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 42/90: MEDICAL SPECIALIST REF NO: HRM 65/2016
Directorate: General Surgery

SALARY: Grade 1: R924 378 per annum plus benefits
          Grade 2: R1 056 915 per annum plus benefits
          Grade 3: R1 226 595 per annum plus benefits

CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: MBChB MMed (Surg) or FCS (SA) or equivalent. A valid registration with HPCSA as an independent medical practitioner and specialist surgeon.

DUTIES: General Surgery case load management including surgical clinics, wards and theatre. The incumbent must have interest in laparoscopic surgery. Interest or qualification in GI surgery particularly in Colorectal Surgery would be an added advantage. This appointment is on a joint Gauteng Department of Health and Social Services and University of Pretoria medical establishment and thus the incumbent will have teaching and training duties involving undergraduate and postgraduate students and trainees. Furthermore all academic appointees are expected to engage in active research. A research degree will be a definite advantage.

ENQUIRIES: Prof TR Mokoena Tel no: (012) 354 2099
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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: 04 November 2016

POST 42/91: MEDICAL SPECIALIST REF NO: HRM 66/2016
Directorate: Radiation Oncology

SALARY: GRADE 1:R924 378 per annum plus benefits
          GRADE 2: R1 056 915 per annum plus benefits
          GRADE 3: R1 226 595 per annum plus benefits

CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: MMed or FCP qualification in Radiation Oncology. Registration as a Specialist with HPSCSA. Ability and willingness to do research and teach undergraduates.

DUTIES: Experience in the management of Cancer and Radiation Oncology. Joint appointments with the University of Pretoria and Steve Biko Academic Hospital. Manage oncology patients. Teaching and Research experience recommended.

ENQUIRIES: Prof R Lakier Tel no: (012) 354 2747
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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: 04 November 2016

NOTE: Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
POST 42/92

MEDICAL SPECIALIST REF NO: HRM 67/2016
Directorate: Otorhinolaryngology

SALARY:
GRADE 1: R924 378 per annum plus benefits
GRADE 2: R1 056 915 per annum plus benefits
GRADE 3: R1 226 595 per annum plus benefits

CENTRE:
Steve Biko Academic Hospital

REQUIREMENTS:
Mmed (ORL) FCS (SA) ORL. Teaching+ Training+ Research. Services rendering specialized field of Otorhinolaryngology.

DUTIES:
CLINICAL SUPERVISION: Control a clinical care unit. Prepare and supervise implementation of clinical guidelines and protocols. Plans and directs regular clinical audits. Supervise and advises junior doctors in patients care. Participate in patient care according to the read and duty list. Academic Teaching: To undertake relevant training of medical personnel at undergraduate, postgraduate and sub-specialist level. To contribute to and participate in training of their health workers where requested to do so. Participate in public education programmes concerning health.

DIRECTS PATIENT CARE: To provide cost effective specialist medical staff in the appropriate treatments of patients. To co-operate with nursing and other professional in the optimal care of hospitalized patients. To refer patients samples to relevant units and departments for diagnostic, intervention. To advise, council patients and families on their health problems. To consult and advise health professionals including primary care workers and medical practitioners on diagnosis, investigation and management of referred patients.

RESEARCH: To contribute to the development of knowledge and policy obey appropriate research.

To do appropriate clinical research that will improve patient care. Liaison with senior and provincial management.

MANAGEMENT: Reports to HOD. Communicates with medical superintendent and nursing service manager, registrars, medical officers, interns, and nurses. Communicates with patients’ families and care givers. Communicates with referring doctors and health professionals. Plan an active role in day-to-day managing of the Department of Ear, Nose and Throat in Steve Biko Academic Hospital. Play an active role in supporting management of academic department of Ear, Nose and Throat at the University of Pretoria.

ENQUIRIES:
Prof M Tshifularo Tel no: (012) 354 2702

APPLICATIONS:
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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:
04 November 2016

POST 42/93

MEDICAL REGISTRAR REF NO: HRM 68/2016
Directorate: Otorhinolaryngology

SALARY:
R686 322 per annum plus benefits

CENTRE:
Steve Biko Academic Hospital

REQUIREMENTS:
MBChB or equivalent. A valid registration with HPCSA as an independent medical practitioner. Patient care, Service Rendering, Teaching, Research, Clinical work, teaching, administration, Research.

DUTIES:
Clinical Assessment and Management of Patients. Participation in all the activities of the Ear, Nose and Throat Department in respect of administration, teaching and research. Liaison, Communication and Cooperation with other disciplines in the Steve Biko Academic Hospital. Examination and treatment of patients with recognized ENT pathology. Arrange for appropriate and optima treatment and care management. Gather medical/scientific data. Teach medical student, nurses and other health care personnel. Perform necessary tests in OPD ward. Perform professional and middle management tasks in the department of Ear, Nose and Throat. Surgery of tertiary academic hospital.

ENQUIRIES:
Prof M Tshifularo Tel no: (012) 354 2702

APPLICATIONS:
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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:
04 November 2016
POST 42/94  :  ASSISTANT MANAGER NURSING: SPECIALITY ADVANCE/EXPERIENCE IN MIDWIFERY REF NO: HRM 71/2016
Directorate: Nursing

SALARY      :  PN-B4 R509 108 OR PN-A7 R465 939 per annum plus benefits
CENTRE      :  Steve Biko Academic Hospital
REQUIREMENTS:  Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in Advanced Midwifery. Degree/diploma in Nursing Management. A minimum of 10 years appropriate \ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate \ recognizable experience after obtaining the 1 year post basic qualification in Advanced Midwifery. At least 3 years of the period referred to above must be appropriate recognizable experience at management level at Public Institution. Strong leadership, good communication and sound interpersonal skills are necessary. Valid EB driver’s license. Service certificates compulsory South African Nursing Council Annual Practicing certificate. Computer literacy. PN-A7 A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing Degree/Diploma in Nursing Management. At least 6 years of the period referred to above. Must be experience in Midwifery. At least 3 years of the period referred to above must be recognizable Experience at management level at Public Institution. Strong Leadership, good communication and sound interpersonal skills are necessary. Valid EB driver’s license, South African Nursing Council Annual Practicing certificate. Service certificates Compulsory. Computer literacy.

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

ENQUIRIES   :  Ms. AM Mowayo Tel no: (012) 354 1300
APPLICATIONS:  Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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:  11 November 2016

POST 42/95  :  RENAL TRANSPLANT RECEPIENT COORDINATOR REF NO: 002052
Directorate: Nursing services

SALARY      :  R465 939 per annum (plus benefits)
CENTRE      :  Helen Joseph Hospital
REQUIREMENTS:  Registration with SANC as a professional Nurse. Nephrology diploma or Degree with a minimum of ten (10) years’ experience with at least three years in transplant, critical care or disease specific care or a minimum of 2 years clinical nursing experience in transplant, critical care or disease specific care.

DUTIES      :  The Renal Transplant Recipient coordinator on PN-B3 level post is a professional registered nurse that performs a variety of clinical services and patient care activities in collaboration with a multi-disciplinary healthcare team to ensure the smooth flow of the transplant evaluation and post-transplant care process. The coordinator works with patients and their families beginning with the evaluation for transplantation and continuing through and after transplantation in a compassionate and tactful manner in order to facilitate access to and provide continuity of care. The position coordinates all aspect of renal transplant, as well as provides support to the department in the day to day functioning of the transplant section. The coordinator functions as a case manager following all patients from initial referral, through the transplant process, and during the transition back to the referring physician. Able to cope under stressful situations. Communication skills, administrative tasks e.g. compiling of statistics and patient files. To promote organ transplant to communities. To run organ transplant awareness and outreach campaign. To co-ordinate renal clinic related donors and the renal unit. Monitor at
renal outpatient department. To co-ordinate in service programmes for post basic
students and different stakeholders.

ENQUIRIES : Ms TG Baloyi Tel no: (011) 489 0896
APPLICATIONS : Applicants to attach all the necessary documents which are certified in your
application including your valid identity document and relevant certificates,
applications without proof of the necessary documents will be disqualified. forms
must be delivered to HR Helen Joseph Hospital, No 14 Perth Road, Auckland Park,
HR Department.

CLOSING DATE : 04 November 2016
NOTE : Please note successful candidate will be subject to OHS medical surveillance as
required in the HBA regulations within the OHS Act 85 of 1993. please note that
employment vetting is mandatory.

POST 42/96 : ASSISTANT MANAGER NURSING: PNA-7 (INFECTION PREVENTION AND
CONTROL) REF NO: 002031
Directorate: Nursing Services

SALARY : R465 939 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 eight (8) years appropriate/recognizable experience in nursing after
registration as Professional Nurse with the SANC in General Nursing. At least three
(3) years of the period referred to above must be appropriate/recognizable
experience at management level in infection Prevention and Control Department.
Current registration with South Africa Nursing Council. Knowledge and
understanding of OHS regulations, policies and acts. Computer literacy i.e (Ms.
Word, Power Point). Ability to work independently and in a multi – disciplinary team
context. Analytic thinking, independent decision making and problem solving skills.
Qualification in infection control will be an advantage.

DUTIES : Develop clinical quality improvement programmes, guidelines, indicators and proc
Prevention and Control and risk management. Promote compliance and implement
safety standards programmes. Effective communicable disease outbreak
prevention, management, reporting and feedback. Support Quality Assurance and
initiatives by means of monitoring the implementation and adherence to National
and Provincial Infection Prevention Control (IPC) policies and Core Standards.
Monitor and evaluate operational practices, techniques and collate quarterly
reports from department into comprehensive report. Monitor clinical quality through
audits, surveillance and research. Analyze data, establish and manage trends. Plan
and facilitate relevant in-service training in Infection Prevention and Control and
Risk management. Facilitate, guide and support Infection Control Committee for
effective functioning and liaise, advice and effectively communicate with the
relevant internal and external stakeholders.

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. Application
without proof of necessary documents will be disqualified. The recommended
candidate may be subjected to medical surveillance as required by the

CLOSING DATE : 04 November 2016

POST 42/97 : CHIEF AUDIOLOGIST REF NO: 74/2016
Directorate: Speech Therapy and Audiology
This is a re-advertisement. Candidates who have applied previously may also re-
apply

SALARY : R385 899 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Degree in Audiology or Speech Therapy and Audiology. Current registration with
HPCSA. Certificate in additional cochlear implant training (equal to the 4 week short
course at the University at Stellenbosch) will be an advantage. Excellent, verbal
and written communication skills. Experience in budget, planning and procurement
of assistive hearing devices in the public sector. Minimum of 3 years’ experience in
assessment, intra-operative monitoring, mapping and aural rehabilitation of
cochlear implant recipients will be an advantage. Minimum of 3 years of experience in ototoxicity monitoring and electrophysiological testing (OAE’s, preferably ABR, ASSR and VNG’s).

**DUTIES**: Implementing and developing Audiology services. Support a team to manage patients according to evidence based clinical practice. Review, generate and implement clinical protocols to adhere to NCS. Develop and implement monitoring and evaluation strategies. Promotion and marketing of Audiology services and development of new services. Lead a team to perform record-keeping, data collection and – analysis and performance evaluation. Give input into budget planning. Clinical involvement and training of students.

**ENQUIRIES**:
Mrs H van Heerden Tel no: (012) 354 2714

**APPLICATIONS**:
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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**: 11 November 2016

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**POST 42/98**: DIAGNOSTIC RADIOGRAPHERS 2 POSTS REF NO: HRM 69/2016
Directorate: Diagnostic Radiography Department

**SALARY**:
Grade 1: R262 020 per annum plus benefits
Grade 2: R308 649 per annum plus benefits
Grade 3: R363 582 per annum plus benefits

**CENTRE**:
Steve Biko Academic Hospital

**REQUIREMENTS**:
Diploma/B-RAD/B-TEC in Diagnostic Radiography Registration with the HPCSA is compulsory. Computerized literacy essential-all the x-ray units are digital

**DUTIES**:
Grade 1: Diagnostic Radiography in a 24 hour department. To participate in a 24 hour roster. To produce x-ray images according to prescribed protocols, radiation control Measures and medico-legal requirements. Assist in the training of Community Service Radiographers, and students. Assist in the quality assurance of images. Supervise and participate in departmental quality assurance tests Participate and facilitate in CPD as required by the HPCSA. Assist with quality control tests.
Grade 2: Grade1 duties and: Assist in training of Students, Community Service and Grade 1 Radiographers. Quality assurance of images. Assist with quality control tests. Grade3: Grade 1 and 2 duties and: To assist the students and other qualified Radiographers with problem solving. Assist with quality control tests. Assist in managing of the department. High level of responsibility

**ENQUIRIES**:
Mrs. S van Niekerk Tel no: (012) 354 1379

**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**: 04 November 2016

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**POST 42/99**: RADIOGRAPHERS 2 POSTS REF NO: HRM 70/2016
Directorate: Radiation Oncology

**SALARY**:
Grade 1: R262 020 per annum plus benefits
Grade 2: R308 649 per annum plus benefits
Grade 3: R363 582 per annum plus benefits

**CENTRE**:
Steve Biko Academic Hospital

**REQUIREMENTS**:
B-Tech Radiotherapy/Diploma in Radiotherapy. Registration with HPSCA is compulsory. Grade 1: less than 10 years’ experience, Grade 2: 10-20 years’ experience and Grade 3: more than 20 years’ experience in Radiation Oncology. Good knowledge of IMRT and Stereotactic radiotherapy. Dedicated to the profession and patients. Excellent communication skills, good interpersonal skills. Empathetic. Excellent patient care. Good team worker. Excellent health record. Grade 2-3: Prepared to take responsibility in area of duty. Excellent supervisory and leadership skills. Problem solving skills and initiative is very important.

**DUTIES**:
Responsible for accurate delivery of radiation treatment patients with neoplasms, including brachytherapy. Assist in localization and treat planning. Physical and emotional support of patients and family. Daily and weekly QA. Manage organize
area of work. Administration duties e.g. appointments and statistics. Assist students during clinical work to develop radiography skills. Treat emergency patients after hours. Attend and participate in continuous professional development program.

Grade 2-3: PMDS of subordinates. Discipline and conflict management. Assist in the overall management of the department.

**ENQUIRIES**: Mrs. Prevania Pillay Tel no: (012) 354 2309

**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**: 04 November 2016

**POST 42/100**: DIETICIAN (PRODUCTION) REF NO: 002051

**Directorate**: Clinical

**SALARY**: Grade 1: R 262 020 per annum (plus benefits)
Grade 2: R 308, 649 per annum (plus benefits)
Grade 3: R 363,582 per annum (plus benefits)
(Salary based on experience in terms of OSD)

**CENTRE**: Tara the H. Moross Centre, Sandton

**REQUIREMENTS**: Tara Hospital is a specialized psychiatric institution. Interested candidates should have a BSc/B. Degree in Dietetics, i.e. a 4 year integrated or 3/4 year + 1 year postgraduate degree. Currently registered with the HPCSA as a Dietician. A minimum of 1 year clinical experience. Sound knowledge of clinical theory, practice, and ethics relating to the delivery of Dietetics services within a hospital setting. Knowledge of current health and public service legislation, regulations and policies. Good communication skills (verbal and written), computer skills (e.g. Microsoft Office), good interpersonal skills. Ability to work in a multi-disciplinary team and in a changing environment and under pressure. Must have a valid driver's license.

**DUTIES**: To provide Dietetics services to Tara Hospital patients. Effectively render optimal, cost effective and evidence based nutritional care in a public setting according to the department's quality and financial targets. To perform and complete administrative functions including report writing and provide relevant statistics to support the effective smooth running of the Dietetics department. To assist with the development and implementation of departmental strategic, financial and operational plans. To ensure departmental standards are maintained. Participate in the training of the Dietetics students. Provide appropriate, relevant and cost effective input in the food service provision to patients. To apply nutritional practices. To assist with the ongoing development of clinical guidelines, policies and procedures. Assist with management of the food service unit.

**ENQUIRIES**: Mrs. E. H. Dawood Tel no: (011) 535 3168

**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**: 04 November 2016

**POST 42/101**: PNA3/PNA4 PROFESSIONAL NURSE (GENERAL) GRADE 1: QUALITY ASSURANCE REF NO: 002089

**Directorate**: Quality Assurance Unit

**SALARY**: PNA3: R259 134 – R300 414 per annum (plus benefits); PNA4: R317 271 – R401 922 per annum (plus benefits)

**CENTRE**: Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**: Grade 12 or equivalent NQF level / Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration as a professional nurse. Proven working experience in Total Quality Management. A valid EB or Code 8 driver's license. Must be computer literate (MS Excel, MS Word, MS PowerPoint). Must be competent with Quality Assurance. COMPETENCIES: PNA3: Minimum 10-years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC / PNA4: Minimum 20-years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC. Knowledge of case acts, policies, guidelines and SOP’s that govern patient care. Previous experience with psychological aspects of care. Effective communication skills. Excellent organizational and time management skills. Familiarity with professional and technical emerging knowledge. Problem
solving skills and ability to multi-task. Compassionate with team work. The successful candidate will be accountable for the full patient care and is expected to assess, plan, implement, monitor and evaluate actions required to meet the clients health and human services needed. He/she will enhance the quality of patient management, maximize satisfaction and promote excellent patient care. SKILLS REQUIRED: Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Coordination skills. Problem solving skills. Evaluation skills. Analyzing skills.

DUTIES: Responsible for enhancing implementation of Quality Assurance in the institution. Coordinate and provide care that is safe, timely, effective, equitable and client centered. Facilitate multiple care aspects (case coordination, information sharing, etc.). Develop effective working relations and cooperate with medical team throughout the entire patient care management process. Take an extra mile and interact with patients to keep track of their progress and to ensure satisfaction. Adhere to professional standards as outlined by protocols, rules and regulations.

ENQUIRIES: Ms. M.J. Mbiza, Tel no: (012) 318-6606/6910
APPLICATIONS: People with disabilities are welcome to apply. Applications must be filled on a Z 83 form accompanied by CV and certified copies of ID and certificates. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE: 04 November 2016

POST 42/102: HOUSEKEEPER REF NO: 002035
Directorate: Logistics

SALARY: R211 194 per annum (plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Degree/National Diploma in Public Management or Equivalent qualification with two years relevant experience or matric with 5 years experience in Logistics support and accommodation service. Skills in problem solving. Good communication skills (written and verbal). Strong leadership skills. Ability to work independently and under pressure.


ENQUIRIES: Mr. Makhubela SE Tel no: 012 5600 155
APPLICATIONS: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, and Pretoria 0001 or apply online at: www.gautengonline.gov.za. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

CLOSING DATE: 04 November 2016
NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability’

POST 42/103: FINANCIAL CONTROLLER 3 POSTS REF NO: 002072
Directorate: Finance

SALARY: R211 194 per annum (plus benefit)
CENTRE: Tshwane District Health Services: Sub-District 2 (Hammaskraal), Sub District 3&4 (Tshwane District Hospital Offices), Sub-District 5, 6&7 (Cullinan Rehab Centre)
REQUIREMENTS: Grade 12. Senior Certificate with Accounting as a subject plus a minimum of 4 year relevant working experience in finance equivalent. A relevant 3 years tertiary Qualification plus a minimum of 2 years relevant working experience in financial management. Knowledge and experience in BAS, SAP, PAAB or MEDICOM (SRM and E-Invoicing) and Persal. Knowledge of PFMA, Treasury Regulations and financial policies and financial procedures, Sound accounting skills. Previous experience in the department would be an advantage. Computer literacy, excellent written and verbal communication skills. Driver’s license will be an added advantage, but not mandatory.
DUTIES: Ensure correct allocations and commitments on financial schedule to be captured on SRM. Follow-up all outstanding payments and orders. Manage reconciliation of payments per supplier and preparing and updating of commitment register. Ensure compliance for accruals. Ensure Accounting records and face value documents. Financial Reporting and support to the Primary Health Care (clinics and CHC’s) in relation to finance. Reconciliations of transversal systems (BAS/SAP, BAS/Revenue, AS/Medsas, BAS/Parking and BAS/Persal). Request and distribute BAS reports for the sub-District clinics and CHC’s. Assist in preparations of inputs for the annual, MTEF, and adjustment budget. Monitor budget spending in accordance with set policies and Procedures. Provide assistance to management and PHC facilities in the Sub-District in terms of budget, expenditure and reporting monthly. Perform and monitor all accounting and financial operations of the Sub-District and Sub-District reviews. Preparation of the Quarterly performance reviews. Effective system of internal control as well as fraud prevention. Handling enquiries from suppliers and managers of institutions. Perform any other finance related function as required by the supervisor.

ENQUIRIES: Ms KA Ramonetha, Tel no: 012 451 9097
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.
CLOSING DATE: 04 November 2016
POST 42/104: HUMAN RESOURCE OFFICER 3 POSTS REF NO: 002069
Directorate: Support Services
SALARY CENTRE: R211 194 per annum (plus benefits)
REQUIREMENTS: Tshwane District Health Service: Sub-District 2 (Hammaskraal), Sub-District 3&4 (Tshwane District Hospital Offices), Sub-District 5, 6&7 (Cullinan Rehab Centre)
Grade 12 or equivalent RVQ 13 qualification with 5 years’ experience in Human Resource Environment within the public sector or relevant tertiary qualifications plus 2 years relevant working experience in Human Resource Environment. Above average computer skills. Knowledge of HR prescripts and legislation related to the positions functional areas, proven (hands on) experience and knowledge of PERSAL administration and functions. Good communication skills, Good interpersonal Relations, Computer literacy, valid driver’s license. Ability to work under pressure.
DUTIES: The incumbent of the post will be responsible for the supervision of HR activities such as Recruitment and Selection, appointments, retentions, absorptions, Probationary matters, terminations, allowance, leave, MMS, SMS,OSD and other administrative related matters. Provides inputs for the improvement of HR administration procedures, guideline and policies. Supervise evaluate and develop staff reporting to this position. Ensure that proper control measures are put in place to administer and monitor the activities and resource reporting to this position effectively. Render professional Human Resource administration advice and liaison with client in the Department. Promote Human Resource care and improve service delivery. Provide Human Resource Management information support (e.g. PERSAL report and statistics). Attend to AG request and queries. Implement grade and pay progression, monitor and capturing of PMDS. Monitor staff establishment and payroll administration and pay slips.
ENQUIRIES: Mr L T Mabena, Tel no: (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.
CLOSING DATE: 04 November 2016
POST 42/105: ADMINISTRATION OFFICER SALARY LEVEL 7 (3 POSTS) REF NO: 002071
Directorate: Supply Chain Management
SALARY CENTRE: R211 194 per annum (plus benefit)
REQUIREMENTS: Tshwane District Health Services: Sub-District 2 (Hammaskraal), Sub-District 3&4 (Tshwane District Hospital Offices), Sub-District 5, 6&7 (Cullinan Rehab Centre)
Grade 12. Senior Certificate and or Degree or Diploma in Supply Chain Management or Finance qualification with 3-5 years relevant experience in Supply Chain Management. Knowledge and experience in SRM and SAP. Understanding of the Legislative framework governing the Public Services. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of working procedure in terms of the working environment. Previous experience in the department would be an advantage. Computer literacy, planning and organization, good written and verbal
communication Skills, job knowledge, interpersonal relations, flexibility and teamwork. Driver’s license will be an added advantage.

DUTIES: Ensure correct allocations and commitments on financial schedule to be Management, Acquisition, Logistics and Asset Management). Compile reports in areas of supervision. Liaise with internal and external In relation to procurement of goods and services. Responsible for performance assessments and development of staff. Handling enquiries from suppliers and managers of institutions. Perform any other supply chain management related function as required by Supervisor. Compile reports in areas of supervision.

ENQUIRIES: Mrs Evonne Binnang, Tel no: 012 451 9003

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

CLOSING DATE: 04 November 2016

POST 42/106: ADMINISTRATIVE OFFICER REF NO: 002036

Directorate: Human Resource Management (Labour Relations)

SALARY: R211 194 per annum (plus benefits)

CENTRE: Dr. George Mukhari Academic Hospital

REQUIREMENTS: Degree/National Diploma in HRM or relevant equivalent qualification with at least 2 years administrative experience. Combined experience in both public and private sector environment will be added an advantage. Must be in possession of a valid drivers. Computer literacy in Ms Office package. Possess planning and problem solving skills. Proper conduct and effective communication skills with all clients. Good office management skills.

DUTIES: Capture and update database of misconduct cases, grievances and disputes. Receive and record all incoming documentation. Assist in preparing all the required reports by management and head office. Assist and advise departments on management of misconduct. Facilitate the resolution of grievances lodged by employees. Render the necessary support on resolution of disputes. Render secretarial service in the multilateral meetings. Collect and collate information or statistics from departments during strike for reporting purpose to central Office.

ENQUIRIES: Mr. Mbane X Tel no: (012) 529 3657

APPLICATIONS: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, and Pretoria 0001 or apply online at: www.gautengonline.gov.za. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)

CLOSING DATE: 04 November 2016

NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability.

POST 42/107: LAUNDRY WORKER (SUPERVISOR) REF NO: HRM 75/2016

Directorate: Logistics Support- Laundry services

SALARY: R119 154 per annum plus benefits

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: Minimum: Grade 12 with 2-3 years in Linen and Laundry services. Good communication skills, problem skills and organizational skills. Supervisory skills will be an added advantage. Be able to work shifts and under pressure.

DUTIES: Inspection of all clinical sections. Monitor the tying, packing, collection, distribution and supply, of clean and dirty linen to inpatients, outpatients and theatres. Replenish linen in accordance to set standards. Record linen counted, inventory taking and condemning. Supervise the loading and off-loading of the Masakhane truck. Provide daily reports on the linen and laundry status. To adhere to the National Quality Core Standards. To assist in any other linen/laundry and curtain management activities. Relieve were necessary.

ENQUIRIES: Mr. MF Monama Tel no: (012) 354 1421

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: 11 November 2016
POST 42/108 : KEYBOARD OPERATOR REF NO: HRM 72/2016
Directorate: Nursing

SALARY : R142 461 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. At least 2(two) years in the field of clerical environment. Experience in hospital environment will be an advantage. Office management course will be an added advantage. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Good interpersonal relations skills, communication (verbal, written and report writing) skills. Be able to work in a team and under pressure. Be punctual, reliable and honest.

DUTIES : Recording, organizing, storing and retrieving information relating to the work in the Assistant Managers offices and patient care office. Type letters, reports and other correspondence. Render office administration duties. Render telephonic and fax services. Order, manage and controlling of stationary stock, Asset management, report on broken, missing items and send for repair. Assist making of copies and sending of faxes. Rendering and promoting quality and caring customer care, (Batho Pele and We-Care-for you principles, Patient Right Charter). Perform duties as required per job description, work schedule and delegated duties by Managers.

ENQUIRIES : Mrs. FF Ndzima-Konzeka Tel no: (012) 354 2284
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 : 11 November 2016

POST 42/109 : SECRETARIES 3 POSTS REF NO: HRM 73/2016
Directorate: Department of Public Health Medicine
Department of Medical Oncology
Department of Cardiology

SALARY : R142 461 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 certificate plus one year certificate in Office Administration. Ability to manage complex and highly confidential information. Knowledge of advanced MS Office applications, including Word, Excel and Outlook. Excellent social skills, able to operate with diplomacy, tact and empathy and comfortable when working to tight deadlines.

DUTIES : Day to day management of the HOD’s diary and meetings schedule Setting up Business Planning meetings and coordinating all meetings in support of team efficiency. Minute taking at meetings as required by the department of PHM .Providing direct support for the Senior Management team as required, particularly in meeting business planning targets Maintaining all HR records for joint appointees, appraisal and training records, Co-ordinating the filing and updating of business documentation held in hard copy Managing office stationary and supplies and supporting the department with regards to equipment and budgets. Liaising with other internal and external role players as required this includes liaison with other health care providers for the purpose of service delivery and registrar rotations. Updating the HOD on key organizational issues when he/she is out of office. Being a key point of contact to provide information as required Ensuring the department is kept up to date with relevant policies and circulars from Steve Biko hospital and Gauteng Department of Health

ENQUIRIES : Mr. PM Motsweni Tel no: (012) 354 2235
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 : 11 November 2016
<table>
<thead>
<tr>
<th>POST 42/110</th>
<th>HUMAN RESOURCE CLERK LEVEL 5 REF NO: 002087</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R142 461- 167814 per annum (plus benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Dunswart Provincial Laundry</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Perform various duties related to human resource administration. Promotion, Allowance, Medical, Overtime Remuneration, Long Service Awards, Home Owners Allowance, Appointment, Transfer, Service Terminations, Service Benefits, Recruitment and Selection as well as PMDS Capturing of leave on Persal. Send mandates to Gauteng Department of Finance. Ensure proper record keeping of leave, appointments, transfers, terminations of service and finance documents. Coordination of documents between department and E-Gov Liaise with E-Gov and attend to queries presented to HR carry out lawful instructions and daily tasks allocated by supervisor ect.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Wendy Oberholzer / Ria Muller, Tel no: 011306-46016</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications must be submitted on Z83 form, CV, Certified Copies of id and qualifications to be attached. Applications should be submitted at HR Department Dunswart Laundry, 134 Main reef roads, Boksburg-North.</td>
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<td>CLOSING DATE</td>
<td>04 November 2016</td>
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<tr>
<th>POST 42/111</th>
<th>FOOD SERVICE AID (SUPERVISOR) LEVEL 4 REF NO: 002077</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R119 154 – R140 361 per annum (plus benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Kalafong Provincial Tertiary Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Minimum Grade 12. Recommendations: Knowledge of Food Operations and basic computer literacy recommended. Communication skills (written and verbal). Good interpersonal skills. Basic food preparation skills. Analytical and problem solving skills. Have effective leadership skills and be prepared to work shifts.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Supervision of milk room, serving and delivering of milk formulas according to patients stats. Responsible for receiving, storage, issuing of stock and updating of stock control cards in milk kitchen. Reporting all faulty equipments to the manager. Assist with leave control. Quality Assurance (control processes); Human Resource Management (personnel utilization). Effective implementation of Personnel Development Management System.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr. D. Mabina, Tel no: (012) 318-6651</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>People with disabilities are welcome to apply. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>.</td>
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<td>CLOSING DATE</td>
<td>04 November 2016</td>
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<tr>
<th>POST 42/112</th>
<th>SENIOR LAUNDRY SUPERVISOR LEVEL 4 REF NO: 002088</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R119 154 – R140 361 per annum (plus benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Dunswart Provincial Laundry</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 10 plus 2 years’ experience in the laundry. Must be able to read and write. Good interpersonal relations Communication skills.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mrs RIA Muller/ Mrs. Wendy Oberholzer Tel no: 011 306-46076</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications must be submitted on Z83 form, CV, Certified Copies of id and qualifications to be attached. Applications should be submitted at HR Department Dunswart Laundry, 134 Main reef roads, Boksburg-North.</td>
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<td>CLOSING DATE</td>
<td>04 November 2016</td>
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POST 42/113: TUNNEL OPERATOR (LAUNDRY) REF NO: 002062
Directorate: Laundry

SALARY: R100 545 per annum (plus benefits)
CENTRE: Masakhane Laundry
REQUIREMENTS: Grade 10 with 2 Years experience in laundries, Grade 12 no experience needed. 6 months experience in tunnel washing will be an added advantage. Ability to work under pressure and must be able to work flexi hours. Must be able to read, write and calculate.

DUTIES: Controlling the water level, air pressure and steam supply before operating tunnel washer. Cleaning of tumble dryers and surrounding area, Cleaning, loading and monitor conveyer belt, Loading/washing of soiled linen. Monitor of cleaning soiled linen, Monitor of clean linen released from dryers and deliver to the next working point, unblocking of tunnel washer, Constant supervision of performance of pumps supplying of detergent/liquid soap to the tunnel washer. Completion of works orders. Reporting any disturbance or malfunction of Tunnels Plan to the supervisor.

ENQUIRIES: MR P Shitlabane, Tel No: 012 5646 300
APPLICATIONS: All applications can be posted to Human Resource Masakhane Provincial Laundry and Cook freeze Factory, Private Bag X6, ROSSLYN, 0200, or apply online at: www.gautengonline.gov.za
CLOSING DATE: 04 November 2016

POST 42/114: FOOD SERVICE AID LEVEL 2 3 POSTS REF NO: 002079
Directorate: Human Nutrition Unit

SALARY: R84 096 – R99 060 per annum (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: ABET or Grade 10, with 0-2 years cooking / cleaning experience. Be able to work shifts including weekends and public holidays. SKILLS: Catering / cleaning skills. Knowledge of products and procedures used in FSU, work effectively in a team.

DUTIES: Cooking according to the menu plan. Food preparation. Meal serving. Distribution of meals to the wards. Prepare special feeds for therapeutic diets. Prepare food parcels of patients and all other special request. Serve tea for management as well as staff in the dining room. Wash dishes and all other utensils and equipment that is used in the kitchen. Clean and scrub floors, storerooms and office in the kitchen. Wash fridges, freezer, stoves, oven on days scheduled by Supervisor. Act as a reliever when requested.

ENQUIRIES: Ms. Lucia Nkosi, Tel no: (012) 318-6785
APPLICATIONS: People with disabilities are welcome to apply. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.
CLOSING DATE: 04 November 2016

POST 42/115: LAUNDRY WORKER 2 POSTS REF NO: 002060
Directorate: Administration

SALARY: R84 096 per annum (plus benefits)
CENTRE: Odi District Hosapital
REQUIREMENTS: Minimum of Grade10/Abet level4. Minimum of one year experience in Laundry or cleaning. Laundry experience in hospital environment will be an added advantage. Sound communication and interpersonal skills. Motivated and willing to work under pressure. Be able to cope with physical demand of the work. Be prepared to work day and night including weekends and public holidays.

DUTIES: Clean Laundry area and Laundry machine. Be able to operate various machine in the Laundry (i.e. washing, sluice machine, tumble dryer), iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to the wards. Sort, count and record soiled linen. Do linen sock taking. Do all laundry responsibilities as directed by the supervisor. Adherence to separation of waste and infection control. Perform any other duties as delegated by your senior.

ENQUIRIES: Ms. Sebopela MG Tel no: 012 725 2401
APPLICATIONS: Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than three
POST 42/116

FOOD SERVICE AID 2 POSTS REF NO: 002061

Directorate: Administration

SALARY: R84 096 per annum (plus benefits)

CENTRE: Odi District Hospital

REQUIREMENTS: Minimum of Grade10/Abet level4. Appropriate of food preparation. Previous experience in food preparation and diet knowledge in Hospitals will be an advantage. Awareness of Batho Pele Principles. Should be prepared to work shift and public holidays. Be willing to work in a team and under stressful conditions.

DUTIES: Preparation of food for the patients in main kitchen. Be prepared to perform routine tasks to operate food service equipment. Lifting of heavy food baskets and pushing trolleys and tea trolleys. Taking responsibility of food supplies and reporting waste and losses. Apply hygiene and safety measures in the area of work according to hygiene and safety manual and planned work schedules. Be prepared to relieve in all areas of food service unit when required. Be willing to undergo continuous training and development programs. Perform any other duties as delegated by your senior.

ENQUIRIES: Ms. Sebopela Tel no: MG 012 725 2401

APPLICATIONS: Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than three months old. Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane,0190.

CLOSING DATE: 04 November 2016