NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department. 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 three (3) 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. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability.

OTHER POSTS

POST 14/26: DEPUTY DIRECTOR: FINANCE AND SCM (LEVEL 11) REF NO: 000697
Finance Department

SALARY: R569 538 per annum (All inclusive packages)
CENTRE: Mamelodi Hospital

REQUIREMENTS:
Appropriate degree/diploma in finance and or supply chain management with 5 years relevant experience within Finance and SCM departments. Knowledge of procurement procedures. Knowledge of SCM policies and extensive knowledge of PFMA and Treasury Regulations. Knowledge of financial management, financial reporting and budgeting. Knowledge and experience in BAS is a prerequisite. Experience in systems especially SAP and MEDSAS will be an advantage. Good managerial, communication and organizational skills. Ability to work under pressure and meet deadline. Computer literacy is compulsory. Valid driver’s license.

DUTIES:
Responsible for the overall management and strategic leadership of the Finance, Expenditure, SCM, Asset and Risk management departments in keeping with the relevant legislative framework, delegation and total quality management. Provide reports to the Chief Executive Officer and advice him/her on all matter related to Finance, Expenditure, SCM, Asset and Risk Management as part of the hospital Executive Management team. Represent the hospital at various committees at the Provincial Office. Responsible for Budget preparations and monitoring of expenditure of the institution including cost centers. Provide strategic management pertaining to financial services. Maintain sound financial and budgetary process to ensure the adherence of the hospital to the statutory responsibilities in terms of the PFMA. Ensure proper effective and efficient management of institutional budget. Provide an efficient asset and supply chain management services. Manage resources in the department, including personnel management and development. Monitor and report on proper implementation of the National Core Standard requirements of the hospital. Ensure compliance and maintaining the quality standard required by the institution. Financial reporting in accordance with GAAP. Assist in managing hospital risk and audit management queries. Participate in relevant meetings and committees within the institution. Handle financial queries and liaise with relevant stakeholders. Promote labour relations. Provide strategic support to the Chief Executive Officer on all finance, assets and supply chain management issues.

ENQUIRIES: DR LN Pooe Tel. No: (012) 841 8311
APPLICATIONS: Applications to be sent to Mamelodi Hospital, Hand Post and other means of posting, delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x0032 Mamelodi East 0122 or apply on online www.gautengonline.gov.za
FOR ATTENTION: Ms J Vilakazi Recruitment Section
CLOSING DATE: 22 April 2016

POST 14/27: ASSISTANT MANAGER NURSING: SPECIALTY ADVANCED MIDWIFERY REF NO: HRM 25/2016
Directorate: Nursing

SALARY: R473 187 per annum
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS:
Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in Advanced Midwifery. Degree/diploma in Nursing Management will be an added advantage. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Advanced Midwifery. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Strong leadership, good communication and sound interpersonal skills are necessary. Valid EB driver’s license. Service certificates are compulsory. Computer Literacy.

DUTIES:
Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilisation and supervision of Human, Financial and service resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and development of self and subordinates.

ENQUIRIES:
Ms. FF Ndzima-Konzeka, Tel: (012) 354 2284
APPLICATIONS:
Application must submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

CLOSING DATE:
15 April 2016

NOTE:
Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

POST 14/28
ASSISTANT MANAGER AREA: INTERNAL MEDICINE
REF NO: HRM 26/2016
Directorate: Nursing

SALARY:
R433 029 per annum

CENTRE:
Steve Biko Academic Hospital

REQUIREMENTS:
Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in Advanced Midwifery. Diploma/degree in Nursing Management will be an added advantage. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Strong leadership, good communication and sound interpersonal skills are necessary. Valid EB driver’s license. Computer literate. Service certificates are compulsory.

DUTIES:
Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources. Monitor and ensure proper utilisation of financial and physical resources. Maintain professional growth/ethical standards and development of self and subordinates.

ENQUIRIES:
Ms. FF Ndzima-Konzeka, Tel: (012) 354 2284
APPLICATIONS:
Application must submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

CLOSING DATE:
15 April 2016

NOTE:
Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
**SALARY**: R433 029 per annum (plus benefits)

**CENTRE**: Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**: Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. Have a minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in any of the above post basic qualifications: Operating Theatre Nursing Science, Orthopaedic Nursing Science or Trauma & Emergency Nursing Science, Oncology Nursing Science Nephrology Nursing Science. Computer Literacy.

**DUTIES**: Demonstrate an in dept understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

**ENQUIRIES**: Ms. DA. Ramoshu: Tel (011) 488 3365

**APPLICATIONS**: Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first Floor, Room 8 admin building, No 17 Jubilee Road, Parktown or apply online at: www.gautengonline.gov.za

**CLOSING DATE**: 22 April 2016

**NOTE**: Application must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Attachment should be originally certified copies, not copies of “Certified copies.” Cardiac Catheter Lab, Orthopaedic Ward, Oncology Clinic, Paediatric Renal Dialysis

**POST 14/30**: ASSISTANT DIRECTOR: CLINICAL TECHNOLOGIST REF NO: HRM 23/2016

**DIRECTORATE**: Obstetrics and Gynaecology

**SALARY**: R398 040 per annum

**CENTRE**: Steve Biko Academic Hospital

**REQUIREMENTS**: A 4 year degree in a relevant field (Reproductive Biology/Physiology/Cell Biology) with a minimum of 3 years applicable experience after registration with the HPCSA (Clinical Technology in Reproductive Biology) with 5 years appropriate experience in a supervisor/management capacity. Expertly skilled in Assisted Reproductive Technology (ART) procedures and equipment. Experience in theoretical and practical training of all laboratory procedures, as well as excellent interpersonal and communication skills are essential.

**DUTIES**: The candidate must be able to apply academic and practical knowledge in the field of human ART. Management of all service delivery ART procedure including embryo culture (conventional and time-lapse), micromanipulation techniques, maintenance of equipment, database use are part of the daily duties. Practical and theoretical training of interns (technologists) according to the HPCSA regulations are expected with minimal support and supervision. Achieving milestone target timeously, with detailed attention to time management and the ability to multi task are required.

**ENQUIRIES**: Prof C Huyser, Tel: (012) 354 2067

**APPLICATIONS**: Application must submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress.
Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE**: 15 April 2016

**POST 14/31**: CLINICAL PROGRAMME COORDINATOR (WBOT) PNA6 REF NO: S000634

Directorate: District Health Services

**SALARY**: R396 282 per annum (plus benefits)

**CENTRE**: Tshwane District

**REQUIREMENTS**: Basic qualification accredited with SANC in terms of Government Notice 425 (Degree or Diploma in Nursing). Seven (7) years appropriate and recognisable experience in General nursing. Post registration as a professional nurse will be an advantage. Extensive knowledge of National Health Insurance and Primary Health Care re-engineering. Good understanding of Public Health with strong decision making abilities. Monitoring, Evaluation, Negotiations and Basic research skills. Ability to communicate verbally and written. Good people management skills. Good communication (verbal and written), interpersonal, social mobilisation, networking, project and financial management as well as computer skills. Valid driver's licence.

**DUTIES**: Develop and ensure implementation of the District Ward Based Outreach Plan aligned to the Provincial plans. Overall supervision and supporting of the PHC facilities in implementing the WBOT expansion plan. Ensure that WBOT services are delivered in a comprehensive and integrated manner. Facilitate the establishment and sustenance of the support groups. Facilitating communication of referral guidelines and processes to support the delivery of WBOT services within the District. Facilitating and participate in the development, training and mentorship of health professionals with particular emphasis on the team leaders. Ensure efficient management of resources collaborating with the District Health Information Management Unit by effectively verifying data before it is exported to the District and reporting to Province Liaison with Local Government, District, other government departments and external stakeholders.

**ENQUIRIES**: Ms L.R.C Komane Tel: 012 451 9213; Cell: 0823345935

**APPLICATIONS**: Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001, or apply online at: www.gautengonline.gov.za

**CLOSING DATE**: 22 April 2016

**POST 14/32**: CLINICAL PROGRAMME CORODINATOR REF NO: S000708

Directorate: Infection and Prevention Control department

**SALARY**: R341 835 per annum plus benefits

**CENTRE**: Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**: Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. Have a minimum of 7 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Certificate in Infection Control will be an advantage. Computer literacy.

**DUTIES**: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (UNIT) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the hospital. Provide support and advice to health and educational institutions within the cluster and catchment areas, specific to prevention aspects and management of patients with infectious diseases. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate and understanding of financial policies and practices.
ENQUIRIES: Mr. W. Malabati, Tel (011) 488 4419
APPLICATIONS: Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first Floor, Room 8, at No 17 Jubilee Road, Parktown or apply online at www.gautengonline.gov.za
CLOSING DATE: 22 April 2016
NOTE: The Department of Health is committed to the achievement and maintenance 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. Attachment should be originally certified copies, not copies of certified copies.

POST 14/33: LECTURER (OCCUPATIONAL HEALTH & SAFETY) REF NO: S-000632
This is a re-advertisement. The institution reserves the right not to fill this post.

SALARY: R294 861 per annum (plus benefits) Level 9
CENTRE: Ga-Rankuwa Nursing College
REQUIREMENTS: Degree/Diploma in Nursing and a post basic qualification in Nursing Education. Registration with South African Nursing Council (SANC) as Professional Nurse in Nursing Education. An additional qualification in Occupational Health Nursing. A minimum of (94) years appropriate or recognizable Nursing experience after registration as Professional Nurse in general Nursing. Facilitation and presentation skills. Good communication skills (verbal & written), organisational and problem solving skills. Good computer skills (MS Word, Excel, etc.). Applying and interpretation of regulations and other legislative frameworks pertaining to Nursing Education and Occupational Health and Safety. Conflict management and supervisory skills. A valid code 08 driver’s licence.

DUTIES: Establish and manage the Occupational Health center for the College. Develop Occupational Health programmes to manage and prevent occupational injuries and diseases. Manage the medical surveillance for the College. Develop Emergency Management Services protocol for the College. Develop referral system for the college. Plan and develop protocols and / or guidelines for Occupational Health and Safety policies. Manage resources to meet the Department’s Occupational Health Safety objectives. Provide care to employees that lead to the promotion, protection and restoration of the employees ‘health with a safe working environment’. Comply with statutory requirements and departmental policies and procedures. Monitor compliance to legislative and statutory framework.

ENQUIRIES: Ms K R Lekgeu Tel. No: (012) 560-0448/50
APPLICATIONS: All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag x 830 Pretoria 0001 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 22 April 2015

POST 14/34: PROFESSIONAL NURSE GRADE 1 (SPECIALTY) REF NO: 000639
Directorate: Occupational Health and Safety

SALARY: R294 861 per annum (plus benefits)
CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with SANC as Professional Nurse and proof of current registration. A post-basic-nursing qualification with duration of at least one year accredited with the SANC in Occupational Health Nursing. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Conversant with the Occupational Health and Safety Act and other legislations that is governing Occupational Health and Safety. Skills: verbal and written communication, organizing, leadership, interpersonal relations, problem solving, conflict management, project management, inspection and analytical skills. Must be service oriented, time driven, value diversity, self-motivated, willingness to learn and must have integrity. Must have counselling skills and the ability to work within a multidisciplinary team. Ability to act with tact and discretion and handle information confidentially. Ability to communicate well with people at different levels and from different backgrounds. Experience in Occupational Health Nursing will be an advantage.

DUTIES: Control, monitor and implement the Occupational Health and Safety Act and legislations within the organization. Identifying, prevention and monitoring of hazards and illnesses in the institution. Providing comprehensive health care services to staff members. Participate in conducting pre-employment and periodic
assessments on employees to ensure proper placement or medical boarding. Implement health and safety measures to ensure quality care. Work collaboratively with managers to realize health calendar objectives. Ensure that staff members access counselling, immunization and family planning services. Compile statistics and keep records on the activities of the staff clinic. Implementation, monitoring and sustaining of Occupational Health and Safety Systems within the institutions. Medical Surveillance of employees. Manage resources to meet Occupational Health and Safety objectives. Provide care to an employee that leads to promotion, protection and restoration of employees' health. Management of Injury on Duty and Occupational Illnesses. Assess and manage incapacity cases. Conduct health promotion programs on a regular basis. Keep documentation and information confidential. Record, organize, control, store and retrieve information and perform administrative functions related to the work in the department. Contribute to the departments planning, budgeting and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof (Contracting, review and final evaluation)

ENQUIRIES : Mr. V. Adoons (011) 933 8885
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808. Application without proof of necessary documents will be disqualified.

CLOSING DATE : 22 April 2016
POST 14/35 : ASSISTANT DIRECTOR: ADMINISTRATION AND SUPPORT SERVICES REF NO: TRH 05/2016

Directorate: Administration

SALARY : R289 761 per annum (plus benefits)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : Grade 12 and three year National Diploma or Degree with accredited institution. Minimum of 10 years experience working in admin and support services. Minimum of 3 years experience working as an administration supervisor. Computer knowledge of Word, Excel and Power point. Understanding of administration and support in a hospital environment. In depth knowledge of patient affairs, revenue, record and data management. In depth knowledge of compliance standards in admin and support services.

DUTIES : Manage an effective, efficient, quality and developing administrative (patient affairs, record, ect) and support services (food services, cleaning, laundry, ect) in accordance with the policies and prescripts of the Gauteng Department of Health. Compile, analyze and submit accurate report timeously. Monitor and ensure proper utilization of financial and physical resources. Maintain a professional standard of communication within admin and support. Take a leadership role as a hospital manager. Play a leading role in formulation, implementation, monitoring and evaluation of strategic, operational and budget planning.

ENQUIRIES : Mr MG Polo, Tel. No: (012) 354 - 6816
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.

NOTE : The post will be filled according to Employment Equity target of the institution.

POST 14/36 : CLINICAL TECHNOLOGIST GRADE1-GRADE3 REF NO: HRM 24/2016

Directorate: Obstetrics and Gynaecology

SALARY : R243 513-R337 902 per annum
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 Certificate. BTech in Clinical Technology (Reproductive Biology) with appropriate experience and current registration with HPCSA in Reproductive Biology. Assisted Reproductive Biology (ART) procedures including cryopreservation, micro-manipulation, embryo culture should be evidently proven. Level of experience will determine grade allocation. Good communication, interpersonal and motivational skills with the ability to relate to and inspire students are necessary.

DUTIES : The provision of assisted reproductive services to all patients including QC’s will be expected. Assist in the timeline training of entry level clinical technology students in various ART assays and techniques according to intern practical and
ENQUIRIES : Prof C Huyser, Tel: (012) 354 2067
APPLICATIONS : Application must submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 15 April 2016

POST 14/37 : DENTAL THERAPIST REF NO: 000706
Directorate: Sedibeng District Health Services

SALARY : R243 513 per annum (plus benefits)
CENTRE : Sedibeng District Health Services -Oral health
REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as a dental Therapist. Registration as a Dental Therapist and proof of current registration. Excellent time management, organizational skills, communication skills, interpersonal skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to Technical and non-technical personnel at various levels in the organization.

DUTIES : Examining of patients and charting of their dental status; diagnosis and treatment of oral conditions; scaling and polishing of teeth; direct conservative procedure; removal of teeth and roots under local anesthesia; the treatment of post-extraction bleeding and complications; the application of primary preventative measures; the treatment of minor traumatic injuries to teeth and surrounding tissues; the taking of intra-oral and extra-oral radiographs (X-ray); the prescribing of medication for treatment of oral conditions relevant to the practice of dental therapy; the performance of any other aesthetic procedures within the dental therapy profession. . Sign performance contract in annual basis. Take part in the Gauteng Turnaround Strategy, PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES : Dr. O. Motloung Tel No:(016) 950 6150
APPLICATIONS : Quoting the relevant reference number, direct applications to The HR Manager- Sedibeng DHS Private Bag x023 Vanderbijlpark 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 22 April 2016

POST 14/38 : CASE MANAGER REF NO: 000709
Directorate: Finance Revenue

SALARY : R196 278 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : An appropriate diploma/degree with a minimum of 3 years relevant experience in a Health related field or Matric with a minimum of 5 years relevant experience in a clinical field. Knowledge of legal framework on Health Act, PFMA, Medical Schemes Act, PMB regulations, RAF Act, UPFS, Administration Procedure Manual, ICD10. Coding and Procedure coding. Computer literacy (Microsoft Office, MS Excel) Must be a driven, Customer focused individual with excellent planning, Organising, Training, Communication (Verbal and written) and report writing skills. Must have good interpersonal relations, training skills, decision making skills and must be able to work under pressure. Must be a team player.

DUTIES : Application of clinical knowledge in the risk management (Financial and clinical) of patients in terms of Length of stay, level of care, clinical updates, ICD10 Coding, Procedure Coding and costs benefits available, identification of billable services, treatment care plans, chronic diseases, case management, promote smooth transition of care and discharge planning to protect patient from unnecessary costs. Communication with funders, Patients and multidisciplinary Health Care Team. Audit patient’s accounts. Manage rejections/short payment and report on them. Train hospital officials on the utilisation of the charge sheet. Keep electronic and physical records. Reporting. Ensure compliance with regulations, prescripts and policies of the department.

ENQUIRIES : Ms. C. Veran, Tel No: (011) 488 4382
APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown, Or apply online at: www.gautengonline.gov.za

CLOSING DATE: 22 April 2016

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V. Certified copies of Qualifications to be attached.

POST 14/39: SOCIAL WORKER GRADE 1 REF NO: 0000718
Directorate: Allied Services

SALARY: R196 341 per annum (All-inclusive benefits)

CENTRE: Helen Joseph Hospital

REQUIREMENTS: Recognized four year Degree in Social Work. Registration with the South African Council for Social Service Professions and proof of current registration. Knowledge /experience regarding Health Care Social Work will be an advantage. Applicant must be able to function within a multi-disciplinary team. Applicant must be willing to rotate between different sections of the hospital (including Psychiatry).

DUTIES: Render comprehensive health care social work services (incorporating case and group work) to patients and their next of kin. Participate in community work and projects when needed. Function as member of multi-disciplinary team. Administrative accountability through keeping statistics and effective record keeping as prescribed. Liaison and networking with community resources. Study, interpret and apply relevant legislation, policies and protocols. Engage in continuous professional development activities.

ENQUIRIES: Ms. H Du Plessis, Tel No: (011) 489 0426 / 0731

APPLICATIONS: Applications to be submitted on Z83 form, certified copies (within last 3 months certified) of qualifications, curriculum vitae (CV) and certified id copy. Applications must be submitted at Helen Joseph Hospital HR, No 1 Perth Road, Auckland Park 2006 or apply online at: www.gautengonline.gov.za.

CLOSING DATE: 22 April 2016

POST 14/40: SENIOR ADMINISTRATION CLERK (TRANSPORT) REF NO: S-000723
Directorate: Administration

SALARY: R196 278 per annum (plus benefits)

CENTRE: Ga-Rankuwa Nursing College

REQUIREMENTS: Grade 12 Certificate/ level 4 Certificate/ National Vocational Certificate or equivalent. Two (02) to five (05) years relevant experience in the Public Sector transport services. Communication skills (verbal & written). Organisational and problem solving skills. Good computer skills (MS Word, Excel, etc.). Ability to work under pressure. Sound Interpersonal relations. Conflict management and supervisory skills. Valid driver’s Licence.

DUTIES: Co-ordinate motor transport and ensure optimal utilisation of vehicles. Exercise control over the maintenance and expenditure involved in the use of government vehicles and other transport. Compile and maintain the vehicle asset register. Ensure that all vehicles are kept in a good roadworthy condition and that there are services on a regular basis. Liaise with the regions and institutions on standard transport practices. Co-ordinate monthly transport expenditure. Management and maintenance of Departmental fleet. Ensure vehicles are roadworthy, licenced on time. Arrange for servicing of vehicles. Handle vehicles accident matters. Ensure optimal utilisation of vehicles. Handle a variety of clerical tasks relating to transport administration e.g. back-ups on ELS system for vehicles, do monthly reports and submit to managers, take reports of accidents, theft and losses to Government Garage. Supervision of subordinates. Perform any other duties as delegated by supervisor.

ENQUIRIES: Ms K R Lekgeu Tel. No: (012) 560-0448/50

APPLICATIONS: All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building, or apply online at: www.gautengonline.gov.za. The institution reserves the right not to fill this post.

CLOSING DATE: 22 April 2016

POST 14/41: CLIENT INFORMATION CLERK (TELEPHONE EXCHANGE) REF NO: S-000712
Directorate: Information Communication and Technology

SALARY: R196 341 per annum (All-inclusive benefits)

APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown, Or apply online at: www.gautengonline.gov.za

CLOSING DATE: 22 April 2016

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V. Certified copies of Qualifications to be attached.
SALARY : R132 399 per annum plus benefits
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Post matric ICT/Telecommunication certificate with at least 6 – 12 months relevant experience or Grade 12 with 2 years’ experience. Telephone etiquette. Good communication skills, interpersonal relations and computer literacy skills. Ability to work under pressure. Prepared to work shifts, weekends and public holidays according to the duty roster.

DUTIES : Handling of outgoing and incoming calls. Answer general enquiries. Keep record of private calls. Receive messages and convey them appropriately to division and persons. Updating of departmental telephone directory and distribution thereof. Arrange installation and transfer of telephone. Assist with costing of private telephones. Perform other tasks that may be delegated to by the supervisor. Operate telephone department equipment. Control expenditure of telephone by screening calls requested and escalates any problems to management. Go extra mile (customer satisfaction)

ENQUIRIES : Ms. J. Visser, Tel No: (011) 488 3300
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown, Or apply online at: www.gautengonline.gov.za
CLOSING DATE : 22 April 2016

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of Qualifications to be attached.

POST 14/42 : ADMINISTRATION CLERK REF NO: S000728
SALARY : R132 399 per annum (plus benefits)
CENTRE : Ga-Rankuwa Nursing College
REQUIREMENTS : Grade 12/level 4 vocational certificate or equivalent. Communications (verbal & written), Planning good computer skills (MS Word, Excel etc.). Applying and Interpretation of regulations and other legislative frameworks procedures and policies. Ability to work under pressure and to meet departmental deadlines. Sound interpersonal relations, ability to work under pressure and ability to meet deadlines. A driver’s licence will be an added advantage.

DUTIES : Provide administrative support service. Provide record keeping service and ensure easy access to documents capture and update administrative data. Render any other administrative duties as delegated by the supervisor. Complete monthly reports.

ENQUIRIES : Ms K R Lekgeu Tel.No: (012) 560 0448/50
APPLICATIONS : All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bagx830 Pretoria 0001 or apply online at:www.gautengonline.gov.za The institution reserve the right not to fill this post
CLOSING DATE : 22 April 2016

POST 14/43 : FINANCIAL CLERK 2 POSTS REF NO: HRM 22/2016
Directorate: Revenue
Please note that this is a re-advertisement. The post was erroneously advertised with an incorrect salary and candidates who have previously applied are encouraged to re-apply as previous applicants will not be considered.

SALARY : R132 399 per annum
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 certificate (National Diploma will be an added advantage) and the following key competencies: Knowledge of Accounting and Basic Accounting System (BAS), MEDICOM and understanding of Public Finance Management Act, Treasury Regulations, Computer Literacy (spreadsheets techniques) and numeracy. Ability to use Excel, communicate at all levels. Customer Service, experience in client liaison and telephone etiquette as well as good communication skills.

DUTIES : The successful candidate will be expected to perform all offices related tasks. This comprises to raise patient’s invoices, be familiar with ICD10 Code, making follow ups of outstanding debts, writing-off of long outstanding untraceable debts and submission of patient’s accounts to different stakeholders.

ENQUIRIES : Ms. A Aluwani Mukhithi or Petro Wyngaardt, Tel: (012) 354 1131
APPLICATIONS: Application 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 to Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.

CLOSING DATE: 22 April 2016

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(s). 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 POST

POST 14/44: SENIOR PROCUREMENT OFFICER
Directorate: Office of the Chief Financial Officer

SALARY: R243 747 per annum, plus benefits

CENTRE: Johannesburg

REQUIREMENTS: Three year tertiary qualification in Logistics / Supply Chain Management / Commerce. At least 1 - 2 years’ experience in Procurement / Supply Chain Management.

DUTIES: To co-ordinate and assist users in drafting specifications. Ensure RLS01’s are authorised timeously on SAP. Tracking of RLS01’s with buyers to ensure that PO’s are created on time and within the agreed SLA’s. To liaise with GPT staff, addressing queries and providing advice and guidance as and when required. To process procurement requests in accordance with and in adherence to procurement policies and procedures. Management of current GPT contracts (long-term and short-term agreements). Monitoring of all Office Automation throughout the GPT. Monitor Progress of the unit and report to management on a weekly basis. Serve in different committees including specification evaluation etc. To compile all supply chain management reports and to perform any adhoc duties. Ensure continuous improvement of the unit performance by revising working procedures, and keep up to date with the latest best practices.

ENQUIRIES: Ms Phindile Ngwenya - Tel No: (011) 227-9000
DEPARTMENT OF SOCIAL DEVELOPMENT

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 14/45: ASSISTANT DIRECTOR: POPULATION AND DEVELOPMENT RESEARCH REF NO: SD/2016/04/02

SALARY: R289 761 per annum (plus benefits)
CENTRE: Head Office
REQUIREMENTS: A three year National Diploma/Degree in Population studies or demography. A post graduate qualification will be an added advantage. At least 3 years experience in the population or demography field. The ability to conduct complex and technical population and demographic activities in a short space of time. computer literacy. Must have good communication skills: Written & Verbal, Presentation and facilitation skills. Computer Skills (Microsoft office package), people management, report writing, Leadership skills, coordination, planning, organizing skills and Analytical skills. A valid driver’s license

DUTIES: Initiate and supervise population related research. Supervise and undertake population analysis and interpretation to support stakeholders with the implementation of the population policy. Facilitate procurement processes for outsourced research. Participate in the evaluation and approval of reports. Supervise staff.

ENQUIRIES: Ms Mabel Serei Tel: (011) 227 0079
APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Ms M Serei, Tel- (011) 227 0079 or posted to: Private Bag X35, Johannesburg, 2000
CLOSING DATE: 22 April 2016
NOTE: Preference will be given to Indians, Coloureds, Whites and People with Special needs (disabilities)

POST 14/46: SENIOR ADMINISTRATION OFFICER: FINANCE AND SUPPLY CHAIN REF NO: SD/2016/04/01

SALARY: R243 747-per annum (plus benefits)
CENTRE: Don Mattera CYCC
REQUIREMENTS: A three year National Diploma/Degree in Finance or Supply Chain Management, or Grade 12 with 5 years supervisory experience in Finance and Supply Chain Management. Knowledge of Public Sector Finance and Supply Chain Management. Knowledge of legislative framework governing to public service. Knowledge of legislative framework governing Supply Chain Management. Communication, problem solving, interpersonal, planning and organising, coordination, analytical and numerical skills. Computer literacy i.e. software programs (MS Office package).

DUTIES: Implement and monitor changes to the budget allocations. Supervise cashier services and administer payment processes. Manage Supply Chain Management functions. Ensure an efficient, effective and transparent SCM system. Provide training of staff and management when necessary. Maintain sound and efficient financial controls as per the PFMA and Treasury Regulations. Attend required workplace (internal and external) meetings and committees. Participate in occupational health and safety tasks in the workplace (monthly inspection and committee member). Supervise and manage of staff. Facilitate performance management development system processes within prescribed time lines (identify training need, conduct quarterly reviews, annual performance evaluation,
performance contracting). Implement labour related procedures within prescribed time lines. Ensure compliance to legislation, policies and procedures.

**ENQUIRIES**
Ms B Gumede Tel No: (011) 723 9200

**APPLICATIONS**
Applications must be submitted on a Z83 form, certified copies of ID and Qualification to be attached. Applications can be submitted at Gauteng Department of Social Development: Don Mattera Centre, Cnr First and Fourth Street, Edenvale. Failure to do so will lead to disqualification

**CLOSING DATE**
22 April 2016

**NOTE**
Preference will be given to Indians, Coloureds, Whites and People with Disabilities.