NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POSTS

POST 29/108: DEPUTY DIRECTOR: DATA ADMINISTRATION REF NO: 001557
Directorate: Information Management

SALARY: R612 822 – R721 878 per annum (plus benefits)
CENTRE: Central Office

REQUIREMENTS: A degree in information science/ informatics with ICT or statistics as additional subjects or equivalent, and more than ten years’ experience in a data analysis and information management environment of which five years must be in management. An honours degree in Information science or/Informatics will be an added advantage. Analysis skills, data management and modelling will serve as an advantage. Reporting, including depicting results/reports in qualitative and quantitative context. Programme and project management. Process competencies: Continuous improvement, problem-solving and analysis, client orientation and customer focus, communication and information management. Technical competencies: Statistical analysis, database management and data management. Extensive knowledge of data analysis, information strategy and policy, content management, knowledge of change management, stakeholder management and management skills. Computer literacy (i.e verbal and written) and presentation skills. A valid driver’s licence.

DUTIES: Data collection, protection, analysis and mining. Determine data needed to be collected and the appropriate data resources for specific health data indicators. Formulate, implement, and enforces proper data collection policies and procedures. Train and educate reporting units on data collection tools and equipment. Establish data quality standards and work with reporting units to ensure standards are met. Ensure quality data collection techniques are established for reporting units. Educate and train record creators and reporting units on proper data collection processes. Facilitate the implementation and monitor adherence to the DHMIS policy in all districts. Facilitate and monitor the implementation of an appropriate back up system within the department. Ensure that the department information systems (DHIS, ETR.net, TIER.net etc) and processes comply with AGSA requirements. Manage contract with data collection software vendors. Assist reporting facilities/institutions or units with set-up, testing, and implementation of health information software. Ensure timeous, accurate and complete reporting to National Department of Health, Programmes and AGSA by all stakeholders. Standardise procedures for information capturing, preparation, cleaning, and review in the Department. Develop data collection and evaluation methodologies, including format design, project criteria and requirements, data compilation, relevancy and usage. Develop and implement evaluation methodology related to various health data programs to determine completeness and adequacy of the data collection procedure. Produce qualitative and quantitative reports for the Department while observing access, privacy law and standards. Evaluate current systems to improve operations and patient care. Facilitate integration of health information systems with all data collection software’s in the Department to improve validity, accuracy and completeness. Champion develop and support electronic data collection strategies to implement real time data collection and availability, thereby reducing paper based data collection forms and records to improve accuracy.

ENQUIRIES: Ms N Makhubele, Tel: 011 355 3097
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**: 05 August 2016

**POST 29/109**: ASSISTANT MANAGER: NURSING (SPECIALITY UNIT) ORTHOPAEDIC REF NO: 001470

Directorate: Nursing

**SALARY**: R509 148 per annum (all inclusive package)

**CENTRE**: Tembisa Provincial Tertiary Hospital

**REQUIREMENTS**: Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma Degree in nursing) or equivalent qualification that allows. Registration with the SANC as a professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 Orthopaedic Nurses. A minimum of 10 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable. Experience after obtaining the 6 years post – basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ Recognisable experience at management level.

**DUTIES**: Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the hospital. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter – professional, inter-sectoral and multi – disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guideline, practice, standard and procedures. Manage and Monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing service. Maintain professional growth / ethical standard and self-development. Be informed with Labour Act Practices

**ENQUIRIES**: Mrs. M PELA Tel No: (011) 923 - 2050

**APPLICATIONS**: Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 OlifantsFontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**: 05 August 2016

**POST 29/110**: ASSISTANT MANAGER NURSING: PNA-7 (INFECTION PREVENTION AND CONTROL) REF NO: 001540

Directorate: Nursing Services

**SALARY**: R509 148 per annum (all inclusive package)

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

**REQUIREMENTS**: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least six (6) 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 Critical Care Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Strong leadership, good communication, problem solving, conflict resolution and sound interpersonal skills are necessary. Understanding of National Core Standards, PFMA, Labour relations and other relevant legislative frameworks.

**DUTIES**: Develop new and review existing programmes, guidelines, indicators and procedures with regards to Infection Prevention and Control. Conduct risk analysis and formulate management programs. Promote compliance to safety standards and programs. Effectively manage communicable disease outbreak and prevention programs. Monitor the implementation and adherence to National and Provincial Infection Prevention Control (IPC) policies. Ensure compliance to Quality Assurance programs and National Core Standards. Monitor and analyze trends. Compile and submit reports. Conduct audits and surveillance. Plan and facilitate relevant in-service training in Infection Prevention and Control and Risk
management. Facilitate, guide and support Infection Control Committee. Communicate with the relevant internal and external stakeholders to improve service delivery.

**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 on www.gautengonline.gov.za

**CLOSING DATE**
05 August 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 29/111**
ASSISTANT MANAGER NURSING: PN-B4 (PSYCHIATRY) REF NO: 001541
Directorate: Nursing Services

**SALARY**
R509 148 per annum (all inclusive package)

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

**REQUIREMENTS**
Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualifications in Advanced Psychiatric Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognizable experience after obtaining one (1) year post basic qualifications in Advanced Psychiatric Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with the South African Nursing Council. Degree/diploma in Nursing Administration will be an added advantage. Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision making skills.

**DUTIES**
Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and Participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, quarterly review 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 www.gautengonline.gov.za

**CLOSING DATE**
05 August 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 29/112
OPERATIONAL MANAGER: NURSING SPECIALITY (NEONATAL ICU) REF NO: 001537
Directorate: Nursing and Administration/Management

SALARY : R465 939 per annum (plus benefits)
CENTRE : Mamelodi Hospital
REQUIREMENTS : Grade 12 or ABET Level 4, Basic R425 qualification (Degree/ Diploma in nursing) that allows registration with the South African Nursing Council as Professional Nurse. Registration with SANC and the proof of current registration. Diploma/Degree in Nursing Administration/Management will be an added advantage. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Medical and Surgical nursing science (Neonatal Nursing). Have a minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the above period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Medical and Surgical nursing science (Neonatal ICU). Computer literacy. Knowledge of clinical work in Neonatal ICU nursing. Knowledge of all legislation relevant to Health Care Services.

DUTIES : Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Teach delegate, monitor and evaluate performance/appraise personnel. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Manage and monitor productivity and performance of employee’s development. Manage licensing of staff with all the relevant professional bodies. Promote quality of nursing care as directed by the core standards. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients’ Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facility. Provide comprehensive Neonatal ICU nursing care. Ensure effective and efficient coordination and integration of quality Health Care. Work as part of multidisciplinary team on the supervisory level, to ensure good nursing care by the nursing team. Work effectively and amicably at the supervisory level, with the person of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit.

ENQUIRIES : Ms S Mahlangu, Tel. No: (012) 841 8490
APPLICATIONS : Applications to be sent to Mamelodi Hospital, Hand Post-delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032 Rethabile Mamelodi East 0122 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 05 August 2016

POST 29/113
OPERATIONAL MANAGER: NURSING (SPECIALITY): MARTENITY: REF NO: 001530
Directorate: Nursing Department

SALARY : R465 939 per annum (plus benefits)
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425(Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate recognisable experience in Nursing after registration as professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognisable experience after obtaining the one year post-basic qualification in Midwifery and Neonatal Science.

DUTIES : Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care protocols and policies in her department. Efficient implementation and evaluation of patient care programmes in the unit according to department’s strategic goals. Ensure adequate and appropriate staffing according to patient’s needs. Effective monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with the multidisciplinary team. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve team work. Ensure performance, evaluation, management and development of staff.

ENQUIRIES : Ms T R Mohlabane. Tel No (011) 896 8311
APPLICATIONS : Applications: can be forwarded to the Recruitment Officer (Zanele Mkhonto): Room 122, HR Department: Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 05 August 2016

POST 29/114 : OCCUPATIONAL HEALTH AND SAFETY MANAGER/COORDINATOR REF NO: 001473

SALARY : R465 939 per annum (plus benefits)

CENTRE : Tembisa Provincial Tertiary Hospital

REQUIREMENTS : Basic qualification with SANC in terms of Government notice 425 (i.e. diploma degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse) or A three year Bachelor’s Degree/National diploma/equivalent NQF 6 certificate in OHS. A minimum of 5 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Ability to communicate effectively with other employees, senior officers, elected members and the public. Personal organisation and time management. Numeracy and accuracy. Computer literacy and competent keyboard skill. Minute recording and agenda preparation. Knowledge and application of policies governing the Public Service. Good communication (verbal and written).

DUTIES : Arrange Committee meetings and prepare agendas thereof. Perform medical surveillance and physical examination of staff. Biological monitoring including vaccination of staff. Minute recording and processing for Committee meetings. Maintain all appropriate registers pertaining to OHS. Arrange training courses as required in liaison with Health and Safety representatives, employees and managers. Receive and evaluate for organisational relevance OHS information and such information be distributed to delegated officers by memo, email or through meetings as required. Monitor the organisations compliance with OHS policies, legislative requirements, codes, regulations, practices and procedures and ensure OHS committee meetings address any areas on non compliance or concern. Liaise with the Regional Coordinator regarding various OHS matters. Coordinate the review of Council’s OHS policies, plans, programs and contribution to the forward planning process in liaison with the Chief Executive Officer. Liaise with OHS workgroup representatives in matters relating to audit inspections, actions from committee meetings, training etc. Liaise with managers and supply agents to carry out inspections of first aid, fire extinguisher, lifting devices, any pressure vessels etc. Assist with identifying workplace hazard and procedures in liaison with managers and ensure they have safe operating procedures where necessary. To review and update material safety data sheets for all substances and chemicals used within the workplace. To draft OHS letters, email and memorandums for the Committee Chairman or Chief Executive Officer to check and sign. To monitor expenditure on OHS items and in liaison with the Chief Executive Officer recommended items for budgetary considerations. To ensure that a copy OHS Committee meeting minutes and Policies to be reviewed are forwarded to the Chief Executive Officer’s Personal Assistant for inclusion in Correspondence register.

ENQUIRIES : Mr W N Mothwane, Tel No. (011) 923 – 2245

APPLICATIONS : Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 Olifantsfontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 05 August 2016

POST 29/115 : ASSISTANT MANAGER: NURSING: GENERAL REF NO: 001531

SALARY : R465 939 per annum (plus benefits)

CENTRE : Tambo Memorial Hospital

REQUIREMENTS : Basic R425 Qualification in Nursing, Midwifery, Community Nursing (psychiatry) and Proof of registration with SANC. Qualification in Nursing Administration Management. A minimum eight (8) years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognisable experience at a management level. Strong leadership skills, good communication and writing skills Problem solving, conflict resolution
skills, be able to work under pressure. Sound interrelationship is necessary in understanding of National Core Standards, Nursing Strategy, PFMA, Labour relations and other related legislative framework, basic Computer skills.

**DUTIES**: Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, policies and procedures. Manage effective utilization and supervision of effective training and research. Maintain professional growth/ethical standards and development of self and subordinates.

**ENQUIRIES**: Ms C. M Malekane, Tel No (011) 898 8000

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

**CLOSING DATE**: 05 August 2016

**POST 29/116**: OPERATIONAL MANAGER: NURSING GENERAL 3 POSTS REF NO: 001538

**Directorate**: Nursing and Administration/Management

**SALARY**: R367 815 per annum (plus benefits)

**CENTRE**: Mamelodi Hospital

**REQUIREMENTS**: Grade 12 or ABET Level 4, Basic R425 qualification (Degree/Diploma in nursing) that allows registration with the South African Nursing Council as Professional Nurse. Registration with SANC and the proof of current registration. Diploma/Degree in Nursing Administration/Management will be an added advantage. Have a minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Leadership and Good Managerial skill required. Knowledge of all legislation relevant to Health Care Services.

**DUTIES**: Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Teach delegate, monitor and evaluate performance/appraise personnel. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Manage and monitor productivity and performance of employee’s development. Manage licensing of staff with all the relevant professional bodies. Promote quality of nursing care as directed by the core standards. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients’ Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facility. Care work as part of multi-disciplinary team on the supervisory level, to ensure good nursing care by the nursing team. Work effectively and amicably at the supervisory level, with the person of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit.

**ENQUIRIES**: Ms S Mahlangu Tel. No: (012) 841 8390

**APPLICATIONS**: Applications to be sent to Mamelodi Hospital, Hand Post delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032 Rethabile Mamelodi East 0122 or submit online at: www.gautengonline.gov.za

**CLOSING DATE**: 05 August 2016

**POST 29/117**: CLINICAL PROGRAM COORDINATOR (MNCWH) REF NO: 001464

**Directorate**: District Health Services

**SALARY**: R367 815 per annum (plus benefits)

**CENTRE**: Tshwane District Health Services

**REQUIREMENTS**: Basic qualification accredited with SANC in terms of Government Notice 425 (Degree or Diploma in Nursing). Five (5) years appropriate and recognizable experience in Nursing post registration as a professional nurse. Extensive knowledge of Primary Health Care with main focus on Maternal and women’s health. A qualification in Advanced midwifery is an advantage. Good verbal and written communication skills. Computer skills. Valid Driver’s license.

**DUTIES**: Provide technical support to the programme Maternal, Child and Women’s Health. Understanding and analysis of data. Supervision and support of facilities on MnCWH services. Assist facilities to attain Ideal Clinic status. Training on MnCWH
indicators. Participate in the planning of and implementation of the programme according to the prescribed Guidelines, Policies and protocols.

ENQUIRIES: Mrs L.R.C Komane, Tel: 012 451 9213; Cell: 0823345935
APPLICATIONS: Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001. 0001, or apply online at: www.gautengonline.gov.za
CLOSING DATE: 05 August 2016

POST 29/118: PATIENT COMPLAINTS MANAGER REF NO: 001539
Directorate: Nursing

SALARY: R367 815 per annum (plus benefits)
CENTRE: Mamelodi Hospital
REQUIREMENTS: Grade 12 or ABET Level 4. Basic R425 qualification (Diploma/Degree in Nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. Have a minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years’ experience of the above period must be recognisable experience at quality assurance level. A valid driver’s licence. Computer literate. Sound knowledge in management of patient complaints and serious adverse events. Good writing and verbal skills in English preferable able to speak Three or more South African Languages. Knowledge of all legislation relevant of Health Care Services.

DUTIES: Effective implementation of the complaints and serious adverse events in the hospital which includes capturing of information, communication with the relevant stakeholders, comprehensive investigation and report writing on complaints and serious adverse events. Ensure that complaints and serious adverse events are duly recorded, adequately investigated and finalised within stipulated time frames. Identify and promote quality improvement initiatives, active participation in the activities of Quality Assurance Committee. Assists with data collection, analysis and reports pertaining to total quality management in the hospital. Optimal utilization of resources and implementation of the Performance Management System.

ENQUIRIES: Ms S Mahlangu Tel. No: (012) 841 8490
APPLICATIONS: Applications to be sent to Mamelodi Hospital, Hand Post-delivery to 19472 Serapeng Street Tsamaya Road or Private Bag X0032 Rethabile Mamelodi East 0122 or submit online at: www.gautengonline.gov.za
FOR ATTENTION: Ms J Vilakazi Recruitment Section
CLOSING DATE: 05 August 2016

POST 29/119: CLINICAL PROGRAM COORDINATOR REF NO: 001284
Directorate: Professional Development

SALARY: R367 185 per annum (plus benefits)
CENTRE: Central Office

DUTIES: Plan, coordinate, manage, monitor and evaluate the training activities of Sub Directorate in response to the identified needs. Participate in related policy development and review; coordinate and support the Implementation of the Professional Development Business plans. Coordinate skills audit and analysis of training needs. Manage and maintain monitoring and evaluation system of the
training programmes. Develop annual Clinical Training schedule and compile reports. Participate in the development and management of the internal financial control and procurement systems for the Sub Directorate. Participate in the development and management of the internal financial control and procurement systems for the Sub Directorate. Participate in the curriculum development and review activities. Ensure standardization and accreditation of all training programmes in order to meet the minimum requirements of the Professional governing bodies and National Department of Health. Manage and coordinate Continuing Professional Development Points of all Health Professionals and mid-level workers. Able to conduct research, analyse & interpret information and compile reports. Implement Skills Development and Professional Development related legislations. Co-ordinate and support related projects & market the Health Sciences courses. Participate in the establishment of Profession specific training committees in the province. Coordinate the clinical learnership, internship and training programmes for mid – level workers.

ENQUIRIES : Ms M Mazibuko 082 7377364
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 : 05 August 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.

POST 29/120 : OPERATIONAL MANAGER: NURSING (GENERAL UNIT) 2 POSTS REF NO: 001474
Directorate: Nursing

SALARY : R367 815 per annum (plus benefits)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma / Degree in nursing that allows registration with SANC as a Professional Nurse). Registration with the SANC as a Professional Nurse and proof of current Registration. A minimum of 7 years appropriate / recognisable experience in nursing after Registration as Professional Nurse with the SANC in General Nursing.

DUTIES : Coordinate, monitor, Supervise and ensure the provision of effective and efficient patient care. Coordinate the in-service training and orientation programme in the unit. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter – professional, inter- sectoral and multi – disciplinary teamwork: Participate in the analysis, formulation and implementation of nursing guideline, practice, standard and procedures. Manage and Monitor proper utilization of human, financial and physical resources. Lead the process of Quality Assurance in the unit. Maintain professional growth and ethical standards and ensure self-development. Be conversant with appropriate Acts, Regulations and policies.

ENQUIRIES : Mrs M Pela Telephone No. (011) 923 - 2050
APPLICATIONS : Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 Olifantsfontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 05 August 2016

POST 29/121 : PROFESSIONAL NURSE PNB- 1-2 (3 POSTS) REF NO: 001552
Directorate: Nursing

SALARY : R317 271 -R367 815 FOR PN-B1 per annum
R390 216 – R479 928 FOR PN-B2 per annum (plus benefits)
CENTRE : Tshwane District Health Services (Dark City CHC)
REQUIREMENTS : Basic R425 qualification ( i.e. diploma/degree in nursing) or equivalent qualification that allow Registration with the South African Nursing Council( SANC) as Professional Nurse and post basic qualification in Midwifery. A minimum of 4 years appropriate/ Recognizable experience in midwifery after registration as professional Nurse with the SANC in General. Proficiency in English. Valid driver’s license. Experience in a comprehensive Primary Health Care setting. Good interpersonal and communication skills.
DUTIES: Knowledge and understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practice in accordance with the scope of practice and nursing standard as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial Policies and Practices and effective communication with Patients supervisors and others clinicians including reports writing when required. Work as part of Multidisciplinary team to ensure good nursing care at Primary Health Care level. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. 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). Provide safe and quality midwifery and neonatal care in a scientific, integrated and evidence based approach in Primary Health Care settings. Participate in the develop, review and implementation of midwifery quality improvement plan. Effectively manage a midwifery unit through appropriate clinical governance strategy.

ENQUIRIES: Mrs. Susan Kgobe, 082 781 6985
APPLICATIONS: Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001, or apply online at: www.gautengonline.gov.za
CLOSING DATE: 05 August 2016
POST 29/122: LECTURER GRADE 1 (PND1) / LECTURER GRADE 2 (PND 2) GENERAL NURSING SCIENCE (GNS) 3 POSTS REF NO: 001529
Directorate: Nursing Education and Training

SALARY: R317 291 per annum (plus benefits) PN-D1
R390 216 per annum (plus benefits) PN-D2

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. PN-D1, 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. Valid code 08 manual driver’s license. 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. Current registration with SANC.

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 General 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 N J Mqokozo, Tel No: (011) 983 3005
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, Bertosham, 2013 or apply online at www.gautengonline.gov.za
CLOSING DATE: 05 August 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 29/123

LECTURER PND I / II REF NO: 001527

Directorate: Student Counselling

SALARY: R317 271 - R 367 815 per annum (plus benefits)
R 390 216 - R 509 148 per annum (plus benefits)

CENTRE: Ga-Rankuwa Nursing College

REQUIREMENTS: Grade I (PNDI): A basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC as Professional Nurse. A qualification in Nursing Education registered with the SANC. Diploma in Psychiatric Nursing or Psychology level 2. Proof of current registration with SANC. A minimum of 4 years’ appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (deduct one year from experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 08 driver’s licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presentation skills. Ability to work individually and in a team under pressure. Grade II (PNDII): A basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC as Professional Nurse. Diploma in Psychiatric Nursing or Psychology level 2. Registration with SANC as Professional Nurse and proof of current registration. A post-basic qualification in Nursing Education and registered with the SANC. A minimum of 14 years’ appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. 10 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the one year post-basic qualification in the relevant speciality (deduct one year from experience for candidates appointed from outside the public service after complying with registration requirements). A valid code 08 driver’s licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presentation skills. Ability to work individually and in a team under pressure.

DUTIES: The successful candidate will be responsible for, amongst others, the following specific tasks: Plan and manage learner counselling and support programmes. Implementation of life and study skills for learners. Assessment and referral of individual learners with personal problems. Promotion of general welfare, personal and professional development of learners. Support and guidance of Student Representative Committee. Orientation of newly appointed learners. Conduct classroom presentation to improve academic performance. Policy development, review and evaluation. Continuing education in Student Counselling and Nursing Education.

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

CLOSING DATE: 05 August 2016

NOTE: The institution reserves the right not to fill this post.

POST 29/124

ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 001544

Directorate: Budget and Revenue

SALARY: R311 784 per annum (plus benefits)

CENTRE: Johannesburg (Central Office)

REQUIREMENTS: An appropriate three year Degree / National Diploma in Office Administration/ Public Administration/ equivalent qualification with 5 years relevant experience. Extensive experience in office management, administration and coordination, or related work. Knowledge of departmental policies, knowledge of PFMA and other Financial Management and associated prescripts. Good understanding of inter-governmental relations. Sound organising and planning skills. Analytical thinking. Advanced level of computer literacy and confident user in office applications such as MS Word, Excel, PowerPoint and Publisher. Excellent communication, interpersonal and writing skills. Ability to work individually and in a team. Ability to work effectively with stakeholders at various levels. Ability to work under extreme
pressure. Proactive approach to meeting deadlines and delivering results with limited supervision.

**DUTIES**

Provide assistance in compiling the progress reports for the Chief Directorate on a Monthly basis. Contribute to the preparation of all documentation and presentations as required for reporting by the Chief Directorate. Archive and file all Chief Directorate’s reports and documentation. Contribute to the successful coordination of all engagements of the CD: Budget and Revenue including associated events (Strategic Sessions, Imbizo, Coaching Sessions etc). Handle or direct enquiries regarding policies and procedures relevant to the Chief Directorate as well as compile database of all related stakeholders. Arrange stakeholder meetings and keep record of deliberations for reporting. Monitor and facilitate staff development in the Office of the Chief Director DDG by ensuring adherence to Personal Development Plans (PDP) by staff and the CD’s direct reports (Directors). Facilitate course attendance, coaching arrangements for the CD and the Director as well as organize team coaching sessions. Develop, oversee and maintain office procedures for handling and distribution of information and record the filing and information retrieval systems (manually and electronic) as well as operate computer and audio-visual equipment for relaying information and quality control. Oversee and monitor progress on correspondence referred to the CD, Quality control of documents in the Office of the CD. Compile monthly report of expenditure incurred (Provisioning and procuring of goods and services).

**ENQUIRIES**

Mr Victor Senne, Tel. No: (011) 355-3819

**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**

05 August 2016

---

**POST 29/125**

**ASSISTANT DIRECTOR: ADMINISTRATION AND SUPPORT SERVICES REF NO: TRH 13/2016**

Directorate: Administration

This is a Re-advertisement, this post was advertised previously on circular 14 of 35 with Ref No: TRH 05/2016 and people who applied should re-apply

**SALARY**

R289 761 per annum (plus benefits)

**CENTRE**

Tshwane Rehabilitation Hospital

**REQUIREMENTS**

Three year relevant National Diploma/Degree with an accredited institution and minimum of 10 years relevant experience working in admin and support services. Alternatively Grade 12 with 15 years experience in admin & support. Minimum of 3 years experience working as an admin & support supervisor in a hospital environment. Computer knowledge of Word, Excel and Power point. Understanding of administration and support in a hospital environment. Knowledge of compliance standards in admin and support services.

**DUTIES**

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

**ENQUIRIES**

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

**APPLICATIONS**

Applications must be send directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

**CLOSING DATE**

29 July 2016

**NOTE**

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

---

**POST 29/126**

**PRINCIPAL PERSONNEL OFFICER REF NO: 001536**

Directorate: Human Resource Department

**SALARY**

R211 194 per annum (plus benefits)

**CENTRE**

Cullinan Care and Rehabilitation Centre

**REQUIREMENTS**

Grade 12 or B-degree/Diploma in Human Resource at least three years extensive relevant experience in Human Resource environment. Knowledge and understanding of PERSAL, HR prescripts, legislative frameworks and procedure. Good supervisory skills, good computer skills (MS word, Excel, Power Point, etc.
Ability to work with groups at different levels and coordinate various HR Activities. Ability to work under pressure.

DUTIES:
Supervise and provide leadership within Human Resource Section. Manage performance of personnel officers. Effective implementation Human Resource Management policies and conditions of services. Provide training and support to subordinates. Allocate and control delegated work. Ensure compliance to applicable legislation. Compile sectional performance report. Implement and maintain sound quality supervisory system, including applicable Legislation, policies, best practices and standards, effective and efficient management of HR administrative aspects (PILIR, RWOPS, Recruitment and Selection process, appointments, transfers, terminations, salary administration and management of condition of services including probation reports). Ensuring that PERSAL transactions and related mandates forwarded to GSSC are correctly captured and approved. Render HR advisory to all staff and management, assist with the management and effective implementation of Performance Management and Development System (PMDS). Assist with Job Evaluation processes. Ensure that proper job descriptions are in place. Draft memorandum, reports, submissions and circulars on HR related matters. Ensure that HR legislation and policies are complied with. Supervise staff and manage their work performance according to PMDS policy. Provide guidance and support to the staff.

ENQUIRIES:
J K Makhoba Tel No: (012) 734 7050

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 x 1005, Cullinan, 1000 or apply online at: www.gautengonline.gov.za

CLOSING DATE:
05 August 2016

POST 29/127:
PROFESSIONAL NURSE 2 POSTS REF NO: 001550
Directorate: Nursing

SALARY:
Grade 1 R210 702-R244 260 per annum
Grade 2: R259 134 – R300 414 per annum
Grade 3: R317 271 – R401 922 per annum
Grade 1: (PHC) R317 271 – 367 815
Grade 2: (PHC) R390 216 – 479 928 per annum (plus benefits)

CENTRE:
Tshwane District Health Service (Kanana Clinic)

REQUIREMENTS:
Minimum Qualifications: Diploma/Degree in Nursing, Registered with SANC. Other Skills/Requirements: Diploma/Degree in Nursing, Currently registered with SANC as a Professional Nurse. Minimum of 2 years’ experience working as a General Nurse. Driver’s license, Good Communication skills both written and verbal, Interpersonal and organizational skills. Computer literacy, Specialty (PHC) nursing will be an added advantage.

DUTIES:
Implement a comprehensive nursing care plan, promotion of health, self-care, treatment, and rehabilitation of patients. Administer treatment plan of common or minor primary health conditions in accordance with prescribed norms, standards, guidelines, and treat conditions as prescribed. Screen health problems and diseases in accordance with prescribed norms and standards. Maintain therapeutic relationship and environment in which health care can be provided optimally. Report and communicate on the continuity of care to the care-givers and members of the health team. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Audit clinical records by analysing data. Protect and advocate rights of patients regarding health care. Maintain a plan to improve the quality of nursing and health care. Participate in the auditing of quality of nursing and health care. Identify health indicators and risk factors and conduct client satisfaction surveys.

ENQUIRIES:
Mrs. Susan Kgobe 082 781 6985

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

CLOSING DATE:
05 August 2016

POST 29/128:
HR ADMINISTRATION CLERK REF NO: 001460
Directorate: Human Resource Management

SALARY:
R142 461 per annum (plus benefits)

CENTRE:
Tshwane District Health Services
**REQUIREMENTS**: Senior Certificate (Grade 12) or equivalent qualification. A qualification in Office Administration/Public administration/Human Resource Management. At least 1-2 years working in Public Service within Human Resource Management environment. Good telephone etiquette, good interpersonal skills. Capturing skills. Have a good work ethics. Advance computer skills. Computer literacy proficiency in MS Word, Powerpoint, Excel and Internet. Willingness to work under pressure and meet deadlines. Ability to pay attention to detail. Ability to work with wide range of internal and external partners. Knowledge of document management filling. Knowledge and experience of the PERSAL system will be added as an advantage.

**DUTIES**: Taking Minutes. Filling documents orderly. Manage the Diary of the Deputy Director HRM. Typing MEMOS, sending e-mails, scanning documents. Reproducing and making copies. Daily coordination of all related activities, participate during compilation of reports. Capturing leave forms for Senior Managers and HR staff. Support facility managers on HR issues. Telephone Communiqué. Ordering and distributing of stationary. Provide administration support the teams. Record movement of files (incoming and outgoing mail). Distribute mail to other sections and HR teams. Assist in proof reading submissions. Capture information electronically and manually. Perform other duties as indicated by the manager.

**ENQUIRIES**: Mrs. Ethel Moore (012) 451 9035

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

**CLOSING DATE**: 05 August 2016

**POST 29/129**: HUMAN RESOURCE CLERK REF NO: 001461

**Directorate**: Human Resource Management

**SALARY**: R142 461 per annum (plus benefits)

**CENTRE**: Tshwane District Health Services

**REQUIREMENTS**: Senior Certificate (Grade 12) or equivalent qualification. A qualification in Human Resource Management/Public administration/Management. At least 1-2 years working in Public Service within Human Resource Management environment. Good telephone etiquette, good interpersonal skills. Capturing skills. Have a good work ethics. Advance computer skills. Computer literacy proficiency in MS Word, Powerpoint, Excel and Internet. Willingness to work under pressure and meet deadlines. Ability to pay attention to detail. Ability to work with wide range of internal and external partners. Ability to handle information confidentially. Knowledge of regulations and the legislative framework related to personal administration. Knowledge and experience of the PERSAL system will be added as an advantage.

**DUTIES**: Perform administration duties such as appointment, promotions, transfers, leave management, HR information, salary and terminations. Comply with the performance management and development system (contracting, quarterly reviews and final assessment) Attend to HR related enquiries and audit queries. Ensure safekeeping of document and filling of all related documents. Record document and be organized. Reproducing and making copies. Capturing Leave forms on PERSAL. Daily coordination of all related activities, participate during compilation of reports. Liaise with client and staff. Telephone Communiqué. Provide administration support to the teams. Provide high quality administration support to the teams. Perform other duties as indicated by the manager.

**ENQUIRIES**: Mr. LT Mabena, (012) 451 9030

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

**CLOSING DATE**: 05 August 2016

**POST 29/130**: SECRETARY REF NO: 001475

**Directorate**: Secretary

**SALARY**: R142 461 per annum (plus benefits)

**CENTRE**: Tembisa Provincial Tertiary Hospital

**REQUIREMENTS**: Grade 12. Must be able to type, must be computer literate (Word, Excel, Outlook and PowerPoint). Two years experience in the secretarial and administrative work. Ability to work independently and take initiatives. Able to work extended hours. Good communication skills written and verbal, independently and take initiatives. Able to work extended hours. Good communication skills written and verbal, interpersonal and organizational skills. Relevant qualification will be an added advantage.
DUTIES: Perform secretarial and administrative tasks in an effective and highly professional manner. Manage the diary of the Clinical head. Answer incoming calls and all correspondences. Receive visitors including the provision of tea and refreshments. Ensure that the office is clean and orderly. Supports the manager with the administration of the manager’s budget. Record incoming and outgoing mails. Order stationery, plan meetings, schedule agendas and take minutes. Act as a Personnel Assistant to that Chief Executive Officer when need arise.

ENQUIRIES: Mrs L.R. Mmatli, Tel No. (011) 923 - 2053

APPLICATIONS: Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 Olifantsfontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 05 August 2016

POST 29/131: ADMINISTRATION CLERK 7 POSTS REF NO: 001476
Directorate: Patient Administration

SALARY: R142 461 per annum (plus benefits)

CENTRE: Tembisa Provincial Tertiary Hospital

REQUIREMENTS: Grade 12 qualification, computer literate, 12 months experience in Patient Administration (preferably scanning of files)

DUTIES: Perform clerical functions of scanning of all documents with due diligence. Prepare files, verify and upload of documents into databases. Scan, audit, index and verify patients’ files. Assist in retrieving files from all medical records. Assist in registration of patients in all the OPD’s.

ENQUIRIES: Mrs. L.R. Mmatli Tel No: (011) 923 2053

APPLICATIONS: Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 Olifantsfontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev.R.J.T Namene Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 05 August 2016

POST 29/132: PERSONNEL OFFICER REF NO: 001532
Directorate: Human Resource Management

SALARY: R142 461 per annum (plus benefits)

CENTRE: Tambo Memorial Hospital

REQUIREMENTS: Grade 12 with 2 or more years of appropriate working experience in Human Resource Management or Public service environment. Knowledge of PERSAL, PERSAL Introduction Course Certificate is essential and HR procedures. Computer literacy is essential. Report writing skills, verbal and written skills. The candidate should be able to work under pressure.

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

ENQUIRIES: Mr K Molo Tel No (011) 898 8316

APPLICATIONS: Applications: can be forwarded to the Recruitment Officer: (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 05 August 2016

POST 29/133: MATERIAL RECORDING CLERK REF NO: 001533
Directorate: Procurement

SALARY: R142 461 per annum (plus benefits)

CENTRE: Tambo Memorial Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with two years relevant experience. Ability to work with figures. Knowledge of PAS, PFMA and SCM policies. Computer literacy is essential. Hospital environment experience will be an added advantage. Able to work under pressure. Good communication skills.
DUTIES: Receiving, packing, recording, issuing and safeguarding of stock, Minimum and maximum stock levels. Monitoring expiry dates. FIFO. Participate in stock taking bi/annually. Keep a 0-9 file, do follow ups with suppliers, check quality and quantity of stock, sign invoice/delivery note if stock is correct, capture goods receipt voucher on SAP?SRM, compile documents i.e. RLS01, RLS02, invoice and quotation if not on contract. Do filling of signed documents. Keep a diary to record deliveries and follow ups. Forward received items and documents to the warehouseman. Compile monthly theoretical stock count and assist with bi/annual stock taking. Implementation of policies (PAS, Treasury Regulations, PFMA and SCM). Develop and maintain supplier database. Attend to queries from the end user. Ensure compliance to key AG findings.

ENQUIRIES: Mr M Moepi, Tel No (011) 898 8000
APPLICATIONS: Applications can be forwarded to the Recruitment Officer: (Room 122), HR Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400: Physical address: Railway Street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 05 August 2016

POST 29/134: REGISTRY CLERK; HR: REF NO: 001534
Directorate: Human Resource Management

SALARY: R142 146 per annum (plus benefits)
CENTRE: Tambo Memorial Hospital
REQUIREMENTS:
Grade 12 or equivalent qualification with two years relevant experience in registry. Understanding of Public service environment. Good communication skills, computer literacy is essential. Ability to identify, classify and record variety of official documents. Ability to maintain confidential information. Ability to work independently and work under pressure. Interpersonal skills.

DUTIES:
Filling of all HR documents, open and close files. Receive, open sort, and distribute incoming mail, distribute circulars and internal memos. Record and dispatch outgoing correspondences/mail. Implement the filing/classification system. Ensure safeguarding of records/files. Render archive services, trace, store and retrieve documents and files.

ENQUIRIES: Mr K Mfolo, Tel No (011) 898 8000
APPLICATIONS: Applications can be forwarded to (Room 122), HR Department: Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online: www.gautengonline.gov.za
CLOSING DATE: 05 August 2016

POST 29/135: MACHINE OPERATOR 2 POSTS REF NO: 001542
Directorate: Theatre / CSSD Unit

SALARY: R84 096 – R99 060 per annum, Level 02 (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS:

ENQUIRIES: Ms E M Boshoga, Tel No: (012) 318-6952
APPLICATIONS: People with disabilities are welcome to apply. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria,

CLOSING DATE : 05 August 2016

NOTE : 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.

POST 29/136 : FOOD SERVICE AID 3 POSTS REF NO: 001535
Directorate: Nutrition

SALARY : R84 096 per annum (plus benefits)
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : ABET level1 or equivalent. Ability to read and write. Be prepared to work shifts on rotational basis. Must have good interpersonal skills and effective team working relationship.

DUTIES : Perform all general duties related to food service delegated by Food Service supervisor such as pre-preparation of food, preparation of food, dishing up for patients, application of hygiene and safety, weighing of ingredients for production and to work as a messenger.

ENQUIRIES : Ms Hellen Nyakane. Tel No (011) 898 8000
APPLICATIONS : Applications must be forwarded to the Recruitment Officer: (Room 122), HR Department: Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400Physical address: Railway Street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 05 August 2016

GAUTENG PROVINCIAL TREASURY

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

APPLICATIONS : Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
CLOSING DATE : 12 August 2016

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( 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.

OTHER POSTS

POST 29/137 : ASSISTANT DIRECTOR: DIGITAL EVIDENCE MANAGEMENT
Directorate: Digital Evidence Management

SALARY : R389 145 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant Diploma or Degree or Honours with 3 to 4 years digital forensic analysis experience. Proficiency with forensic techniques and forensic toolsets such as EnCase, FTK Suite, CelleBrite etc. Knowledgeable on applicable legislations, including Electronic Communication and Transactions Act, (ECT Act), Regulation of Interception of Communication and Provision of Communication Related Information Act (RICA). Certified Fraud Examiner (CFE) would be advantageous. A valid driver’s license. Successful candidates will be required to undergo a security vetting process. Valid driver’s licence. Person Profile: Attention to detail. Assertiveness, Self-motivated, Results driven, Persuasive and Accuracy orientated.

80
DUTIES: Conducting digital forensic assignments including computer and mobile Forensics, forensic data analysis that are planned and scoped; Acquisition/preservation, analysis and production of electronically stored information. Reports writing. Administration.

ENQUIRIES: Bulelwa Mtshizana Tel: 011 227 9000

POST 29/138: ASSISTANT DIRECTOR: QUALITY CONTROL
Directorate: Supplier Management

SALARY: R311 784 per annum (plus benefits)

CENTRE: Johannesburg


DUTIES: The successful incumbent will be responsible; develop and review specification requirements for GPG departments; ensure full involvement on the specification committee on an advisory capacity; prepare a detailed scoring sheet based on the evaluation criteria stipulated on the specification (Desktop and site visit); leading supplier site visits where the bidders capacity is evaluated; to support the Bid Evaluation Committee process by ensuring that the evaluation criteria have been pre-determined and accepted by the Bid Evaluation Committee; reporting on the consolidated results as per evaluation criteria stipulated in the specification requirements; reporting and monitoring on response from SARS regarding alleged fraud Tax Clearance Certificates (Customer complaints); identify potential areas of improvement and advise on corrective and preventative measures for non-conforming products or service; assist with evaluation of and report on product complaints and / or returns when requested.

ENQUIRIES: Bulelwa Mtshizana Tel, No: 011 227-9000