

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT**

- APPLICATIONS** : Gauteng Shared Service Centre, 75 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.

OTHER POSTS

- POST 02/49** : **REGISTRARS: ORAL MEDICINE AND PERIODONTOLOGY 2 POSTS REF NO: 70168161**
Directorate: Health Support Services

- SALARY** : R 423 846 per annum (all inclusive package)
CENTRE : Wits Oral and Dental Hospital
REQUIREMENTS : Applicants should be registered with the Health Professional Council of South Africa as a dental practitioner. Have at least two years general dental practice experience.
DUTIES : Incumbents will follow a course of study which on successful completion will entitle the graduate to register with the Health Professions Council of South Africa as a specialist in Oral Medicine and Periodontology.
ENQUIRIES : Prof JC Petit, Tel. No: (011) 488 - 4887
CLOSING DATE : 29 January 2010

- POST 02/50** : **DENTIST: PROSTHODONTICS REF NO: 70168162**
Directorate: Health Support Services

- SALARY** : R423 846, R 436 656 – R 477 462 per annum (all inclusive package)
CENTRE : Wits Oral and Dental Hospital
REQUIREMENTS : Registration with the HPCSA as a Dentist. Seven years experience in dentistry.
DUTIES : Treatment of patients requiring Prosthodontics. Teaching to undergraduate students. Clinical supervision of students. Conduct research in the field of Prosthodontics. Recommendation: Experience in teaching and training of undergraduate students.
ENQUIRIES : Prof. C.P. Owen, Tel. No: (011) 488 - 4866
CLOSING DATE : 29 January 2010

- POST 02/51** : **DENTIST REF NO: 70168163**
Directorate: Health Support Services

- SALARY** : R344 100 per annum (all inclusive package)
CENTRE : Wits Dental Hospital
REQUIREMENTS : An applicant should be registered with the HPCSA as a Dentist and have completed the Community Service obligations. Two years experience.
DUTIES : Provide a service to the division of MFOS by assisting in theatre. Doing outpatient clinics. Undertaking wards rounds. Doing emergency calls and teaching of undergraduate students. Recommendation: Experience in teaching of undergraduate student in the field MFOS
ENQUIRIES : Prof MA Lownie, Tel no: (011) 717-2130
CLOSING DATE : 29 January 2010

- POST 02/52** : **HOD: GENERAL NURSING AND ANCILLIARY SUBJECTS REF NO: 70168108**
Directorate: HRD and EWP

- SALARY** : R 296 382 per annum (plus benefits)
CENTRE : Ann Latsky Nursing College

REQUIREMENTS : Post basic qualification in Nursing Education. Current be registered with SANC. A minimum of nine (9) years appropriate / recognisable nursing experience after registration as professional nurse with SANC in General Nursing. At least four years of the period referred to above must be appropriate recognisable experience in Nursing Education after registration of the Nursing Education qualification. Only candidates with relevant experience in teaching General Nursing will be considered. Knowledge of: relevant acts, rules, regulations policies. Skills: good communication, report writing, facilitation, interpersonal, presentation, management, analytical, motivation, research, leadership, reviewing. Personal attributes: responsiveness, pro-activeness, professionalism accuracy, flexibility, independent, co-operative, team player, supportive, confidentiality. Computer literacy. Driver's license. Recommendation: a degree / diploma in Nursing Administration or equivalent qualification.

DUTIES : Co-ordinate the provision of education and training of learner nurses. Manage clinical learning exposure to learners between College and Clinical areas. Development and ensure implementation of quality assurance programmes. Collaborate with other stakeholders and build a sound relationship within the department. Supervise staff. Oversee the supervision of learners

ENQUIRIES : Mrs. E.E. Harms, Tel. No: (011) 644 - 8915
CLOSING DATE : 29 January 2010

POST 02/53 : **DIETITIAN REF NO: 70168104**
 Directorate: Allied

SALARY : R161 970 -190 791 per annum (plus benefits)
CENTRE : Germiston Hospital
REQUIREMENTS : Candidate must be a qualified dietitian and be currently registered with HPCSA. Have a degree in dietetics or Bachelor Nutrition degree. Between 5 and 10 years experience. The applicant must be able to demonstrate good clinical knowledge of human nutrition and associated therapeutic nutrition intervention.

DUTIES : Effectively render optimal, cost effective and evidence based nutritional care in a public setting according to the department's quality and financial targets. To perform and complete administrative functions including report writing. To assist with the development and implementation of departmental strategic, financial and operational plans. To ensure departmental standards are maintained. Participate in the training of the dietetic and elective students. Provide appropriate, relevant and cost effective input in the food service provision of patients. To apply nutritional practices. To perform administrative functions and provide relevant statistics to support the effective smooth running of the Dietetics department. To assist with the ongoing development of clinical guidelines, policies and procedures. Manage the food service unit. Manage the food service unit. Manage ART patients.

ENQUIRIES : Dr. J.H.J. Szczygielski, Tel. no: (011) 345.1268
CLOSING DATE : 29 January 2010

POST 02/54 : **FINANCIAL CLERK REF NO: 70168110**
 Directorate: Professional Development

SALARY : R105 645 per annum (plus benefits)
CENTRE : Lebone College of Emergency Care
REQUIREMENTS : Grade 12 with 2 - 3 years relevant experience. Computer literacy (Word, Excel, & MS Outlook). Good communication skills (written and verbal). Knowledge of SAP, BAS and Persal will be an advantage. Good understanding of PFMA and Treasury Regulations. Budget, expenditure control and finance experience. Knowledge of e- invoicing. Must be able to work under pressure. Valid code 8 driver's license.

DUTIES : Reconciliation of suppliers accounts. Clearing of suspense accounts. Correction of misallocation by journalising and compiling all other journals, capturing of invoices / payments in a spreadsheets. General office administration. Compile journals. Prepare payments for goods and services rendered to the College. Salary, Payroll and Tax administration. Assist with training of sub ordinates. BAS/Persal, BAS/Medsas, BAS/SAP and BAS/Baud reconciliations. Receipt reconciliations and Cashier duties. General office administration and any other duties determined by College Management.

ENQUIRIES : Ms. S.P. Joubert, Tel. No: (012) 356 - 8004

CLOSING DATE : 29 January 2010

POST 02/55 : **SENIOR ADMINISTRATION CLERK (FACILITY) REF NO 70168105**
Directorate: Administration

SALARY : R 105 645 – 124 443 per annum (plus benefits)

CENTRE : Germiston Hospital

REQUIREMENTS : Gr. 10/12 or equivalent qualification and between 5 and 10 years relevant experience. Computer literacy. Knowledge of PFMA and OHS Acts. Valid driver's license will be an added advantage.

DUTIES : Be part of Facility Management Unit (FMU). Attend meetings for project management, administration and strategic planning. FMU budget and control management of day to day activities of the unit and commission services. Be a liaison between Public Works and Hospital Management. Co-ordinate meetings between Public Works and Hospital Management. Key control and monitoring of capital projects. Be part of Quality assurance. Management of OHS and compiling reports for the unit.

ENQUIRIES : Mr. M.N. Gumbi, Tel. no: (011) 345.1285

CLOSING DATE : 29 January 2010

POST 02/56 : **STAFF NURSE SN2 – GRADE 2: 2 POSTS REF NO: 70168106**
Directorate: Nursing

SALARY : R 103 644 -116 649 per annum (plus benefits)

CENTRE : Germiston Hospital

REQUIREMENTS : Qualification that allows registration with SANC as Staff Nurse (Enrolled Nurse). A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Staff Nurse.

DUTIES : To provide nursing care within the scope of practice as delegated by the Professional Nurse. Willingness to work shifts, day and night duties and rotate through clinical departments in hospital. Ability to function effectively under stressful conditions. Identify nursing care needs. Implement nursing programmes e.g. administering medication. Supervising of sub-ordinates. Writing nursing report. Managing and ordering of stock under the direct supervision of a professional nurse. Assisting professional nurse with duties.

ENQUIRIES : Ms. W.M. Moatshei, Tel. no: (011) 345.1243

CLOSING DATE : 29 January 2010

GAUTENG TREASURY

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OTHER POSTS

POST 02/57 : **ASSISTANT MANAGER: MUNICIPAL BUDGETS REF NO: 70168102**
Directorate: Local Government Resource Management and IGR Budget Management

SALARY : R240 318 per annum (plus benefits).

CENTRE : Johannesburg

REQUIREMENTS : The successful candidates will have a three year tertiary qualification in Accounting /Local Government Finance / Auditing/ Economics plus 1 - 2 years relevant experience of which should be either in local government, provincial treasury or any other relevant organization. Experience/ Knowledge of governmental financial systems, treasury function, public financial management, municipal budget processes and in - depth knowledge of the MFMA and other

legislative framework governing local government. A valid driver's license is essential.

DUTIES

: The incumbent will be responsible for; supporting and monitoring the municipalities in ensuring compliance and implementation of the MFMA, assisting and advising municipalities on the preparation and implementation of their annual budgets, adjustment budget IDP and SDBIP, assessing the municipal budgets, monitoring and reporting on the state of expenditure and revenue of municipalities, monitoring and facilitating compliance with norms and standards and fostering intergovernmental relations with all relevant stakeholders.

ENQUIRIES

: Setumo Mekgwe, Tel No: (011) 355 8757