate: Orthopaedics Department

SALARY : R 174 243 - 202 207 per annum (plus benefits)

CENTRE : Kalafong Hospital

REQUIREMENTS : Registration with Professional Council as Medical Practitioner. Recommendations: Willingness and capacity to work hard under different circumstances.

DUTIES : Responsible for management of patients both hospital and in outpatient. After hours duties to be delivered according to rotation system. Regular attendance of academic activities and meeting necessary. Assistance in under graduated teaching.

ENQUIRIES : Dr. N.S Motsitsi, Tel. No, (012) 373 - 1017

CLOSING DATE : 10 July 2009

POST 25/156 : **MEDICAL OFFICER: PAEDIATRICS REF NO: 70060736**
Directorate: Paediatrics Department

SALARY : R 174 243 - 202 287 per annum (plus benefits)

CENTRE : Kalafong Hospital

REQUIREMENTS : MBChB Degree in South Africa and have South African citizenship. Two years experience in clinical medicine and an interest in Paediatrics.

DUTIES : General Paediatric care, Neonatal care, subspecialist Paediatrics and ambulatory Paediatrics.

ENQUIRIES : Prof. S. Delport/ Dr N. Soma, Tel. No: (012) 373 - 1009 OR (012) 318 - 6503
CLOSING DATE : 10 July 2009

POST 25/157 : **PROFESSIONAL NURSE (PNB 2) REF NO: 70060510**
Directorate: Theatre

SALARY : R160 470 per annum (plus benefits)
CENTRE : Medunsa Oral Health Centre
REQUIREMENTS : Appropriate degree/diploma in nursing basic R425 qualification or equivalent qualification that allows registration as a professional nurse with SANC. A post basic nursing qualification in operating theatre, with duration of at least 1 year R212), accredited with the SANC in the speciality referred to above. Other skills: Strong leadership qualities sound interpersonal and good communication skills are necessary. sound interpersonal and good communication skills are necessary Must be able to work under pressure. Minimum of 14 years appropriate/recognizable experience in nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in operating theatre after obtaining 1 year post basic qualification in the relevant speciality.

DUTIES : Responsible for provision and supervision of high quality nursing care (pre, peri and post operative nursing care). Must be prepared to work overtime when the need arises. Mentoring and teaching of students and personnel. Ensure adherence to Batho Pele principles. Membership of various committees which promote quality nursing care. Work within an integrated multiprofessional team. Knowledge of public sector regulations and relevant legislative framework. Responsible for good record keeping. Prevention and control of infections according to the relevant policies:

ENQUIRIES : Mrs I.S Makgatho, Tel No: (012) 521 5869
CLOSING DATE : 13 July 2009

POST 25/158 : **ADMINISTRATIVE CLINICAL ORGANISER REF NO: 70060514**
Directorate; Auxiliary Services Health

SALARY : R145 920 per annum (plus benefits)
CENTRE : Medunsa Oral Health Centre
REQUIREMENTS : Grade 12 or equivalent. Registered as a Dental Assistant with the HPCSA. Five years actual dental assisting experience. Ability to work independently and under pressure. Good verbal and written communication skills. Conflict management and people skills. Knowledge of government prescribed policies and regulations (PSA, PFMA, BCEE, Labour Relations

DUTIES : Oversee and manage the duties of Dental Chair Assistants and all other Support staff. Oversee the sufficient provision of dental consumables in the poly clinics of the institution. Attending of meetings. Organise effective running of clinical area. Liaison with all stakeholders. Deal with HR, Financial and equipment issues of the clinical department. Manage skills development of staff in liaison with the Training officer.

ENQUIRIES : Mrs IS Makgatho, Tel No: (012) 521 5869
CLOSING DATE : 13 July 2009

POST 25/159 : **CHIEF PHYSIOTHERAPIST REF NO: 70060756**
Directorate: Allied

SALARY : R 145 920 – 153 366 per annum (plus benefits)
CENTRE : Tshwane Rehabilitation Centre
REQUIREMENTS : Tertiary qualification in Physiotherapy, current registration with the HPCSA, ability to work in a multidisciplinary team, sufficient experience in physical rehabilitation, knowledge of appropriate legislation and Health Policies, good communication and interpersonal skills and computer literacy.

DUTIES : Manage and render quality Physiotherapy services that comply with set standards and as prescribed by relevant legislative requirements. Ensure client reintegration back into society. To manage allocated human resources, including supervision and performance appraisal. Contribute towards student training through supervision of allocated students. Management and procurement of assets/equipments and consumables necessary for service delivery. Ensure compliance with Quality Assurance and Accreditation Standards. Provide opportunities for research and encourage evidence based practise. Contribute towards own and staff professional development. Perform administrative duties i.e. data analysis, record keeping and report writing etc.

ENQUIRIES : Ms F. Mokgokong, Tel. No: (012) 354 - 6745
CLOSING DATE : 10 July 2009

POST 25/160 : **CHIEF DENTAL TECHNICIAN REF NO: 70060516**
Directorate: Laboratory

SALARY : R145 920 per annum (plus benefits)
CENTRE : Medunsa Oral Health Centre
REQUIREMENTS : Diploma in Dental Technology or BTech Degree in Dental Technology and registration with the Dental Technician Council. Good managerial , leadership and human relations. Must at least have 3 – 4 years experience in removable prosthetics and experience in implantology be recommended but not required.

DUTIES : Constructing of quality removable prosthetics. Assist Registrars with lecturing of under-graduate students in prosthetic techniques. Do quality control of junior and relevant administration.

ENQUIRIES : Mr P Prinsloo, Tel No: (012) 521 5868
CLOSING DATE : 13 July 2009

POST 25/161 : **SENIOR RADIOGRAPHER REF NO: 70060515**
Directorate: Maxillofacial and Oral Radiology

SALARY : R117 501 per annum (plus benefits)
CENTRE : Medunsa Oral Health Centre
REQUIREMENTS : National Diploma in Radiography (NDip Rad). Computer literacy. Good communication skills.

DUTIES : Practical demonstration of radiographic techniques and clinical training of all undergraduate students in Maxillofacial and Oral Radiology. Supervision of clinical sessions. Radiography service rendering. Quality control of radiographic service. Classroom and chairside teaching. Administration of Radiology services.

ENQUIRIES : Prof Noffke, Tel No: (012) 521 4902/3
CLOSING DATE : 13 July 2009

POST 25/162 : **SENIOR RADIOGRAPHER REF NO: 70060743**
Directorate: X-Ray Department

SALARY : R 117 501 - 136 419 per annum (plus benefits)
CENTRE : Kalafong Hospital
REQUIREMENTS : Degree/ Diploma in Diagnostic Radiography. Registration with HPCSA. Recommendations: Sound interpersonal and communication skills.

DUTIES : Undertake radiographic procedures efficiently and effectively in accordance with prescribed protocols, radiation control measures and Medico-Legal requirements. Be in a position to provide a 24hrs service.

ENQUIRIES : Ms R. Mashubuku, Tel. No: (012) 318 - 6658
CLOSING DATE : 10 July 2009

POST 25/163 : **COMMUNICATION OFFICER REF NO: 70060748**
Directorate: Administration

SALARY : R 117 501 per annum (plus benefits)
CENTRE : Tara The H Moross Centre
REQUIREMENTS : Relevant Tertiary Qualification or Grade 12 with one year experience as a communication officer. Computer literacy is essential. Drivers licence will be an advantage.

DUTIES : Formulation and implementation of information and communication strategies, in order to promote mutual understanding between hospital and the community. Planning and understanding internal liaison activities to keep staff informed of developments in the institution. Preparation and distribution of press statements and news worthy items in the media. Maintaining ongoing contact with the media. Remain informed of developments and changes in the hospital. Reply to refer and enquire on specific function held in the relevant departments. Prepare files for statistics records every month. Collect statistics from source points for compilation. Ensure that all dates for in and out patient statistics are submitted to Central Office. Submission of quarterly and yearly review information to Central Office.

ENQUIRIES : Mr. MS. Machaba, Tel No: (011) 535 - 3032
CLOSING DATE : 10 July 2009

POST 25/164 : **ADMIN OFFICER: CLEANING SERVICES REF NO: 70060749**
Directorate: Support

SALARY : R 117 501 per annum (plus benefits)
CENTRE : Tara The H Moross Centre
REQUIREMENTS : Grade 12 or equivalent. Three years supervisory experience. In cleaning services in a hospital environment. Experience in management of staff. Excellent

communication skills, computer literacy, knowledge of labour relations. Drivers licence will be an advantage.

DUTIES : Managing cleaning services and allocation of task to cleaners in their day to day activities. Ordering and managing of cleaning materials, equipment facilities. Provide guidance to subordinates and monitoring checklist. Maintain discipline and sound labour relations practises. Manage and control leave request and management of staff. Preparation of monthly cleaning service report. Monitor of performance and evaluation of staff . Handle queries and ensure that rules and regulation of the institution are carried out.

ENQUIRIES : Ms. MV. Legodi, Tel. No: (011) 535 - 3014

CLOSING DATE : 10 July 2009

POST 25/165 : **COMMUNICATIONS OFFICER REF NO: 70060527**
Directorate: Communications

SALARY : R117 501 per annum (plus benefits)

REQUIREMENTS : A recognised three-year Bachelor's degree or Diploma (RVQ13) in Communications or Public Relations with relevant Experience. Knowledge and experience in dealing with News Media and the ability to implement and interpret policies, directives and guidelines relating to health issues. Excellent verbal and written communication skills as well as interpersonal skills. Ability to perform under pressure and stressful situations. Must have at least code 08 driver's licence and be computer literate.

DUTIES : Address and respond to patients` complaints received from the media and do media monitoring and analysis. Respond to queries from the Province regarding patient care. Arrange Press Conferences, media briefs, events and campaign management and projects. Liase with the media, write media statements, features and photography. Provide coverage and produce publications for the institution events and produce the Newsletter for the Hospital. Provide and help in the promotion of the corporate image and identity of the Hospital. Assist in conducting surveys and research on perceptions, information needs and other relevant areas. Assist in the development of the communication strategies and give training to managers and staff in the Hospital. Be a secretariat of the Hospital board, take minutes, arrange Open Days, liaise with and facilitates the activities of the Hospital Board.

ENQUIRIES : Mr. P.M. Sofohlo (CEO), Tel No: (011) 951-6161

CLOSING DATE : 10 July 2009

POST 25/166 : **SAC GR. III: INFORMATION TECHNOLOGY AND AUDIO VISUALS REF NO: 70060729**
Directorate: Administration

SALARY : R 94326 per annum (plus benefits)

CENTRE : SG Lourens Nursing College

REQUIREMENTS : Grade 12, plus one or more of the following recognized qualifications/certificates: A+, N+, MCSA, MCSE, IT Diplomja or IT related qualification, with at least 1 year desktop support experience including internship. Good problem solving skills Ability to prioritize and mange own workload. Customer focused and service orientation. Good communication skill and ability to work within a team. Attending of meetings and serving on committees. Compilling and typing of minutes. Valid Code 8 driver's license

DUTIES : Provide desktop, network and technical and audio visual support to the user base of the Department, troubleshoot and resolve problems. Perform installations, configurations, upgrades and testing of hardware and software. Ensure that backups are done daily. Monitor and perform preventative maintenance on the IT+AV trends. Compile weekly and monthly reports. 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.

ENQUIRIES : Mrs. B Riekert (012) 3195601

CLOSING DATE : 10 July 2009

POST 25/167 : **JUNIOR RADIOGRAPHER REF NO: 70060735**
Directorate: X-Ray Department

SALARY : R 94 326 - 109 515 per annum (plus benefits)

CENTRE : Kalafong Hospital

REQUIREMENTS : Degree/ Diploma in Diagnostic Radiography. Registration with HPCSA as a diagnostic Radiographer.

DUTIES : undertake radiographic procedures efficiently and effectively in accordance with prescribed protocols, radiation control measures and Medico legal requirements. Be in a position to provide a 24 hour service delivery.

ENQUIRIES : Ms R. Mashubuku, Tel. No: (012) 318 - 6658

CLOSING DATE : 10 July 2009

POST 25/168 : **JUNIOR PHYSIOTHERAPIST REF NO: 70060734**
Directorate: Physiotherapy Department

SALARY : R 94 326 - 109 515 per annum (plus benefits)

CENTRE : Kalafong Hospital

REQUIREMENTS : Bsc Physiotherapy of a recognized relevant degree. Registration with the HPCSA. Recommendations: Good communication skills. Ability to work in a multi-disciplinary environment. Ability to work under pressure. Have analytical and creative skills and be adaptable.

DUTIES : Assessment and treatment of in and out-patients. Assist in department administrative activities, quality assurance and evidence based programmes. Contribute positively towards the development and growth of the Physiotherapy department. Perform clinical supervision of Physiotherapy students. Participate in and contribute towards Professional departments programmes.

ENQUIRIES : Ms M. Muyele, Tel. No: (012) 318 - 6766

CLOSING DATE : 10 July 2009

POST 25/169 : **SAC GR. III: FINANCE DEPARTMENT REF NO: 70060730**
Directorate: Administration

SALARY : R94 326 per annum (plus benefits)

CENTRE : SG Lourens Nursing College

REQUIREMENTS : Grade 12 with experience or equivalent qualifications. Knowledge of all relevant directives and policies. Well-developed organizational and interpersonal skills. Ability to interpret and apply directives and policies. Knowledge of treasury instructions, PFMA and relevant monetary policies and directives. Knowledge and skills of the BAS system. Good communication skills. Computer literacy. Valis driver's license.

DUTIES : Cashier for 1st and 2nd year students. Handling of queries and liaising with students, personnel and the public. Attending finance related meetings, workshops and forums regarding BAS, SAP and Persal. Receiving of other money and writing out of receipts. Writing out of cheques. Capturing class fees for students on excel spreadsheet. Responsible for journals. Requesting of BAS reports for reconciliation purposes. Responsible for banking of funds. Address students and handling of all student forms for deductions and other communication. Secretary for the Budget and Expenditure Meeting. Responsible for BAS/Persal and Petty cash reconciliation. Responsible for Petty Cash Register on a monthly basis. Responsible for reconciliation of College Council Funds.

ENQUIRIES : Mrs. B Riekert , Tel. No: (012) 319-5601

CLOSING DATE : 10 July 2009

POST 25/170 : **WARD CLERKS REF NO: 70060747**
Directorate: Administration.

SALARY : R64 410 per annum (plus benefits)

CENTRE : Tara The H Moross Centre

REQUIREMENTS : Grade 8/ Abet plus one year admin experience. Computer literacy, two years experience in a hospital environment. Good verbal and written communication skills.

DUTIES : General administration duties in the ward, daily patient headcount ordering of ward supplies, attend to telephone queries, taking of messages. Compilation of daily stats and monthly statistics, recording of discharge files and sending them to registry, updating of inpatient registers, filling, adhere to Batho-Pele principals and patients' right charter.

ENQUIRIES : Mr. MV. Legodi, Tel No: (011) 535 - 3014

CLOSING DATE : 10 July 2009

POST 25/171 : **DRIVER REF NO: 70060733**
Directorate: Transport Department

SALARY : R 64 410 - 74 772 per annum (plus benefits)

CENTRE : Kalafong Hospital

REQUIREMENTS : Standard 8 or Grade 10. Minimum of 3 years driving experience. Code 8 (EB) with professional driving permit.

DUTIES : Transport patients to and from referral hospital. Transport staff to and from areas of need. Collect and deliver mail from Regional and Central. Adhere to principles stipulated in Transport Circular No 4 of 2000. Fill the trip authority legibly and accurately. Fill in the logbook for every vehicle.

ENQUIRIES : Ms B. Mokone, Tel. No: (012) 318 - 6687

CLOSING DATE : 10 July 2009

POST 25/172 : **HUMAN RESOURCE CLERK REF NO: 70060750**
Directorate: Human Resource

SALARY : R 64 410 - 74772 per annum (plus benefits)

CENTRE : Tara The H Moross Centre

REQUIREMENTS : Grade 10 plus one year experience in Human Resource excellent communication , good interpersonal relations and organizational skills. Computer literate. Knowledge of PERSAL. Ability to work with confidential information.

DUTIES : Handling of all personnel administration matters pertaining to appointments, probations, leave, and administration of salary benefits for employees. Compiling of mandates on a daily basis to GSSC for processing. Filing of documents from GSSC. Carry out duties allocated by supervisor. Attending to HR enquires.

ENQUIRIES : Mr. M. Groenewald, Tel No: (011) 535 – 3029

CLOSING DATE : 10 July 2009

POST 25/173 : **HUMAN RESOURCES CLERK REF NO: 70060526**
Directorate: Admin

SALARY : R54 879 per annum (plus benefits)

CENTRE : Dr.Yusuf Dadoo Hospital

REQUIREMENTS : Grade 12 or equivalent. Experience in Human Resources department will be an added advantage. Computer literate.

DUTIES : Control and management of appointments, registration, leave, and salary records. Implementation of Acts and policies. Records keeping. Knowledge of the Persal system. Knowledge of Public Service regulations and Acts.

ENQUIRIES : Mr. W.T Makooa, Tel No: (011) 951-6065

CLOSING DATE : 10 July 2009

POST 25/174 : **PORTERS REF NO: 70060739**
Directorate: Patient Affairs Department

SALARY : R47 787 - 53 316 per annum (plus benefits)

CENTRE : Kalafong Hospital

REQUIREMENTS : Standard 8 or Grade 10. Recommendations: Ability to read and write. Good interpersonal skills and communication skills.

DUTIES : Transporting patients to different department. Transporting corpses to mortuary. Cleaning of trolley and wheelchairs. Be able to work shifts.

ENQUIRIES : Ms. F. Mokotedi, Tel. No: (012) 318 - 6469

CLOSING DATE : 10 July 2009

POST 25/175 : **CLEANER REF NO: 70060732**
Directorate: Facility Management Unit Department

SALARY : R47 787 - 53 316 per annum (plus benefits)

CENTRE : Kalafong Hospital

REQUIREMENTS : Ability to read and write. Recommendations: Good communication skills. Good interpersonal skills. Productiveness.

DUTIES : Sign on and off in the attendance register. Cleaning of floors, walls, windows, doors and window frames and lockers. Cleaning of corridors, theatre, X-rays, Sluice rooms, Kitchen, Public toilets, Offices, Clinics, Entrances, stairs, lifts, passages, equipments and carpets. Cleaning of fridges. Removal of medical and general waste, cleaning of bins and flattening of card boxes.

ENQUIRIES : Mr S. Lebaka, Tel. No: (012) 318 - 6460

CLOSING DATE : 10 July 2009

POST 25/176 : **CLEANER REF NO: 70060746**
Directorate: Support

SALARY : R47 787 per annum (plus benefits)

CENTRE : Tara The H Moross Centre

REQUIREMENTS : Basic literacy and Abet. Ability to perform routine task. Cleaning experience.

DUTIES : Perform specific cleaning duties daily; clean the dustbins in all offices and waiting areas. Dust and polish the desk, wash floors and walls in all offices and waiting areas. Wash cups and sources after meetings. Sweep the floors daily, request

cleaning material in advance. Report to the supervisor daily, control own performance. Ensure that there are sufficient chairs in the waiting room for visitors. Be prepared to work shifts and rotate within scope of work. Counting linen, collect food trolley and adhere to health care waste management.

ENQUIRIES
CLOSING DATE

: Ms. MV. Legodi, Tel. No: (011) 535 - 3014
: 10 July 2009