ANNEXURE N

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

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 SMS 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 28/79: DEPUTY MANAGER: NURSING (QUALITY ASSURANCE) TERTIARY HOSPITAL
REF NO: 001424
Directorate: Quality Management

SALARY: R 793 536 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: Degree/Diploma as a health professional. Current registration with the relevant Health Professions Council. Basic computer literacy and project management. Minimum of ten (10) years appropriate/recognizable experience in the related field after registration. At least five (5) years of the period mentioned above should be appropriate/recognizable managerial experience in the quality management field/area/department. Knowledge of health legislative framework and National Core Standards. In-depth training on customer care and complaints management. 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 integrity. Ability to liaise with staff at all levels within the organization. Service delivery orientated. Ability to think strategically. Must have numeracy and analytical skills. A post graduate qualification in risk management will be an added advantage.

DUTIES: Provide expert guidance and support for the implementation of the Quality Assurance Program. Provide technical support to Executive Management on the implementation of National Core Standards. Ensure that prescribed policies and guidelines are adhered to. Participate in projects aimed at improvement and sustaining of customer care and patient advocacy. Analyze trends from reports and develop plans for quality improvement. Monitor and coordinate all quality assurance programs in the Functional Business Units. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System. (contracting, quarterly reviews and final assessment).

ENQUIRIES: Ms D Ngidi (011) 933 9779/0134
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 Or apply online at: www.gautengonline.gov.za. 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.

CLOSING DATE: 29 July 2016
POST 28/80

DEPUTY MANAGER NURSING - LEVEL 3 HOSPITALS (PN-A9) (THEATRE, ICU, BURNS AND UNIT EMERGENCY DEPARTMENT & RADIOLOGY DEPARTMENT) REF NO: 001425

Directorate: Nursing Services

SALARY: R793 536 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: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Must be in position of a Diploma in Nursing Administration/Management or Health Care Management obtained from a recognized institution. Current registration with the south African Nursing. Minimum of 10 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC and at least 5 years of the period referred to above must be appropriate/recognizable experience at Nursing Management level, preferably Assistant Manager/Area Manager in a District, Regional or Tertiary Hospital. A post basic nursing qualification with duration of at least one (1) year accredited by the SANC in Operating Theatre Nursing Science, Critical Care Nursing Science (General) or Critical Care Nursing Science (Trauma & Emergency Nursing) will be an added advantage. COMPETENCIES/KNOWLEDGE/SKILLS: Application of legislation and Health related Acts and Ethical Nursing practices. Knowledge of and ability to describe the application of the scope of practice for different categories of Nurses. Ability to plan, organize, lead and co-ordinate the nursing services in the Hospital. Develop and monitor the implementation of nursing services that promote the Rights of patients. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and practices. Basic computer literacy and report writing skills is essential. Must have a valid driver’s license.

DUTIES: Lead and give direction to nursing services and overall control of quality patient care in the Theatres, ICU, Burns Unit, Emergency Department and Radiology Department OF CHBAH. Provide professional technical and management support for the provision of quality patient care through management of nursing programmes. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, protocols/procedures and standards pertaining to nursing care. Establish, maintain and participate in inter-professional and multi-disciplinary team for effective and efficient care. Manage and monitor the utilization of Human resources and Finances in accordance with relevant directives and prescripts. Participate in Hospital Executive decision making body. Collaborate with other team members in the hospital to identify actual and potential risks. Support Nursing and Health care Research to improve the quality of care. Lead the implementation of the National Core Standards (NCS). Proactively Identify Continuing Professional Development (CPD) requirements for nurses and midwives. Actively participate in the implementation of the National Strategic Plan for Nurse Education, Training and Practices 2012-2017.

ENQUIRIES: Ms D Ngidi, Tel No: (011) 933 9779/0134

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 Or apply online at: www.gautengonline.gov.za. 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.

CLOSING DATE: 29 July 2016

POST 28/81

DEPUTY DIRECTOR: HEALTH SERVICES REF NO: S-001434

Directorate: Public Health: Non-Communicable Diseases a Geriatrics Long Term Domiciliary Therapy

SALARY: R612 822. per annum (All-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

CENTRE: Central Office

REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing as a Professional Nurse) plus a post basic nursing qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the PHC. A minimum of 10 years’ appropriate/
recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least more than 3 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Diploma in Clinical Health Assessment, Treatment and Care. At least 3 years of the period referred to above must be appropriate/recognizable experience as a Clinical Programme Coordinator/Manager. Knowledge of Strategic Plan for Non Communicable Diseases, Long Term Domiciliary Oxygen Therapy and Older Persons’ Health Services. Knowledge of the Acts and Regulations pertaining to the program, Computer literacy. Good skills in communication and interpersonal relationships. Ability to work independently and in a team. Ability to work under pressure. Good supervisory skills. A valid driver’s licence.

**DUTIES**

- Ensure effective and efficient implementation of National Strategies relating to Prevention and Control of Non-Communicable Diseases, Management of Geriatric Services both in the Community and in Residential Care. Improve the quality of life for patients on Long Term Domiciliary Oxygen Therapy. Support adherence to long term treatment through adherence clubs/supplement groups. Monitor and support activities relating to the program – meetings, campaigns and training. Manage and control allocated budget. Forge and maintain partnerships with relevant stakeholders related to the program. Generate and submit reports.

**ENQUIRIES**

Mrs D Mthombeni, Tel No: (011) 355–3336

**APPLICATIONS**

The Recruitment and Selection, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 Or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

29 July 2016

**NOTE**

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. This is a non-OSD position and evidence of registration with a health professional regulatory body is required due to the nature of the post specific functions.

---

**POST 28/82**

**DEPUTY DIRECTOR: EPWP PROVINCIAL COORDINATOR, REF NO: S-001435**

Directorate: District Health Service

**SALARY**

R612 822 per annum (all inclusive remuneration package)

**CENTRE**

Johannesburg (Central Office)

**REQUIREMENTS**

- Degree or National Diploma in Health or Social Science. A minimum of 7 years’ experience as Manager working in the DHS with Expanded Public Works Programme experience. Extensive knowledge of Expanded Public Work Programme (EPWP), Community Health Workers Programme (CHWP), Ward based Outreach Teams (WBOT) and Training. Knowledge of the PFMA and the South African Qualification Authority (SAQA) Training Framework. Valid Drivers Licence, Computer Literacy.
- Lead the EPWP social sector and coordinate the Ward Based structures. Liaise with relevant stakeholders in the EPWP sector and WBOT. Manage and Supervise the EPWP and WBOT Coordinators in the five Districts. Coordinate the EPWP Training in line with SAQA framework and develop the EPWP participant’s career exit strategy. Maintain the implementation of Sound Financial Management and effective communication in the EPWP social sector. Develop the EPWP annual business plan and allocate budget according to the EPWP key priorities.

**ENQUIRIES**

Ms. M Molebatsi, Tel: 011 355-3384

**APPLICATIONS**

The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 Or apply online by visiting www.gautengonline.gov.za

**CLOSING DATE**

29 July 2016

---

**POST 28/83**

**ASSISTANT MANAGER NURSING -PNA7 REF NO: S-001430**

Directorate: Nursing

**SALARY**

R509 148 per annum (all inclusive package)

**CENTRE**

West Rand District-Westonaria Sub District

**REQUIREMENTS**

- Basic R425 Qualification (i.e. diploma/degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, at least 3 years of the period referred to above must be appropriate/recognisable experience at Management level. Excellent...
communication and customer relation skills. Advanced computer skills. Valid driver’s license.

**DUTIES**
Support strategies for implementation of disease prevention and health promotion thus reducing the disease burden. Ensure, support towards universal coverage through development of NHI. Facilitate implementation of re-engineering of primary health care, and improve health facility planning by implementing norms and standards. Improve financial management by ensuring compliance to contract management and supply chain management processes. Develop an efficient health management information system for improvement of decision making, budgeting and service delivery improvement. Improve human resource for health by ensuring adequate staffing utilising the WISN process, training and accountability measures.

**ENQUIRIES**
Mrs. T Matshaba, Tel No: (011) 953 4515

**APPLICATIONS**
Applications must be submitted on a Z83 form with a C.V, certified copies of ID document, driver’s license and Qualifications attached. Applications should be submitted Physical Address: West Rand health District, Cnr luipaard and Vlei Street, Krugersdorp, 1740, Postal Address: P/BAG X2053, Krugersdorp, 1740. Or apply online at: www.gautengonline.gov.za

**CLOSING DATE**
29 July 2016

**POST 28/84**
OPERATIONAL MANAGER: NURSING SPECIALITY IN CRITICAL CARE UNIT (PN-B3) REF NO: 001426
Directorate: Nursing Services

**SALARY**
R 465 939 per annum (all inclusive package)

**CENTRE**
Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**
Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing; Critical Care Nursing Science (General). Competencies/Knowledge/Skills: Leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

**DUTIES**
Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

**ENQUIRIES**
Ms D Ngidi (011) 933 9779/0134

**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. Or apply online at: www.gautengonline.gov.za. 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.

**CLOSING DATE**
29 July 2016

**POST 28/85**
OPERATIONAL MANAGER: NURSING SPECIALITY IN PAEDIATRIC DEPARTMENT REF NO: 001427
Directorate: Nursing Services

**SALARY**
R 465 939 per annum (all inclusive package)

**CENTRE**
Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**
Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage.
added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing: Trauma and Emergency Nursing. COMPETENCIES/KNOWLEDGE/SKILLS: Leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES: Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

ENQUIRIES: Ms D. Ngidi (011) 933 9779/0134
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 Or apply online at: www.gautengonline.gov.za. 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.

CLOSING DATE: 29 July 2016

POST 28/86: OPERATIONAL MANAGER: NURSING SPECIALITY IN EMERGENCY DEPARTMENT (TRAUMA & EMERGENCY UNIT) PN-B3 REF NO: 001429
Directorate: Nursing Services

SALARY: R 465 939 per annum (all inclusive package)
CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing: Trauma and Emergency Nursing Science. Competencies/Knowledge/Skills: Leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES: Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

ENQUIRIES: Ms D. Ngidi (011) 933 9779/0134
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 Or apply online at: www.gautengonline.gov.za. 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.

**CLOSING DATE**: 29 July 2016

**POST 28/87**: OPERATIONAL MANAGERS: NURSING GENERAL IN MEDICINE DEPARTMENT 2 POSTS REF NO: 001428

**Directorate**: Nursing Services

**SALARY**: R 367 815 per annum (all inclusive package)

**CENTRE**: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council.

**Competencies/Knowledge/Skills**: Leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

**DUTIES**: Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

**ENQUIRIES**: Ms D Ngidi (011) 933 9779/0134

**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 Or apply online at: www.gautengonline.gov.za. 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.

**CLOSING DATE**: 29 July 2016

**POST 28/88**: OPERATIONAL MANAGER NURSING GR 1(GENERAL): INFECTION PREVENTION AND CONTROL REF NO: S-001466

**Directorate**: Nursing Management

**SALARY**: R367 815 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. Qualification in Infection prevention and Control will be an added advantage. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Able to develop contracts, build and maintain networks of professional relations in order to enhance service delivery. Demonstrate basic computer literacy. Display strong leadership abilities and problem solving skills. Knowledgeable in legal requirements in public health care sector. Ability to take charge and make appropriate independent decisions. Skilled to develop ongoing training programmes in Infection prevention and control principles for all categories of staff. Research skills to advise Hospital Management. Valid driver’s licence.

**DUTIES**: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing care as directed by the professional scope of practice and nursing standards as determined by the facility. Work as part of multidisciplinary team to ensure good nursing care. Facilitate, coordinate and implement national, provincial and regional legislation regarding infection prevention and control and waste management. Monitor and review infection control and waste
management guidelines and protocols. Implement and maintain an effective hospital infection control surveillance system and waste management programme in alignment with relevant policies. Develop and monitor the implementation of Infection control and waste Management Programme, and education and training programmes. Participate in immunisation programme related activities. Conduct periodic audits (e.g. adherence to IPC standards, hygiene audits, hand washing audits) and develop quality improvements plans. Notification of notifiable conditions, maintain professional/ethical standards and self-development, promoting the image of the nursing profession and the hospital. Develop and sustain infection prevention and control committee. Provision of effective support to nursing services: do relief duties (calls) as required by the service.

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, Corner Falcon & Annan Road or posted to: The HR Department, Carletonville Hospital, Private Bag x 2023,Carletonville,2500 or apply on line at www.gautengonline.gov.za.

CLOSING DATE : 29 July 2016
POST 28/89 : LECTURER GRADE 1 (PND1) / GRADE 2 (PND 2)3 POSTS COMMUNITY NURSING SCIENCE REF NO: S-001458
Directorate: Nursing Education and Training

SALARY : R317 271 per annum (plus benefits) PND1
R390 216 per annum (plus benefits) PND2
CENTRE : Chris Hani Baragwanath Nursing College
REQUIREMENTS : Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. Diploma in Community Nursing Science. Primary Health Care qualification would be advantageous. Current SANC registration receipt. PND-1, minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General nursing and Midwifery, PND2 minimum of 14 years appropriate/ recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience in nursing education. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice and all relevant regulations affecting Community Nursing Science. The ability to apply computer technology and programmes. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid code 08 manual driver’s license.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of Community Nursing Science academic programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.

ENQUIRIES : Ms. M.I. Makgoka, Tel No: (011) 983 3012
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 X05, Bertsham, 2013 or apply online at www.gautengonline.gov.za

CLOSING DATE : 29 July 2016
NOTE : 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 will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse Practitioner (OHNP).
POST 28/90 : ASSISTANT DIRECTOR: DATA ADMINISTRATION REF NO: S-001449
Directorate: Information Management

SALARY : R311 784 per annum (plus benefits)
CENTRE : Central Office
REQUIREMENTS : An appropriate Degree/National Diploma in Health Sciences/ Health Information Management/ Statistics; PLUS A minimum of three (3) years management experience in data management in public service preferable in PHC environment or Grade 12 with 10yrs experience in data management; PLUS valid Code B driver’s licence (Code 08). The incumbent of this post will be responsible to ensure effective and efficient data management for Strategic Health Programme in the province. The ideal candidate must possess knowledge of Public Service Legislation. Possess extensive knowledge of District Health Information Software (DHIS). Possess strong analytical skills including analysis of both quantitative and qualitative data. Possess strong project and time management skills to enable the timeous collection and verification of input of data into quarterly, annual and other reports to meet deadlines. Possess strong knowledge of strategic health goals and guidelines, legislative and policy framework such as 90-90-90 Strategy for HIV and TB, Sustainable Development Goals (SDG). Possess knowledge of the DORA framework governing the Strategic Health Programme. Have the ability to manipulate raw data into meaningful, useable information to enable relevant stakeholders to plan effectively. Possess knowledge of project management. Have in-depth familiarity with National and Provincial Strategic Health Programme Indicators. Have the ability to work independently and as part of a team. Have excellent computer skills in Microsoft word, Microsoft Access, Microsoft Excel and Microsoft PowerPoint. Possess excellent communication skills (both written and verbal).

DUTIES : Key Performance Areas: Manage health information systems that provide all strategic health programme data. Ensure that the data and information requirements of primary users are satisfied timeously. Provide assistance that ensures quality of data at all levels. Collaborate with data collection and Monitoring and Evaluation Manager to assist in providing favorable environment for electronic systems. Support the implementation of all ad-hoc, campaigns and annual surveys that are conducted. Assist in developing policies and S O P’s in relating to data Management. Ensure data remains consistent across the database and it is clearly defined. Ensure effective data/information management. Provide health information coordination and leadership. Enhance data dissemination and use. Select and review indicators in routine health information systems. Facilitate Provincial Indicator Data Set (PIDS) review process. Monitor DHMIS policy implementation, NIDS and PIDS implementation. Obtain sign-off from Head of Department for data to be exported to National level.

ENQUIRIES : Ms. N Makhubele: 011 241 5819 / Ms. M Tshabalala: 082 479 9356
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NBF. Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83 Or apply online at: www.gautengonline.gov.za
CLOSING DATE : 29 July 2016

POST 28/91 : ASSISTANT DIRECTOR: DISTRICT HEALTH SERVICES SUPPORT, REF NO: S-001450
Directorate: District Health System Support

SALARY : R311 784 per annum (plus benefits)
CENTRE : Johannesburg (Central Office)
REQUIREMENTS : Degree and National Diploma in Health Sciences. Project Management, research, and analytical skills. Experience in the Health Sector. A minimum of five (5) years’ experience in health services, and transformation management. Computer literacy and valid driver’s licence. Registration with South African Nursing Council (SANC). Core management competencies: Planning and Organizing work to achieve objectives that meet service standards; applying problem solving strategies as a manager in the public service; Managing own performance and development; Planning service delivery to meet client expectations and communicating as a manager in the public service.

DUTIES : Ensuring support of access to primary health care services. Strengthen comprehensive primary health care (PHC) in the province. Support the process of liaison and coordination of specific health system components across the province including liaison with key stakeholders (Local Government, NGOs, and Traditional Health Practitioners etc.) Liaison with priority programmes, district health information
and ensure sustainability through capacity building. Assist the Deputy Director DHSS with District Health System development with specific focus on support of the health districts on reviews, PHC package, district health plans, Ideal clinic assessments and realisation supervision and best practice.

ENQUIRIES: Mrs Florrie Kgatoke, Tel: 011 355-3217
APPLICATIONS: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online by visiting www.gautengonline.gov.za
CLOSING DATE: 29 July 2016
NOTE: This is a non-OSD position and evidence of registration with health professional body is required due to the nature of the post specific functions.

POST 28/92: ASSISTANT DIRECTOR ADMIN AND SUPPORT REF NO: S-001431
Directorate: Administration and Support Services

SALARY: R289 761 per annum (plus benefits)
CENTRE: Sebokeng Hospital
REQUIREMENTS: Grade 12 qualification with 10 years experience in Public Health Service or a relevant 3years degree or diploma from an accredited institution with a minimum of 5 years’ experience in management in Public Health Services, facility and other areas of importance. Understanding of administration in the hospital environment will be an advantage. Skills required: Good communication skills (verbal and written) analytic skills, Supervisory skills, organizing skills, leadership skills, inter personal skills, problem solving, conflict management, project management and presentation skills and be conversant with the Labour Relations Act and procedures. Must be service and time driven, value diversity, self motivated and willing to learn. Be conversant with Customer Care and Batho Pele principles. A driver’s license will be an added advantage.

DUTIES: The incumbent will be responsible to take leadership of the support services including Facility management, transport, security, cleaning, grounds, linen, client information, registry, nurses- and doctor’s residence. Ensure that hostel management /hospitality of the hospital with regard to cleanliness is of a high quality. Ensure the Hospital environment is free of pests through ensuring clean standard and effective pest control. Monitor the implementation of policies, directives and procedures relating to patient administration and records management. Manage resources in patient administration, porters and ward clerks. Coordinate the activities of patient affairs strengthen record keeping processes; ensure maximum revenue collection and reduction of debts. Prepare monthly reports and statistics. Develop strategic and operational plans for patient administration. Ensure compliance with AG recommendations and Quality assurance improvement plans and standards. Responsible for performance appraisals and development of staff. Apply discipline. Overall operational management of manual and electronic records management processes i.e. record tracking, record safekeeping and disposal. Management of mortuary attends meetings and training. Comply with PMDS.

ENQUIRIES: Dr Z Ngcwabe, Tel No: (016) 930 3306
APPLICATIONS: Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng. Please refrain from online applications as we are experiencing system challenges. People with disabilities are encouraged to apply
CLOSING DATE: 29 July 2016

POST 28/93: OCCUPATIONAL THERAPIST REF NO: TRH12/2016
Directorate: Allied

SALARY: (Grade 1): R262 020 per annum (plus benefits)
(Grade 2): R308 649 per annum (plus benefits)
(Grade 3): R 363 582 per annum (plus benefits)
CENTRE: Tshwane Rehabilitation Hospital
REQUIREMENTS: Bachelor of Occupational therapy. Registration with HPCSA as an Occupational Therapist and annual proof of payment is required. Experience in rehabilitation, good communication skills and computer Literacy will be an added advantage. Experience: GRADE 1: Have completed community service. GRADE 2 a Minimum of 10 years appropriate in Occupation Therapist after registration with HPCSA is required. GRADE 3 A minimum of 20 years appropriate experience in Occupational Therapy after registration with HPCSA is required. Ability to work in a team using interdisciplinary approach.
DUTIES: Render patient centred Occupational Therapy service that complies with standards and norms as indicated by health policies and protocols. To work with colleagues, relieve and when the need arise, and to work closely with the interdisciplinary team members. Perform clinical supervision of allocated staff (e.g. community service therapist and or Occupational Therapy Assistants/ Technician). To Participate in student training, supervision and performance evaluation. Implement and maintain quality assurance and National Core standards and norms at departmental level. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of interdisciplinary team members. Participate in mini research projects for the institution.

ENQUIRIES: Ms Mogale, Tel. No: (012) 354 – 6819

APPLICATIONS: Applications must be submitted 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: 29 July 2016

POST: SWITCHBOARD SUPERVISOR REF NO: 001454

SALARY: R 211 194 per annum (Plus benefits)

CENTRE: Dr. George Mukhari Academic Hospital

REQUIREMENTS: Grade 12 certificate with 5 years experience or a National Diploma in Office Administration or equivalent qualification with 3 years experience working in switchboard environment. Exposure to administration, supervision and reporting in switchboard environment. Relevant health environment related experience working with telephones system such as PABX and TMS will add as an advantage. Competencies: Strong interpersonal and communication skills with good knowledge in computer packages (MS Word, Excel, Ms Power Point and Access) and Batho Pele Principles. Proficiency in English and other official Languages.

DUTIES: Management of the switchboard. Ensuring the availability of communication services on a 24/7 basis. Monitor all incoming and outgoing calls. Ensuring a pleasant working environment and customer relations at all times. Perform Office Administration, execute and implement the unit’s operational plan. Continual updating of the internal telephone directory. Responsible for fault reporting on telephone systems and liaising with service providers when needed. Ensure the utilisation of the Telephone Management System to manage and minimize telephone costs. Manage performance of staff through PMDS. Draft, avail and monitor the work shifts roster, implicating the 24/7 hours of work as per hospital shift work cycle. Provide monthly operational report, including ad-hoc reports.

ENQUIRIES: Mr. Pilane Mogomotsi, 012 529 3772/55

APPLICATIONS: Application must be submitted on Z83 form and must be accompanied by certified copies of qualifications, ID copy and a CV. Applications can be delivered to: Dr. George Mukhari Academic Hospital, Private Bag X422, 0001 or apply online at: www.gautengonline.gov.za. The Department reserves the right to fill this position(s).

CLOSING DATE: 12 August 2016

POST: TELEPHONE SUPPORT TECHNICIAN REF NO: 001455

Directorate: ICT

SALARY: R 211 194 per annum (Plus benefits)

CENTRE: Dr. George Mukhari Academic Hospital

REQUIREMENTS: Grade 12 certificate with 3 years experience. N+ or Cabling Certificate with minimum of 2 years experience. A National Diploma in Information Technology or equivalent qualification with 12 months experience working in telephone environment. Must have good knowledge of troubleshooting wired and wireless network. Must be able to work under pressure. Relevant health environment related experience working with telephone system such as PABX and TMS will add as advantage. Competencies: strong interpersonal and communication skills with good knowledge in computer packages (Ms. Word, Excel, Ms Power Point and Access) and Batho Pele Principles. Proficiency in English and other official languages is a must have skill.

DUTIES: Management of Switchboard calls. Troubleshoot the telephone faults and ensure the availability of communication services on a 24/7 basis. Ensuring that all logged calls are attended to and closed with turnaround time frame. Ensure a pleasant working environment and customer relations at all times. Perform installation, repairs and
maintenance of telephone extensions and provide first line support to the hospital telephone system (PABX). Responsible for faults reporting on telephone system and liaising with the supervisor and relevant service providers. Ensure the support of the Telephone Management System to enable management and minimization of telephone costs.

ENQUIRIES : Mr. Pilane Mogomotsi, 012 529 3772
APPLICATIONS : Application must be submitted on Z83 form and must be accompanied by certified copies of qualifications, ID copy and a CV. Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setligelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za. The Department reserves the right to fill this position(s).

CLOSING DATE : 12 August 2016

POST 28/96 : SECRETARY REF NO: 001419
Directorate: Nursing Services

SALARY : R 142 461- R167 814 per annum (plus benefits)
CENTRE : Bheki Mlangeni District Hospital
REQUIREMENTS : Grade 12 or equivalent qualification. A secretarial certificate. At least 3 years' experience as a Secretary nursing service. Excellent communication and good interpersonal skills. Computer literacy in Microsoft Office suite. Ability to work independently and under pressure, business writing skills. Proficiency in all secretarial/ office administration duties. Have to be a self –driven individual with flexible approach to work duties. Good time management skills and the ability to juggle multiple responsibilities.

DUTIES : Making and receiving telephone calls, typing of letters, memos and taking accurate minutes. Managing the diaries of responsible manager(s). Plan and organize meetings. Plan, organize and manage events. Ensure office is equipped with necessary needs and stationery. Manage student enquiries. Develop and implement an efficient filing system. Writing Reports, Assist other Secretaries when on leave.

ENQUIRIES : Mrs. N Ngwenya Tel No. (011) 241 5842
APPLICATIONS : Applications must be filled on a z83 accompanied by certified copies of certificates and ID documents. Applications may be submitted to Bheki Mlangeni District Hospital, P.O. Box 731, Jabulani, 1868 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 29 July 2016

POST 28/97 : SECRETARY: EPWP, REF NO: S-001451
Directorate: District Health Service

SALARY : R142 461 per annum (plus benefits)
CENTRE : Johannesburg (Central Office)
REQUIREMENTS : Grade 12 or Certificate in Secretariat or Administration. A minimum of 1 year experience in secretarial function and administration. Knowledge of secretariat function and procurement of goods and services. Computer Literacy preferably Ms Word, Excel, Power Point and Access.

DUTIES : Arrange venue and accommodation during the National EPWP workshops and the meetings. Compile minutes of the Directorate District Health Services staff meetings and the EPWP social sector. Procure goods and services (Process the RLS01, RLS 02 and the VA2). Liaise and communicate with the Districts and other stakeholders in the Directorate. Perform general administrative duties which include data capturing, registry, filling and record keeping.

ENQUIRIES : Ms. Tiny Mbha, Tel: 011 355-3389
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online by visiting www.gautengonline.gov.za
CLOSING DATE : 29 July 2016

POST 28/98 : ADMINISTRATION CLERK REF NO: S-001440
Directorate: Administration Department

SALARY : R142 461 per annum (plus benefits)
CENTRE : Cullinan Care and Rehabilitation Centre
REQUIREMENTS : Grade 12 with 1-2 years experience in an office management environment. Computer literacy (Ms Office). Experience in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. High level of reliability. Ability to handle information
confidentially. Sound verbal and written communication skills. Good telephone etiquette and interpersonal skills. Minute-taking and documents management skills must have office administration competency. Must be able to work under pressure and work independently.

**DUTIES**

Render effective and efficient support to the manager with regards to the Administration duties and basic Human Resource related functions. Management of personal files at the department. Keep records of all leave applications and overtime claims and ensure submission on time. Ensure that all administration duties of the department are rendered. Order stationary and goods for the Department and keep records. Administer the in and out flow of correspondence. Administer the filling system, typing of agendas, reports, submissions, memos, and Letters. Coordinate and manage meetings, workshops and the minutes during Meetings. Assist with various administrative duties a assigned by the Manager.

**ENQUIRIES**

Masigo N. A, Tel: 012 734 700 Ext 215/ 0127347001

**APPLICATIONS**

The applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

29 July 2016

**POST 28/99**

**ADMIN CLERK (FMU) REF NO:** S-001457

Directorate: Facility Management Unit (FMU)

**SALARY**

R 142 461 per annum (plus benefits)

**CENTRE**

Tara the H. Moross Centre, Sandton

**REQUIREMENTS**

Grade 12 or equivalent qualification with 1-2 years relevant experience in facility management unit. Good communication and interpersonal relations skills (Verbal and written). Good customer care attitude. Must be able to work in a team. Must be computer literate and have knowledge of E-maintenance system

**DUTIES**

Responsible for administration functions of FMU. Record keeping pertaining to all institutional projects. Do walkabout repairs and report to authorities for further attention. Monitoring and recording of facility assets. Attend to day-to-day maintenance, works orders, fixing minor maintenance, attend to emergencies. Adhere to relevant legislation such as OHS its processes and procedures. Assist with building inspections and auditing attend to facility management tasks. Report any faults and/or related work to the supervisor or relevant directorate. Ensure that all work orders from end-users are loaded on the GDID e-maintenance system. Assist facility manager to capture and update electronic data on a daily basis. Be Responsible for compilation and keeping of weekly and monthly records of all defects reported, completed and assigned to GDID. Adhere to any lawful instruction(s) given by the supervisor

**ENQUIRIES**

Ms. M. Manyaka Tel: (011) 535 3060

**APPLICATIONS**

Applications must be submitted to: - Tara the H Moross Centre, P/Bag X7 Randburg 2125 or hand-delivered to: No. 50 Saxon Rd, Hurlingham 2196 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

29 July 2016

**POST 28/100**

**MATERIAL RECORDING CLERK 3 POSTS REF NO:** 001350

Directorate: Supply Chain Management

Kindly note that this is a re-advert, the correct salary is R142 461 and not as stated in Post 27/106

**SALARY**

R142 461 per annum plus benefits

**CENTRE**

Tshwane District Health Service

**REQUIREMENTS**

A grade 12 certificate or equivalent, A minimum of one year experience required in Supply Chain/Finance. Computer skills, Planning and Organisation skills, Language skills, Good verbal and communication skills. Job knowledge, communication, interpersonal relations, flexibility and team work. Knowledge of clerical duties, practice as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of working procedures in terms of the working environment.

**DUTIES**

Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for purchasing of standard office items. Stock control, keep and maintain the asset register.

**ENQUIRIES**

Ms Evonne Binang, Tel No: (012) 451 9003
APPLICATIONS : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett Streets, Hatfield or post to PO Box 9514, Pretoria 0001 or apply online at www.gautengonline.gov.za
CLOSING DATE : 29 July 2016
POST 28/101 : FINANCIAL CLERK (Revenue) X4 REF NO: HRM 47/2016
Directorate: Finance

SALARY : R142 461 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 Certificate (Nation 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. S Robertson or Ms. A Mukhithi Tel: (012) 354 1790/1131
APPLICATIONS : Applications must be submitted 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 : 29 July 2016

POST 28/102 : DRIVER: REF NO: S-001438
Directorate: Supply Chain Management

SALARY : R119 154 – 140 361 per annum (plus benefits)
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 10 or equivalent achievement with 10 years driving experience or grade 12 with 10 years driving experience. Must have a valid code C1 drivers licence or more with (PDP). Advance driving will be an added advantage. Must be able to work shifts (Day, night, including weekends and public holidays). Must have at-least 1 year working experience in GDH. Must have good driving skills. Must have writing, reading and listening skills.

DUTIES : Transport referred and discharged patients. Transport stuff to meetings and various institutions. Deliver patients meals to wards. Load and unload boxes from vehicles. Weekly cleaning of vehicles. Report vehicle defects and complete logbooks and logsheets. Comply with the transport policy 4 of 2000. Deliver and collect documents, post and letters to various institutions including Central Office. Perform other duties allocated by the supervisor.

ENQUIRIES : Mr LP Pheeha: (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 on at: www.gautengonline.gov.za
CLOSING DATE : 29 July 2016

POST 28/103 : STORES ASSISTANT REF NO: S-001439
Directorate: Supply Chain Management

SALARY : R100 545 – 118 440 per annum (plus benefits)
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 1 year appropriate experience in Gauteng Health. Must be able to communicate both verbally and in writing. Must be able to work under pressure. Must have a clear listening and reading skills.

DUTIES : Daily issuing of inventory to wards and sections. Move equipment from one section to the other as directed by supervisor. Pack and unpack inventory from shelves. Perform weekly and monthly stock counts. Assist stocktaking teams during annual stocktake. Collect and deliver VA2s and other documents to procurement and other sections. Marking of boxes and equipment. Load and unload stock into vehicles. Perform other duties allocated by the 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 on at: www.gautengonline.gov.za
CLOSING DATE : 29 July 2016
POST 28/104 : OPERATOR (PHOTOCOPIER)-LEVEL 2 REF NO: 001447
Directorate: Nursing
SALARY : R84 096 per annum (plus benefits)
CENTRE : Ann Latsky Nursing College
REQUIREMENTS : Grade 10 or ABET Certificate. Basic numeracy skills. Ability to perform routine tasks, ability to operate photocopy machine. Conversant with English language, ability to work under pressure. Sound Interpersonal relations.
DUTIES : Successful candidate will be responsible to manage and operate photocopying machine. Manage and administer printing of documents, order printing paper. Report faults on the machines. Perform other related duties as directed by the supervisor.
ENQUIRIES : Mrs. ME Moerane, Tel No: (011) 644 8917 OR Mr. JD Cloete,(011) 644 8912.
CLOSING DATE : 29 July 2016

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, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
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 SMS 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"
MANAGEMENT ECHELON

POST 28/105  :  DIRECTOR: MUNICIPAL BUDGETS: (5 YEAR FIXED TERM PERFORMANCE BASED CONTRACT)
Closing date extension. The post of Director: Municipal Budget was advertised in DPSA Circular 23 dated 10 June 2016. The position is a 5 Year performance based contract: The closing date has been extended to 22 July 2016. Those who applied should not re-apply as their applications will be considered
Directorate: Municipal Financial Governance

SALARY  :  R 864 177.00 per annum, (All-inclusive package)
CENTRE  :  Johannesburg
REQUIREMENTS  :  An undergraduate qualification (NQF Level7) as recognized by SAQA in Finance /Accounting or related to the job content. 5 or more years of experience at middle/senior management level. 5 years or more years’ experience in the Finance/Accounting or related field.
ENQUIRIES  :  Mr Robert Tsotetsi Tel, No: (011) 227 9000
CLOSING DATE  :  22 July 2016

POST 28/106  :  DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT: (5 YEAR FIXED TERM PERFORMANCE BASED CONTRACT)
Closing date extension. The post of Director: Provincial Supply Chain Management was advertised in DPSA Circular 23 dated 10 June 2016. The position is a 5 Year performance based contract and some of the requirements have been amended: The closing date has been extended to 22 July 2016. Those who applied should not re-apply as their applications will be considered
Directorate: Provincial Supply Chain Management

SALARY  :  R 864 177.00 per annum, (All-inclusive package)
CENTRE  :  Johannesburg
REQUIREMENTS  :  An undergraduate Legal qualification (NQF Level 7) and an SCM/Finance qualification/background. A relevant postgraduate qualification will be an advantage. 5 years experience at middle/senior management level. 5 years experience in public sector Supply Chain Management. 5 years of policy development, implementation and assessment experience.
DUTIES  :  Develop strategies to improve and implement Supply Chain Management reforms at Local and Provincial institutions in the Province. Analyse Supply Chain Management policies from Local and Provincial institutions to ensure compliance. Annual review and update of the SCM Provincial Framework and implement such in the province. Develop and implement a compliance framework for local and provincial institutions. Annually conduct a financial management capability maturity model assessment throughout all institutions. Produce results of the analysis and make recommendations to key stakeholders. Facilitate the treatment and resolutions of irregular expenditure throughout all institutions. Manage the application and implementation of laws and regulations in local and provincial institutions. Manage the development and implementation of all SCM reforms through policy, norms and standards. Conduct knowledge and information sharing of SCM regulations, circulars and practices. Benchmarking best practice and dissemination of all SCM related information from National Treasury to all local and provincial institutions. Prompt communication and dissemination of all SCM related information from National Treasury to all local and provincial institutions. Manage all output and resources allocated to the unit, inclusive of budget and people.
ENQUIRIES  :  Mr Robert Tsotetsi Tel, No: (011) 227 9000
CLOSING DATE  :  22 July 2016

POST 28/107  :  DEPUTY DIRECTOR – LOCAL GOVERNMENT RESOURCE MANAGEMENT
Chief Directorate: Local Government Resource Management

SALARY  :  R612 822.00 per annum (All-inclusive package)
CENTRE  :  Johannesburg

OTHER POSTS
REQUIREMENTS: A three year Tertiary qualification in Finance and or Economics/Auditing. 1-2 years’ experience in team management/supervision. 2-3 years’ experience in Finance/Local Government / Treasury environment.

DUTIES: To manage local government resources and enforce MFMA compliance in the Province, Develop an integrated grants management and investment framework in line with relevant legislation, coordinate and manage the Debt management Committee and its functions, Ensure sound relations between municipalities, departments and parastatals, Ensure credible financial and non-financial reporting. Liaise with municipalities, departments and other relevant stakeholders on grants as may be appropriate, Ensure credible financial and non-financial reporting relating to grants, Assist in developing and enhancing monitoring and evaluation tools of grants, Regularly update and maintain database on grants, Produce quality assessment report on all of the frameworks, Monitor and report on grants conditions on a monthly basis, Ensure accurate reporting and timely communications by transferring departments and with municipalities, Regularly follow up and report on progress of grant spending, Assist in drafting presentation and submission, Support the Director: LGRM in offering advice and guidance to transferring departments and municipalities on the grants programme, Contribute towards responses on enquiries.

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

CLOSING DATE: 29 July 2016

POST 28/108: ASSISTANT DIRECTOR: PERFORMANCE AUDIT SERVICES
Directorate: GAUTENG AUDIT SERVICES

SALARY: R 389 145 per annum (plus benefits)
CENTRE: Johannesburg

REQUIREMENTS: Relevant Bcom 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-off focus area document prepared by performance audit team. Sign-off 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-off 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. Linda Ninzi Tel No: (011) 227-9000

CLOSING DATE: 29 July 2016

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS: Applications can be delivered: to Sage Life Building, Ground floor, 41 Simmonds Street, Marshalltown, Johannesburg, 2107.

CLOSING DATE: 29 July 2016

NOTE: Shortlisted candidates will be subject to pre-employment screening (vetting) and will also be required to undergo a functional competency test on the posts requirements as part of the short listing and interviews process. An updated CV, certified ID copy & certified qualifications must be attached failing to do so, will lead to your applications being disqualified. Late applications will be disqualified. Your Z83 form must be signed, if not your application will be disqualified. Errors and omissions Expected. The Department reserves the right to fill the position(s).

OTHER POST

POST 28/109: DEPUTY DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: S-001146
Directorate: Stakeholder Relation

SALARY: R612 822.00 per annum (all-inclusive package) level 11

62
CENTRE: Johannesburg

REQUIREMENTS: An appropriate 3 year tertiary qualification (equivalent NQF level 6/ NQF level 7 qualification) In Communications, Public Relations and Marketing relevant to the post with 5 years middle management. A postgraduate degree and training in Public Administration and Management will be an added advantage. A sound knowledge of government policies. Experience in and exposure to the transport sector as well as stakeholder management is essential. Excellent project management, communication (written & verbal) skills and computer literacy (MS Excel, Word, Project & Power point) are key. The incumbent must be willing and able to work under pressure. A valid driver’s license is essential.

DUTIES: To build and sustain, in conjunction with branches identified, concrete and structured partnerships with all sectors of society that are either beneficiaries or co-sponsor of departmental initiative. Facilitate and assist with Cabinet/Executive Council (EXCO) Imbizo’s and other community consultation processes. Develop and implement the Departmental Public Participation and Outreach programs. Build and sustain the departmental image to the public. Generate and update a list of current and future projects in preparation for oversight visits. Identify stakeholder information needs in terms of the department’s policies and programs. Conduct mobilization and social facilitation of projects for the department. Develop and implement stakeholder engagement strategy. Monitor and analyse stakeholder development trends and patterns. Convene and attend meetings, draft brief reports for project implementation. Manage sub-directorate.

ENQUIRIES: Mr. M. Rabothata Tel no: (011) 355-7028