ANNEXURE Q

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

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 People with disability are encouraged to apply.

OTHER POSTS

POST 17/160 : PHARMACIST GRADE 3 REF NO: S-000971
Directorate: Pharmacy
SALARY : R686 322 - 728 436 per annum (all inclusive package)
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. A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC. 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 Operations of the pharmacy are complied with. Complying with all relevant legislations rules, codes and guidelines of the SAPC. Continuously 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 committee, e.g. Infection control, Pharmacy and therapeutics committee, Management committee and Quality assurance. Cost-effective and service oriented work schedules, Systems and procedures which most effectively utilize pharmacy. Personnel and resources should be instituted and regularly 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 1708
APPLICATIONS : 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. Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Manager, Carletonville Hospital, Private x2023, Carletonville, 2500. Disabled people are encouraged to apply or apply online at: www.gautengonline.gov.za
CLOSING DATE : 13 May 2016
NOTE : The employer reserves the right to fill or not fill the post

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POST 17/161: DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 000986

Directorate: Logistics

SALARY: R 612 822 per annum (all-inclusive remuneration package, of which a portion could be structured according to the individual’s needs).

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS:
A relevant 3 year tertiary qualification: e.g. National Diploma or a B Degree in Risk Management/ Internal Audit/ Financial Management. Code EB driver’s license. A minimum of 10 years work experience is required of which at least 3 years should be on supervisory level within Risk Management and Audit environment. Knowledge of PFMA, Treasury Regulation, Corporate Governance King III, Minimum Information Security Standard (MIS) and other relevant regulations within public sector is essential. Knowledge of internal and external audit practices. Skills and Competency: Excellent communication (verbal and written) and interpersonal skills. Exceptional analytical and interpretation skills. Ability to work under pressure and meet deadlines. Excellent planning and organizational skills. Have high level of ethical conduct and utmost Integrity. Ability to liaise with staff at all levels within the organisation. Service delivery orientated. Ability to think strategically. Numeracy and Analytical skills. A post graduate qualification in Risk Management will be an added advantage.

DUTIES:
Conduct risk assessments to identify, describe and analyse the enterprise risks within the Hospital. Coordinate and facilitate the development of a risk profile and risk management plans, monitor the implementation thereof and produce reports. Develop processes to facilitate the implementation of an institutional wide risk management policy and strategy. Annually draft Risk Management Implementation plans/ Fraud Prevention Plan for approval by the Executive. Plan and conduct strategic and operational risk assessments. Oversee development of Risk Registers and monitor regular updating thereof. Facilitate the functions of risk management across functional business units, cost centres and ensure effective risk reporting. Assist in the development and rolling out of risk management / Fraud and Corruption awareness programme throughout the institution. Ensure effective co-ordination of all audit projects by either Gauteng Audit Service or Auditor General. Scrutinize audit findings and assist with implementation of effective audit action plans. Ensure establishment of an effective institutional Risk Management Committee. Produce reports of high quality and present regularly to the Hospital EXCO, Hospital Board and Audit Committee. Act as Chief Ethics Officer and ensure proper roll-out of Ethics programmes and Code of conduct. Offer utmost support to inter-linked departments such as Quality Assurance, OHS and Clinical areas. Conduct investigation and produce conclusive reports into reported irregularities on an ad-hoc basis.

ENQUIRIES:
Mr. LG van der Westhuizen (011) 933 9819

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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Must be prepared to undergo a driving test.

CLOSING DATE: 13 May 2016

POST 17/162: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: S-000989

Directorate: Emergency Medical Service

SALARY: R 569 538 - 670 890 per annum (plus benefit)

CENTRE: Midrand

REQUIREMENTS:
Three years tertiary qualification in Supply Chain Management or equivalent qualification, plus five year's experience in a management position within a Supply Chain environment. Knowledge of Public Financial Management Act (PFMA), Treasury Regulations, in-depth knowledge of the SCM framework, PPPFA,BBEEE. Knowledge of Microsoft Office, Excel, Word and Power Point, SAP. Knowledge of public systems, knowledge of national and provincial mandates. Project conflict and management skills, Knowledge of grievance and disciplinary procedures, Research and analytical skills, Management and decision making skills. Report writing skills, Ability to analyse and interpret
financial information, Ability to interpret, policies and other prescripts. Presentation skills, good verbal /written communication skills. Ability to facilitate workshops, provide training and present policies Valid Driver’s licence required.

**DUTIES**: Management of Security. Ensure effective & efficient systems related to the acquisition, receiving, storage, control, distribution & payment of goods &services within the Chief Directorate .Provide administration support to management. Monitor stock counts & submission of reports to supervisor. Compile &distribute procurement reports. Provide all the reports from SAP system as & when required. Provide technical support to the Chief Directorate’s Bid Adjudication committee on an adhoc basis. Manage subordinates. Ensure timeous processing of orders & payments according to the relevant prescripts .Effective &efficient management &safekeeping of vouchers. Deal with queries relating to processing of requisitions orders & payment for goods &services within the SCM process, Contract Management and Asset Management. Assist with infrastructure project.

**ENQURIES**: Mr KM Malebana Tel: 011 564 2002

**APPLICATIONS**: Application must be submitted on form Z83, obtainable from any Public Service Department or on the website, which must be completed in full. Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street., Midrand or posted to P.O Box 8311 Halfway House 1685 or apply on line: www.gautengonline.gov.za. This is a re-advertisement previous applicants need to apply.

**CLOSING DATE**: 13 May 2016

**POST 17/163**: HEAD OF ACADEMIC DEPARTMENT – PND3–COMMUNITY NURSING SCIENCE REF NO: 000985 Directorate: Nursing College

**SALARY**: PN- D3 R479 928 per annum (plus benefits)

**CENTRE**: Chris Hani Baragwanath Nursing College

**REQUIREMENTS**: Registration with the South African Nursing Council (SANC). Basic qualifications accredited with SANC in terms of Government Notice R425 i.e. Bachelor’s Degree/Diploma in Nursing Education. Diploma in Community Nursing Science and PHC. Computer literacy in MS Office. Minimum of 9 years’ appropriate/recognizable nursing experience 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 in Nursing Education. Experience in clinical assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing Programmes. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of and Practice and Scope of Practice and all relevant regulations affecting community nursing science. Knowledge of Human Resources and Finance management. In depth knowledge of Public Service Prescripts; sound communication skills. Experience in planning, organising, leading and controlling. A valid code B Driver’s license and be able to drive the manual motor car.

**DUTIES**: The successful candidate will be responsible for, amongst others, the following specific tasks: Co-ordinate the provision of education and training of student nurses. Manage clinical learning exposure of students to clinical practice. Develop and monitor implementation of quality assurance programmes. Orientate, supervise and appraise staff members in the academic department .Participate in the presentation of academic programmes (theory and clinical practice). The incumbent will also be required to supervise the marking and moderation of theoretical and practical examinations. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Perform research work relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Ability to participate in daily management of the College and oversee the supervision of students.

**ENQUIRES**: MS N.E Ntsele, Tel: 011 983 3009 or MS. Sithole P.C, Tel: 011 983 3002

**APPLICATIONS**: Applications must be submitted on a Z83 form with a C.V and Certified copies Applications should be submitted at the Chris Hani Baragwanath Nursing College(inside the Chris Hani Baragwanath Academic Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X65, Bertram,
The Institution reserves the right to check criminal records of a candidate. 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 successful candidate is subjected to undergo Pre-employment medical surveillance conducted by Occupational Health Nurse Practitioner (OHNP).

**Closing Date**: 13 May 2016

**Post 17/164**

**Area Manager Ref No:** 000280

**Directorate:** District Health Services

**Salary**

R473 187 per annum (plus benefits)

**Centre**

Tshwane District Health Services, Sub-District 1

**Requirements**

Diploma/degree in General Nursing, Midwifery and Community Health Nursing. Registered with the SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Valid Code EB Driver’s License. At least 6 years experience should be related to working the PHC Clinics and Community Health Services. 1 year post basic qualification in Primary Health Care, 3 years managerial experience in a PHC setting.

**Duties**

Provide direction and supervision for the implementation of quality care. Ensure effective and efficient implementation of strategic and operational plans. Be responsible for the monitoring and assisting with the implementation of the District quality improvement plan at the Clinics (CHC’s). Ensure compliance to the National Core Standards and practices in the CHC’s and clinics. Ensure sound financial management and expenditure monitoring. Ensure that staff is well equipped with appropriate skills. Ensure the proper flow of information and data management. Timely appraisal of staff and assistance in the development of staff. Ensure compliance adherence to the relevant Acts/prescripts within the Nursing environment.

**Applications**

Applications must be delivered to The Fields Building, 427 Hilda Street, Hatfield, Tshwane District Health Services, Hatfield, 0001 or apply online at: www.gautengonline.gov.za

**Enquiries**

Mrs MA Mariba, Tel No: Cell 0828576559

**Closing Date**: 13 May 2016

**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.

**Post 17/165**

**Assistant Manager: Nursing (Quality Assurance Manager)- Clinical Programmes Ref No:** 000983

**Directorate:** Nursing

**Salary**

R433 029 per annum (plus benefits)

**Centre**

Bertha Gxowa Hospital

**Requirements**

Basic qualification accredited with the SANC in terms of government notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. Diploma/degree will be an added advantage. Minimum of 8 years appropriate/recognizable experience in nursing after registering as professional nurse with SANC in general nursing. At least 3 years or more’ recognizable experience in quality assurance and vast knowledge on National Core Standards. Valid driver’s license. Must be computer literate and have a strong writing and verbal communication skills. Excellent interpersonal relationship and ability to coordinate the multidisciplinary team members. Knowledge on the Laws and prescripts that govern the South African Health.

**Duties**

Develop and coordinate Quality Assurance activities and lead the quality assurance committee. Develop hospital’s Quality Assurance Standards
Operating Procedures in line with the national assurance policies and procedures. Manage quality in the institution. Ensure that quality care is maintained by performing Quality base line inspections, audits, surveys and develop quality improvement plan. Develop and administer education processes by formulating quality improvement programmes for the institution. Train the employees in implementing national quality core standards, and ensure that all employees are following the required national core standards. Service quality by implementing quality control. Ensure that the hospital is accredited in accordance with the office of health standard compliance on national core standards for health establishment in South Africa. Responsible for bringing any quality issues to the attention of managers as soon as they are identified. Writing and presenting reports on quality. Actively support and participate in quality management system training programmes. Recommend quality tools and techniques to be used in measuring hospital quality reviews.

Coordination of Clinical Programmes.

ENQUIRIES: Mrs. Z. P. N. Mofokeng. Tel. no 011 089 8540
APPLICATIONS: Applications must be delivered to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400. or apply online at: www.gautengonline.gov.za.
CLOSING DATE: 13 May 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, certified ID document, certified copies of all qualification/s and certified copy of registration certificate with SANC ( 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.

POST 17/166: OPERATIONAL MANAGER NURSING (GENERAL PN-A5) REF NO: S-000978
Directorate: Nursing

SALARY: R367 815-413 976 per annum (Plus benefits)
CENTRE: Carletonville Hospital
REQUIREMENTS: Basic R425/R683 qualification i.e. Diploma/ Degree in General, Psychiatry, Community and Midwife/ Diploma in General Nursing. Proof of current registration with the SANC as professional nurse. Minimum of 7 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Nursing administration will be an added advantage. Competencies: leadership, management, Planning, Organising, co-ordination and communication skills. Ability to take charge and make independent decisions. Display concern for patients, promoting advocacy and facilitating proper treatment and care. Knowledge of administrative policies and guidelines. Work effectively and amicably, at 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 quality nursing service in the unit. Demonstrate basic understanding of HR and Financial policies and practices.

DUTIES: Supervise and ensure the provision of an effective and efficient Patient care through adequate nursing care. Co-ordinate and Monitor the implementation of nursing care plan and evaluation. Participate in the analysis, formulation and implementation of Nursing guidelines, practices, standards and procedures. Maintain Constructive working relationships with nurses and other Stakeholders. Manage and monitor proper utilization of human Financial and physical resources. Demonstrate in-depth Understanding of nursing legislation and related ethical nursing Practices. Submit reports, statistics and participate in quarterly Nursing reviews. Promote implementation of continuing Professional Development in his/her area of responsibility. Work as part of multi-disciplinary team at supervisory level. Implement and promote Quality Assurance, Infection Prevention and control and Occupational Health and Safety principles.

ENQUIRIES: Mrs. M. Matandela, Tel No: 018 788 1704
APPLICATIONS: People with disabilities are encourage to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be
attached. Failure to do so will lead into disqualification. Application should be submitted at Carletonville Hospital, Private Bag x 2023, Carletonville, 2500 or apply online at www.gautengonline.gov.za.

**POST 17/167**

**OPERATIONAL MANAGER NURSING (INFECTION CONTROL) REF NO: S-000974**

Directorate: Nursing

**SALARY**

R 367 815 per annum (plus benefits)

**CENTRE**

Kopanong Hospital

**REQUIREMENTS**

Basic R425 qualification (i.e. diploma / degree in nursing) that allows registration with the SANC as a professional nurse and midwife. Minimum of 7 years appropriate recognisable experience in nursing after registration as a PN with SANC. Be in position of a certificate in infection control. Computer literate. Driver's license.

**DUTIES**

Facilitate, co-ordinate and review of National, Provincial and Regional legislation regarding IC, policies, protocols and monitor the implementation thereof. Implement and maintain effective hospital infection surveillance system in alignment with IC policies. Monitor utilization of financial resources. Develop and monitor the implementation of continuous infection control education and training programmes. Strengthen and maintain internal and external collaboration with relevant authorities.

**ENQUIRIES**

Ms NG Nkutha, Tel No: (016) 428-7130

**APPLICATIONS**

Fully completed Z83, CV, certified copies of ID and qualifications not older than three months must be submitted to: The HR OFFICE, Kopanong Hospital, 2 Casino Road, Duncanville, or Posted to P/Bag x031, Vereeniging, 1930. or apply on gautengonline.gov.za

**CLOSING DATE**

13 May 2016

**NOTE**

People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful.

**POST 17/168**

**OCCUPATIONAL HEALTH NURSE POSITION REF NO: S-000973**

Directorate: Nursing

**SALARY**

R 317 271 per annum (plus benefits)

**CENTRE**

Kopanong Hospital

**REQUIREMENTS**

Diploma in General Nursing, B. Tech Degree / Diploma Occupational Health Nursing science qualification that allows for registration with the SANC. Qualification in Primary Health Care (PHC) and Dispensing will be advantageous. 5 years’ experience in providing occupational health services and developing programmes is required. Knowledge of an Integrated Employee Wellness Model would be an added advantage. Strong writing and policy development skills. Strong computer skills. Good verbal and written communication skills – proficiency in English. Ability to work under pressure and a changing environment. Have ability to work independently. Good interpersonal skills. RECOMMENDATION: Computer literacy (Word, Excel, Access, Powerpoint). Knowledge of Batho Pele Principles. Good verbal and writing skills. Good time management skills.

**DUTIES**

Administer policies and procedures of Occupational Health and Safety. Manage resources to meet the Department’s Occupational Health objectives.

Provide OH services to employees that lead to the promotion, protection and restoration of the employee’s health within a safe working environment.

Comply with statutory requirements and departmental policies and procedures and administrative duties. Develop relevant Employee Wellness Centres.

Establish a referral system for institutions, programme development, expansion and implementation and marketing of services. The incumbent will also be expected to do operational work such as medical surveillance, management of injury on duty, management of medical emergency, PHC and participate in Disaster management. Work with HR and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and Budget for the EWP. Identify training needs and develop programmes. Monitor and evaluate programmes. Collect and analyse EWP statistics. Advice the CEO on legislated EWP matters. Ensure promotion of health and well-being through EWP services.
ENQUIRIES : Ms Nkutha NG, Tel No: (016) 428-7130
APPLICATIONS : Applicant must be submitted on a z83 form, obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents. With a detailed CV, Certified copies of the ID and Qualification which Must not be more than six months old to be attached. Application to: HR Office, Kopanong Hospital, 2 Casino Road, Duncanville, or posted to P/Bag X031, Vereeniging, 1930 or apply on gautengonline.gov.za
CLOSING DATE : 13 May 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, certified ID document, certified copies of all qualification/s and certified copy of registration certificate with SANC ( 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.
POST 17/169 : SPEECH THERAPIST & AUDIOLOGIST (GRADE 1) REF NO: 000984
Directorate: Allied
SALARY : R262 020 per annum (plus benefits)
CENTRE : South Rand Hospital
DUTIES : To provide effective and efficient Dysphagia, Speech Therapy and Audiology management to paediatric and adult in- and out-patients applicable to the level of care rendered at South Rand Hospital. To ensure that safe and effective policies, principles and procedures are implemented. South Rand Hospital is a Rehabilitation Hospital so emphasis is placed on Adult Neurology within a Multidisciplinary team framework. Assist with Student Training when necessary, as well as supervision of Community Service staff members. Assist with the general administration of the Speech Therapy and Audiology Department.
ENQUIRIES : Ms. B. Vieira Tel. (011) 681 2124
APPLICATIONS : Quoting the relevant reference number, direct applications to The HR Manager-South Rand Hospital Private Bag X 1 ROSETTENVILLE 2130 or hand deliver at 1st Floor, Friars Hill Road, HR Managers office NB! or apply online at www.gautengonline.gov.za Attach certified copies of your qualifications, identity book, curriculum vitae, and z83.
CLOSING DATE : 13 May 2016
POST 17/170 : ADMINISTRATIVE OFFICER REF NO: 000990
Directorate: Supply Chain Management
SALARY : R211 194 per annum (plus benefits)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : Grade 12 Certificate plus more than 10 years’ experience in Supply Chain or Diploma/Degree in Supply Chain plus 0-2 years’ experience. Good interpersonal relations and computer literacy skills. Good Communication skills (verbal and written). Good understanding of Supply Chain Policy, PFMA, Treasury regulation, BBBEE, PPFA and Contract Management Policy. Applications must have a valid driver’s license (Code 8/10). Must be able to accept responsibility and complete work with acceptable pressure. Excellent time management, organizational skills, communication 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 : Ensure that procurement of goods and services are in line with Procurement policies and procedures. Ensure logistics management is done accordingly in stores and the facilities. Resolve the web cycle daily. Monitor that GRV’s are processed within two days after receipt of invoices from supplier’s. Ensure that stock taking is done twice a year regular spot checks is done. Attend to queries
ENQUIRIES
APPLICATI:
CLOSING DATE
NOTE

POST 17/171
LABOUR RELATIONS REF NO: S-000988
Directorate: Emergency Medical Service

SALARY
CENTRE
REQUIREMENTS
DUTIES

ENQUIRIES
APPLICATIONS
CLOSING DATE

POST 17/172
LABOUR RELATIONS OFFICER REF NO: S-000987
Directorate: Administration

SALARY
CENTRE
REQUIREMENTS
DUTIES

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 X830 Pretoria 0001 or apply online at www.gautengonline.gov.za The institution reserves the right not to fill this post.

CLOSING DATE:
13 May 2016

POST 17/173:
LABOUR RELATIONS OFFICER (LEVEL 7) REF NO: S-000980
Directorate: Human Resources Management

SALARY:
R 211 194 per annum (plus other benefits)

CENTRE:
Bertha Gxowa Hospital

REQUIREMENTS:
A relevant 3- year tertiary qualification in HRM or LR with 3 years’ experience or Grade 12 with 3- 5 experience in Labour Relations in the Public Service. Knowledge of Grievance Management, Collective Bargaining, Dispute resolution and other relevant legislations. Verbal and written communication skills. Report writing skills. Conflict management Computer literacy, knowledge in MS Office package. Knowledge of PERSAL will an added advantage. A driver’s license is a prerequisite.

DUTIES:
Write reports. Investigate allegations of misconduct, draft charge sheets, prepare witnesses and represent the Employer in disciplinary hearings. Support institutions in the management of progressive discipline. Analyses trends and advise Management on serious adverse events cases, forensic cases and hotline cases. Identify labour relations training needs for Managers, Supervisors and Employees in the department. Conduct labour relations training. Ensure compliance with relevant disciplinary code and procedures. Support management with progressive discipline. Be a link between Management and Labour Unions. Facilitate and chairing Bi-lateral and Multi-lateral meetings within the institution.

ENQUIRIES:
Ms. CC Molele, Tel No: (011) 089 8588

CLOSING DATE:
13 May 2016

APPLICATIONS:
Applications must be forwarded to Private Bag X1035, Germiston 1400 or hand delivered to Bertha Gxowa Hospital –Corner Angus & Joubert Streets Germiston, Admin Block. For the attention of Ms. CC Molele or apply online at: www.gautengonline.gov.za.

POST 17/174:
CHIEF ADMINISTRATION CLERK L7 REF NO: 000981
Directorate: Administration

SALARY:
R 211 194 per annum (plus benefits)

CENTRE:
Bertha Gxowa Hospital

REQUIREMENTS:
An appropriate three years Diploma or Degree Public Administration and Management. With more than 3 years’ experience in Patient Affairs or Grade 12 with 5-10 years’ experience in Patient affairs. Computer Literacy (Ms Word Ms Excel). Must have experience, Knowledge and understanding of PFMA, PAIA, Treasury regulations, Health information system and Administrative procedure manual. Good communication, Report Writing and interpersonal skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle information confidentially. Must be able to plan, organize and Coordinate the activities of the unit. Ability to work under pressure and to handle conflict.

DUTIES:
Supervise Patient Administration personnel, i.e. ensuring that there is reduced waiting time, adequate patient data is collected, UPFS is implemented. Revenue Policies and Prescripts are adhered to. Take supervisory role in Patient’ Record Management, Mortuary, Porters, Transport and Ward Clerks. Compile and submit monthly reports. Plan and control staff leave. Manage down time occurrences in all patient registration points. Carry out Performance Management and Development System in areas of responsibility.

ENQUIRIES:
Mr. M.N. Gumbi, Tel No: (011) 089 8585

CLOSING DATE:
13 May 2016

APPLICATIONS:
Applications to be sent for: Attention Ms. C.C. Molele, Bertha Gxowa Hospital, Private Bag X1035, Germiston, 1400 or hand delivered to: Bertha Gxowa Hospital, Admin Block, Corner Angus and Joubert St. Germiston or apply online at: www.gautengonline.gov.za.
POST 17/175  :  PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) REF NO: 000979
Directorate: Nursing

SALARY   : R210 702-244 260 per annum (plus benefits)
CENTRE   : Carletonville Hospital
REQUIREMENTS : Basic R425/R683 qualification i.e. Diploma/ Degree in General, Psychiatry, Community and Midwife/ Diploma in General Nursing. Proof of current registration with the SANC as professional nurse. Competencies: Leadership, Management, planning, organising, co-ordination and communication skills. Display a concern for patients, promoting and advocating proper treatment and Care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele Principles). Ability to take charge and make appropriate independent decisions. Knowledge of grievance and disciplinary procedures. Knowledge of infection prevention and control and occupational health and safety practices.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the facility. Promote quality of nursing care as directed by the professional scope practice and nursing standards as determined by the facility. Work as part of the multidisciplinary team to ensure good nursing care. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care, utilization of human, material and physical resources. Provide direction and supervision for the implementation, monitoring and evaluation of nursing care plan (clinical practice/quality nursing care). Submit reports and statistics. Implement and promote Quality Assurance, Infection Prevention and Control and Occupational Health and Safety principles. Work shifts. Maintain professional, ethical standards and self-development, promoting the image of the nursing profession and the hospital.

ENQUIRIES : Mrs M. Matandela, Tel No: 018 788 1704
APPLICATIONS : People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. Application should be submitted at Carletonville Hospital, Private Bag x 2023, Carletonville, 2500 or apply online at www.gautengonline.gov.za.

CLOSING DATE : 13 May 2016

POST 17/176  :  OCCUPATIONAL THERAPY TECHNICIAN GRADE 1 REF NO: 000993
Directorate: Rehabilitation

Please note that this is a re-advertisement, candidates who previously applied for this position are encouraged to apply as the Salary Notch has changed.

SALARY   : R172 695 per annum (plus benefits)
CENTRE   : Tshwane District Office Region C
REQUIREMENTS : Tertiary qualification in occupational therapy technician, registration with HPCSA. Knowledge of community-based rehabilitation and valid driver’s licence, computer literacy, Communication skills, Problem solving skills, monitoring and evaluation. One year relevant experience after registration with the HPCSA in the relevant profession.

DUTIES : The development, rendering of district level occupational therapy technician services at clinics and community, work in a multi-disciplinary team in the provision of Occupational therapy Technician services to individuals and groups of clients with physical, mental impairments and disability. Arrange, participate in awareness invents in communities on disability prevention and service promotion. Community development, participate in continuous professional development according to HPCSA. Perform all allocated administrative duties. Manage treatment protocols as required by the OT and issues assistive devices as guided by the OTs. Implement quality assurance measures and assist and participate in research.

ENQUIRIES : Mr Peter Silwimba Tel: 082 374 6730/ 012 406 0237
APPLICATIONS : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hildaand Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.

CLOSING DATE : 13 May 2016
| POST 17/177 | : ASSETS CLERK L5 REF NO: S-000982 |
| : | : Directorate: Administration and Support |
| SALARY | : R 142 461 per annum (plus benefits) |
| CENTRE | : Bertha Gxowa Hospital |
| REQUIREMENTS | : Grade 12 or equivalent qualification with minimum of 0-5 years’ experience in Asset Management. Grade 10 or equivalent qualification with 2-5 years’ experience in asset management, valid Driver’s License code B. Computer literacy and knowledge of Policies and ACTS. |
| ENQUIRIES | : Mr. M.J. Moabelo, Tel No: (011) 089 8585 |
| APPLICATIONS | : Applications to be sent for: Attention Ms. C.C. Molele, Bertha Gxowa Hospital, Private Bag X1035, Germiston, 1400 or hand delivered to: Bertha Gxowa Hospital, Admin Block. Corner Angus and Joubert St. Germiston or apply online at: www.gautengonline.gov.za. |
| CLOSING DATE | : 13 May 2016 |