

**PROVINCIAL ADMINISTRATION: GAUTENG
GAUTENGPROVINCIAL TREASURY**

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



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 20 January 2017
- 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(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.

OTHER POSTS

- POST 01/47** : **DEPUTY DIRECTOR – FINANCIAL ACCOUNTING**
Chief Directorate: Provincial Accounting Services
- SALARY** : R612 822. 00 per annum (All-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A relevant three year tertiary qualification e.g. Bachelor's Degree or National Diploma in Accounting. 3 - 5 years relevant financial accounting experience of which 1 -2 years must be at ASD/Supervisory level. Experience in the preparation of consolidated financial statements, review and feedback of individual financial statements of clients as well as provision of technical accounting support to clients. Practical knowledge and understanding of the relevant reporting requirements such as the Modified Cash Standard and GRAP as well as the Public Finance Management Act and Treasury Regulations. Knowledge of BAS and SAP. An individual who is self-motivated with leadership and people management skills. Ability to build and manage relationships with key stakeholders.
- DUTIES** : The incumbent will be responsible for the preparation of the Departmental and Entities Consolidated Annual Financial Statements. Ensure that an audit action plan is compiled and monitored for the audit results on the Consolidated Financial Statements. Review and feedback on the quarterly and annual Provincial Revenue Fund financial statements. Assist the Provincial Legislature with the conversion of their annual financial statements from the GRAP to the Modified Cash basis of Accounting. Review and feedback to GPG departments and entities on their quarterly and annual financial statements. Review and feedback to GPG departments and entities on their monthly financial statements disclosures. Provide proactive assistance and hands-on support to all GPG departments and entities in ensuring that all recommendations from the various financial statement reviews are adequately

implemented. Monitor the progress and report on implementation of audit recommendations from the Office of the Auditor-General SA for all GPG departments and entities. Attend audit steering committees and assist client departments and entities in addressing audit queries from the AGSA. Communicate and assist client departments and entities with implementation of new accounting reforms and standards. Conduct physical one-on-one engagements with client departments and entities and ensure that all financial accounting related challenges are being adequately addressed.

ENQUIRIES : Ms B Mtshizana Tel no: 011 227 9000

POST 01/48 : **ASSISTANT DIRECTOR – PFMA COMPLIANCE**
 Re-advertisement. This position was previously advertised in circular 41, post 41/45. Candidates who applied previously are encouraged to re-apply.
 Directorate: Norms and Standards

SALARY : R 311 784.00 (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A Bachelor's degree or a National Diploma (NQF6) in Auditing/ Risk Management/ BCom Degree majoring in Auditing. A post graduate Diploma in Compliance will be an added advantage. Minimum of 1 – 2 years' experience in Compliance/ Risk Management/ Auditing. Knowledge and understanding of the PFMA, Treasury Regulations and other relevant Legislations. Excellent communication skills (verbal and written). Knowledge of public sector compliance management will be an added advantage.

DUTIES : Conduct compliance assessments with the provisions of the Public Finance Management Act (PFMA), Treasury Regulations and other relevant legislation within GPG departments and entities. Ensure that basic principles and appropriate interpretation of the PFMA, Treasury Regulation and relevant laws and regulation are understood and applied by GPG departments and entities. Analyse irregular, fruitless and wasteful expenditure of departments and provide measures and action plans to ensure reduction thereof. Analyse 30 days payments reports, cost containment measures and other reports. Assist in the development, implementation and monitoring of provincial instruction notes, guidelines and all applicable frameworks. Maintain an updated Query Register, Incoming and outgoing correspondence register. Analyse and make recommendations on all requests. Prepare monthly and quarterly reports. Monitor progress on the implementation of the Action Plans.

ENQUIRIES : Mr HR Tsotetsi, 011 227-9000
NOTE : All shortlisted candidates will be required to write a simulation test.

POST 01/49 : **JUNIOR FORENSIC INVESTIGATOR 3 POSTS**
 Directorate: FORENSIC
 Person Profile: Ability to prioritise competing responsibilities as per their urgency and importance. An ability to interact effectively with people. Attention to detail. Problem Solving. Experience in conducting forensic and or fraud investigations. Ability to develop and execute investigative work plans. Ability to analyse and recognise. Evidence in financial records and supporting source documents. Knowledge of and experience in criminal law procedure, law of evidence. Knowledge and understanding of PFMA; Treasury Regulations Protected Disclosure Act; Prevention and combating of corrupt activities Act; Report Writing. Conflict Management. Assertiveness. Self-motivated. Work ethics and integrity

SALARY : R262 272.00 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric/ Grade 12, Degree or diploma in Law or Forensic Investigation and any other related degree or Diploma, CFE would be advantageous, minimum of 1-2 years' experience in forensic investigation or law enforcement. Valid driver's license. Successful candidates will be required to undergo a security vetting process.

DUTIES : Conduct investigation on allegation of fraud and corruption and all other related matters within Gauteng Provincial Government. Provide reports and presentation of investigative results. Liaise with various law enforcement agencies on all matters of criminal investigations on behalf of the department. Develop and maintain wide variety of public and private sources of information to support investigation function. Implement the investigations in terms of the approved case management plan and project plan. Implement the investigation strategies of the unit as and when directed to do so by the supervisor. Conduct

case review on case assignment for request for investigation. Identify potential areas of fraud. Vulnerability and report on same to the supervisor. Conduct interviews with regard to the investigation. Take statements from witnesses in the execution of the investigations. Develop and follow leads on all areas of investigation; Gather information and facts; Research records; Analyze and evaluate information. Input and Maintain Information in the Incident Reporting and Case Management System (CMS). Prepare narrative reports; Prepare statistical reports. Travel to field offices for investigative or information purposes, as requested by the oversight manager. Perform other duties and responsibilities assigned from time to time by senior management.

ENQUIRIES : Ms. B Sedibe Tel No: (011) 227-9000

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 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.

MANAGEMENT ECHELON

POST 01/50 : **HEAD: CLINICAL UNIT (MEDICAL), CHILD & ADOLESCENT PSYCHIATRY, REF NO: S-002451**
Directorate: Psychiatry

SALARY : R1 444 857 per annum. (all inclusive package Based on OSD)
CENTRE : Tara the H. Moross Centre, Sandton
REQUIREMENTS : A basic medical MBCh or equivalent degree, a specialist qualification in Psychiatry (FCPsych, MMed or equivalent) and a relevant subspecialist qualification (Certificate in Child & Adolescent Psychiatry or equivalent) with current registration with the Health Professions Council of South Africa as a Medical Sub-specialist in Child & Adolescent Psychiatry PLUS at least five (5) years of experience as a Psychiatrist including three (3) years of experience as a Child & Adolescent Psychiatrist

DUTIES : To provide and manage a subspecialist service in the assessment and management of children and adolescents. To supervise other specialists and multi-disciplinary mental health team members. To provide strategic and operational leadership for Child & Adolescent Psychiatry services within the institution. To contribute to clinical management within the hospital. To conduct, support and promote teaching and research. To serve as a joint appointee of the Department of Psychiatry, University of the Witwatersrand and to participate in the teaching and training of various categories of undergraduate and postgraduate students and health professionals.

ENQUIRIES : Dr T.J. Madigoe, Tel. No: (011) 535 3001/3276
APPLICATIONS : Applications must be made on a Z83 form (available from any government office) and must include a covering letter, a CV with contact details of three (3) referees, recently certified copies of the required qualifications, current HPCSA registration card as a psychiatrist and subspecialist child psychiatrist, identity card/document. Applications must be delivered to:- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125 or apply online www.gautengonline.gov.za

CLOSING DATE : 20 January 2017

OTHER POSTS

POST 01/51 : **PHARMACIST GRADE2 REF NO: TDH01/2017**

SALARY : R627 675-R666186.00(Plus benefits)
CENTRE : Tshwane District Hospital

<u>REQUIREMENTS</u>	:	B.Pharm. Registration with SA Pharmacy Council as a pharmacist. Excellent communication & information skills, management skills and Time management skills, good interpersonal skills, team builder, basic Administrative and computer skills, training skills, counseling skills Research, development & statistical analysis skills, supervisory/motivational Skills, problem solving and decision making, basic financial management skills Project management skills, policy analysis skills, Monitoring and evaluation skills Presentation skills, customer focused and responsiveness. Sound knowledge of Legislation applicable to pharmacy practices, Human Resource Management and Staff relation legislation. Appropriate clinical and theoretical knowledge.
<u>DUTIES</u>	:	Keep surveillance on medicine consumption in the department. Supervise, co-ordinate and manage all activities of the department. Plan and co-ordinate all administrative functions of the department. Assist with the dispensing of medicine. Monitor and evaluate the quality of service in the department. Control of budget For the department. Ensure adherence to the dispensing and GPP standards as set out by the SAPC. Manage, monitor and evaluate pharmacy staff in the unit. Ensure adherence to both the hospital and provincial drug formularies, PFMA National Core standards requirements, ensure drug availability, avoid wasteful and Fruitless expenditure. Support the Pharmacy Manager in effective administration Of the pharmacy department. Produce relevant reports. Registration as tutor. Assist with on-call and after hour duties. Ability to work under pressure, observe All batho pele principles.
<u>ENQUIRIES</u>	:	Ms Dolo Tel No :(012) 354 7861/64
<u>APPLICATIONS</u>	:	Applications must be submitted on a Z83 form, Certified copies of ID and Qualifications to be attached. Applications can be submitted at Tshwane District Hospital: Private Bagx179 Pretoria 0001 or posted to: The HR Manager, Tshwane District Hospital, Private Bag x 179, Pretoria, 0001. Failure to do so will lead to disqualification
<u>CLOSING DATE</u>	:	31January2017
<u>POST 01/52</u>	:	<u>ASSISTANT MANAGER NURSING – (SPECIALTY) (PN-B3) DAY AND NIGHT DUTY REF NO: S-002463</u> Directorate: Nursing Services
<u>SALARY</u>	:	R509 148 per annum (all inclusive package)
<u>CENTRE</u>	:	Sterkfontein Hospital, Krugersdorp
<u>REQUIREMENTS</u>	:	Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification (Advanced Psychiatry), with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R 212. Nursing Administration qualification will be an added advantage. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. 6 years of the period above must be recognizable/appropriate experience after obtaining the 1 year post-basic qualification in advanced psychiatry. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of SCM and HRM procedures, the MHCA 17 OF 2002, public sector relevant legislative frameworks. Strong leadership, sound interpersonal and good communication skills. A valid driver's license.
<u>DUTIES</u>	:	To supervise comprehensive, quality nursing care programs according to the needs of the patient based on Batho -Pele principles; Patients' rights charter and National Core Standards. Manage effectively the utilization and supervision of resources and assist in recruitment and mentoring of nurses. Develop nursing policies and procedures to enhance quality nursing care and management. Ensure effective implementation of the HR and SCM policies in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance. Take extra-mural assignments as may be delegated by the Nursing Service Manager or CEO. Assist in career planning and development of nursing staff. Conduct clinical audits at the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in her absence. Take charge of the hospital during the day, night, public holidays and weekends.
<u>ENQUIRIES</u>	:	Ms. M.M. Sono , Tel No: (011) 951 8222
<u>APPLICATIONS</u>	:	Application must be submitted or hand-delivered on Z83 form, certified copies of C.V., ID, and Qualifications to be attached. Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric

Hospital, Private Bag X2010, Krugersdorp, 1740 or apply online at www.gautengonline.gov.za
20 January 2017

CLOSING DATE

POST 01/53

OPERATIONAL MANAGER: NURSING SPECIALTY (PAEDIATRIC) REF NO: S-002447
Directorate: Nursing Services

SALARY

CENTRE

REQUIREMENTS

R465 939.per annum (plus benefits)
Tambo Memorial Hospital
Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year. A minimum of 9 years appropriate recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At Least 5 years of the period referred to above must be appropriate recognisable experience after obtaining the year post-basic qualification in Post Basic Paediatric Nursing Science / Neonatal Nursing Science.

DUTIES

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

ENQUIRIES

APPLICATIONS

Ms. E. Mogudi, Tel No (011) 898 8314 / 8054
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

20 January 2017

POST 01/54

ASSISTANT MANAGER NURSING (AREA: GENERAL STREAM) PN-A7 2 POSTS REF NO: S-002430
Directorate: Nursing Department

SALARY

CENTRE

REQUIREMENTS

R 465 939 per annum (plus benefits)
Cullinan Care and Rehabilitation Centre
Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/recognisable experience in Nursing after registration as a Professional nurse with SANC in General Nursing. At least three (3) years of the period above must be appropriate/recognized experience at Nursing Management Level. A qualification in Nursing management will be an added advantage. Competencies: Understanding of nursing legislation and related legal and ethical nursing practices. Ensuring that clinical nursing practices are rendered in accordance with the scope of practice and nursing standards as determined by the institution. Basic understanding of Human Resource and Financial policies and practices Basic understanding of the legal framework governing the public service. Understanding the Mental Health Care Act No, 17 of 2002. Effective communication skills and complex report writing.

DUTIES

Ensuring that a holistic nursing care service is delivered to Patients in a cost effective, efficient and equitable manner by the Nursing Units that form part of the Nursing Area including the overall management of nursing service in the relevant Nursing Area. Co-ordinate, promote and monitor nursing activities in the nursing units which form part of the Nursing Area, in terms of Service Standards, Quality Assurance Standards and Protocols, Infection Control and Occupational Health and Safety Legislations and Policies. Promoting efficient and effective customer care and quality patient care in line with the South African Nursing Council rules and regulations, Patients' Rights and the Batho Pele Principles. Ensuring proper utilisation of allocated financial and physical resources. Monitoring and exercising strict adherence of the policies, protocols

and guidelines in line with the strategic objectives of the department. Support Nursing and Health care research to improve the quality of care. Lead the implementation of the National Core Standards (NCS). Proactively identifies continuing professional development (CPD) requirements for nurses. Actively participate in the implementation of national strategic plan for nurse education, training and practice 2012-2017

ENQUIRIES : Ms N A Masigo, Tel No: (012) 734 7015/7017
APPLICATIONS : Applications must be submitted to-Cullinan Care and Rehabilitation Centre. Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 20 January 2017

POST 01/55 : **OPERATIONAL MANAGER (OBSTETRIC): REF NO: S-002453**
Re-Advert
Directorate: Nursing

SALARY : R465 939 per annum (plus benefits)
CENTRE : Edenvale General Hospital
REQUIREMENTS : Degree / Diploma in General Nursing and Midwifery or Basic R425 qualification in nursing that allows registration with the South African Nursing Council as professional nurse. Advance Midwifery will be an added advantage. Current SANC receipt. A minimum 9 years appropriate / recognizable in nursing after registration as a professional with SANC. At least 5 years of the period referred to above must be appropriate/ recognizable experience in obstetric nursing. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of Human Resource and financial policies and practices. Ensure performance management of staff. Effective leadership and conflict resolution skills. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele and Patient's Right Charter. Demonstrate effective Communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : Mr. T.M. Rankhumise, Tel No: (011) 346 2333 / 321 6219
APPLICATIONS : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, or apply online at: www.gautengonline.gov.za
Closing date is as of below at 15:00.

CLOSING DATE : 20 January 2017

POST 01/56 : **QUALITY ASSURANCE PNA-7 REF NO: S-002454**
Directorate: Management

SALARY : R465 939 per annum (plus benefits)
CENTRE : Edenvale General Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum 8 years appropriate/ recognisable experience in nursing as a professional nurse after registration with SANC. At least three years of the period above must be experience as a manager. Those with other relevant experience with relevant qualifications are also welcomed to apply. Drivers licence is must. Have knowledge of computer e.g. Power point, Excel and Word. Have good interpersonal skills and report writing.

DUTIES : To deal with all matters relating to Core Standards. Supervision of Queue marshals in the hospital. Coordinate and establish meetings relevant to your departments. Contract and review the staff members falling under your management. Assist with the quality assurance monitoring and evaluation

framework. Source and obtain data and information to measure progress and compliance with quality assurance targets, norms, required for the development of measurable performance indicators related to the quality of care in the institution. Drafting of annual, quarterly and other relevant quality assurance performance reports.

ENQUIRIES APPLICATIONS : DR. D.R Maluleke, Tel No: (011) 321-6003
 : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, or apply online at: www.gautengonline.gov.za
 Closing date is as of below at 15:00.

CLOSING DATE : 20 January 2016

POST 01/57 : **OPERATIONAL MANAGER NURSING GR 1(GENERAL): INFECTION PREVENTION AND CONTROL REF NO: S-002431**
 Directorate: Nursing Management

SALARY CENTRE REQUIREMENTS : R367 815 per annum (Plus Benefits)
 : Cullinan Care and Rehabilitation Centre
 : Basic R425/R683 qualification i.e. Diploma/Degree in General, Psychiatry ,Community and Midwife/ Diploma in General Nursing. Proof of current Registration with the SANC as professional nurse. Qualification in Infection prevention and Control will be an added advantage. A minimum of 7 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Able to develop contracts, build and maintain networks of professional relations in order to enhance service delivery. Demonstrate basic computer literacy. Display strong leadership abilities and problem solving skills. Knowledgeable in legal requirements in public health care sector. Ability to take charge and make appropriate independent decisions. Skilled to develop ongoing training programmes in Infection prevention and control principles for all categories of staff. Research skills to advice Hospital Management. Valid driver's licence.

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

ENQUIRIES APPLICATIONS : Ms NA Masigo, Tel No: 012 7347000 X 215
 : Applications must be submitted to-Cullinan Care and Rehabilitation Centre. Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 20 January 2017

NOTE : People with disabilities are encouraged to apply.

POST 01/58 : **OCCUPATIONAL HEALTH AND SAFETY NURSE (GENERAL) GRADE 1 PN-A5 REF NO: S-002444**
 Directorate: Nursing

SALARY : R367 815 per annum (plus benefits)

<u>CENTRE REQUIREMENTS</u>	:	Cullinan Care and Rehabilitation Centre
	:	Diploma/Degree in basic Nursing R425 qualification in Nursing. Registration with South African Nursing Council (SANC). Seven (7) years' service experience as a Professional Nurse in General units. Experience working in Occupational Health and Safety Environment. A certificate in Health and Safety will be an added advantage.
<u>DUTIES</u>	:	Arrange Committee meetings and prepare agendas thereof. Perform medical surveillance and physical examination of staff. Biological monitoring, including vaccination of staff. Minutes recording and processing from Committee meetings. Maintain all appropriate registers pertaining to OHS. Arrange training courses as required in liaison with Health and Safety representatives, employees and managers. Receive and evaluate for organizational relevance OHS information and such information be distributed to delegated officers by memo, email or through meetings as required. Monitor the organization's compliance with OHS policies, legislative requirements, codes, regulations, practices and procedures and ensure OHS committee meetings address any areas on non-compliance or concern. Liaise with the Regional Coordinator regarding various OHS matters relating to audit inspections, actions from committee meetings, training etc. Liaise with managers and supply agents to carry out inspections of first aid, fire extinguisher, lifting devices, any pressure vessels etc. Assist with identifying workplace hazard and procedures in liaison with managers and ensure they have safe operating procedures where necessary. To review and update material safety data sheets for all substances and chemicals used within the workplace. To draft OHS letters, email and memorandums for the Committee Chairperson or Chief Executive Officer to check and sign. To monitor expenditure on OHS items and in liaison with the Chief Executive Officer recommended items for budgetary considerations. To ensure that a copy OHS Committee meeting minutes and Policies to be reviewed are forwarded to the Chief Executive Officer's Personal Assistant for inclusion in correspondence register.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. MM Malaza, Tel No: (012) 734-7050
	:	Applications must be hand delivered to: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000 or apply online at: www.gauteng.gov.za
<u>CLOSING DATE</u>	:	20 January 2017
<u>NOTE</u>	:	People with disability are encouraged to apply
<u>POST 01/59</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY MANAGER /COORDINATOR</u> <u>REF NO: S-002432</u> Directorate: Quality Assurance
<u>SALARY</u>	:	R367 815 per annum (Plus Benefits)
<u>CENTRE</u>	:	CULLINAN Care and Rehabilitation Centre
<u>REQUIREMENTS</u>	:	A three year Bachelor's Degree/National diploma/equivalent NQF 6 certificate in OHS. At least two years relevant experience in this field. Ability to communicate effectively with other employees, senior officers, elected members and the public. Personal organisation and time management. Numeracy and accuracy. Computer literacy and competent keyboard skills. Minute recording and agenda preparation. Knowledge and application of policies governing the Public Service. Good communication (verbal and written).
<u>DUTIES</u>	:	Arrange Committee meetings and prepare agendas thereof. Perform medical surveillance and physical examination of staff. Biological monitoring including vaccination of staff. Minutes recording and processing for Committee meetings. Maintain all appropriate registers pertaining to OHS. Arrange training courses as required in liaison with Health and Safety representatives, employees and managers. Receive and evaluate for organisational relevance OHS information and such information be distributed to delegated officers by memo, email or through meetings as required. Monitor the organisations compliance with OHS policies, legislative requirements, codes, regulations, practices and procedures and ensure OHS committee meetings address any areas on non-compliance or concern. Liaise with the Regional Coordinator regarding various OHS matters. Coordinate the review of Council's OHS policies, plans, programs and contribution to the forward planning process in liaison with the Chief Executive Officer. Liaise with OHS workgroup representatives in matters relating to audit inspections, actions from committee meetings, training etc. Liaise with managers and supply agents to carry out inspections of first aid, fire

extinguisher, lifting devices, any pressure vessels etc. Assist with identifying workplace hazard and procedures in liaison with managers and ensure they have safe operating procedures where necessary. To review and update material safety data sheets for all substances and chemicals used within the workplace. To draft OHS letters, email and memorandums for the Committee Chairman or Chief Executive Officer to check and sign. To monitor expenditure on OHS items and in liaison with the Chief Executive Officer recommended items for budgetary considerations. To ensure that a copy OHS Committee meeting minutes and Policies to be reviewed are forwarded to the Chief Executive Officer's Personal Assistant for inclusion in Correspondence register.

ENQUIRIES APPLICATIONS : Ms N. A Masigo, Tel No: (012) 734 7015/7017
 : Applications must be submitted to-Cullinan Care and Rehabilitation Centre, Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 20 January 2017

POST 01/60 : **TB COORDINATOR REF NO: S-002417**
 Directorate: TB Unit

SALARY CENTRE REQUIREMENTS : R367 815 -378 846 per annum (plus benefits)
 : West Rand District Health Region A
 : Diploma or Degree in nursing that allows registration with the SANC as a Professional Nurse. Minimum Seven (7) Years as a Professional Nurse. Valid Driver's Licence. Computer literacy and be able to work on Excel, Access, Word and Power point.

DUTIES : Ensuring effective implementation of TB Programme at a Sub District level, Promote implementation of the National TB control guidelines and policies in all facilities, Monitor and support all TB reporting units in the Sub District and Hospitals. Affiliated private clinics and Correctional Services. Plan and organise TB quarterly Meetings for the Sub District, Conduct structured support visits in facilities in the Sub District. Monitor and evaluates NGO "s hospitals and TB wards, support and monitor TB focal point in hospitals. Ensure good working relationship with the WBOT programme. Liaison with all programmes with in the Sub District and other stake holders for effective management of the TB programmes, Support and guide managers and nurses on both programmes policies and guidelines. Facilitate and coordinate TB training and in service training for facility health care workers, Coordinate monthly and quarterly TB reports for submission to District, Validate verify and analyse data prior to submission to the next level , Attend District and Provincial meetings as required , Ensure team work in the TB programme.

ENQUIRIES APPLICATIONS : Ms. Lizzy Sebokolodi, Tel No: (011) 953 4515
 : Applications must be submitted on a Z83 form with a CV, certified copies of ID document, driver's license and Qualifications attached. Applications should be submitted directly at the West Rand District Health CNR Vlei and Luipaard Street Krugersdorp or posted to Private Bag X2053 Krugersdorp, 1740 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 20 January 2017

POST 01/61 : **ASSISTANT DIRECTOR: FMU REF NO: S-002421**
 Directorate: Facility Management Unit

SALARY CENTRE REQUIREMENTS : R311 784 per annum (plus benefits)
 : Tembisa Provincial Tertiary Hospital
 : An appropriate National diploma in electrical / Mechanical with more than 5 years' experience of which 2 years should be at Supervisory level. A qualification in project management will be an added advantage. Knowledge of PFMA, OHS Act, Project management, inspection, presentation and analytical skills. Knowledge of managing Facility Management services in a hospital environment will be an added advantage. Knowledge of National Building Regulations will be an added advantage. Good financial management skills and conflict management. Must be computer literate (MS Office, MS Excel and PowerPoint) Excellent time management and organizational skills. Good communication skills (verbal and non-verbal), report writing skills, negotiation, teambuilding, problem solving, conflict resolution and ability to work under pressure. A valid driver's license.

DUTIES : Ensure overall management of Facility Management Unit, Parking, Accommodation, Garden services and DID – Artisans(Electrical, Mechanical,

Building, Plumbing, Carpentry). Supervise and manage resources in Facility Management Unit services departments within the institution. Strengthen record keeping process and implement record management policies. Monitor and report on the quality standard required by the institution. Monitor and report on proper implementation of the National Core Standard requirements of the FMU. Ensure compliance and maintaining the quality standard required by the institution. Monitoring and evaluation of DID staff performance on site. Communicating and liaising with the relevant inspectors and staff from DID and Central Office Infrastructure Management. Attend FMU and DID meetings and compile weekly, monthly and quarterly reports. Participate in inter and intradepartmental committees that deals with issues of FMU. Responsible for performance appraisal and development of staff. Ensure achievement of strategic objectives of the component by ensuring suitable infrastructure in terms of identified need of budget and monitoring construction. Conduct building audits and infrastructure in terms of identified need of budget and monitoring construction. Conduct building audits and identified areas that need attention. Control FMU budget and monitor expenditure. Ensure proper utilization of the infrastructure and Day to Day maintenance budget by monitoring and reporting expenditure. Ensure the implementation of FMU practices, procedures, guidelines and policies. Responsible for implementation of Occupational Health and Safety act. Participate in the development of strategic and operational plans for Facility management sections. Attend meetings for projects and strategic planning. Attend to human resource matters, do record keeping and statistics, compile and submit reports. Plan and implement training programs for FMU staff. Fulfil duties as per PMDS contract and job description. Perform any other duties as delegated by management.

ENQUIRIES : Ms Phumzile Mathabe , Tel No: (011) 923-2000
APPLICATIONS : Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 OlifantsFontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 20 January 2017

POST 01/62 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: S-002423**
 Directorate: Supply Chain Management

SALARY : R311 784.per annum (plus benefits)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Degree/ Diploma / Equivalent qualification in Supply Chain Management with two years supervisory level experience or Grade 12 with 5 years experience in Supply Chain Supervisory Level. Sound knowledge and understanding of the PFMA, PPFA and Treasury regulations and Supply Chain Management framework Act as well as BBBEE Act. Strong analytical skills, good interpersonal skills, change management, HR Management, planning, organizing customer care management skills. Computer literacy, good problem solving, decision making skills. Experience in Department of Health will be an advantage.

DUTIES : Lead a team that renders services in Demand Management and Acquisition Management. Conduct needs analysis and industrial analysis. Ensure that the Requisitions are linked to the budget and the strategic objectives. Compile Demand/Procurement plans. Participate in committees within the hospital. Ensure compliance with the National Core Standard. Ensure compliance to 30 days payment and assist the hospital to acquire a clean audit.

ENQUIRIES : Mr. L.H. Mojela, Tel No: (011) 923-2221
APPLICATIONS : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T. Namame Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 20 January 2017

POST 01/63 : **MIDDLE MANAGER: HEALTH INFORMATION MANAGEMENT REF NO: S-002424**
 Directorate: Administration

SALARY : R311 784 per annum (plus benefits)
CENTRE : Tembisa Provincial Tertiary Hospital

- REQUIREMENTS** : Degree/Diploma/Equivalent qualification in Health Information Management with two years supervisory level experience or Grade 12 with 5 years experience in Health Information Management Supervisory Level Sound knowledge of Public service Regulation, Public Service Act and other relevant Health Information Management legislative framework. Good verbal and written Communication Skills, System, data quality assurance and computer literacy with word and excel software to create and edit charts, tables, graphs and presentation. Strong oral and written communication skills, knowledge of Public Health Programmes. Data management processes, tools and DHIS. Ability to operate successfully in a team and to work independently. Good interpersonal skills.
- DUTIES** : Assists in directing, planning organizing, monitoring and evaluating the work of the division to ensue effective and efficient operations and compliance with established standards, rules and regulations and to oversee the HIS. Participate in the planning, designing and implementing data processes and analysis, training of staff, ensure routine monitoring of quality data, accuracy and consistency of reporting. Health information Management professionals manage all aspects of the content of medical patient records and patient information systems. Job responsibilities include anything from information gathering and maintenance, data analysis and interpretation to designing, implementing, and maintaining health information technology systems. Supervises the maintenance of medical records and the preparation of statistical reports for research and hospital administration. Provides in-service training and evaluates departmental personnel as hospital administration. Provides in-service training and evaluates department and evaluates departmental personnel as required. Develops orientation and training programs and ensure ongoing competence of staff is documented; serves as a member of various committees and participates in hospital staff meetings as required. As a result, health information managers must keep up with current computer and software technology and with legislative requirements. In addition, as patient data become more frequently used for quality management and in medical research, health information managers ensure that databases are complete, accurate, and available only to authorized personnel.
- ENQUIRIES** : Mrs. L.R. Mmatli Tel No: (011) 923-2053
- APPLICATIONS** : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T. Namame Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za
- CLOSING DATE** : 20 January 2017
- POST 01/64** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: S-002425**
Directorate: Human Resource
- SALARY** : R311 784 per annum (plus benefits)
- CENTRE** : Tembisa Provincial Tertiary Hospital
- REQUIREMENTS** : Degree/ Diploma / Equivalent qualification in Human Resource Management with two years supervisory level experience or Grade 12 with 5 years experience in Human Resource Supervisory Level. Sound knowledge of Public service Regulation, Public Service Act and other relevant human resource legislative framework. Good verbal and written Communication Skills.
- DUTIES** : Manage the administration of system and implementation of staff establishment, Responsible for the implementation of Human Resource Policies, plans and strategy. Develop internal controls and policies and procedures on condition of service, remuneration and employee benefits in line with human resources practices, procedures, guidelines and policies. Ensure the implementation thereof manage and administer all aspects of condition of service including employee benefits. Manage the provision of staffing services (recruitment and selection). Manage Human Resource Personnel information system and Human Resource management. Attend to Audit queries and implementation of the recommendation thereof. Continually improve service delivery and measure performance through the development and pursuing a systematic approach to employee development based upon a departmental skills gap analysis and PMDS System. Advice management and the department on Human Resource practices, procedures, guideline and policies etc.
- ENQUIRIES** : Mr. N. Ramolumisi, Tel No: (011) 923-2080

- APPLICATIONS** : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T. Namame Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za
- CLOSING DATE** : 20 January 2017
- POST 01/65** : **ASSISTANT DIRECTOR: FINANCE REF NO: S-002422**
Directorate: Finance
- SALARY CENTRE REQUIREMENTS** : R311 784 per annum (plus benefits)
: Tembisa Provincial Tertiary Hospital
: Degree/ Diploma / Equivalent qualification in Finance with two years supervisory level experience or Grade 12 with 5 years experience in Finance Supervisory Level. Understanding of the following legislations PFMA, BBBEE, PPPFA, and Treasury Regulations. Must have practical experience of using systems applicable to Gauteng Health. Leadership and sound management skills. Ability to work under tight deadlines and still attain the desired outcome. Ensure adherence to financial policies, guidelines and procedures. Must have knowledge of BAS, SAP and PAAB.
- DUTIES** : Management of Revenue, Budget and expenditure. Management of Suspense accounts, alignment of expenditure and budget. Ensure a correct allocation or alignment of expenditure through giving SCOA allocations to the orders. Ensuring that relevant correct reconciliations and reports are submitted to relevant managers and reviewed by head office and, variance explained properly (IYM etc.). Support compilation of yearly budget and Present budget reports to management and cost centre managers on a monthly basis. Monitoring of commitment register; provide informed opinion (advice) and historical information during budgeting processes and assist the financial manager in consolidating (bilateral, MTEF, adjustment, virement). Allocation of SCOA and budget on RLS01. Consolidation of budget wish lists compile budget per line item and per cost centre. Ensure that all money or revenue due to the hospital is collected. Provide support to creditors and debtor's department. Come up with strategy to collect revenue. Ensure that all reports are compiled and submitted on time.
- ENQUIRIES APPLICATIONS** : Mr. K.E. Phaka Tel No: 923-2221
: Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T. Namame Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za
- CLOSING DATE** : 20 January 2017
- POST 01/66** : **DIETICIAN (PRODUCTION) GRADE 1 REF NO: S-002433**
Directorate: Allied services
- SALARY CENTRE REQUIREMENTS** : R262 020 per annum (plus benefits)
: Cullinan Care and Rehabilitation Centre
: 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 (Community service completed). 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 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 APPLICATIONS : Mr NP Mabaso Tel: 012 734 7000 X 270
: Applications must be submitted to-Cullinan Care and Rehabilitation Centre.
Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre,
Rayton Road, Cullinan, 1000 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 20 January 2017
NOTE : People with disability are encouraged to apply

POST 01/67 : **PERSONAL ASSISTANT (PA) REF NO: S-002426**
Directorate: Nursing

SALARY : R 211 194 per annum (plus benefits)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 certificate plus a qualification in Secretarial studies / Office Administration, Diploma /Certificate. A minimum of 3 years relevant experience in rendering a support to Senior Management. Must have Advanced Computer literacy package such as Microsoft Excel, Power – point, MS Word etc. Good telephone etiquette and strong interpersonal relations. Competencies: Ability to communicate well with people at different levels and from different backgrounds. Ability to act with tact and discretion. Ability to work under pressure, in a team, independently and take initiatives. Willing to work after hours when needed.

DUTIES : Overall management of the office administration functions. Manage the office of the Nursing Manager. Manage all incoming and out-going correspondence. Maintaining a filing system to file and retrieve documentation. Handling of Confidential documents. Managing the diary of Nursing Manager. Arranging meetings, appointment and taking minutes. Liaise on behalf of the Nursing Manager with Departmental officials, other stakeholders and the public. Attend telephone calls and Messages and referring appropriately where required. Ensure effective flow of Information and documents. Make official travel arrangements for the Nursing Manager and processing of subsistence and travel claims. Assisting the office with Personal tasks within agreed framework and with the compilation of Office budget and document management. Develop and manage an efficient, professional document management (filling) system, type, fax, photocopy and dispatch documents.

ENQUIRIES APPLICATIONS : Mr. W.N. Mothwane, Tel. No: (011) 923-2050
: Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T. Namame Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 20 January 2017

POST 01/68 : **SECURITY MANAGER REF NO: S-002434**
Directorate: Nursing

SALARY : R211 194 per annum (plus benefits)
CENTRE : Cullinan Care and Rehabilitation Centre
REQUIREMENTS : Security related qualifications. National Diploma or Degree with more than 5 years security experience. Two (2) years must be in a managerial/ supervisory capacity. Valid driver's license. Computer literate.

DUTIES : Safety: Monitor the implementation of the compliance with the OHS Act. Ensure safety of staff, patients, students and visitors. Access Control Management: Physical access control. Manage & monitor implementation of access control and attend to gaps identified. Leadership & Governance Management. Monitor the implementation of security measures, Policies and guidelines in the hospital. (MISS & MPSS) Manage the vetting process in the hospital inclusive of contractors. Contribute to the Department planning, budgeting, and procurement processes as well as monitoring and evaluation. Develop and implement Operational Plan for the security department of the hospital. Strategic management Liaise with stake holders e.g. SAPS, Central Office, Security Service Provider, NIA, Correctional Services on security management matters. Operational Management: Manage security plan and security contracts Coordinate and monitor the implementation of security measures in the hospital Conduct security threats and risk audit. Conduct security awareness. Manage investigations relating to security breaches and advice management regarding security threats. Advice and make recommendations to management on security trends and issues Supervise and manage resources. Manage staff performance and the review thereof. Staff development.

ENQUIRIES : Ms NA Masigo, Tel No: 012 7347000 X 215
APPLICATIONS : Applications must be submitted to-Cullinan Care and Rehabilitation Centre. Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 20 January 2017
NOTE : People with disabilities are encouraged to apply.

POST 01/69 : **PHARMACIST ASSISTANT POST BASIC REF NO: S-002443**
Directorate: Pharmacy Department

SALARY : R170 904 per annum (plus benefits)
CENTRE : Cullinan Care and Rehabilitation Centre
REQUIREMENTS : A Pharmacist's Assistant Post Basic qualification, registered with the South African Pharmacy Council (SAPC). Appropriate post-registration experience will be an added advantage. Good interpersonal skill, ability to work under pressure and professionalism. Knowledge and skills: Pharmacy and Public Service legislation; communication skills; mathematical skills; computer literacy.

DUTIES : Perform all duties falling within the scope of practice of a Pharmacist's Assistant post basic under the direct supervision of a Pharmacist, including but not limited to the following: 1) Assist with the manufacturing of non-sterile or sterile medicine according to formulas and SOPs; 2) re-packaging of medicines; 3) distribution and control of medicines; 4) reading and preparation of a prescription, the selection, labeling and supply of medicines in an appropriate container following the interpretation and evaluation of a prescription; 5) dispensing of medicines and providing information, education and counseling to patients to promote health.

ENQUIRIES : Ms. MM Malaza Tel:012 7347050
APPLICATIONS : The applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000 or apply online at; www.gautengonline.gov.za
CLOSING DATE : 20 January 2017

POST 01/70 : **PHARMACIST ASSISTANT POST BASIC GRADE 1 REF NO: S-002446**
Directorate: Pharmaceutical Services

SALARY : R170 904 per annum (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Post Basic Pharmacist assistant qualification. Registration with the SAPC as a pharmacist assistant post basic. Computer literate will be a recommendation. OTHER SKILLS: Basic knowledge of communication and interpersonal skills. Basic knowledge of pharmaceutical process, relevant legislation and policies, record keeping and drug supply management, work effectively in a team

DUTIES : The incumbent of the post will work under direct/indirect supervision of a Pharmacist. Issue medication to patients and wards as per prescription. Distribution of stock to patients and wards. Repacking, informing patients on the correct use of medicine. Receive, read and check prescription for legality, authenticity and validity. Stock control which includes receiving issuing and maintenance of stock, bulk compounding of stock in accordance with good manufacturing practice and Standard Operating Procedures. Advice and support patients and other health care professionals regarding pharmaceutical issues. Networking with relevant stakeholders. Address pharmacovigilance.

ENQUIRIES : Mrs. C.K Mokhele Tel: (012) 717 9389
APPLICATIONS : Applications must be completed fully on z83. Certified copies of certificates and identity document must be attached. Application documents must be submitted to jubilee district hospital Human Resource Department private bag x449. Hammanskraal.0400 or hand delivered at Jubilee Hospital or apply online at: www.gautengonline.gov.za
CLOSING DATE : 20 January 2017

POST 01/71 : **PHARMACY ADMIN CLERK REF NO: S-002455**
Directorate: Administration

SALARY : R142 461 per annum (plus benefits)
CENTRE : Edenvale General Hospital
REQUIREMENTS : Minimum Grade12 or equivalent post-matric qualification. Must have at least three years of hospital experience. Be able to work under pressure and take

- instructions from the supervisor/s without deviations. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care. Must have computer skills.
- DUTIES** : Perform provisioning and admin functions to ensure effective and efficient delivery of pharmaceutical services under supervision of pharmacists. Update the manual documentation and the database as per specific authorisation. Keep hard copies of all records from the data base as required maintaining the audit trail. Obtain the necessary quotations for purchase of medication as required. Procure stock for the pharmacy using the official procurement procedures i.e. for MSD and buy out items. Follow-up at various business partners. Monitor and maintain stock including 6 monthly re-order level. Reconciliation of orders, invoices and any other document as per PAS procedures. Reconciliation of issue vouchers and the month end budget reports from MSD. Be responsible for filing.
- ENQUIRIES APPLICATIONS** : Ms. A Boston Tel No: (011) 321-6000
- The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, or apply online at: www.gautengonline.gov.za
- Closing date is as of below at 15:00.
- CLOSING DATE** : 20 January 2016
- POST 01/72** : **REGISTRY CLERK REF NO: S-002450**
Directorate Registry
- SALARY CENTRE REQUIREMENTS** : R 142 461 – 167 814 per annum (plus benefits)
: Sizwe Tropical Disease Hospital
: Grade 12 with 2 years' relevant experience in office administration Knowledge. Knowledge of registry responsibilities, storage, and retrieval procedures. Computer skills, good communication skills both verbal and written. Ability to work in a team and good interpersonal skills.
- DUTIES** : Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to registry functions. Process documents for archiving and disposal. Smooth running of the registry office. Liaising with other departments for transfers and disposal of records. Compile monthly statistics. Supervision of messengers.
- ENQUIRIES APPLICATIONS** : Ms. ME Skhaolelo (011) 531 4311/4394
: Applications can be delivered to: Sizwe TD Hospital, Cnr. Club & Modderfontein Road, Sandringham 2131 or posted to: The HR Manager, Sizwe TD Hospital, Private Bag X2, Sandringham 2131 or apply online at: www.gautengonline.gov.za
- CLOSING DATE** : 20 January 2017
- POST 01/73** : **ADMINISTRATION CLERK REF NO: S-002435**
Directorate: Hast
- SALARY CENTRE REQUIREMENTS** : R142 461 per annum (plus benefits)
: Cullinan Care and Rehabilitation Centre
: Grade 12 with years' experience in an ART clinic environment. Experience in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Knowledge of TIER.NET system and handling of Correctional service file. Sound verbal and written communication skills. Good telephonic etiquette and interpersonal skills. Be able to work under pressure.
- DUTIES** : Provide effective and efficient administration support to the clinic, with regards to patient /customer service and data capturing. Keep record of daily visits by patients, filling, complete relevant admission forms, obtain demographic information check and enter specimen results and monitor waiting times. Ensure all administrative duties of the clinic are rendered, including answering and re-directing telephone calls and queries, control incoming confidential information, attend to visitors and keep record. Order stationery and goods for the clinic. Manage meetings by typing agendas, minutes and keeping records. Render data management services such as capturing in the TIER.NET system assist with various administrative duties as assigned by the manager.
- ENQUIRES** : Nkosi NM, Tel (012)734 7000 Ext 274

APPLICATIONS : Applications must be submitted to-Cullinan Care and Rehabilitation Centre. Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 20 January 2017

POST 01/74 : **ADMIN CLERK - FMU REF NO: S-002427**
Directorate: Facility Management Unit

SALARY : R142 461 per annum (plus benefits)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 with 2 years clerical experience. Computer literacy (Microsoft Word, Excel and PowerPoint, Outlook) plus ability to work independently. Recommendations: Office organization skills; General Filing Skills; Communicate efficiently (verbal and written).

DUTIES : Receive works order, log call for maintenance and clinical engineering unit; record all works orders in the recording system accordingly; liaise with workshop on works orders not attended to; handle routine inquiries; keep and maintain the filing system for the unit; stock control of office stationery; record movement of documents (incoming and outgoing); file documents orderly perform FMU functions, make copies, fax documents, send and receive e-mails; order, issue and receive stock; compile weekly and monthly report of all call logged maintenance and clinical engineering unit.

ENQUIRIES : Ms Phumzile Mathabe , Tel No.: (011) 923-2000
APPLICATIONS : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T. Namame Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 20 January 2017

POST 01/75 : **HUMAN RESOURCE CLERK REF NO: S-002436**
Directorate: Human Resource Department

SALARY : R142 461 per annum (plus benefits)
CENTRE : Cullinan Care and Rehabilitation Centre
REQUIREMENTS : Grade 12 or B-degree/Diploma in Human Resource at least three years extensive relevant experience in Human Resource environment. Knowledge and understanding of PERSAL, HR prescripts, legislative frameworks and procedure. Good computer skills (MS word, Excel, PowerPoint, etc. Ability to work with groups at different levels and coordinate various HR Activities. Ability to work under pressure.

DUTIES : Perform Human Resource Administration functions from appointment to terminations. Process the following matters regarding service benefits: housing, acting allowance, leave, and medical scheme, injury on duty, pension fund overtime, and probation and issuing of long service certificates. Process and amend all PERSAL transactions. Collecting of data for delegation (statistics) report Manage source and select functions pertaining: preparation of advert/s to GSSC. retrieve all adverts from website and place on notice board/sand keeping records of all adverts. Leave audits, staff verification and checking institutional attendance registers

ENQUIRIES : Mr. JK Makhoba Tel (012 734 7050)
APPLICATIONS : Applications must be submitted to-Cullinan Care and Rehabilitation Centre. Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 20 January 2017

POST 01/76 : **ADMINISTRATION CLERK (TRANSPORT MANAGEMENT) REF NO: S-002437**

SALARY : R142 461 Per Annum (Plus Benefits)
CENTRE : Cullinan Care and rehabilitation centre
REQUIREMENTS : Grade 12 certificate with 5 years' experience in transport environment in the public service, or relevant managerial National Diploma \ Bachelor's degree with 1-2 experience in transport environment in the public service Supervisory experience will be an added advantage. Sound knowledge of Public Service legislations (PFMA, BCEA, PSA, LRA, Treasury Regulations National Road Traffic Act and other Related Legislations). Computer literacy, interpersonal, conflict management and Good communication skills (written and verbal).

Knowledge of ELS system, Shift work is compulsory. Valid code 8/10 driver's license and PDP. Be able to work shift hours.

DUTIES : Monitor and exercise control over maintenance and expenditure involved in usage of GG vehicles. Management of day to day activities, allocating responsibilities to the drivers, conduct regular vehicle inspections pre- and after trips. Monitor compliance to service level agreement and Transport policies. Develop standard operating procedures for the transport section. Educate all officials on the utilization of GG vehicles, Ensure all vehicles are kept in good and roadworthy condition and are serviced on regular basis. Oversee the management and maintenance of all GG and leases vehicles. Liaise with Government garage and central office on standard transport operating practices. Coordinate and compile monthly reports (Vehicle incidents/accidents reports and traffic fines), log sheets and reconciliation of invoices and Develop and manage all relevant transport registers. Prevention of fraud and misuse of Government vehicles. Attend meetings and workshops. Knowledge and application of disciplinary procedures. And perform any other duties delegated by supervisor.

ENQUIRIES : Mrs. Mbinga Nancy, Tel No (012 734 7059/7000)

APPLICATIONS : Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag x 1005, Cullinan, 1000 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 20 January 2017

NOTE : People with disability are encouraged to apply.

POST 01/77 : **CLIENT INFORMATION CLERK REF NO: S-002438**
Directorate: Switchboard Department

SALARY : R142 461 per annum (plus benefits)

CENTRE : Cullinan Care and rehabilitation centre

REQUIREMENTS : Grade12.At least 2 years relevant experience. Telephone etiquette, good communication skills, interpersonal relations and Computer literacy.

DUTIES : Handling incoming and outgoing calls. Answer general enquiries .Keep record of private calls, receive messages and convey them appropriately to division and persons. Updating of departmental telephone directory and distribution thereof. Arrange installations and transfer of telephone. Assist with costing of private telephones. Perform other tasks that may be delegated to by the supervisor .Work shifts, weekends and public holidays according to the duty roster. Adherence to Batho Pele Principles.

ENQUIRIES : Ms. NM Mbinga, Tel: No: (012 734 7000)

APPLICATIONS : Applications must be submitted to-Cullinan Care and Rehabilitation Centre. Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 20 January 2017

NOTE : People with disability are encouraged to apply

POST 01/78 : **SECRETARY REF NO: S-002439**
Directorate: Administration

SALARY : R 142 461 per annum (plus benefits)

CENTRE : Cullinan Care & Rehabilitation Centre (CCRC)

REQUIREMENTS : Grade 12 Plus a recognized Administrative/ Secretarial Diploma or Equivalent Qualification Coupled with at least 1-2 years' experience in an office management environment or as a Secretary. Knowledge of administrative processes, advanced use of MS Office Suite and Internet. Experience in dealing with the public. Proficiency in English and sound verbal and written communication skills. Ability to act with tact and discretion. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. High Level of reliability and ability to handle information confidentially. Good telephone etiquette and interpersonal skills. Minute-taking and document management skills. Must be able to work under pressure, take initiative and work independently.

DUTIES : The incumbent will be responsible for, but not limited to; Provide secretarial/ Administrative support services to the CEO and management in relation to logistical requirements in the Office of the CEO, diary management, dealing with logistics of meetings like preparing the venue as well as the agenda and taking of accurate minutes; provide an advanced administration support service to the CEO with regards to coordinating and managing incoming and

out-going calls and correspondence, liaise with the office of the Chief Director on behalf of the CEO: Support the CEO with administration of budget and petty cash requirements :stay up to date with regards to applicable prescripts, policies and procedures to ensure efficient and effective support to the CEO. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

ENQUIRIES APPLICATIONS : Ms MM Malaza Tel 012 734 7000 X250
 : Applications must be submitted to-Cullinan Care and Rehabilitation Centre. Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 20 January 2017

POST 01/79 : **SECURITY OFFICER 10 POSTS REF NO: S-002440**
 Directorate: Nursing Department

SALARY CENTRE REQUIREMENTS : R100 545 per annum (plus benefits)
 : Cullinan Care and Rehabilitation Centre
 : Grade 12 or equivalent NQF 4 Certificate, grade C PRSIRA certificate with 3 years' experience as a security officer. Good communication skills (written and verbal), good interpersonal skills. Must be prepared to work shifts, weekends and irregular hours. The applicant must be physically fit and have no criminal record.

DUTIES : Protection of personnel information and property by doing the following. Access control including traffic and crowd control, patient safety, guarding and patrolling of buildings. Update security registers. Work hand in hand with private security personnel. Participate in disaster management. Safeguard building keys. Report all incidents of security breach to security supervisor and management.

ENQUIRIES APPLICATIONS : Ms NA Masigo, Tel No: 012 7347000 X 215
 : Applications must be submitted to-Cullinan Care and Rehabilitation Centre. Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: www.gautengonline.gov.za

CLOSING DATE NOTE : 20 January 2017
 : People with disabilities are encouraged to apply.

POST 01/80 : **HANDYMAN (FMU) REF NO: S-002441**
 Directorate: Administration & Support

SALARY CENTRE REQUIREMENTS : R100 545 per annum (plus benefits)
 : Cullinan Care and Rehabilitation Centre
 : Abet level 1 ability to read and write with good communication and Interpersonal skills. Ability to work under pressure.

DUTIES : Attend to minor malfunctions in all District Facilities e.g. plumbing etc. Replacement of bulbs replacing door locks. Assist where need arises. e.g. garden services, facility sites visits using snack list to identify malfunctions. Adhere to infection control and occupational Health and Safety guidelines. Accept additional functions assigned by supervisor or as delegated

ENQUIRIES APPLICATIONS : Mr N. A Rasidzoge, Tel No: 012 7347000 X 247
 : Applications must be submitted to-Cullinan Care and Rehabilitation Centre. Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: www.gautengonline.gov.za

CLOSING DATE NOTE : 20 January 2017
 : People with disabilities are encouraged to apply.

POST 01/81 : **QUEUE MARSHAL REF NO: S-002456**
 Directorate: Quality

SALARY CENTRE REQUIREMENTS : R100 545 per annum (plus benefits)
 : Edenvale General Hospital
 : Minimum Grade10/ Abet level 4 or Grade 12 Certificate. 1 year experience in hospital environment will be advantageous. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Be people oriented. Sound knowledge of Customers care and Batho Pele Principles.

DUTIES : Control and Maintain order in waiting areas. Assist to screen patients in the waiting areas. Direct clients to appropriate clinics and areas of the Hospital. Welcome patients and visitors. Be able to give health talks to waiting patients. Provide clean cups for water. Check environment for broken equipment.

Oversee/mend helpdesk and handle relevant queries and complaints.
Performing of any other duties as delegated by supervisor.

ENQUIRIES : Mr. A Peter Tel (011 321 6000)
APPLICATIONS : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, or apply online at: www.gautengonline.gov.za
Closing date is as of below at 15:00.

CLOSING DATE : 20 January 2017

POST 01/82 : **FOOD SERVICE AID REF NO: S-002457**
Directorate: Support service

SALARY : R84 096 per annum (plus benefits)
CENTRE : Edenvale Regional Hospital
REQUIREMENTS : Minimum qualification: Abet or grade 10/12 with applicable food service/ cleaning experience. Hospital experience/ exposure will be an added advantage. Poses good communication skills, able to work shifts including weekends and public holidays. Be able to rotate and work shifts within department. Be able to work as a team.

DUTIES : Cooking according to menu planned food preparation, meal serving and distribution of meals to the wards. Prepare special meal for therapeutic diets and also prepare food parcels for the patients and all other special requests. Serve tea for management as well as staff in the dining room. Wash dishes and all other utensils and equipments that are used in the kitchen. Clean and scrub floors, store rooms, offices, and kitchen. Wash fridges, freezers, stoves, ovens on day scheduled by supervisors.

ENQUIRIES : Mrs. L Brits, Tel No: 011 321-6081
APPLICATIONS : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, or apply online at: www.gautengonline.gov.za
Closing date is as of below at 15:00.

CLOSING DATE : 20 January 2017

POST 01/83 : **HOUSEKEEPERS REF NO: S-002458**
Directorate: Nursing

SALARY : R84 096 per annum (plus benefits)
CENTRE : Edenvale General Hospital
REQUIREMENTS : Minimum Grade10/abet level 4 or Grade 12 Certificate. Be people oriented and work under pressure. Be able to be shift workers and therefore work during the night, public holidays, Sundays and any other abnormal hours. Relevant experience will be advantageous. Good verbal and written communication skills. Sound knowledge of Customer care.

DUTIES : Oversee the Nurses Residence. Control stock. Ensure that the classrooms and the On Call room are clean. Ensure that the Conference Room is ready for the workshops or events. Report all faulty or broken equipment immediately. Perform any duties in the residence allocated by supervisor.

ENQUIRIES : Ms. R.Phala Tel No: (011) 321-6086
APPLICATIONS : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, or apply online at: www.gautengonline.gov.za
Closing date is as of below at 15:00.

CLOSING DATE : 20 January 2017

POST 01/84 : **PORTER REF NO: S-002459**
Directorate: Administration

SALARY : R84 096 per annum (plus benefits)
CENTRE : Edenvale General Hospital
REQUIREMENTS : Minimum Grade10/12 Certificate or ABET. 1 year experience in hospital environment will be advantageous. Interpersonal relationship skills and

telephone etiquette. Must be willing to work shifts and under pressure. Sound knowledge of Customer care Batho Pele Principles.

DUTIES : Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Ensure accuracy completion of mortuary register. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.

ENQUIRIES : Ms. B.A Magawu, Tel No: (011) 321-6035

APPLICATIONS : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, or apply online at: www.gautengonline.gov.za Closing date is as of below at 15:00.

CLOSING DATE : 20 January 2017

POST 01/85 : **LAUNDRY WORKER REF NO: S-002460**
Directorate: Laundry

SALARY : R84 096 per annum (plus benefits)

CENTRE : Edenvale Regional Hospital

REQUIREMENTS : Minimum requirement, Abet or grade 10 with 2 years Laundry/cleaning Experience. Grade 12 qualification will be advantageous. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES : Clean laundry area and laundry machines; be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linenbags. Collect and deliver linen to clients except Edenvale hospital. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor.

ENQUIRIES : Mr. M. Leshabane Tel: (011) 321 6075 or Mr. JM Segabutla Tel: (011) 321 6078

APPLICATIONS : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, or apply online at: www.gautengonline.gov.za Closing date is as of below at 15:00.

CLOSING DATE : 20 January 2017

POST 01/86 : **LINEN ASSISTANT REF NO: S-002461**
Directorate: Linen Department

SALARY : R84 096 per annum (plus benefits)

CENTRE : Edenvale General Hospital

REQUIREMENTS : Minimum Grade10 /abet level 4. Grade 12 Certificate and Good verbal and written communication skills. Relevant and hospital experience will be an added advantage. Must be willing to work under pressure. Sound knowledge of Customer care. Hospital experience will serve as advantage.

DUTIES : Pack linen according family groups. Ensure that linen department is kept clean and tidy. Communicate with the end user daily. Contributes to do stocktaking [March, September]. Assist procurement department when the needs arises. Record condemning linen on TPH 27. Attend complaints received from the end user. Counting soiled linen received from the wards on TPH 65. Pack clean linen on the shelves. Perform spot check in the wards before issuing clean linen. To ensure that emergency linen are always available at central points. Issuing clean linen to all various sections/ wards. Sort and count dirty linen. Ensure that the sorting area is kept clean and tidy. Sealing, marking the linen bags. To ensure that the wards receive clean linen daily. To ensure that linen is stamped before issued to the wards. Carry out task that may be delegated to by the supervisor.

ENQUIRIES : Mr: L W Mashiachidi Tel No: (011) 321-6114

APPLICATIONS : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale

hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, or apply online at: www.gautengonline.gov.za
Closing date is as of below at 15:00.
20 January 2017

CLOSING DATE

POST 01/87

PROPERTY CARETAKER – REF NO: S-002462

Directorate: Support

SALARY

R84 096. per annum (plus benefits)

CENTRE

Edenvale Regional Hospital

REQUIREMENTS

ABET/ Grade 10/ Grade 12. At least 3 years Gardening or farming experience will be advantageous. Knowledge of gardening and the use of garden equipment and tools. Experience in tractor driving will be more advantageous. Possess the physical strength and endurance to meet the strenuous demands of the position. Must be reliable, punctual and honest.

DUTIES

Digging and weeding of garden and removal of dead wood. Mowing of lawns by mowers and trimming machines. Must be able to drive a tractor. Apply fertilizer and water garden. Clean premises by removing litter and emptying refuse containers. Remove garbage from storage areas to refuse containers. Wash and disinfect garbage storage areas. Assist with moving and delivery of equipment and furniture. Sweeping and washing of roads and paved areas. Carry out pest control functions on the premises and the Hospital facilities. Adhere to any instructions issued by a competent officer. Will perform various duties inside the facility on request by supervisor or delegated official.

ENQUIRIES

Ms. J Van der Bank Tel (011) 321 6014

APPLICATIONS

The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, or apply online at: www.gautengonline.gov.za
Closing date is as of below at 15:00.

CLOSING DATE

20 January 2017

POST 01/88

FOOD SERVICE AID REF NO: S-002414

Directorate: Food Services

SALARY

R84 096 - R99 060 per annum (Plus benefits)

CENTRE

Sizwe Tropical Disease Hospital

REQUIREMENTS

Abet, Grade 10/ 12. Numeracy skills. Good verbal and written Communication skills, (English). Appropriate knowledge of food. Preparation. Previous experience in food preparation and Therapeutic diets knowledge in hospital will be an advantage. Being exposed to hospital environment, awareness of Batho-Pele Principles. Should be prepared to work shifts and public holidays. Be willing to work in a team and under stressful condition

DUTIES

Food preparation, snacks, food, food parcels (provision) and Beverages for patients and also all other special request. Take Responsibility of food suppliers and reporting waste and losses. Responsible for meals distribution to wards. Apply hygiene and Safety measures in work area according to hygiene and safety Manual. Be prepared to relieve in all areas of the Food service And wards when required

ENQUIRIES

Ms. P Thwala Tel. (011) 531-4346

APPLICATIONS

Applications can be delivered to: Sizwe TD Hospital, Cnr. Club & Modderfontein Road, Sandringham 2131 or posted to: The HR Manager, Sizwe TD Hospital , Private Bag X2, Sandringham 2131 or apply online at: www.gautengonline.gov.za

CLOSING DATE

20 January 2017

POST 01/89

LAUNDRY WORKER REF NO: S-002415

Directorate: Admin & Support

SALARY

R84 096 - R99 060 per annum (plus benefits)

CENTRE

Sizwe Tropical Disease Hospital

REQUIREMENTS

Abet level 4/Grade 10 with at least 2 years experience. Hospital environment will be an added advantage. Ability to do physical labour and to liaise with all stakeholders. Must be team player and have good communication skills.

DUTIES

Assist with loading and offloading of clean linen and dirty Linen. Sort and count linen. Inform supervisor immediately of any problems encountered. Assist in

		daily functions of the linen Bank. Execute all legal instructions given by supervisor or Management. Collect and deliver dirty and clean linen to all Units/wards. Adhere to OHS act.
<u>ENQUIRIES</u>	:	Mr. M A Masuluke, Tel. (011) 531-4353
<u>APPLICATIONS</u>	:	Applications can be delivered to: Sizwe TD Hospital, Cnr. Club & Modderfontein Road, Sandringham 2131 or posted To The HR Manager Sizwe TD Hospital , Private Bag X2 Sandringham 2131 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	20 January 2017
<u>POST 01/90</u>	:	<u>MESSENGER REF NO: S-002428</u> Directorate: Support Services
<u>SALARY</u>	:	R84 096 per annum (plus benefits)
<u>CENTRE</u>	:	Tembisa Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	ABET qualification with at least 0-2 years' experience as a messenger. Customer relations, interpersonal relations. Be able to work shifts and under pressure. Good communication skills, interpersonal skills, problem solving skills and team work. Be able to take instructions as prescribed by supervisor. Knowledge of Batho Pele Principles.
<u>DUTIES</u>	:	Provide general messenger services at the hospital. Render service for registry and messengers department. Collect scripts, (TTO's) from the wards to the Pharmacy. Respond promptly to request or call messenger services. Collect and deliver documents, TTO's, medical files, fiches, ward stock boxes, order forms, VA2 forms, medical blood specimen and at various points in the hospital
<u>ENQUIRIES</u>	:	Ms. M. Mathabela Te. No.: (011) 923-2115
<u>APPLICATIONS</u>	:	Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T. Namame Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	20 January 2017
<u>POST 01/91</u>	:	<u>HOUSEKEEPER (NURSING RESIDENCE) REF NO: S-002429</u> Directorate: Nursing
<u>SALARY</u>	:	R84 096 per annum (plus benefits)
<u>CENTRE</u>	:	Tembisa Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent literacy, reading and writing skills, experience at least 1 year experience in an academic hospital setting.
<u>DUTIES</u>	:	Professionally receive residents of various professional categories who have applied for accommodation at the residence. Do initial room allocation of residents and monthly updates of the status of accommodation for submission to Human Resource Department and Finance Department. Perform the procedure that is necessary from time to time as the residents vacate the residence. Be ready to work night shifts as per duty rooster as the post requires 24hours monitoring of the stay of the residents. Ongoing monitoring of the residence by the team of housekeepers per shift to ensure the safety and security of the residents and their belongings and prompt reporting of any incident to the residence line – function of the residence. Be sure to implement the rules and regulations that pertain to the stay of the residents and maintain a friendly but business-like attitude when dealing with the residents so as to avoid familiarity that will impact on effective control of unbecoming behaviour by some residents. Effective supervision of the status of residence cleanliness and the maintenance of total hygienic status of the residence. Ensure that the material sources that are for cleaning the residence are always available in the form of ordering stationary and cleaning material. Ensure that the infrastructure of the residence is in a functional state. Make follow-up on requests submitted to relevant maintenance department. Ablution blocks be kept clean and functional. Report to residence manager all incidents that happen at the residence.
<u>ENQUIRIES</u>	:	Mr. W.N. Mothwane, Tel No: (011) 923-2053
<u>APPLICATIONS</u>	:	Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T. Namame Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	20 January 2017

POST 01/92 : **CLEANER 10 POSTS REF NO: S-002442**

SALARY : R84 096 per annum (plus benefits)

CENTRE : Cullinan care and Rehabilitation Centre

REQUIREMENTS : Grade 12 Certificate with at least 3 years relevant cleaning experience. Certificate in cleaning will be an advantage. Good communication skill. Ability to read and write. Ability and preparedness to work shifts, weekends and Public Holidays. Be honest and reliable. Physical strength and be able to work as a team.

DUTIES : Clean and dust floors, walls, doors, frames, windows, lockers, beds. Clean curtains, cleaning of outside areas, nurses' home, residential houses and remove waste bags. Good control of chemicals and operate heavy duty cleaning machines. Report any defects in the work place. Ensure a clean and secure environment of patients. Collecting patients 'food/tea from the kitchen to the wards daily. Cleaning of ablution areas and provide them with DEO block. Hand washing soap and toilet papers daily. Perform delegated duties requested by the supervisor/s

ENQUIRIES : Ms.MN Mbinga Tel: No: (012) 734 7000

APPLICATIONS : Applications must be submitted to-Cullinan Care and Rehabilitation Centre. Private Bag x1005 Cullinan 1000/ Cullinan Care and Rehabilitation Centre, Rayton Road, Cullinan, 1000 or apply online at: www.gautengonline.gov.xza

CLOSING DATE : 20 January 2017