ANNEXURE Q

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

It is the department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POSTS

POST 04/69

PHARMACIST GRADE 1-3 REF NO: S-000134

Directorate: Pharmacy

SALARY:

Grade 1: R533 496 per annum (All inclusive packages per annum according to experience as per OSD Regulation)
Grade 2: R583 341 per annum (All inclusive packages per annum according to experience as per OSD Regulation)
Grade 3: R637 845 per annum (All inclusive packages per annum according to experience as per OSD Regulation)

CENTRE: Carletonville District Hospital

REQUIREMENTS:

Qualification in B Pharmacy or BSc Pharmacist or diploma in Pharmacy Registration as a pharmacist with the South African Pharmacy Council. Must be willing to register and act as a tutor for training of Pharmacist Assistants and Interns.

DUTIES:

Continuously supervising the Pharmacy. Establishing and leading quality work in the Pharmacy. Ensuring that all regulations covering the operation of the pharmacy are complied with. Complying with all relevant legislation rules, codes and guidelines of the SAPC. Continually reviewing his or her level of professional knowledge and expertise. Participating on a regular basis in continuing professional development programs. Ensuring the safe and effective storage and keeping of medicine or scheduled substances. Ensure compliance with STG, SOP’s and work procedures. Ensure that standard operating procedures are followed and that pharmacy staff are aware of any changes in legislation. Responsible for annual estimates and budget. Data for statistical analysis and financial information must be gathered and regular reports must be presented. Pharmacy must be represented in all appropriate hospital committees, e.g. Infection control, Pharmacy and therapeutics committee, Management committee and Quality assurance. Cost-effective and service orientated work schedules, systems and procedures which most effectively utilize pharmacy personnel and resources should be instituted and regular re-evaluated. Regular staff meeting with all the pharmacy staff should be held to promote service delivery. Minutes of these meetings should be filed for future references. Evaluation and management of pharmacy support personnel. Ensure that all pharmacy staff is registered with SA Pharmacy Council. Ensure restricted access to the Pharmacy department at all times. Ensure proper key control through having a key register. Advise the CEO on aspects relating to the Pharmacy. Attending of DoH Gauteng Pharmacy Management meetings. Attending monthly Regional PTC meetings.

ENQUIRIES: Dr G.M.I Mustafa, Tel No: (018) 788 170

APPLICATIONS: Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Manager, Carletonville Hospital, Private X2023, Carletonville, 2500 or apply online at; www.gautengonline.gov.za

CLOSING DATE: 12 February 2016
NOTE: Applications must be submitted on a Z83 form, Copy of CV. Certified copies ID and Qualifications to be attached. Failure to do will lead into disqualification. The employer reserves the right to fill or not fill the post. Disabled people are encouraged to apply. Disabled people are encouraged to apply.

POST 04/70: PHYSIOTHERAPIST GRADE 1 REF NO: S-000100
Directorate: Physiotherapy

SALARY: R 243 513 per annum (plus benefits)
CENTRE: South Rand Hospital
REQUIREMENTS: BSc physiotherapy qualification, current HPCSA registration. Completed Community Service.
DUTIES: Assess, plan interventions and treatment plan for patients. Implementation of national, provincial and hospital policies. Supervise allocated students according to agreement with the institution. Supervision of junior staff and community service therapist. Promotion of physiotherapy services in the hospital and community. Knowledge of batho Pele principles and patient rights charter. Organizing and attendance of departmental meetings and multidisciplinary meetings. Participate in CPD activities.

ENQUIRIES: Mr. N. Sibuyi, Tel No: (011) 681 2152
APPLICATIONS: Application forms must be delivered to HR South Rand Hospital, Admin Block 1st floor, Friars Hill Road, Rosettenville/ to be posted to the attention of the Human Resource Manager, South Rand Hospital, Private bag x1, Rosettenville, 2130 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 05 February 2016

POST 04/71: ADMIN OFFICER REF NO: S-000135
Directorate: Logistics

SALARY: R 196 278 per annum (plus benefits)
CENTRE: Carletonville Hospital
REQUIREMENTS: An appropriate recognized Diploma /Degree NQF L6, experience will be an added advantage or grade 12 with 2 to 3 years’ experience in logistics, knowledge of PFMA, Treasury Regulation, procurement Procedures and OHS. Good supervisory skills, good interpersonal skills, organizing skills and time management and leadership skills, computer literacy. Good communication skills both verbal and written. Ability to lead, work in a team as well as independent, ability to work under pressure and meet the dead line. Knowledge of national core standards.

DUTIES: Supervise the daily activities of the logistics and support staff i.e. Security, Laundry, Garden services, Cleaning etc. Compile a substitution roster in case of sick/ absent officials. Conduct random inspections of all areas allocated to logistics and support to monitor the performance of staff. Monitoring adherence to logistics and support procedures for officials randomly on a weekly basis. Compile a weekly report for inspection. Check and confirm that all logistic and support equipment is available and in good working condition. Ensure that the required materials are procured and timeously delivered. Ensure that the procured stock and equipment is well managed and distributed. Complete and update the inventory on a monthly basis. Ensure compliance to Occupational Health and Safety Policy and procedures and provide feedback thereof. Ensure that all officials have job descriptions and they are contracted. Ensure that the PMDS evaluations of all officials are done on a quarterly basis. Compile a leave management plan in consultation with the logistic and support staff. Conduct monthly meetings with the staff. Provide feedback regarding problem solutions. Compile the operational and procurement plan for the unit. Control and monitor logistic and support services budget. Ensure that the budget is spent according to the operational procurement plan. Ensure that the requisition forms are completed and track the progress of the procured material weekly. Monitor and manage the procurement and the maintenance of equipment’s and stock required for logistics and support.

ENQUIRIES: Mr. C Maseko, Tel No (018) 788 1703
APPLICATIONS: Applications must be submitted on a Z83 form, copy of CV, certified copies of ID and qualifications to be attached. Failure to do so will lead into disqualification.
Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: HR Directorate, Carletonville Hospital, Private bag x 2023, Carletonville, 2500 or apply on line at: www.gautengonline.gov.za.

**CLOSING DATE**: 12 February 2016

**NOTE**: The employer reserves the right to fill or not fill the post. Disabled people are encouraged to apply.

**POST 04/72**

**LOGISTICAL SUPPORT OFFICER REF NO: S-000129**

Directorate Procurement

**SALARY**: R 196 278 – 231 210 per annum (plus benefits)

**CENTRE**: Sizwe TD Hospital

**REQUIREMENTS**: A recognized three (3) years Degree/Diploma in Logistics or equivalent qualification with 5 years’ experience in Transport/Procurement of which two years should be a supervisory experience and/ or grade 12 with 10 years relevant experience of which two years must be supervisory experience. A valid driver’s license. Must have knowledge of SAP-R3/SRM/ELS and computer literacy in Microsoft Office (Word, Excel, PowerPoint & Outlook)


**ENQUIRIES**: Ms P.N Rapodile, Tel No: (011) 531 –4371

**APPLICATIONS**: Applications must be submitted on a Z83 form with CV, certified copies of ID and qualifications to be attached. Applications can be posted to: HR Manager, Sizwe TD Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to Sizwe TD Hospital, Cnr club and Modderfontein Road, Sandringham, 2131 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**: 12 February 2016

**POST 04/73**

**MATERIAL RECORDING CLERK REF NO: S-000130**

Directorate: Administration

**SALARY**: R 132 399 – 155 961 (plus benefits)

**CENTRE**: Sizwe Tropical Disease Hospital

**REQUIREMENTS**: Grade 12 with a minimum of 2 years’ experience in Gauteng Provincial Health. Certificate or Diploma in Purchasing, Supply Chain, Finance, Logistics and other relevant qualifications will be an added advantage. Good communication skills both verbal and writing. The candidate must be analytically sound. Must be computer literate in MS Word, Excel, PowerPoint, Access and not limited.

**DUTIES**: GRV requisitions after receiving stock. Compile RLSO2 after deliveries Verify the correctness of requisitions received.. Ensure implementation and compliance to procurement policies and procedures. Attend to web cycles. Conduct market research and source potential suppliers. Ensure stock availability and that goods and services meet user requirements. Manage stock movements from entry to exit point. Interact with suppliers and internal customers. Make follow-ups on outstanding orders from various stake holders. Send invoices to GDF and SMD. Perform other duties as directed by supervisor.

**ENQUIRIES**: Mr. L.P Pheeha, Tel No: 011 531 4372

**APPLICATIONS**: Applications must be submitted on a Z83 form with CV, certified copies of ID and qualifications to be attached. Applications can be posted to: HR Manager, Sizwe TD Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to Sizwe TD Hospital, Cnr club and Modderfontein Road, Sandringham, 2131 or apply online at: www.gautengonline.gov.za
Hospital, Cnr club and Modderfontein Road, Sandringham, 2131 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 12 February 2016

POST 04/74 : FINANCE CLERK (CASH MANAGEMENT) RE-ADVERTISEMENT REF NO: S-000128
Directorate: Finance Department
This is a re-advertisement; people who previously applied are welcome to re-apply.

SALARY : R 132 399 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 12 with 1 – 2 years’ experience in Cash Management or Diploma/ Degree in Finance with 6 – 2 months experience in Cash Management. Sound knowledge of relevant policies, Computer literacy, BAS, MEDICOM, Excel and word will be added requirement. Good communication skills (verbal and written), Batho Pele Principles and people management skills. Ability to work under pressure and meet deadlines.

DUTIES : Responsible for cash collection, issue receipts, refunds, change due to patients. Capturing of receipts on the systems, shortfalls/surplus must be paid immediately. Cashiers to check and cashed money daily, follow up on old account, recording downtown. Ensure that all monies collected are banked within 24 hours. Ensure that all refunds and allocations are performed timeously. Timeous submission of the cash management reports. Manage patient’s valuables. Replenishment of petty cash. Perform other duties that will be assigned to him or her. Monitor daily activities by ensuring compliance. Ensure that audit queries are attended to.

ENQUIRIES : Ms R Mashikinya, Tel. No: (011) 488 3430
APPLICATIONS : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Applications should be submitted at the Helpdesk in Administration Building at Charlotte Maxeke Johannesburg Academic Hospital. No 17 Jubilee Road, Park town. Please do not apply on line or apply online at: www.gautengonline.gov.za

CLOSING DATE : 12 February 2016

POST 04/75 : FINANCE CLERK 2 POSTS REF NO: S-000102
Directorate: Finance

SALARY : R132 399 per annum (plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Grade 12, 1- 2 years relevant experience in finance/revenue. Knowledge of BAS accounting system, PAAB and other financial systems will be an advantage.

DUTIES : Knowledge of Batho Pele Principles, UPFS and PFMA. General administrative duties as delegated by the Heard of Department. Filling, Billing, Tracing, Main Cashier, Petty Cash and updating of patients information. Attend workshop, meetings and trainings as required. Perform any other duties in accordance with job description.

ENQUIRIES : Mr. T.E. Williams, Tel No: (011) 681 2010
APPLICATIONS : Application forms must be delivered to HR South Rand Hospital, Admin Block 1st floor, Friars Hill Road, Rosettenville/ to be posted to the attention of the Human Resource Manager, South Rand Hospital, Private bag x1, Rosettenville, 2130 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 05 February 2016

POST 04/76 : PERSONNEL OFFICER REF NO: S-000057
Directorate: Human Resource Management

SALARY : R132 399 per annum (plus benefits)
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : Grade 12 with 2 or more years of appropriate working experience in Human Resource Management or Public service environment. Knowledge of PERSAL
and HR procedures. Computer literacy is essential. Report writing Skills, verbal and written skills. The candidate should be able to work under pressure.

**DUTIES**
Perform various duties related to HR, i.e. recruitment and selection, appointments, terminations, leave, housing, overtime etc. Compiling of documents to be sent to GSSC. Ensure proper record keeping of leave, appointments, terminations, housing and overtime. Filing of relevant documents. Attend to all queries related to HR Administration.

**ENQUIRIES**
Mr. K Mfolo. Tel No: (011) 898 8316

**CLOSING DATE**
12 February 2016

**NOTE**
Applications can be forwarded to the Recruitment Officer: Zanele Mkhonto (Room 122), HR Department Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400. Physical address: Railway Street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za

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**POST 04/77**
**MATERIAL RECORDING CLERK (STORE MAN) REF NO: S-000059**
Directorate: Procurement

**SALARY**
R 132 399 per annum (plus benefits)

**CENTRE**
Tambo Memorial Hospital

**REQUIREMENTS**
Grade 12 or equivalent qualification with two years relevant experience. Ability to work with figures. Knowledge of PAS, PFMA and SCM policies. Computer literacy is essential. Able to work under pressure. Good communication skills.

**DUTIES**
Receiving, packing, recording, issuing and safeguarding of stock, posting of all transactions. Minimum and maximum stock levels. Monitoring expiry dates. FIFO. Participate in stock taking bi/annually. Perform duties delegated or requested by supervisor.

**ENQUIRIES**
Mr M Moepi. Tel No: (011) 898 8000

**APPLICATIONS**
Applications can be forwarded to the Recruitment Officer: Zanele Mkhonto (Room 122), HR Department Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400. Physical address: Railway Street, Boksburg, 1400 or apply Online at: www.gautengonline.gov.za

**CLOSING DATE**
12 February 2016

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**POST 04/78**
**ADMIN CLERK REF NO: S-000137**
Directorate: Infrastructure

**SALARY**
R132 399 per annum (plus benefits)

**CENTRE**
West Rand District Health Region A

**REQUIREMENTS**
Grade 12 or equivalent qualifications & valid driver’s licence Computer literacy, good communication skills, writing skills and Interpersonal skills. Ability to work under pressure. Knowledge of Administration duties in the Public Sector.

**DUTIES**
Daily Site visits to identify infrastructural malfunctions in facilities .And report through Maintenance system and make follow ups. Monitor parking in facilities for revenue collection. Prepare Reports for Sub district and District reviews. Communicate With stakeholders. Monitor Contractor projects progress on Monitor payment registers for budget.

**ENQUIRIES**
Ms I .J Barends, Tel No: (011) 953 4515

**APPLICATIONS**
Applications must be submitted on a Z83 form with a CV, Certified copies of I.D and Qualifications attached. Application should be hand delivered to West Rand District Health, Krugersdorp Cnr Vlei and Luipaard street or Posted to West Rand District Health, Private Bag X2053, Krugersdorp, 1740 or apply online at: www.gautenongline.gov.za

**CLOSING DATE**
12 February 2016

**NOTE**
Due to large number of applications we envisage receiving, applications will not be acknowledged, if you do not receive any response within 3 months, please accept that application was not successful. People with disability are encouraged to apply.

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**POST 04/79**
**EMERGENCY CARE OFFICER GRADE 3 (ILS) 16 POSTS REF NO: S-000034**
Directorate: Emergency Medical Services

**SALARY**
R128 949 per annum (plus benefits)

**CENTRE**
West Rand
REQUIREMENTS: Grade 12 certificate, Ambulance Emergency Assistant certificate, current and valid registration with HPCSA as an Ambulance Emergency Assistant, valid driver's license code 10 and PDP. Previous experience in emergency care environment will be an added advantage.

DUTIES: Responsible for the treatment of patient within the scope of practice of Intermediate Life Support. Transport patients as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shift.

ENQURIES: Ms Virginia Bodiba. Tel: 011 564 2263.

APPLICATIONS: Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnelli Street, Midrand or posted to P.O Box 8311 Halfway House 1685 or apply online: www.gautengonline.gov.za

CLOSING DATE: 12 February 2016

NOTE: Candidates that are shortlisted will be subjected to a competency test, based on scope of post, duties and driving test.

POST 04/80: EMERGENCY CARE OFFICER GRADE 3 (ILS) 16 POSTS REF NO: S-000035
Directorate: Emergency Medical Services

SALARY: R128 949 per annum (plus benefits)

CENTRE: Tshwane

REQUIREMENTS: Grade 12 certificate, Ambulance Emergency Assistant certificate, current and valid registration with HPCSA as an Ambulance Emergency Assistant, valid driver's license code 10 and PDP. Previous experience in emergency care environment will be an added advantage.

DUTIES: Responsible for the treatment of patient within the scope of practice of Intermediate Life Support. Transport patients as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shift.

ENQURIES: Ms Virginia Bodiba. Tel: 011 564 2263.

APPLICATIONS: Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnelli Street, Midrand or posted to P.O Box 8311 Halfway House 1685 or apply online: www.gautengonline.gov.za

CLOSING DATE: 12 February 2016

NOTE: Candidates that are shortlisted will be subjected to a competency test, based on scope of post, duties and driving test.

POST 04/81: EMERGENCY CARE OFFICER GRADE 3 (ILS) 16 POSTS REF NO: S-000036
Directorate: Emergency Medical Services

SALARY: R128 949 per annum (plus benefits)

CENTRE: Ekurhuleni

REQUIREMENTS: Grade 12 certificate, Ambulance Emergency Assistant certificate, current and valid registration with HPCSA as an Ambulance Emergency Assistant, valid driver's license code 10 and PDP. Previous experience in emergency care environment will be an added advantage.

DUTIES: Responsible for the treatment of patient within the scope of practice of Intermediate Life Support. Transport patients as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services
resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shift.

ENQUIRIES : Ms Virginia Bodiba. Tel: 011 564 2263.
APPLICATIONS : Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 Halfway House 1685 or apply online: www.gautengonline.gov.za
CLOSING DATE : 12 February 2016
NOTE : Candidates that are shortlisted will be subjected to a competency test, based on scope of post, duties and driving test.

POST 04/82 : EMERGENCY CARE OFFICER GRADE 3 (ILS) (16 POSTS) REF NO: S-000037
Directorate: Emergency Medical Services

SALARY : R128 949 per annum (plus benefits)
CENTRE : Sedibeng
REQUIREMENTS : Grade 12 certificate, Ambulance Emergency Assistant certificate, current and valid registration with HPCSA as an Ambulance Emergency Assistant, valid driver's license code 10 and PDP. Previous experience in emergency care environment will be an added advantage.
DUTIES : Responsible for the treatment of patient within the scope of practice of Intermediate Life Support. Transport patients as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shift.

APPLICATIONS : Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 Halfway House 1685 or apply online: www.gautengonline.gov.za
CLOSING DATE : 12 February 2016
NOTE : Candidates that are shortlisted will be subjected to a competency test, based on scope of post, duties and driving test.

POST 04/83 : EMERGENCY CARE OFFICER GRADE 3 (ILS) 16 POSTS REF NO: S-000038
Directorate: Emergency Medical Services

SALARY : R128 949 per annum (plus benefits)
CENTRE : City of Johannesburg
REQUIREMENTS : Grade 12 certificate, Ambulance Emergency Assistant certificate, current and valid registration with HPCSA as an Ambulance Emergency Assistant, valid driver's license code 10 and PDP. Previous experience in emergency care environment will be an added advantage.
DUTIES : Responsible for the treatment of patient within the scope of practice of Intermediate Life Support. Transport patients as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shift.

APPLICATIONS : Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 Halfway House 1685 or apply online: www.gautengonline.gov.za
CLOSING DATE : 12 February 2016
NOTE : Candidates that are shortlisted will be subjected to a competency test, based on scope of post, duties and driving test.
CLOSING DATE : 12 February 2016
NOTE : Candidates that are shortlisted will be subjected to a competency test, based on scope of post, duties and driving test.

POST 04/84 : CLEANER SUPERVISOR REF NO: S-000131
Directorate: Support Service

SALARY : R110 739 – 130 446 per annum (plus benefits)
CENTRE : Sizwe TD Hospital
REQUIREMENTS : Grade 12 with at least five (5) years’ experience in cleaning. Good communication skills and interpersonal relations. Ability to work under pressure, independently and within time frames. Candidate should prepare to work on weekends and public holidays.
DUTIES : Supervise cleaners, contract and evaluate cleaners as well as monitoring absenteeism. Ensure that cleanliness protocol is adhered to, sign cleaning checklist daily. Train cleaners regarding the chemicals and equipment. Attend meetings and give feedback. Ensure compliance to infection control and quality assurance guidelines. Perform any other supervisory duties as prescribed by the line manager.
ENQUIRIES : Ms. M.E Sekhaolelo, Tel No: (011) 531 4311
APPLICATIONS : Applications must be submitted on a Z83 form with CV, certified copies of ID and qualifications to be attached. Applications can be posted to: HR Manager, Sizwe TD Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe TD Hospital, Cnr club and Modderfontein Road, Sandringham, 2131 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 12 February 2016

POST 04/85 : NURSING ASSISTANT REF NO: TRH 01/2016
Directorate: Nursing
This is a Re-advert, This post was advertised previously on circular 01 of 2016 with Ref number 01/73 and people who applied may re-apply.

SALARY : Grade 1 R101 013 - R113 013 per annum (plus benefits)
Grade 2 R119 550 - R134 550 per annum (plus benefits)
Grade 3 R142 737 - R175 545 per annum (plus benefits)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : Certification as a Certified Nursing Assistant. Current enrolment with the South African Nursing Council. 2 years experience as a Nursing Assistant. Experience in rehabilitation for physically disabled patient will be an added advantage.
ENQUIRIES : Ms M Rakwena, Tel. No: (012) 354 - 6135
APPLICATIONS : Applications must be send directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
CLOSING DATE : 12 February 2016

POST 04/86 : FOOD SERVICES AID REF NO: S-000115
Directorate: Nutrition

SALARY : R78 156 per annum (plus benefits)
CENTRE : Rahima Moosa Hospital
REQUIREMENTS : A Grade 10 Certificate or ABET. A Grade 12 Certificate will be advantageous. Counselling experience in the context of HIV/AIDS will be an added advantage.
DUTIES : Counsel mothers about the importance and benefits of breastfeeding. Teach expression techniques and breastfeeding techniques. Ensure safe handling of donated breast milk. Screen donors and organize testing with doctors, portion, store and pasteurise donated breast milk. Deliver donated breast milk to suitable candidates and educate recipient mothers on milk expression. Explain the

ENQUIRIES: Ms N Motsoeneng, Tel No: (011) 355 3266
APPLICATIONS: Applications must be submitted to: Gauteng Department of Health, Recruitment & Selection unit, Private Bag X085, Marshalltown, 2107, or hand delivered to: 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building for attention: Mr T Mphelo or apply online at: www.gautengonline.gov.za
CLOSING DATE: 12 February 2016
NOTE: A curriculum vitae with a detailed description of duties and the names of two references must accompany your application for employment (Z83), together with certified copies of qualifications and ID. It will be required of the successful candidate to undergo Lactation Management Course (LMC). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities.

POST 04/87: FOOD SERVICES AID 2 POSTS REF NO: S-000116
Directorate: Nutrition
SALARY: R78 156 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: A Grade 10 Certificate or ABET. A Grade 12 Certificate will be advantageous. Counselling experience in the context of HIV/AIDS will be an added advantage.
ENQUIRIES: Ms N Motsoeneng, Tel No: (011) 355 3266
APPLICATIONS: Applications must be submitted to: Gauteng Department of Health, Recruitment & Selection unit, Private Bag X085, Marshalltown, 2107, or hand delivered to: 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building for attention: Mr T Mphelo or apply online at: www.gautengonline.gov.za
CLOSING DATE: 12 February 2016
NOTE: A curriculum vitae with a detailed description of duties and the names of two references must accompany your application for employment (Z83), together with certified copies of qualifications and ID. It will be required of the successful candidate to undergo Lactation Management Course (LMC). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities.
FOOD SERVICES AID 2 POSTS REF NO: S-000117
Directorate: Nutrition

SALARY: R78 156 per annum (plus benefits)
CENTRE: Dr George Mkhari Academic Hospital
REQUIREMENTS: A Grade 10 Certificate or ABET. A Grade 12 Certificate will be advantageous. Counselling experience in the context of HIV/AIDS will be an added advantage.
ENQUIRIES: Ms. N Motsoeneng, Tel No: (011) 355 3266
APPLICATIONS: Applications must be submitted to: Gauteng Department of Health, Recruitment & Selection unit, Private Bag X085, Marshalltown, 2107, or hand delivered to: 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building for attention: Mr T Mphelo or apply online at: www.gautengonline.gov.za
CLOSING DATE: 12 February 2016
NOTE: A curriculum vitae with a detailed description of duties and the names of two references must accompany your application for employment (Z83), together with certified copies of qualifications and ID. It will be required of the successful candidate to undergo Lactation Management Course (LMC). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Shortlisted candidates might be subjected to undergo competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities.

FOOD SERVICES AID REF NO: S-000120
Directorate: Nutrition

SALARY: R78 156 per annum (plus benefits)
CENTRE: Sebokeng Hospital
REQUIREMENTS: A Grade 10 Certificate or ABET. A Grade 12 Certificate will be advantageous. Counselling experience in the context of HIV/AIDS will be an added advantage.
ENQUIRIES: Ms N Motsoeneng, Tel No: (011) 355 3266
APPLICATIONS: Applications must be submitted to: Gauteng Department of Health, Recruitment & Selection unit, Private Bag X085, Marshalltown, 2107, or hand delivered to: 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building for attention: Mr T Mphelo or apply online at: www.gautengonline.gov.za
CLOSING DATE: 12 February 2016
NOTE : A curriculum vitae with a detailed description of duties and the names of two references must accompany your application for employment (Z83), together with certified copies of qualifications and ID. It will be required of the successful candidate to undergo Lactation Management Course (LMC). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Shortlisted candidates might be subjected to undergo competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities

POST 04/90 : FOOD SERVICES AID REF NO: S-000121
Directorate: Nutrition

SALARY : R78 156 per annum (plus benefits)
CENTRE : Natalspruit Hospital
REQUIREMENTS : A Grade 10 Certificate or ABET. A Grade 12 Certificate will be advantageous.
Counselling experience in the context of HIV/AIDS will be an added advantage.

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POST 04/91 : FOOD SERVICES AID 2 POSTS REF NO: S-000122
Directorate: Nutrition

SALARY : R78 156 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : A Grade 10 Certificate or ABET. A Grade 12 Certificate will be advantageous.
Counselling experience in the context of HIV/AIDS will be an added advantage.
DUTIES : Counsel mothers about the importance and benefits of breastfeeding. Teach expression techniques and breastfeeding techniques. Ensure safe handling of donated breast milk. Screen donors and organise testing with doctors, portion,

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CLOSING DATE : 12 February 2016
NOTE : A curriculum vitae with a detailed description of duties and the names of two references must accompany your application for employment (Z83), together with certified copies of qualifications and ID. It will be required of the successful candidate to undergo Lactation Management Course (LMC). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities.

POST 04/92 : FOOD SERVICES AID REF NO: S-000124
Directorate: Nutrition
SALARY : R78 156 per annum (plus benefits)
CENTRE : Leratong Hospital
REQUIREMENTS : A Grade 10 Certificate or ABET. A Grade 12 Certificate will be advantageous. Counselling experience in the context of HIV/AIDS will be an added advantage.

ENQUIRIES : Ms N Motsoeneng, Tel No: (011) 355 3266
APPLICATIONS : Applications must be submitted to: Gauteng Department of Health, Recruitment & Selection unit, Private Bag X085, Marshalltown, 2107, or hand delivered to: 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building for attention: Mr T Mphelo or apply online at: www.gautengonline.gov.za
CLOSING DATE : 12 February 2016
NOTE : A curriculum vitae with a detailed description of duties and the names of two references must accompany your application for employment (Z83), together with certified copies of qualifications and ID. It will be required of the successful candidate to undergo Lactation Management Course (LMC). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo competency assessment. “The
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POST 04/93 : PROPERTY CARETAKER REF NO: TDH 006/2016
Directorate: HR

SALARY : R78 156 – R92 069 (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Abet and experience in landscaping, Horticulture. Waste management, maintenance, pest control, must have good communication and interpersonal relations skills.
DUTIES : Maintenance of gardens, landscaping and horticulture, waste management, maintenance tasks, pest control, using of gardens equipment, be able to work under pressure
ENQUIRIES : Mr. Hattingh CW Tel No: (012) 354 7585
APPLICATIONS : Applications must be submitted on a Z83 form, certified copies of ID and Qualifications to be attached. Applications can be submitted at Tshwane District Hospital: Private Bagx179 Pretoria 0001 or posted to: The HR Manager, Tshwane District Hospital, Private Bag x 179, Pretoria, 0001. Failure to do so will lead to disqualification
CLOSING DATE : 12 February 2016

GAUTENG PROVINCIAL TREASURY
It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS : Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, 3Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
CLOSING DATE : 12 February 2015
NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on implementation of competency based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools”.

OTHER POSTS

POST 04/94 : ASSISTANT DIRECTOR: SUPER USER ACCOUNTS PAYABLES
Directorate: Procure to Pay

SALARY : R289 761 per annum, (plus benefits)
CENTRE: Johannesburg

REQUIREMENTS: A tertiary qualification with accounting or maths as subject. 5 years’ experience in Project Implementation and support. Previous Government working experience, previous knowledge of BAS/SAP System. Computer literacy (Word, Excel, MS Outlook etc.) Project Management and knowledge of Supply Chain Management.

DUTIES: Manage training of all GPG officials on SAP R3, E-invoicing, web-boarding, performance analytics, mobile approval, and P card. Manage and close calls logged on SAP CRM. Manage supplier statement reconciliation. Manage support given to automated sites. Provide accurate reports to Management. Monitor user audit of SAP E-invoicing system and P card. Ensure co-ordination of P card supplier session. Supervise the following up of complete and incomplete supplier documentation-P card. Manage reconciliation of P card Bank statement. Supervise co-ordination of pre-implementation for P card (Departmental). Presentation of P card to suppliers. User Accepting testing.

ENQUIRIES: Ms. Bulelwa Mtshizana Tel: No: (011) 227 9000

POST 04/95: ASSISTANT DIRECTOR: PERFORMANCE AUDIT SERVICES
Directorate: Gauteng Audit Services

SALARY: R361 659 per annum (plus benefits)

CENTRE: Johannesburg

REQUIREMENTS: Relevant B com degree or diploma with 4 years’ experience in Performance Auditing.

DUTIES: To assist the Deputy Director: Performance Audit in conducting assigned performance audits in a professional manner based on the approved methodology, thereby, ensuring efficient and cost effective performance audits on behalf of the Gauteng Provincial Government. Assist the Deputy Director with implementation of activities allocated in terms of the business plan to reach set targets. Plan assigned performance audit projects. Determine the resources required for the project and compile a resource and time budget. Assist in the compilation of the planning memorandum including the audit criteria. Mentoring, coaching, motivating and training of team (Maintain the standards set by the IIA and performance audit methodology). Co-ordinate short term (quarterly) plans. Sign-of focus area document prepared by performance audit team. Sign-of planning memorandum prepared by performance audit team. Liaise with team members at the planning, execution and reporting phases of each performance audit project. Appraise and evaluate the performance of the team members and draw up developmental plans. Prepare weekly progress report to be submitted to the Supervisor: Performance Audit. Review working papers compiled by the team members and sign-of working papers. Review the audit findings and possible areas for improvement/ recommendations. Compile the performance audit report. Conduct interviews with client when required. Comply with GAS admin requirements.

ENQUIRIES: Ms. Tshiamo Sokupha Tel No: (011) 227-9000