

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF E-GOVERNMENT**

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

**APPLICATIONS** : Applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown or Applicants can apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 03 March 2017

**MANAGEMENT ECHELON**

**POST 07/122** : **DEPUTY DIRECTOR-GENERAL: CORPORATE MANAGEMENT REF NO: 000128**  
Branch: Corporate Management  
(Performance-based: 5 year fixed-term employment contract)

**SALARY CENTRE REQUIREMENTS** : R1 299 501 per annum (All Inclusive remuneration package)  
: Johannesburg  
: Post Graduate qualification in Business Management (NQF 8), or related SAQA accredited NQF 8 qualification. 8 -10 years senior management experience. 5 years in managing the Corporate Management function, and 3 years within the Public Service. The department has earmarked to appoint a female or persons with disability incumbent to improve its equity target at the executive level. Proven change, stakeholder and project management experience. A valid Driver's Licence. Person Profile: Strategic and leadership capability, Innovative thinker, excellent time management, report writing, communication skills, legislative. Good customer relations skills, management skills, analytical and solution orientated.

**DUTIES** : Provide strategic leadership and oversight in supporting the delivery of the departmental modernisation mandate through corporate management functions, championing the positioning of the department within the Gauteng City Region (GCR), as well as the Information Communication and Technology Sector (ICT), Support and promote sound corporate governance within the department to enhance compliance, ethics and integrity, Drive advocacy and monitoring of e-Gov programmes. Oversee the attraction and retention of the capacity to delivery of the departmental mandate. Promote best practices and reengineer the back office to improve efficiencies. Champion the transformation agenda to empower women, youth, and PWD in the ICT sector. Support radical economic transformation in the province.

**ENQUIRIES** : Ms Bulelwa Buthelezi, Tel no: (011) 689 6861

**POST 07/123** : **DIRECTOR: E-SERVICE SPECIALIST REF NO: 000132**  
Branch: ICT

**SALARY CENTRE REQUIREMENTS** : R898 743 per annum (all inclusive remuneration package)  
: Johannesburg  
: Matric plus Bachelor's degree in preferably Management Sciences or IT with 3 to 4 years' experience directly related to the duties and responsibilities specified. Relevant experience in strategy development. SLA Management. Content Management. Security, Privacy and Authentication. E-commerce.

**DUTIES** : Understanding the overall business strategy for the organisation. Communicate and negotiate with various stakeholders. Setting up and executing project plans. Build and maintain relationships with all stakeholders. Control budget. Understand current business frameworks and processes. Creation and formulation of a risk management plan, including mitigation plans and intervention strategies. Preparation and delivery of business presentations detailing business problems and solutions. Provide regular progress and feedback reports. Keep abreast of latest advancements; manage the appropriate implementation in light of attaining greater e-government maturity. Service Business Continuity and SLA Management with key dependencies. Responsible for planning the overall scope, timelines and quality standards of e-government projects. Keep abreast of latest technology advancements; investigate new technologies to enhance business processes. Establish and oversee security, privacy and authentication policies for e-

government. Key process and service automation coordinated to facilitate segment requirements in the context of GPG Enterprise Architecture and IMSP. Business oversight and requirements gathering for the Payment Engine. Bridging of the digital divide – Access point strategy. Employing ICT's to amend the GPG information society.

**ENQUIRIES** : Mr. Khuliso Muthivhi, Tel no: (011) 689 6652

**POST 07/124** : **DIRECTOR: INFORMATION SECURITY REF NO: 000130**  
Branch: ICT

**SALARY** : R898 743 per annum (all inclusive)  
**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric plus an Information Security related degree (NQF level 7) and professional certification, e.g. CISSP, CISA, CISM. 8-10 years' experience in Information Security Management. 5 years' experience must be at a middle management level.

**DUTIES** : Develop and maintain information security strategy in support of business strategy and direction. Obtain senior management commitment and support for information security throughout the enterprise. Ensure that definitions of roles and responsibilities throughout the enterprise include information security governance. Establish reporting and communication channels that support information security governance activities. Identify current and potential legal and regulatory issues affecting information security and assess their impact on the enterprise. Establish and maintain comprehensive information security policies, standards and procedures that support business goals and objectives.

**ENQUIRIES** : Mr. Khuliso Muthivhi, Tel no: (011) 689 6652

**POST 07/125** : **DIRECTOR: TECHNICAL SPECIALIST REF NO: 000129**  
Branch: ICT

**SALARY** : R898 743 per annum (all inclusive remuneration package)  
**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric plus a NQF Level 7 Tertiary qualification in IT or Business related qualification. Recognised project management qualification would be an advantage. 6-7 years in telecoms/networking and project management background. 5 years' experience at middle management level.

**DUTIES** : Technical design, solution testing, and solution rollout. Work closely with the external service providers to develop a detailed network design for the programme. Ensure that the programme is functional and operate efficiently. Manage the technical stream of the programme. Ensure programme technical outcomes are achieved. Ensure programme impact is achieved. Manage all the technical external service providers. Facilitate all project technical sign-offs: milestone sign-off; acceptance sign-off; change control sign-off and project completion sign-off.

**ENQUIRIES** : Mr Khuliso Muthivhi, Tel no: (011) 689 6652

#### **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](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

#### **OTHER POSTS**

**POST 07/126** : **MEDICAL SPECIALIST RADIOLOGY REFS/000024**  
Directorate: Radiology

**SALARY** : Grade 1: R 924,378 per annum (all inclusive package)  
Grade 2: R 1 056,915 per annum (all inclusive package)

<b><u>CENTRE</u></b>	:	Grade 3: R 1 226,595 per annum (all inclusive package)
<b><u>REQUIREMENTS</u></b>	:	Leratong Hospital MMed Diagnostic Radiology or FCR (Rad) D. Registration as Specialist in Radiology with the HPCSA. In-depth knowledge and skills in interpretation of different imaging modalities in Radiology (CT, Ultrasound and Fluoroscopy).Management experience.
<b><u>DUTIES</u></b>	:	Render an efficient and cost-effective quality radiology service. Assist with effective and efficient administration of the Radiology Department. Ensure the rational use of resources (Medical / Surgical sundries and equipment). Act as gatekeeper regarding requests for expensive examinations. Effective and efficient training of clinical staff. Ensure collection of quality data and analysis thereof with the department. Ensure compliance to National Core Standards (NCS). Interaction and good communication with other clinical department. Ensure that patient care is conducted in cost effective manner and that patients are managed within acceptable guidelines and policies.
<b><u>ENQUIRIES</u></b>	:	Dr D.P Moloi, Tel no: (011) 411 3508
<b><u>APPLICATIONS</u></b>	:	Application must be submitted on Z83 with CV, Certified copies of ID, Current registration with HPCSA and qualifications to be attached. Applications should be submitted to Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740 or apply online at; <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	03 March 2017
<b><u>POST 07/127</u></b>	:	<b><u>DENTAL SPECIALIST</u></b> Directorate Community Dentistry
<b><u>SALARY</u></b>	:	Grade1 R924 378 per annum (all inclusive remuneration) Grade 2 R1 056 915 per annum (all inclusive remuneration) Grade 3 R1 226 595 per annum (all inclusive remuneration)
<b><u>CENTRE</u></b>	:	Medunsa Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Community Dentistry. Registration with the HPCSA as a Dental Specialist in Community Dentistry. Appropriate experience after registration with the HPCSA as a Dental Specialist in Community Dentistry. Keen/ Proven ability to conduct and supervise research activities. Adequate administrative skills .Good communication as well as analytical and problem solving skills. Appropriate experience in supervision and training at under-graduate level in Community Dentistry and/or Public Oral Health. Experience with training at postgraduate level would be an added advantage. Computer literacy .Positive attitude and work ethic.
<b><u>DUTIES</u></b>	:	Render specialist services on the Implementation, monitoring and evaluation of academic dental services of the Oral Health Teaching platform (MOHC and Community Engagement sites).Quality Assurance of clinical governance and teaching and learning in the discipline of Community Dentistry and Public Health. Participation in administrative departmental duties, with regards to teaching and training of Post- and undergraduate students, research and community engagement. Supervisory and administrative role with regards to teaching and training of post and. Participate in any other activities as directed by the Head of department. The successful candidate will be required to perform overtime.
<b><u>ENQUIRIES</u></b>	:	Dr PD Motloba, Tel No: (012) 5214848/ 5767
<b><u>APPLICATIONS</u></b>	:	Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms EM Shibambo
<b><u>CLOSING DATE</u></b>	:	03 March 2017
<b><u>NOTE</u></b>	:	Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the HPCSA
<b><u>POST 07/128</u></b>	:	<b><u>DENTIST REF NO: 0000123</u></b> Directorate: Department of General Dental Practice
<b><u>SALARY</u></b>	:	R666 186 per annum (All inclusive package)
<b><u>CENTRE</u></b>	:	Wits Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Registration with HPCSA as Dentist in category independent practice. Two years experience as a Post Community Service. Related MSc and/or postgraduate qualification is pre-requisite.

- DUTIES** : Dentist will be responsible for clinical services rendering in Wits Oral Health Centre admissions and emergency clinic and dental radiology section. Participate in teaching and training of undergraduate dental students, research and all departmental activities.
- ENQUIRIES APPLICATIONS** : Ms. J Tema, Tel no: (011) 488 4850  
Applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered at Wits Oral Health Centre c/o Charlotte Maxeke JHB Academic Hospital, area 385, Block 3 (Orange block), HR Office Room 09 & 10, Parktown, Johannesburg or apply online at www.gautengonline.gov.za. NB. Upload your certified documents if you apply online.
- CLOSING DATE NOTE** : 03 March 2017  
Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of necessary documents will be disqualified.
- POST 07/129** : **DENTIST**  
Directorate Orthodontics
- SALARY** : Grade 1 R 666 186 per annum (all inclusive remuneration)  
Grade 2 R 784 743 per annum (all inclusive remuneration)  
Grade 3 R 910 716 per annum (all inclusive remuneration)
- CENTRE REQUIREMENTS** : Medunsa Oral Health Centre  
Appropriate qualification that allows registration with the HPCSA as a Dentist. Appropriate experience after registration with the HPCSA as a Dentist. Keen interest in teaching training and supervising undergraduate students. Postgraduate Diploma in Orthodontics. Good skills in bending Orthodontics wires and constructing Orthodontics appliances. A Master's Degree in the field and post-graduate Diploma in Education is an added advantage.
- DUTIES** : The successful incumbents will be responsible for the following key performance areas: Co-ordinate the BDS 3 class (lecture, practical sessions and assessments), offer some lecture units, demonstrate and supervise students in the pre-clinical and clinical sessions. Participate in general patient management of the department and the hospital.
- ENQUIRIES APPLICATIONS** : Dr MPS Sethusa, Tel no: 012-521 4854  
Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria,0001
- FOR ATTENTION CLOSING DATE NOTE** : Ms EM Shibambo  
03 March 207  
Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and proof of registration with the HPCSA
- POST 07/130** : **ASSISTANT MANAGER: NURSING (SPECIALITY) DAY AND NIGHT (PAEDIATRIC AND ICU REF NO: 000142)**  
Directorate: Health
- SALARY CENTRE REQUIREMENTS** : R509 148 – R 573 042 per annum (plus benefits)  
Pholosong Hospital  
Minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be pppropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognisable experience of management level. Proof of paid up SANC receipt. Computer literacy (Ms Excel, Outlook, PowerPoint).SKILLS : Leadership, Organizational, Decision Making and Problem Solving abilities within the limit of the Public Sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures policies pertaining to nursing care. Personal Attributes Responsiveness, Pro-activeness, Professionalism, accuracy, flexibility, initiative, cooperative, team-player, supportive, assertive.
- DUTIES ENQUIRIES** : Delegate, supervise and coordinate provision of effective and efficient patient care.  
Ms K F Mabuza, Tel no: (011) 812 5000

**APPLICATIONS** : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 03 March 2017

**POST 07/131** : **ASSISTANT MANAGER: NURSING (HAST)-PN-B4 REF NO: 000124**  
Directorate: HAST

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

**CENTRE** : Sedibeng District Health Services

**REQUIREMENTS** : Basic qualification accredited with the SANC in terms of the government Notice R 425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a professional Nurse. A post basic qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties (Primary Health Care) referred to in the glossary of terms. A minimum of 10 year's appropriate/ recognizable experience in nursing after registering as a professional Nurse with SANC in General Nursing. At least 6 years of the period referred to must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 03 years of the period referred to above must be appropriate/ recognizable experience at management level. Experience in HIV/AIDS and TB programme management. A valid code 8/10 driver's license. A computer literacy. Person Profile: Excellent time management, organizational skills, communication skills, good listening skills, people management skills, Presentation and team work skills, self-motivated and goal orientated, analytical and solution orientated, ability to thrive well under pressure, ability to efficiently communication to technical and nontechnical personnel at various levels in the organization. Report writing skills

**DUTIES** : Implementation of the HAST strategy plan in line with the 90 90 90, HIV and TB strategy. Collaborate and facilitate the development of the District HAST Business Plan. Effective monitoring of the budget allocation to ensure that resources are adequately supplied. Improving access to HIV and TB services. Implementing quality assurance to the HIV and TB programmes to ensure sustained treatment viral suppression and cure rate. Implementation of Integrated Health Information System for ART, HCT, Pre-ART and TB. Liaise with Local Government, different levels of Health, community Structures and NPO's to improve services delivery. Monitor and support NPO's founded by the Department of Health in the District. Community mobilization and NGO support with particular focus on key populations. Conducting quarterly reviews for performance monitoring at District and Sub-district level. Manage human, financial and physical resources for HAST and prepare source documentation for audit purpose. Perform all other duties delegated by Supervisor/ Manager. Sign performance contract on annual basis. Take part in the Gauteng Turnaround strategy, PHC Re-engineering and Establishment of the Sub-district, as well as deliverology for improved services.

**ENQUIRIES** : Ms J Malimabe, Tel no: (016) 950 6013

**APPLICATIONS** : Quoting the relevant reference number, direct applications to The HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark 1911 or hand deliver at 2<sup>nd</sup> Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 03 March 2017

**POST 07/132** : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: 000081**  
Directorate: Nursing Division Psychiatric Clinic Area 558

**SALARY** : R465 939 per annum (plus benefits)

**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS** : Basic R25 qualification (diploma / degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in advanced Psychiatry Nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Advanced Psychiatric Nursing.

<b><u>DUTIES</u></b>	:	Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices 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 a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices
<b><u>ENQUIRIES</u></b>	:	Mr. O.C. Selebi, Tel. No: (011) 488 3155
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10. No 17 Jubilee Road, Parktown. Or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	03 March 2017
<b><u>NOTE</u></b>	:	The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a CV, Certified copies of I.D, HPCSA and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
<b><u>POST 07/133</u></b>	:	<b><u>ASSISTANT MANAGER: NURSING (GENERAL) DAY &amp; NIGHT (2 POSTS) REFS/000143</u></b> Directorate: Health
<b><u>SALARY</u></b>	:	R465 939 – R 540 147 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Pholosong Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification i.e. Diploma/ Degree in General Nursing, Midwifery, community nursing and Psychiatry. Diploma in nursing administration. Nursing education will be an added advantage. A minimum of 8 years appropriate/ recognizable experience as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred above must be appropriate/ recognizable experience at management level for inpatients in hospital situation. Proof of paid up SANC receipt. Computer literacy (MS Excel, MS Outlook, MS PowerPoint). Knowledge of Nursing Care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, etc. SKILLS: Leadership, Organizational, Decision Making and problem solving abilities within the limit of the Public Sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal Attributes Responsiveness, Pro-activeness, Professionalism, accuracy, flexibility, initiative, cooperation, team-player, supportive, assertive.
<b><u>DUTIES</u></b>	:	Delegate, supervise and coordinate provision of effective and efficient patient care.
<b><u>ENQUIRIES</u></b>	:	Ms K .F Mabuza, Tel no; (011) 812 5000
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be Posted to Private Bag X4, Brakpan, 1550 or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	03 February 2017
<b><u>NOTE</u></b>	:	The institution reserves the right not to fill the post.

**POST 07/134** : **OPERATIONAL MANAGER NURSING: SPECIALTY UNIT PNB3 OBSTETRIC AND GYNAE REF NO: 000144**  
Directorate: Health

**SALARY** : R465 939 – R 524 415 per annum (plus benefits)  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** :

A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC in general nursing. At least 5 years of period referred above should be appropriate/ recognized experience after obtaining the 1 year post basic diploma in Advanced Midwifery. A post basic nursing qualification with a duration of at least 1 year accredited with the SANC in Obstetric and Gynaecology.

**DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework, Manage effectively the utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services, Maintain professional growth/ ethical standards. Must have strong leadership skills, good verbal and written communication and conflict management skills, good interpersonal relationship and ability to work under pressure. 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. Demonstrate an in depth understanding of nursing legislation and related legal and nursing ethical practices and how this impacts on service delivery.

**ENQUIRIES** : MS K F Mabuza, Tel no: (011) 812 5000  
**APPLICATIONS** : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 03 February 2017

**POST 07/135** : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REFS/000083**  
Directorate: Nursing Division Occupational Health & Safety & EAP Department  
Note: Applicants who previously applied need not to re-apply

**SALARY** : R465 939 per annum (plus benefits)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** :

Basic R425 qualification (Diploma / Degree in Nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year accredited with SANC in both Clinical Nursing Science, Health Assessment, Treatment and Care and Occupational Health Nursing Science. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Clinical Nursing Science. To have at least 2 years' experience in Occupational Health and Safety. Computer literacy.

**DUTIES** : To be part of the Employee Wellness Team for the hospital, rendering an Occupational Health Nurse services. To coordinate all injuries on duty and be responsible for reporting and managing the correspondence involved. To communicate with, train and advise relevant staff on PPE to ensure a safe practicing environment. To manage the medical surveillance programmes for the hospital. To ensure that nursing is practiced safely and ethically. To demonstrate ability to integrate knowledge and skills acquired. Good organising and planning skills. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Demonstrate a basic understanding of HR and financial policies. Demonstrate effective communication with patients and relatives, supervisors, other health professional and junior colleagues including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of care through staff scheduling and supervision. Ensure that the environment

	:	complies with the Health and Safety Act and infection and Prevention Control Policies.
<b><u>ENQUIRIES</u></b>	:	Ms D. A. Ramoshu, Tel no: (011) 488 3360
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10. No 17 Jubilee Road, Parktown. Or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	03 March 2017
<b><u>NOTE</u></b>	:	The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, HPCSA and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
<b><u>POST 07/136</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALITY (HIGH CARE AREAS/ICU) REF NO: 00067</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R465 939 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Bheki Mlangeni District Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification in nursing that allows registration with the South African Nursing Council as professional nurse. A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC. At least 5 years of period referred above should be appropriate/ recognized experience after obtaining the 1 year post basic diploma .A post basic nursing qualification with duration of at least 1 year accredited with the SANC in Critical Nursing Science. Must have a qualification in Nursing Administration. Must be computer literate. Driver's license will be an added advantage
<b><u>DUTIES</u></b>	:	Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) and promote quality of nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Demonstrate basic understanding of Human Resource and financial policies and practices. Ensure performance management of staff. Effective leadership in managing discipline and conflict resolution. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to Ministerial Priorities, 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. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the National core standards. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multi-disciplinary teams within the unit. Ensure effective and efficient coordination and integration of quality Health Care. Perform any other delegated duties.
<b><u>ENQUIRIES</u></b>	:	Ms MN Mchunu Tel no: 011 241 5600 X5620
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted on a Z83 form accompanied by C.V, certified copies of qualifications and ID documents. Applications should be submitted to HR Department at Bheki Mlangeni District Hospital or posted to Bheki Mlangeni District Hospital, P.O. Box 731, Jabulani, 1868 or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	03 March 2017
<b><u>NOTE</u></b>	:	The institution reserves the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Suitable candidates will be subjected to Occupational Health and Safety Medical Surveillance as required in the Hazardous Biological Agents and Hazardous Chemical Substances. Regulations with the OHS Act 85 of 1993.



- POST 07/137** : **OPERATIONAL MANAGER SPECIALITY (PEADIATRICS) REF NO: 000108**  
Directorate: Nursing
- SALARY** : R465 939 per annum (plus benefits)  
**CENTRE** : Bheki Mlangeni District Hospital  
**REQUIREMENTS** : Basic R425 qualification in nursing that allows registration with the South African Nursing Council as professional nurse. A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC. At least 5 years of period referred above should be appropriate/ recognized experience after obtaining the 1 year post basic diploma in Peadiatric Nursing. A post basic nursing qualification with a duration of at least 1 year accredited with the SANC in Peadiatric Nursing Science. Must have a qualification in Nursing Administration. Must be Computer literate. Driver's license will be an added advantage
- DUTIES** : Overall supervision and control of quality patient care in the unit. Ensure proper general management of the unit, personnel, clients and resources. Ensure the formulation and availability of clinical patient care protocols and policies in the department. Teach, delegate, monitor and evaluate performance/ appraise personnel. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Provide comprehensive Mother, Women, Child and Neonatal Services. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the National Core Standards. Manage labour relations issues. Ensure implementation of Government policies including Ministerial Priorities, Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the unit. Ensure effective and efficient coordination and integration of quality Health Care. Perform any other delegated duties.
- ENQUIRIES** : Ms. M.N. Mchunu TEL.:011 241 5600 X5620  
**APPLICATIONS** : Applications must be submitted on a Z83 form accompanied by C.V, certified copies of qualifications and ID documents. Applications should be submitted to HR Department at Bheki Mlangeni District Hospital or posted to Bheki Mlangeni District Hospital, P.O. Box 731, Jabulani, 1868 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 03 March 2017  
**NOTE** : The institution reserves the right not to fill this post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Suitable candidates will be subjected to Occupational Health and Safety Medical Surveillance as required in the Hazardous Biological Agents and Hazardous Chemical Substances. Regulations with the OHS Act 85 of 1993.
- POST 07/138** : **OPERATIONAL MANAGER SPECIALITY (POST-NATAL WARD) REF NO: 000139**  
Directorate: Nursing
- SALARY** : R465 939 per annum (plus benefits)  
**CENTRE** : Bheki Mlangeni District Hospital  
**REQUIREMENTS** : A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC in general nursing. At least 5 years of period referred above should be appropriate/ recognized experience after obtaining the 1 year post basic diploma in Advanced Midwifery. A post basic nursing qualification with a duration of at least 1 year accredited with the SANC in Obstetrics and Gynea. Must be Computer literate. Driver's license will be an added advantage
- DUTIES** : Ensure proper general management of the Maternal Obstetric Unit (PNC), personnel, clients and resources. Teach, delegate, monitor and evaluate performance/ appraise personnel. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Provide comprehensive Mother, Women, Child and Neonatal Services. Management of resources. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & Ideal clinic. Manage labour relations issues. Ensure implementation of Government

		<p>policies including Ministerial Priorities, Batho Pele and patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the unit. Ensure effective and efficient coordination and integration of quality Health Care. Perform any other delegated duties.</p>
<b><u>ENQUIRIES</u></b>	:	Ms. M.N. Mchunu Tel no: 011 241 5600 X5620
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted on a Z83 form accompanied by C.V, certified copies of qualifications and ID documents. Applications should be submitted to HR Department at Bheki Mlangeni District Hospital or posted to Bheki Mlangeni District Hospital, PO Box 731, Jabulani, 1868 or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	03 March 2017
<b><u>NOTE</u></b>	:	The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Suitable candidates will be subjected to Occupational Health and Safety Medical Surveillance as required in the Hazardous Biological Agents and Hazardous Chemical Substances. Regulations with the OHS Act 85 of 1993.
<b><u>POST 07/139</u></b>	:	<b><u>CLINICAL NURSE/OPERATIONAL MANAGER (PAC) REF NO: 000106</u></b> Directorate: Public Health Unit: EPI / CDC / EPR and Surveillance Unit
<b><u>SALARY</u></b>	:	R420 417- 452 370 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg Health District
<b><u>REQUIREMENTS</u></b>	:	Appropriate Degree/Diploma in Nursing/Health Sciences or any other Health related fields. A course/certificate in Epidemiology or Infection Control will be an added advantage. Proof of current registration with SANC or SA HPCSA. A minimum of 9 years appropriate / recognisable experience in Nursing after registration as Professional Nurse with SANCA in General Nursing / Health Science or any other Health related field. At least 4-5 years' experience in Surveillance and Database Management.*Knowledge of Expanded Programme on Immunization (EPI) and Communicable Diseases Control (Goals, targets, indicators and criteria) with emphasis on Communicable Diseases and Vaccine Preventable Diseases Outbreaks. Information management knowledge and experience (data collection, collation, analysis and reporting) *Computer skills (MS Word, Excel, PowerPoint, Access, Electronic Communication)*Good communication (written and verbal), interpersonal, organizational, planning and supervisory skills.*Ability to work independently and as part of a team. Must be willing to travel and work irregular hours and holidays. *A valid driver's license.
<b><u>DUTIES</u></b>	:	Maintain an effective Disease Surveillance System. Maintain Disease Database. Support and sensitize health facilities regarding Communicable / Infectious Disease Surveillance. Manage and maintain data for all Surveillance activities (collect, collate analyses and make line listings) and support District and Sub-District on the surveillance of all Disease Notifications. Conduct facility visits to do records review. Conduct Monthly feedback sessions. Work on huge data set for analysis and interpretation and understanding of Early Warning system an Outbreak investigation technique. Geographical knowledge of City of Johannesburg.
<b><u>ENQUIRIES</u></b>	:	Mrs. MD Manala- Laubscher Tel no: (011) 694 3912 or 082 330 706
<b><u>APPLICATIONS</u></b>	:	Application on z83 form with attached certificate copies of required qualifications to be submitted at Hillbrow District Office, at Corner Smit and Klein Street Hillbrow (Johannesburg).
<b><u>CLOSING DATE</u></b>	:	03 March 2017
<b><u>POST 07/140</u></b>	:	<b><u>OPERATIONAL MANAGER: GENERAL STREAM PNA-5 REF NO: 000046</u></b> Directorate: Nursing services
<b><u>SALARY</u></b>	:	R367 815 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Helen Joseph Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or 12 Certificate. Registration with SANC as a Professional Nurse, Diploma or Degree in Nursing Science. Minimum of seven (7) years' experience as a professional Nurse. Willing to work shifts when need arises Ability to function in a multi-disciplinary setting. Ability to function under stressful situations.
<b><u>DUTIES</u></b>	:	Ensure effective communication within the health setting. Take charge of a ward/unit and ensure smooth running Develop policies and protocols for the Department, Supervision and control of all material resources and manage costs Strict control of equipment and budget of the department, Liaise with Hospital

management regarding complex issues. Maintain sound relations and team work within the department. Ensure optimal utilizations of personnel in the unit, Ability to deal with conflict and knowledge of DoH policies, Ensure and have knowledge of national core standards, Ensure training needs are met by staff, Quality patient care with prevention of serious adverse events, Programme of skilling staff through in-service and demonstration, Develop systems to ensure efficient running of the ward, Ensure health value to patients, Conduct PMDS of all staff in the department.

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

**CLOSING DATE** : 03 March 2017  
**NOTE** : Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS Act 85 of 1993. NB: Please note that employment vetting is mandatory.

**POST 07/141** : **CLINICAL PROGRAMME COORDINATOR (INFECTION CONTROL AND PREVENTION) REF NO: 000066**  
 Directorate: Nursing

**SALARY** : R367 815 per annum (plus benefits)  
**CENTRE** : Bheki Mlangeni District Hospital  
**REQUIREMENTS** : Basic R425 qualification (i.e Diploma / Degree in Nursin) or equivalent qualification that allows registration as a Professional Nurse. A minimum of 7yrs or more appropriate / recognizable experience in General nursing and Midwifery after registration as a Professional Nurse with SANC. Qualification in Infection control would be an added advantage. Experience in Infection, Prevention and Control Department . Computer Literacy with ability to apply computer technology and programmes. PERSON PROFILE: Good communication, supervisory, report writing, facilitation and presentation skills. Good organizational skills. Analytical thinking and thoroughness. Ability to work in a team and under pressure.

**DUTIES** : Develop clinical quality improvement programmes, guidelines, indicators and procedures with regard to Infection Prevention and Control and Risk. Promote compliance and implement safety standards programmes. Effective communicable disease outbreak prevention management, reporting and feedback. Support Quality Assurance and initiatives by means of monitoring the implementation and adherence to National and Provincial Infection Prevention Control (IPC) policies and Core Standards. Monitor and evaluate operational practices, techniques and collate quarterly reports from department into comprehensive report. Monitor clinical quality through audits, surveillance and research. Analyse data, establish and manage trends. Plan and facilitate relevant in-service training in Infection Prevention and Control and Risk management. Facilitate, guide and support Infection Control Committee for effective functioning and liaison, advice and effectively communicate with the relevant internal and external stakeholders. Responsible for infection control, waste management, OHS and staff wellness. Manage risks and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies.

**ENQUIRIES** : Ms MN Mchunu Tel no: 011 241 5600 X5620  
**APPLICATIONS** : Applications must be submitted on a Z83 form accompanied by C.V, certified copies of qualifications and ID documents. Applications should be submitted to HR Department at Bheki Mlangeni District Hospital or posted to Bheki Mlangeni District Hospital, P.O. Box 731, Jabulani, 1868 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 03 March 2017  
**NOTE** : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Suitable candidates will be subjected to Occupational Health and Safety Medical Surveillance as required in the Hazardous Biological Agents and Hazardous Chemical Substances. Regulations with the OHS Act 85 of 1993

- POST 07/142** : **PHYSIOTHERAPIST GRADE 1 – 3 REF NO: 000145**  
Directorate: Health
- SALARY** : R262 020 to R299 592 per annum (plus benefit) – Grade 1  
R308 649 to R352 923 per annum (plus benefit) – Grade 2  
R363 582 to R441 234 per annum (plus benefit) – Grade 3
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : 3 years National Diploma in Physiotherapist / 4 years Degree. Current registration with the HPCSA as a qualified Physiotherapist. Grade 1 – Community service completed. One year relevant experience after registration with the HPCSA in the relevant profession. Grade 2 – Minimum of 10 years relevant experience after registration with HPCSA in the relevant profession. Grade 3 – Minimum of 20 years relevant experience after registration with HPCSA in the relevant profession. Knowledge, Skills, Training and Competence Required: Comprehensive knowledge of Physiotherapy i.e diagnostic, Therapeutic procedure & equipment. Knowledge of Relevant policies, Acts and regulations e.g National Rehabilitation policy. Labour Relations, Occupational Health and Safety Act, etc. Knowledge of Core Standards for the Department of Health. Knowledge of ethical course of conduct, patient rights and Batho Pele Principles. Ability to organize & plan work, work independently, within a team and using initiative. Ability to allocate work load equitable to junior staff. Ability to communicate clearly & build work teams
- DUTIES** : Render Physiotherapy services in allocated wards, OPD or Clinics. Develop clinical guidelines and protocols in line with the National and Provincial strategies and monitor the implementation and compliance thereof. Monitor utilization of allocated Financial and Physical Resources. Manage Human Resource and participate in continuous professional development programmes. Coordinate and ensure the promotion & marketing of Physiotherapy Services in the hospital and community. Initiate, implement & monitor quality assurance programs
- ENQUIRIES** : Ms N Z Mthembu, Tel No: 011 812 5000
- APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 03 February 2017
- POST 07/143** : **DIAGNOSTIC RADIOGRAPHER {ULTRASOUND} GRADE 1–3 REFS/000146**  
Directorate: Health
- SALARY** : R262 020 to R299 592 per annum (plus benefit) – Grade 1  
R308 649 to R352 923 per annum (plus benefit) – Grade 2  
R363 582 to R441 234 per annum (plus benefit) – Grade 3
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : 3 years National Diploma in Radiography/ 4 years Degree. Current registration with the HPCSA as a qualified Radiographer. Grade 1 – Community service completed. One year relevant experience after registration with the HPCSA in the relevant profession. Grade 2 – Minimum of 10 years relevant experience after registration with HPCSA in the relevant profession. Grade 3 – Minimum of 20 years relevant experience after registration with HPCSA in the relevant profession.
- DUTIES** : Provision of 24 hours radiography services on shift basis. Perform X-Ray Quality assurance. Proper safe use of X-Ray equipment and immediate report of any faults. Provide in-service training. Promote Batho Pele Principles and Patients' rights. Ensure the control of infections. Ensure that set radiographic standards are improved.
- ENQUIRIES** : Ms N Z Mthembu, Tel no: 011 812 5000
- APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 03 February 2017
- POST 07/144** : **OPTOMETRISTS 4 POSTS REF NO: 000038**  
Directorate: Geriatric and Eye Care
- SALARY** : R262 020 per annum (Plus benefits)
- CENTRE** : Johannesburg Health District

<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. Degree in Optometry) OR Qualified Optometrist (Baccalaureus Technologiae with fieldstudy Optometry).Registration with HPCSA (as an Optometrist). A minimum of 2 years appropriate/recognizable experience in optometry after registration with above professional body. A valid driver's licence and computer literacy.
<b><u>DUTIES</u></b>	:	Render eye care services in the JHB Health District and its facilities. Screen and refract for eye conditions in the facilities and communities referrals, Issuing of spectacles /assistive devices. Work as part of health professions team to promote quality service and Patients' rights Form part of integrated school health Participate in the Health events as per Health Calendar and upon demand in The JHB Health District. Participate in Low vision centers with other relevant disciplines Workshop and train relevant personnel in the district Implement policies, guidelines and protocols in the optometry section .
<b><u>ENQUIRIES</u></b>	:	Ms B I Molelekoa, Tel no: (011) 694 3910
<b><u>APPLICATIONS</u></b>	:	Applications to be sent to Johannesburg Health District, corner of Smith and Klein Street, Hillbrow Community Health Centre, ground floor at the entrance to Johannesburg District Office. Or be posted to Human Resources Johannesburg , or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	03 March 2017
<b><u>POST 07/145</u></b>	:	<b><u>PNA3/PNA4 PROFESSIONAL NURSE (GENERAL) GRADE 1: QUALITY ASSURANCE REF NO: 000116</u></b> Directorate: Quality Assurance Unit (Re-Advertisement), previous applicants may re-apply.
<b><u>SALARY</u></b>	:	PNA3: R259 134 – R300 414 per annum (plus benefits) PNA4: R317 271 – R401 922 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Kalafong Provincial Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent NQF level / Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration as a professional nurse. Proven working experience in Total Quality Management. A valid EB or Code 8 driver's license. Must be computer literate (MS Excel, MS Word, MS PowerPoint). Must be competent with Quality Assurance. COMPETENCIES: PNA3: Minimum 10-years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC / PNA4: Minimum 20-years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC. Knowledge of case acts, policies, guidelines and SOP's that govern patient care. Previous experience with psychological aspects of care. Effective communication skills. Excellent organizational and time management skills. Familiarity with professional and technical emerging knowledge. Problem solving skills and ability to multi-task. Compassionate with team work. The successful candidate will be accountable for the full patient care and is expected to assess, plan, implement, monitor and evaluate actions required to meet the clients health and human services needed. He/she will enhance the quality of patient management, maximize satisfaction and promote excellent patient care. SKILLS REQUIRED: Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Coordination skills. Problem solving skills. Evaluation skills. Analyzing skills.
<b><u>DUTIES</u></b>	:	Responsible for enhancing implementation of Quality Assurance in the institution. Coordinate and provide care that is safe, timely, effective, equitable and client centered. Facilitate multiple care aspects (case coordination, information sharing, etc.). Develop effective working relations and cooperate with medical team throughout the entire patient care management process. Take an extra mile and interact with patients to keep track of their progress and to ensure satisfaction. Adhere to professional standards as outlined by protocols, rules and regulations.
<b><u>ENQUIRIES</u></b>	:	Ms MJ Mbiza, Tel no: (012) 318-6606/6910
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> .
<b><u>CLOSING DATE</u></b>	:	24 February 2017
<b><u>NOTE</u></b>	:	People with disabilities are welcome to apply. Applications must be filled on a Z 83 form accompanied by CV and certified copies of ID and certificates

- POST 07/146** : **PROFESSIONAL NURSE: PNB1 (SPECIALITY) REF NO: 000121**  
Directorate: Nursing
- SALARY** : R317 271 per annum (plus benefits)  
**CENTRE** : University of Pretoria Oral Health Centre  
**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic nursing qualification, with duration of at least 1 year, accredited with SANC in Operating Theatre Nursing Science. Minimum of 4 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Current proof of SANC registration.
- DUTIES** : Provide optimal holistic specialized nursing care with set standards. Able to plan and organize work and support personnel, work effectively, cooperatively amicably with patients and other stakeholders. Act as a Manager where necessary. Effective utilization of resources (human and material). Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice. Maintain environment that promote patients' rights and maintain patients' safety. Ability to manage stress. Maintain professional growth be supportive and a cooperative team player. Have good communication skills.
- ENQUIRIES** : Ms GE Khumalo Tel no: (012) 319 2644  
**APPLICATIONS** : Quoting the relevant reference number, direct applications to Ms. N Kubheka, Human Resource Management at Louis Botha A Building, Room 1.10, Dr. Savage Road, Riviera, Pretoria OR mail to PO Box 1266, PRETORIA, 0001. Tel: 012 301 5722 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). NB! Attach certified copies of your qualifications, identity book, curriculum vitae and z83
- CLOSING DATE** : 03 March 2017
- POST 07/147** : **IT TECHNICIAN, REF NO: 000047**  
Directorate: Information Technology
- SALARY** : R211 194 per annum (plus benefits)  
**CENTRE** : Weskoppies Hospital  
**REQUIREMENTS** : Grade 12, MCSE, A+, N+ or equivalent qualifications (Diploma or Degree) Valid driver's license. 2 – 5 years relevant experience. Experience in working with Active Directories.
- DUTIES** : configuration and installation of software, hardware and applications (Medico, PERSAL, BAS) Network administration (LAN, WAN) Troubleshooting and diagnose faults and repairing of network. Asset management and control dispose and condemn of ICT equipment. Ensure all ICT equipment are secured and safe guarding them. Develop maintenance routine plans for equipment, network and systems. Setup equipment such as a laptop, data projectors, sound systems, interactive white board and other ICT equipment and ensure that they are ready for use and operating correctly. Attend meetings and give feedback. Knowledge of PMDS and management of own development. Any duty as assigned by the manager.
- ENQUIRIES** : Mr L Mohudi, Tel no: (012) 319 986  
**APPLICATIONS** : Applications should include Z83, CV, certified copies of ID and Qualifications. Applications should be posted to: The HR Manager, Weskoppies Hospital, Private Bag X113, Pretoria, 0001 or hand delivered to the "application box" at the security gate at Weskoppies Hospital
- CLOSING DATE** : 03 March 2017
- POST 07/148** : **INFECTION CONTROL AND PREVENTION AND EXPANDED PROGRAMME AND IMMUNIZATION (PROFESSIONAL NURSE GRADE 1 -3) REF NO: 000147**  
Directorate: Health
- SALARY** : Grade 1: R210 702 per annum (plus benefits)  
Grade 2: R259 134 per annum (plus benefits)  
Grade 3: R317271 per annum (plus benefits)  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : Basic nursing Diploma/Degree as a Professional Nurse registered with the SANC. A minimum of 5 years recognisable experience after registration as a Professional Nurse. Have experience in Infection Control and Prevention Activities. Have short courses in (EPI) Expanded Programme Immunization Certificate in infection control

and prevention will be an advantage. Team building and good interpersonal skills is necessary.

- DUTIES** : Implement all Infection Control Prevention Programme in the hospital. Prepare for infection control in service training according to outbreaks and risks of infections identified and report appropriately. Give inputs to his/her immediate Supervisor about facility compliance to infection principles. Collect and coordinate data weekly and monthly of infection control deliverables. Notify all communicable diseases outbreaks immediately to manage and inform management and to district and coordinator.
- ENQUIRIES** : Ms K F Mabuza` Tel no: (011) 812 5000
- APPLICATIONS** : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, Human resource Department. or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 03 February 2017
- NOTE** : The institution reserves the right not to fill the post.

**POST 07/149** : **PROFESSIONAL NURSE: GRADE 1-3 GENERAL NURSING REF NO: 000122**  
Directorate: Nursing

**SALARY** : R210 702 – R244 260 Grade 1 per annum (plus benefits)  
R259 134 – R300 414 Grade 2 per annum (plus benefits)  
R317 271 – R401 922 Grade 3 per annum (plus benefits)

**CENTRE** : University of Pretoria Oral Health Centre

**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse.

**DUTIES** : Provide optimal holistic specialized nursing care with set standards. Able to plan and organize work and support personnel, work effectively with all team members. Effective utilization of resources (human and material). Perform clinical nursing practice in accordance with the scope of practice in a dental surgical ward. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice. Maintain environment that promote patients' rights and maintain patient safety. Ability to manage stress. Maintain professional growth. Ability to maintain a constructive working relationship with nursing and other stakeholders. Have good communication skills with colleagues, students and multidisciplinary team members. Active participation in patient quality improvement plan. Be proactive, flexible, innovative and supportive to dental students training.

**ENQUIRIES** : Ms. GE Khumalo, Tel no: (012) 319 2644

**APPLICATIONS** : Quoting the relevant reference number, direct applications to Ms. N Kubheka, Human Resource Management at Louis Botha A Building, Room 1.10, Dr. Savage Road, Riviera, Pretoria OR mail to PO Box 1266, PRETORIA, 0001 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). Tel: 012 301 5722. NB! Attach certified copies of your qualifications, identity book, curriculum vitae and z83

**CLOSING DATE** : 03 March 2017

**POST 07/150** : **DENTAL ASSISTANT GRADE 2 (CONTROLLER), REF NO: 000148**  
Directorate: Poly Clinics

**SALARY** : R203 424 per annum (plus benefits)

**CENTRE** : Wits Oral Health Centre

**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Dental Assistant. Registration with the HPCSA as a Dental Assistant and proof of current registration. Minimum of 10 years' working experience in the public service. Ability to work independently. Knowledge of infection control products used.

**DUTIES** : Manage the Poly Clinic. Control and manage ordering stock. Supervise staff in the performance of daily responsibilities and manage Human Resource matters in the Ploy Clinic. Responsible for work schedules in the Poly Clinic. Compile statistics and perform administrative duties.

**ENQUIRIES** : Ms LM Mazibuko, Tel no: (011) 488 4898

**APPLICATIONS** : Applications must be send to Wits Oral Health Centre, Private Bag X15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**CLOSING DATE** : 03 March 2017

**NOTE** : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, service record, relevant certificates including HPCSA registration and current proof of payment.

Applications without proof of the necessary documents will be disqualified. No faxed /E-mailed applications will be accepted.

- POST 07/151** : **FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO: 000052**  
Directorate: Forensic Pathology Service
- SALARY** : R138 138 per annum (plus benefits)  
**CENTRE** : Johannesburg FPS  
**REQUIREMENTS** : Senior certificate/Grade 12 (Related experience in the Medico -legal field will be an added advantage). Relevant qualifications in the Medico Legal (health science) field will be an added advantage. A valid driver's licence minimum Code C1 with Public Driver Permit (PDP) Basic computer skills (MS Word). Willingness to work with corpses (Mutilated, decomposed, infected with Infectious Disease). Willingness to work shift duties. Organizing and Planning, communication, time management and interpersonal skills. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to the Principles of Batho Pele.
- DUTIES** : Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process (which includes evisceration, scribing and typing) in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.
- ENQUIRIES** : Ms Ina Botes, Tel no: (011) 403 7286  
**APPLICATIONS** : Application to be submitted on Z83 form, certified copies of Qualifications, curriculum vitae (CV) certified ID copy. Application must be submitted at Forensic Pathology Service, 11 Diagonal Street, 13 floor, reception or can be posted to Forensic Pathology Service, P O Box 7128, JOHANNESBURG, 2000 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za).
- CLOSING DATE** : 03 March 2017  
**NOTE** : Due to job inherent requirements of the post, shortlisted candidates will be subjected to computer literacy test (MS-Word, Excel PowerPoint) and driving skills test. Successful candidates will undergo: Medical screening to determine medical fitness due to the job inherent requirements and Security clearance check with the South African Police Service or other relevant State agencies.

#### **GAUTENG PROVINCIAL TREASURY**

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



- APPLICATIONS** : 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** : 03 March 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](http://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. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. 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 07/152** : **DEPUTY DIRECTOR: RISK MANAGEMENT**  
Directorate: Risk Management
- SALARY** : R612 822 per annum, (all-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Relevant 3-year tertiary qualification, e.g. National Diploma or Degree in Risk Management/ Financial Management/Internal Auditing. 2 years' experience in team management/supervision. 3 - 5 years' of experience in the Risk Management /Auditing field.
- DUTIES** : Monitor, evaluate and report Risk Management implementation in Departments and Municipalities. Ensure alignment of Provincial Risk Management to the National Risk Management Framework. Facilitate the development of Strategic Risk Registers for Departments and Municipalities. Provide technical assistance and training on Risk Management to Departments and Municipalities. Development of Risk Profiles for Departments. Ensure submission of accurate and timeous management reports as and when required. Monitor performance agreements of staff and quality control of work delivered to employees.
- ENQUIRIES** : Ms Tshiamo Sokupha, Tel no: 011 227 9000
- POST 07/153** : **ASSISTANT DIRECTOR: ACCOUNTS PAYABLE-SUPER USER**  
Directorate: Financial Governance
- SALARY** : R311 784 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A tertiary qualification with Accounting or Maths as subject. 5 years' experience in Project Implementation and support. Previous Government working experience, previous knowledge of BAS/SAP System. Computer literacy. Project Management, people management experience and knowledge of Supply Chain Management procedure.
- DUTIES** : To manage the accounts payable automation projects section (E-invoicing, XML, P-Card, Web Board, mobile approval and performance analytics). Manage training of all GPG officials on SAP R3, E-invoicing, web-board, performance analytics, mobile approval, and P Card. Manage and close calls logged on SAP CRM. Manage supplier statement reconciliation. Manage support given to automated sites. Provide accurate reports to Management. Monitor user audit of SAP E-invoicing system and P-card. Ensure co-ordination of P card supplier sessions. Supervise the following up of complete and incomplete supplier documentation- P-Card. Manage reconciliation of P Card Bank statements (standard bank). Supervise co-ordination of pre-implementation for P Card (Departmental). Manage quality assurance of P Card supplier Inventories. Presentation of P-card to supplier. User Acceptance testing
- ENQUIRIES** : Ms Tshiamo Sokupha, Tel no: 011 227 9000
- POST 07/154** : **BUSINESS ANALYST**  
Directorate: Financial Governance
- SALARY** : R311 784 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A relevant 3 year Diploma or Business Analysis or Degree/Diploma in Financial Information Systems required. With a minimum of 3- 4 years' experience in IT and Business Analysis. Knowledge and understanding of the public sector financial systems (BAS, PERSAL, SAP FI/CO, SAP MM) Microsoft SQL or data warehousing desirable.

**DUTIES** : The incumbent will be responsible to: lead requirements analysis, validation and verification, ensuring that requirement statements are complete, consistent and concise. Understanding business process management and business requirements and translating them to specific software requirements, manage traceable requirements and track requirements status throughout the project. Management requirements traceable information and track requirements status throughout the project. Manage changes to requirement through effective use of change control processes and tools. Ability to communicate (verbal and written) with business requirements and transfer the same knowledge to the development team. Develop future business processes that are cost effective and will result in overall improvement of productivity within the departments. Proven problem solving and diagnostic work. Schedule project meetings to assess the deliverables against the business needs. Lead and conduct interviewing tasks. Compilation of the requirements documentation. Manage multiple initiatives simultaneously. Elicit requirements using interviews, data analysis, business process descriptions, use cases, scenarios, business analysis, and workflow analysis. Collect multiple streams of data and decompose them into concise specifications. Competencies: Foster 40 interpersonal relationship and demonstrate leadership across teams. Effectively communicate business strategy and direction to team. Problems analyses and self-management skills.

**ENQUIRIES** : Ms Tshiamo Sokupha, Tel no: (011) 227 9000

**NOTE** : All shortlisted candidates will be required to write simulation test.

**POST 07/155** : **ASSISTANT DIRECTOR: LOCAL GOVERNMENT RESOURCE MANAGEMENT (DEBT MANAGEMENT)**

Directorate: Local Government Financial Services

**SALARY** : R311 784 per annum (plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** A three year tertiary qualifications in Finance or Economics or Public Administration plus 1 - 2 years' experience in Local Government / Treasury environment. Knowledge and understanding of the relevant legislation such as, MFMA, MPRA, PFMA, DORA and Treasury Regulations environment. Knowledge and understanding of municipal finance reporting in terms of spending against the budget and revenue enhancement in the local government sphere. A valid driver's license

**DUTIES** : Coordinate one on one monthly engagement with the government departments, municipalities and parastatals. Facilitate the process of working sessions as and when required to enable aggressive pursuit of the government debt in an effort to assist municipalities in recovery of outstanding debts. Facilitation of municipal visits by departments to municipalities on issues that need clarity with regards to account verification. To manage one on one quarterly engagements with departments, municipalities and parastatals. Ensure that dedicated personnel at each municipality and government department are hands on in managing government debt committee (DMC). Ensure that the municipalities are paid by provincial departments to bring all arrear debt up to date. Ensure that provincial departments give an indication of payments that have been paid to the municipality for allocations. Ensure that the age analyses are submitted to GPT and provincial departments for account reconciliations. Request municipalities to submit monthly age analysis to GPT and provincial departments for accounts reconciliation. Provide clear communication to the provincial departments and municipalities in facilitation of the DMC meetings on government debt. Prepare consolidated report on outstanding debtors for municipalities in Gauteng. Prepare consolidated debt report on payments made by departments. Assist in preparation of minutes and ensure circulation thereof. Monitor the reporting and performance of both municipalities and provincial departments in terms of outstanding debt. Prepare consolidated debt report on payments made by Departments. Prepare consolidated report on outstanding debtors per Municipality. Monitor the reporting and performance of both municipalities and provincial departments in terms of outstanding debt. Contribute towards responses on enquiries. Represent the DD-LGRM at meetings relating to debt management and implementation. Prepare payment schedules on transfers on a timely basis.

**ENQUIRIES** : Ms Tshiamo Sokupha, Tel no: (011) 227-9000

**POST 07/156** : **ASSISTANT DIRECTOR: QUALITY ASSURANCE SPECIALIST**  
 Directorate: Supplier Management

**SALARY** : R311 784 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A recognised 3 year National Higher Diploma in Quality Control. At least 2 years quality control experience in a similar field (product and service (ICT) analysis / assessment). Understanding Government Regulation and Act (PPPFA). Exposure to SMME vendor development and knowledge of supply chain management will be an added advantage. Possess valid driver's license. The incumbent is to be analytical, have verbal and written communication skills, computer literacy, be a decision maker, a problem solver, and show continuous improvement.

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

**ENQUIRIES** : Ms Tshiamo Sokupha, Tel no: (011) 227-9000

**POST 07/157** : **PRACTITIONER: PROCESSING**  
 Directorate: Financial Governance

**SALARY** : R171 069 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric (Grade 12) with accounting OR Maths as a subject. Previous Government working experience. 2 years' experience, in processing creditor payments. Previous knowledge of BAS/SAP system. Computer literate.

**DUTIES** : Data capturing of scanned invoices/payment documents. Capturing of manual payments. Clearing of EBT rejections on BAS (Bank Rejections) Attend to Call Centre queries escalated to Accounts Payable via SAP CRM. Forward unmatched procure to pay invoices to work cycle for non-migrated sites. Posting of all invoices/credit notes for non-migrated sites. Clearing of projections; incompletes and open payments on BAS. Submission of accurate reports. Experience with working on Electronic Invoicing Systems and Projects. Accounts payable policies and procedures, delegation rules and approvals implemented and adhered to. Timeous submission of accurate reports. Improved customer relations respond timeously and accurately to all payment queries received via SAP CRM. BAS/SAP, manual processing of payments within SLA. SAP invoices/credit notes captured and processed on Process Director and forwarding of work cycles for non-migrated sites. Verifying of scanned documents accurately within SLA. Clearing of projections, incompletes and open payments, clearing of EBT rejections on BAS and invoice definition optimized.

**ENQUIRIES** : Ms Tshiamo Sokupha, Tel no: (011) 227-9000