ANNEXURE H

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

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

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(s) (no copies of certified copies allowed, certification should not be more than three (3) 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. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises/tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

MANAGEMENT ECHELON

POST 50/44

CLINICAL MANAGER REF NO: S-002398

Directorate: Medical

SALARY: R981 093-R1 088 862 per annum (All Inclusive packages)

CENTRE: Bronkhorstspruit Hospital

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner. A minimum of 10 years appropriate experience as Medical Officer after Registration with the HPCSA as an independent Medical Practitioner. A qualification in Health Management experience will be added as an advantage. Computer literate. Valid Driver’s license.

DUTIES: Reporting to the CEO. Act as overall Manager of Clinical Units and Allied Staff. Participate in developing and implementing operational plans (including cost containments strategies). Ensure the coordination of all activities necessary for quality and efficient 24 hour patients’ care. Assist in clinical audits and Risk Management strategies in order to improve patients’ outcome. Ensure adherence to relevant Health and Public Legislation including Patients Care Charter and Batho Pele Principles. Ensure compliance to the National Core Standards and Six Ministerial key responsibilities. Manage efficiencies and reduce waiting times for state Patients. Development of training Programme for a Psychiatric Specialty Hospital. Manage Resources (Physical, Human and Finances).

ENQUIRIES: Ms MAG Makobela Tel No: 079 528 9849

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: 30 December 2016

POST 50/45

DEPUTY MANAGER NURSING REF NO: S- 002399

Directorate: Nursing

SALARY: R705 057 per annum (All Inclusive packages)

CENTRE: Bronkhorstspruit Hospital

REQUIREMENTS: Grade 12. R425 qualification (i.e. diploma/degree in nursing) equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to the above must be appropriate/recognizable experience at management level. Relevant experience in: People Management, Financial Management, Strategic Planning, Policy analysis and Development and Delegation. Report writing skills, strong leadership, Good communication skills and sound interpersonal skills,

**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, Finance and service resource. Coordination of the provision of effective training and research. Provision of effective support to Nursing Service. Maintain Professional growth/ethical standards and development of self and subordinates. Facilitate the auditing of clinical records by analyzing data, identification of health indicators and risk factors as well as coordinate the conducting of client satisfaction survey. Ensure the use of communication to maintain a supportive, caring and therapeutic relationship with health care users.

**ENQUIRIES**: Ms MAG MAKOBELA Tel No: 079 528 9849

**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**: 30 December 2016

**POST 50/46**: ASSISTANT DIRECTOR NON-COMMUNICABLE DISEASE REF NO: 002410

Directorate Sedibeng District Health Services

Person Profile: Excellent time management, organizational skills, communication skills, good listening skills, people management skills, Presentation and team work skills, self-motivated and goal orientated, analytical and solution orientated, ability to thrive well under pressure, ability to efficiently communication to technical and nontechnical personnel at various levels in the organization.

**SALARY**: R509 148 per annum (plus benefits)

**CENTRE**: Sedibeng District Health Services

**REQUIREMENTS**: A basic R425 qualification (i.e. Diploma/ Degree) in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse plus post basic nursing qualification with duration of at least one year, accredited with SANC in terms of government R48 in specialty. Knowledge of policies regarding chronic conditions, District Health Services, National Health Act and regulations and Public Finance Management ACT (PFMA). A Minimum of 10 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in the relevant specialty. At least 3 years of the period referred to must be appropriate/recognizable experience in management level. Computer literacy, report writing, good communication skills and ability to work under pressure and meet deadlines. Valid Code 8/10 driver’s license

**DUTIES**: Manage the Geriatrics services. Support the implementation of guidelines regarding non-communicable diseases. Monitor and evaluate policy implementation process. Prepare budget for Non-communicable Disease sub-directorate. Provide strategic support to the to the Non-communicable Disease programme. Rollout ICDM to other facilities. Coordinate Kgatelopele project. Monitor and evaluate of Old Age Homes, patients on LTDOT, Chronic and elderly abused register and Geriatric Clubs. Strengthen Vision of 2020 strategy. Ensure quality improvement of the programme. Increase detection rate of Hypertension and Diabetes Mellitus Ensure health screening at all events. Sign performance contract on annual basis. Take part in the Gauteng Turnaround strategy, PHC Reengineering, Strength of National core standards and ideal clinic.

**ENQUIRIES**: Ms. S. Sejake, Tel.No (016) 950 6153

**APPLICATIONS**: Quoting the relevant reference number, direct applications to The HR Manager - Sedibeng DHS, Private Bag x023 VANDERBIJLPARK 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**: 30 December 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 50/47

OPERATIONAL MANAGER – WBOT (PN-B3) REF NO: 002411
Directorate Sedibeng District Health Services
Person Profile: Excellent time management, organizational skills, communication skills, good listening skills, people management skills. Presentation and team work skills, self-motivated and goal orientated, analytical and solution orientated, ability to thrive well under pressure, ability to efficiently communication to technical and nontechnical personnel at various levels in the organization.

SALARY: R465 939 per annum (plus benefits)
CENTRE: Sedibeng District Health Services
REQUIREMENTS: A basic R425 qualification (i.e. Diploma/ Degree) in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post basic qualification, with duration of at least one year accreditation with the SANC in one of the specialties in (Primary Health Care) referred to in the glossary of terms. A minimum of 9 (nine) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in Primary Health Care. A degree and or diploma in Nursing Management/Administration will be an added advantage. A valid code 08/10/driver’s license.

DUTIES: Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. inter-personal, Interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health Facility. Provide relevant information to health care users to assist in achieving optimal health care. Participate in the formulation and implementation of nursing guidelines, protocols, standards and procedures. Manage and monitor utilization of human, financial and material resources. Maintain professional growth/ ethical standards and self-development. Sign performance contract on annual basis. Take part in the Gauteng Turnaround strategy, PHC Reengineering, Strength of National core standards and ideal clinic.

ENQUIRIES: Ms. S. Sejake, Tel.No (016) 950 6153
APPLICATIONS: Quoting the relevant reference number, direct applications to The HR Manager- Sedibeng DHS/Private Bag x023 VANDERBIJLPARK 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office NBI Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online at www.gautengonline.gov.za
CLOSING DATE: 30 December 2016

POST 50/48

OPERATIONAL MANAGERS: NURSING SPECIALITY IN PAEDIATRIC AND HIGH CARE REF NO: S-002371
Directorate: Administration
SALARY: R 465 939 per annum (plus benefits)
CENTRE: Bertha Gxowa Hospital (Germiston)
REQUIREMENTS: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing: Child Nursing Science (Integrated Management of Childhood Illness certificate .Management of Small and Sick New-born). Competencies/Knowledge/Skills: Leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies,guidelines and guidelines and Paeditric Health Programmes.

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 and Paediatric ICU nursing care. Ensure effective and efficient coordination and integration of quality Health 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. Commissioning of the relevant units.

ENQUIRIES : Mrs. PZN. Mofokeng Tel. no. (011) 089 8540
APPLICATIONS : Applications must be submitted on a Z83 form, certified copies of CV, ID AND Qualifications to be attached. Applications should be submitted to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400. Failure to do so will lead to disqualification
CLOSING DATE : 23 December 2016
POST 50/49 : OPERATIONAL MANAGER: NURSING SPECIALITY IN OPHTHALMOLOGY UNIT (PN-B3) REF NO: S-002375
Directorate: Nursing Services

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

DUTIES : Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in nurse training, research and self-development. Perform day and night supervisory duties as per schedule. Perform as an Operational Manager in accordance with the scope of practice. Demonstrate effective communication with patients, supervisors and other health professionals. Ensure compliance to National Core Standards.

ENQUIRIES : Ms. D.F. Ngidi (011) 933 9779/0134
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808 or apply online at www.gautengonline.gov.za
CLOSING DATE : 30 December 2016
POST 50/50 : OPERATIONAL MANAGER: NURSING SPECIALITY OBSTETRICS & GYNAECOLOGY (PN-B3) REF NO: S-002382 5 POSTS
Directorate: Nursing Services

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

DUTIES : Supervise and evaluate quality of nursing care as directed by professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage
resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self development. Perform day and night supervisory functions as per schedule. Perform as an Operational Manager in accordance with the scope of practice Demonstrate effective communication with patients, supervisors and other health professionals. Ensure compliance to National Core Standards.

ENQUIRIES: D.F. Ngidi (011) 933 9779/0134
APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808 or apply online at www.gautengonline.gov.za
CLOSING DATE: 30 December 2016
POST 50/51: CHIEF ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 10 POSTS, REF NO: S-002264
Directorate: Public Health (Environmental Health Sub Directorate)
SALARY: R385 899 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital, George Mukhari Academic Hospital, Helen Joseph Hospital, Leratong Hospital, Kalafong Hospital, Mamelodi Hospital, Sebokeng Hospital, Photosong Hospital, Tembisa Hospital and Central Office
REQUIREMENTS: Degree/National Diploma in Environmental Health and registration with HPCSA as an EHP with 3 years recognisable appropriate experience in Environmental Health. Code 8 driver’s licence. Ability to work as an independent practitioner. Demonstrate in-depth understanding of Environmental Health legislation. Knowledge in communicable diseases and outbreak response. Ability to work under pressure, tenacity and resilience. Ability to plan and organise own work to promote service delivery.
DUTIES: Manage and supervise EHPs within the academic or Regional hospitals including Environmental Hygiene, Pollution Control and Water Monitoring. Advocating proper and safe water usage and waste water disposal, Waste Management (general waste and HCRW) Monitoring of Food Control, Vector Control Monitoring with in the hospital. Advice hospital CEOs on Environmental Health related issues. Collaborate with external and internal stakeholders.
ENQUIRIES: Mr K.A.Marumo, (011) 355 3479
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. Application without proof of necessary document will be disqualified or apply online by visiting www.gautengonline.gov.za
CLOSING DATE: 30 December 2016
POST 50/52: CHIEF DIETICIAN GRADE 1 REF NO: HRM 100/2016
Directorate: Dietetics
SALARY: R385 899 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Qualified Dietician (B / BSc Dietetics) and currently registered with the HPCSA as a Dietician. A minimum of 3 years appropriate work experience after registration with the HPCSA. At least 2 years supervisory experiences in supervising 2 or more subordinate and manage PMDS, leave etc. Sound knowledge of general clinical nutritional management. Good verbal and written communication skills. Ability to work under pressure and independently. Basic computer literacy.
DUTIES: Supervisory duties: Manage dietetic services in the designated section. Supervise subordinates. Coordinate clinical nutrition in the dietetics department and specialized nutrition in the Food Service Unit. Assist with therapeutic food service management activities. Contribute to the dietetic departmental planning, budgeting and procurement processes. To assist with the ongoing development of clinical guidelines, policies and procedures. Perform administrative duties as required including report writing. Implement Quality Assurance as National CORE standards in the department. Clinical duties: Provide optimum nutritional care to in-and outpatients. Liaise with other health care professionals regarding the nutritional care of patients. Participate in the training of dietetic students and any other training required in the department. To assist with existing projects managed by the department, as well as starting, implementing and maintaining own projects. Work early in the mornings to update diets for the Food Service unit, and work weekends and public holidays.
ENQUIRIES: Mrs. I Heyneke (012) 354 1692
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** : 30 December 2016

**POST 50/53** : **OPERATIONAL MANAGER: NURSING GENERAL IN SURGERY (PN-A5) REF NO: S-002377**

**Directorate: Nursing Services**

**SALARY** : R 367 815 per annum (Plus benefits)

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

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

**Competencies/Knowledge/Skills:** Competencies: Leadership capability, ward management/ward administration, planning, organization, co-ordination and communication skills. Ability to take charge and make appropriate and independent decisions. Promote advocacy and facilitate holistic treatment and care. Knowledge of administrative policies and guidelines.

**DUTIES** : Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set Nursing standards within a professional/legal framework. The implementation of an ethical nursing practice. Compliance to the nursing and health legislative framework. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in nurse training, research and self development. Perform day and night supervisory functions as per schedule. Perform as an Operational Manager in accordance with the scope of practice. Demonstrate effective communication with patients, supervisors and other health professionals. Ensure compliance to National Core Standards.

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

**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808 or apply online at www.gautengonline.gov.za

**CLOSING DATE** : 30 December 2016

**POST 50/54** : **OPERATIONAL MANAGER: NURSING GENERAL IN OBSTETRICS & GYNAECOLOGY (PN-A5) 2 POSTS, REF NO: S-002383**

**Directorate: Nursing Services**

**SALARY** : R 367 815 per annum (Plus benefits)

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

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

**Competencies/Knowledge/Skills:** Competencies: Leadership capability, ward management/ward administration, planning, organization, co-ordination and communication skills. Ability to take charge and make appropriate and independent decisions. Promote advocacy and facilitate holistic treatment and care.

**DUTIES** : Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set Nursing standards within a professional/legal framework. The implementation of an ethical nursing practice. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in nurse training, research and self development. Perform day and night supervisory functions as per schedule. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Ensure compliance to National Core Standards.

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

**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808 or apply online at www.gautengonline.gov.za

**CLOSING DATE** : 30 December 2016
POST 50/55 : OPERATIONAL MANAGER (WBOT) PNA-5 REF NO: S-002400
Directorate: District Health Services

SALARY : R367 815 per annum per annum (plus benefits)
CENTRE : Tshwane District
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (Degree or Diploma in Nursing). Seven (7) years appropriate and recognisable experience in Nursing post registration as a professional nurse. Extensive knowledge of National Health Insurance and Primary Health Care re-engineering. Good understanding of Public Health with strong decision making abilities. Monitoring, Evaluation, negotiation and basic research skills. Ability to communicate verbally and written. Good people management skills. Good communication (verbal and written), interpersonal, social mobilisation, networking, project and financial management as well as Computer skills

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

ENQUIRIES : Ms L.R.C Komane Tell: 012 451 9213
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 : 30 December 2016

POST 50/56 : CLINICAL TECHNOLOGIST GRADE 1 REF NO: HRM 101/2016
Directorate: Reproductive Biology

SALARY : R262 020 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : National diploma in clinical technology with registration in Reproductive Biology at the HPCSA. Must be skilled with evident experience in all Assisted Reproductive Technology (ART) procedures. A B-Tech and competency in time-lapse embryo culture as well as curriculum training for clinical technology students are recommended.

DUTIES : Facilitate and support the provision of assisted reproductive services to all patients; perform micro-manipulation techniques, Embryoscope evaluations and annotations, quality controls database statistics and related administrative procedure such as stock control and orders for disposables. Assist in the timeline training of entry level clinical technology students in various ART assays and techniques. Efficient monitoring and controlling of laboratory orders and requisitions for equipment maintenance.

ENQUIRIES : Prof. C Huyser (012) 354 2067/2208
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 : 30 December 2016

POST 50/57 : STATISTICIAN CLERK REF NO: HRM 98/2016
Directorate: Information Management

SALARY : R171 069 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 plus minimum of 2 years relevant experience in Data capturing and Office management. Computer literate with extensive knowledge of MS-Excel, Microsoft Word and PowerPoint. Analytical and numeric skills. Good communication, presentation, interpersonal and co-ordination skills. A valid driver's license is compulsory. Extensive knowledge of Medicom and HIS is advantageous.

DUTIES : Printing and compiling of relevant monthly reports. Managing ward statistics, comparing with system reports and give feedback to unit manager on a daily basis. Handling all telephone enquiries and give system support to all users. Filing of all printed and incoming reports. Data capturing on all reports such as DHIS, NTSG and
other Management reports. Taking and preparing of minutes for all Information meetings.

ENQUIRIES: Ms. M Myburgh (012) 354 3928
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: 30 December 2016

POST 50/58: PHARMACIST ASSISTANT POST BASIC GRADE 1 2 POSTS REF NO: 002409
Directorate: Pharmacy

SALARY: R170 904 per annum (plus benefits)
CENTRE: Tambo Memorial Hospital
REQUIREMENTS: Current registration as a Post Basic Pharmacist Assistant (Qualified) with South African Pharmacy Council. Responsible for providing pharmaceutical care according to the scope of practice of a Post Basic Pharmacist Assistant according to Pharmacy legislation and regulations (Good Pharmacy Practice) and Standard Operating Procedures (Gauteng Province). Excellent numeracy skills. Good Communication and interpersonal skills. Good time management.

DUTIES: Stock control and the distribution of finished products (drug supply management); manufacturing and compounding; pre-packing; perform prescription preparation according to scope of practice; provision of information; maintenance of documentation; recording and reporting; training mentoring Basic Pharmacist Assistants.

ENQUIRIES: Ms. I. Ally, Tel no (011) 898 8000
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: 30 December 2016

POST 50/59: ADMINISTRATION CLERK - LEVEL 5 REF NO: S-002397
Directorate: FMU

SALARY: R142 461 per annum (All-inclusive benefits)
CENTRE: Helen Joseph Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 1 -3 years relevant experience in facility management unit. Good communication and interpersonal relation skills (verbal and written) Good customer care attitude. Must be able to work under pressure and also in a team. Computer literacy skills.

DUTIES: Responsible for administration function of FMU. Record keeping pertaining to all minor and major repairs. Do walkabouts repair and report to authorities for further attention. Monitoring and recording of facility assets. Attending to day to day maintenance, work orders, attending to emergencies. Adhering to occupational Health and Safety Legislation and practices. Responsible for own evaluation report to the supervisor. Assist with building inspections and auditing. Assist with all facility management tasks. Reporting to management and other related work requested by the supervisor. Assist in ensuring that all works orders from the end-users are loaded on the Gauteng Department of Infrastructure Development (GDID) e-maintenance system. Assist the facility Manager to capture and update electronic data on a daily basis. Responsible to compile and keep weekly record of all defects reported, completed and assigned to GDID-Chief Artisan and Control Work Inspectors. NB: Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS Act 85 of 1993. NB: please note that employment vetting is mandatory.

ENQUIRIES: Mr. M Rammbuda Tel No: (011)489 0483
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, and HR Department.

CLOSING DATE: 30 December 2016

POST 50/60: ADMINISTRATION CLERK REF NO: 002408
Directorate: Support Services

SALARY: R142 461 per annum (plus benefits)
CENTRE: Tambo Memorial Hospital
REQUIREMENTS: Minimum Grade 12 or equivalent Certificate with 2 – 5 years working in administrative or hospital environment. Records experience will be an added advantage. Prepare to
work in various areas within Patients Affairs and Records department. Good communications skills.

**DUTIES:** Maintain the mortuary register and ensure that appropriate columns are completed & ensure that full particulars of the deceased are recorded in the register. Ensure good condition of refrigerators and doors and shelves are clearly marked. Ensure that corpses are removed within timeframes, compile register for all paupers and ensure that guidelines are followed regarding unclaimed corpses. Ensure that all outstanding debts are settled before releasing corpses & keep accurate records regarding payments. Compile B1 1663 forms and hand over corpses to families and undertakers as per prescripts. Attend to Mortuary Queries and Mortuary Reports. Ensure that Mortuary comply with all departmental policies, prescripts and Quality assurance requirements. Ensure that unclaimed corpses are disposed according to prescripts. Ensure that next of kin make arrangements for deceased.

**ENQUIRIES:** Mr. F. Bahula, Tel no (011) 898 8000

**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:** 30 December 2016

**POST 50/61:** ADMINISTRATION CLERK 2 POSTS REF NO: 002407

**Directorate:** Support Services

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

**CENTRE:** Tambo Memorial Hospital

**REQUIREMENTS:** Minimum Grade 12 or equivalent Certificate with 2 – 5 years working in administrative or hospital environment. Records experience will be an added advantage. Prepare to work in various areas within Patients Affairs and Records department. Good communications skills and sound knowledge of Public Service prescripts, and other policies. Good interpersonal relations skills. Planning and organisational skills.

**DUTIES:** Responsible for the filing of Patient medical records in the Hospital. Ensure that files are retrieved as per Booking request and control card request. Ensure that all retrieved patient files are registered in the registers (i.e. Outgoing and Incoming registers). Assist in the implementation of the File Plan based on the Strategic objectives of the Department. Ensure effective and efficient disposal of inactive patient files as per prescripts. Ensure that patient files are collected from various service points and returned to Records Department. Attend to patient queries regarding their missing files and issue duplicates if a file is not found immediately & tracing of missing patient files. Ensure that Records Department comply to Patient waiting times as per Quality Assurance requirements.

**ENQUIRIES:** Mr. F. Bahula, Tel no (011) 898 8000

**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:** 30 December 2016

**POST 50/62:** FOOD SERVICE AID (SUPERVISOR) REF NO: HRM 102/2016

**Directorate:** Food Services

**SALARY:** Level 4 - R119 154 per annum plus benefits

**CENTRE:** Steve Biko Academic Hospital

**REQUIREMENTS:** Grade 10 with 8 to 10 years’ experience or Grade 12 with 4 to 6 years’ experience in a formal Food service environment. Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and leadership character. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. Basic computer literacy will also be an advantage. An appropriate qualification in food service supervision will also be an advantage. Able to works shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

**DUTIES:** Supervising of Food Service personnel under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus and recipes and supervise the production, portioning, distribution of meals and washing of dishes, crockery and cutlery. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Ensure cleanliness, safety and hygiene of all areas in the unit. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meetings as scheduled.

**ENQUIRIES:** Mrs. E Dreyer (012) 354 2315/2092

**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 : 30 December 2016

POST 50/63 : PORTERS 3 POSTS REF NO: HRM 103/2016
Directorate: Admin and Logistics

SALARY : R84 096 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Minimum Grade 10 or higher school qualification will be an added advantage. Ability to communicate in more than one official language, passion for work, knowledge of customer care, self-driven and motivated to work in a team, willing to work shifts.

DUTIES : Escort/accompany patients from reception to various sections and wards. Load and off load patients to and from vehicles. Render assistance to nursing staff with transfer of patients to beds/trolleys. Moving of patients in between clinics and specialized services on wheelchairs/stretchers/beds. Off-load DOA brought to casualty clinicians. Collect wheelchairs from corridors to porter's pool areas. Collecting and deliver corpses from clinical areas to the mortuary. Complete daily work activities in porters control sheet. Perform other duties as allocated by the supervisor.

ENQUIRIES : Mr. MF Monama (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 : 30 December 2016