

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV 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 11/48 : **HEAD: CLINICAL DEPARTMENT (MEDICAL) GRADE 1 REF NO: 000153**
Directorate: Internal Medicine Unit

SALARY : R1 806 411 – R1 917 255 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs)

CENTRE REQUIREMENTS : Kalafong Provincial Tertiary Hospital
: An appropriate qualification that allows registration with the HPCSA as Internal Medical Specialist in a normal specialty or a recognized sub-specialty. Registration with the HPCSA as Medical Specialist in a normal specialty or in a recognized sub-specialty and proof of current registration. A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA as a Medical Specialist in a normal specialty. Experience in management of an academic specialist unit and a recognized research output will be an important added advantage. This post is a joint appointment between Kalafong Provincial Tertiary Hospital and the University of Pretoria.

DUTIES : Providing of specialist clinical care to patients. Managing and leading the Internal Medicine Clinical Department. Teaching and training of undergraduate and postgraduate medical students. Leading research output in the Internal Clinical Department.

ENQUIRIES : Dr. K.E. Letebele-Hartell, Tel no: (012) 318-6503; Prof. G. Lindeque, Tel. no: (012) 319-2500

APPLICATIONS : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001 or Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE : 24 March 2017

NOTE : 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 11/49 : **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: 000151**
Directorate: Otorhinolaryngology Unit

SALARY : R1 444 857–R1 533 516 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs)

CENTRE REQUIREMENTS : Kalafong Provincial Tertiary Hospital
: Appropriate qualification that allows registration with the HPCSA as Otorhinolaryngology Specialist in a normal specialty or a recognized Sub-Specialty. Registration with the HPCSA as Medical Specialist in a normal specialty or in a recognized Sub-Specialty and proof of current annual registration. A minimum of 3 years' appropriate experience as Medical Specialist. Experience in management of an academic specialist unit and a recognized research output will be important added advantage. This post is a joint appointment between Kalafong Provincial Tertiary Hospital and the University of Pretoria.

DUTIES : Providing of specialist clinical care to patients. Manage, administer and lead the Ear, Nose and Throat Clinical Unit. Teaching and training of under- and post- graduate medical students. Lead research output in the Otorhinolaryngology Clinical Unit.

ENQUIRIES : Dr. K.E. Letebele-Hartell, Tel no: (012) 318-6503; Prof. G. Lindeque, Tel. no: (012) 319-2500

APPLICATIONS : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE : 24 March 2017

NOTE : 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.

OTHER POSTS

POST 11/50 : **DEPUTY DIRECTOR: ENVIRONMENTAL HEALTH GRADE 1 REF NO: S/000334**
Directorate: Sub Directorate: Environmental Health

SALARY : R716 706 per annum (all-inclusive package)

CENTRE : Central Office

REQUIREMENTS : A Bachelor's Degree/National Diploma or equivalent NQF LEVEL 6 qualification in Environmental Health and registration with the Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. At least seven (7) years' experience of which five (5) years must be on junior management or equivalent level in Environmental Health. Knowledge of Environmental Management, NEMA AND South African Legislations. Good Computer (MS Word, Power Point and Excel), financial leadership, administrative, project management, planning, organizing and communication skills. Valid driver's licence. The applicant must be willing to work long and irregular hours.

DUTIES : Ensure the development of guidelines, strategies and procedures and required legislation on environmental management related issues of environmental health. Ensure the implementation of environmental health related legislation, guidelines and norms and standards by Districts and Metro municipalities. Provide capacity to Districts and Metro Municipalities on existing and newly promulgated legislation and norms and standards; Assist with the facilitation of the implementation of health impact assessment of development in Province. Ensure the integration of health impact assessment within environmental impact assessment processes in the province. Assist in developing tools for management of health impact assessment in the country. Build capacity of environmental health practitioners in the Metro and District municipalities on the management of health impact assessments of development. Monitor the implementation of health impact assessment of development by municipalities. Scrutinize national EIA applications received from the competent authority. Development of Environmental health related policies, guidelines, plans, norms and standards and procedures. Ensure the development of guidelines, strategies, policies and procedures for environmental pollution control (air quality, waste and water). Coordinate the activities of Environmental management among the internal and external stakeholders.

ENQUIRIES : Mr K.A.Marumo, Tel no: (011) 355 3479

APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 31 March 2017

POST 11/51 : **OPERATIONAL MANAGER SPECIALTY (OPERATING THEATRE) PN-B3 REF NO: 000311**
Directorate: Nursing Unit

SALARY : R465 939 – R524 415 per annum (plus benefits)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic nursing qualification, with a duration of 1 year, accredited with the SANC in Operating Theatre Nursing (Science). Minimum of 9 years appropriate/recognizable experience in nursing after registration as professional Nurse with the SANC in general nursing, at least 5 years of period referred to above must be appropriate / recognizable experience in Operating Theatre after obtaining the 1 year post-basic qualification in the specific specialty. Current (2017) proof of registration with SANC. Proof of

service records. Diploma in Nursing Administration / management .Computer literacy and driver's license will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and safety Act, Patient Rights Charter, Batho Pele Principles, Public service Regulations and Labour Relations Act etc. **SKILLS REQUIRED:** Leadership, organizational, decision making and problem solving abilities within the limit of the Public sector institutional policy framework. Computer skills in basic programmes. Financial and budgetary knowledge pertaining to the relevant resources under management. Interpersonal skills including conflict management and counseling.

DUTIES : Coordination of optimal, holistic specialized nursing care with set standards and within a professional/ legal framework. Manage effectively the supervision and utilization of resources. Coordination of provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth /ethical standards and self development. 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 Principles and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.

ENQUIRIES : Ms. M.V. Mathabatha, Tel No: (012) 318-6622
APPLICATIONS : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE : 31 March 2017

NOTE : 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 11/52 : **OPERATIONAL MANAGER NURSING REF NO: 000303**
 Directorate: Nursing

SALARY : R367 815 -R413 976 per annum (plus benefits)
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 12 (Std 10). Basic qualification in terms of Government notice 425 i.e. Degree / Diploma or equivalent qualification that allows registration with SANC. a minimum of seven years of recognised experience in general Nursing after with SANC as a professional nurse. And Diploma in midwifery. Good communication skills.

DUTIES : Demonstrate an in-depth understanding of nursing legislations and ethical nursing practice and how this impact on service delivery. Ensure holistic quality patient care and compliance to national core standards and the implementation thereof. Participate in the Development of policies and protocols for the institution. Effective and efficient utilization and management of resources. Participate in CPD implementation and training for professional growth. Participate in committees as delegated and ensure healthy relationship with the external and internal stakeholders. Management and supervision to ensure 24 hours service delivery on daily basis.

ENQUIRIES : Ms B M Rikhotso, Tel no: (011) 531-4304
APPLICATIONS : Applications must be submitted on a Z83 form with CV, certified copies of ID and Qualifications to be attached. Applications can be posted to: HR Manager Sizwe TD Hospital Private Bag X2 Sandringham 2131, or hand delivered at Sizwe TD Hospital Cnr club and modderfontein Road Sandringham 2131, or apply online at : www.gautengonline.gov.za

CLOSING DATE : 31 March 2017

POST 11/53 : **PROFESSIONAL NURSE (SPECIALITY): ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE 2 POSTS REF NO: TDH02/2017**
 Directorate: Nursing

SALARY : R317 271 – R367 815 per annum (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Grade 12 or equivalent / NQF level /Basic R425 qualification (i.e.) Diploma/Degree in nursing that allows registration with the South African Nursing Council as a Professional Nurse. A basic qualification Diploma in advanced Midwifery and Neonatal Nursing Science with duration of at least 1 year, accredited with SANC, certificate of registration with SANC (General Nursing, Midwifery, Psychiatric and Community Nursing Science). Proof of current SANC registration (2017).

EXPERIENCE: A minimum of 5 years as a professional Nurse after registration with SANC in general nursing and 3 years experience working in labour ward as a Midwife with duration of at least 1 year post basic qualification in midwifery and Neonatal Nursing Science. Good communication skills/verbal and written, understanding of national core standards, able to work under pressure. Knowledge of the guidelines that governs Maternal and child health e.g. PPIP, Maternal guidelines, HIV and EMTCT as well as EPI.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional legal frame work. Effective utilization of resources participation in training and research. Provision of support to nursing service. Maintain professional growth/ethical standards and self-development. Display MBFHI etc. work as part of multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient.

ENQUIRIES : Mrs Motlhaga DS: Tel 012-354 7600
APPLICATIONS : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag X179, Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.

CLOSING DATE : 31 March 2017

POST 11/54 : **ASSISTANT DIRECTOR: HEALTH PROMOTION REF NO: 000335**
(1 (One) Year Fixed Term Contract),
Directorate: Public Health

SALARY : R311 784 per annum (plus benefits)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : An appropriate health related qualification with 5 years relevant experience in the field of Advocacy, Communication & Social Mobilization experience or a Grade 12 certificate with a minimum of 10 years relevant experience. A valid driver's licence, computer literacy, good interpersonal and communication skills. Report writing skills and have the ability to work under pressure. RECOMMENDATIONS: Knowledge of the Batho Pele Principles and the Patients' Rights Charter, the Health Promotion Strategies, Project Management and the PFMA.

DUTIES : Initiate and coordinate the implementation, monitoring, and review of provincial health promotion policies and protocols. Draw up and control an annual Health Promotion (HP) business plan and budget. Formulate all necessary policies, guidelines and protocols, and evaluate these with relevant stakeholders. Develop and maintain procedures and processes for provision of quality HP in the provinces. Build HP partners with other Government Departments, the private sector, non-profit and non-government organizations. Hold regular meetings with all stakeholders in HP. Ensure thorough implementation of priority HP programmes in the department. Manage and lead a team of staff to achieve operational and strategic objectives and indicators for health promotion in clinics and hospitals, Healthy Environments for Children and Health Promoting Crèches, Maternal and Child Health Programmes, communicable diseases, EPI and outbreaks, TB and HIV & AIDS, mental health, substance abuse programmes and violence. Coordinate and monitor continuous development programmes for health promoters. Write routine and ad hoc reports in accordance with Departmental requirements.

ENQUIRIES : Ms. I. Mokoena Tel no: (011) 355-3316
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83 or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 31 March 2017

POST 11/55 : **FINANCIAL CLERK REF NO: 000336**
Directorate: Revenue Management

SALARY : R211 194 per annum (plus benefits)
CENTRE : Central Office
REQUIREMENTS : Degree/ National Diploma in Finance related with 5 years experience in Financial Administration. Grade 12 Certificate, Vocational/Level 4 certificate in Financial Administration with 10 years experience. Knowledge of BAS, PAAB or MEDICOM, computer literate and advanced Excel would be an added advantage. Excellent written and verbal communication skills. Problem solving skills. Ability to work

independently. Good understanding of PFMA and Gauteng Health Revenue Policies. Ability to work under pressure. A driver's licence would be an added advantage.

DUTIES : Collate Annexure F's (Patient Fee Transaction Statement) from all institutions. Analyze the Annexure F's and report accordingly. Collate and consolidate the Institutions ageing analysis electronically. Identify provision for bad debts per Institution. Report donations from all institutions. Review institutions all revenue reconciliations on a monthly basis i.e parking & accomodation recon, debtors recon & cash book recon. Train institutions on compiling the revenue recons, IYM (revenue in-year monitoring report) and revenue policy procedures. Request & analyze reports on BAS. Attend to institutions queries and assist in audit responses. Assist the manager in adhoc revenue office functions.

ENQUIRIES : Mr. Tshepo Tserawe, Tel no: (011) 355 3468

APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83 or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 31 March 2017

POST 11/56 : **CHIEF REGISTRY CLERK REF NO: 000304**
Directorate: Registry

SALARY : R211 194—R248 781 per annum (plus benefits)

CENTRE : Sizwe Tropical Disease Hospital

REQUIREMENTS : Grade 12 with 5 years' experience in Record management, Record management certificate, computer literacy. A relevant three years Diploma or Degree qualification will be added advantage. Should have a proven organising, time management, communication, conflict handling, interpersonal relations, writing, filing and distribution skills

DUTIES : Supervising of Registry clerk, Messengers and cleaners. Ensure documents are distributed from point one point to another. Ensure that the records and files are properly safe guarded. Identify records for disposal. Ensure the provision of cleaning services. Provide guidance and advice to cleaners. Perform administrative duties such as leave management ans PMDS. Ensure compliances with Records Management Acts, national core standards and six priorities of the minister. Training of Registry personnel. Perform any related tasks given by the supervisor.

ENQUIRIES : Mr M.A Masuluke, Tel no: (011 531 4353)

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 : 31 March 2017

POST 11/57 : **FINANCE CLERK: MANAGEMENT ACCOUNTING REF NO: 000337**
Directorate: Budget Management (Transfer Management)

SALARY : R142 461 per annum (plus benefits)

CENTRE : Central Office, Johannesburg

REQUIREMENTS : Grade 12/ Vocational/Level 4 certificate in financial/Accounting and/or related field with 2 years administration experience preferably in Finance . Knowledge of financial systems (BAS, SAP). Knowledge of PFMA and Treasury Regulations. Knowledge of financial management and budgeting. Knowledge and experience in BAS is a prerequisite. Valid driver's licence. Attributes: Ability to solve problems. Planning, organizing, analytical and communication skills. A high level of diligence and commitment in ensuring that all duties are performed within tight timeframes and the outputs are of the required quality. Knowledge of excel.

DUTIES : Ensure adherence to PFMA and Treasury Regulations in executing duties. Receive and process payments for funded Non-Profit institutions (NPOs) and other entities. Capturing of E-Journal on SAP. Requesting all relevant BAS reports on a weekly and monthly basis for the NPOs and other Entities. Communicating with institutions regarding the alignment of budget and expenditure. Provide training and support to funded NPIs and other Entities. Assist with analysis of monthly/quarterly expenditure reports funded NPOs and other Entities. Monitoring of funded NPOs and other Entities. Ensure proper filing and handle adhoc activities as and when requested by senior managers.

ENQUIRIES : Sam Teffo, Tel. No: 011 355 3286/3046

APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83 or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 31 March 2017

POST 11/58 : **ASSET/ADMIN CLERK, REF NO: 000338**
Directorate: Asset Management

SALARY : R142 461 per annum (plus benefits)
CENTRE : Central Office – Johannesburg
REQUIREMENTS : Grade 12 Certificate with 0 to 2 years relevant experience. Exposure to asset management environment. Receiving and deliver all correspondence relating to assets. Recording all monthly reconciliation files and disposal reports and supporting documents. Record keeping in line with Treasury Regulations and Asset Framework. Knowledge of Asset Management Policy and PFMA Act.

DUTIES : Assist in compiling and coordinating asset management reports on time and ensure directorate obligations are met in full. Support and Co-ordinate the disposal committee meetings Recording of all losses and disposal of departmental assets. Assist in ensuring that the Asset Management policy is in line with the treasury requirements. Assist with overall administration within the asset management directorate. Ensure that all disposals, losses, transfers, fair market values' are captured for compilation of Asset Register and communicated to institutions. Ensure that all requested reports are drawn and send to institutions (BAS/SAP etc). Assist in follow ups on urgent audit queries. Perform any other asset management duties as required in the unit.

ENQUIRIES : D Makofane/V Pitso Tel: 011-355-3784/3078
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83 or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 31 March 2017

POST 11/59 : **ADMINISTRATIVE CLERK 2 POSTS REF NO: 000339**
Directorate: Human Resources Management

SALARY : R142 461 per annum (plus benefits)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : Grade 12 Certificate. Knowledge of Workload Indicators of Staffing Need (WISN) methodology is essential. Must be able to collect WISN data utilizing and WISN data collection tools from various categories of staff in the clinical areas. Thorough knowledge of World Health Organization (WHO) WISN Software is imperative. Must have knowledge of the World Health Organization (WHO), WISN Manual, and the Primary Health Care (PHC) Normative Guides and Standards Government Gazette document. A valid driver's licence. Computer literacy.

DUTIES : The incumbent of the post will be responsible for Capturing WISN data on the WISN Software and interpret the data categories; i.e. identify gaps and errors and consult relevant source for correction where necessary. Compile, analyse, maintain and store large database & spreadsheets; i.e. WISN, Occupation Specific Dispensation (OSD), etc. Follow up on progress in WISN study implementation. Assist and guide trained managers to conduct WISN studies in their units and facilities. Assist in conducting WISN Software training to various staff categories in the various Districts and hospitals, and be able to assist with answers and resolve queries. Assist in HR activities such as Recruitment and Selection, appointments, retention, absorptions, probationary matters, terminations, allowance, leave, MMS, OSD, SMS and other administrative related matters. Provide input for the improvement of HR administrative procedures, guideline and policies. Implement grade and pay progression. Monitor and capturing of PMDS.

ENQUIRIES : Ms N Walaza, Tel: (011) 355 3149
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83 or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 31 March 2017

POST 11/60 : **MATERIAL RECORDING CLERK REF NO: 000340**
 Directorate: Oral Health and Specialised Services

SALARY : R142 461 per annum (plus benefits)
CENTRE : Pretoria Dental Stores: Silvertondale
REQUIREMENTS : Grade 12 Certificate, 1-2 years relevant experience in Supply Chain Management. Must be innovative and analytical in executing duties allocated. Must be able to work under pressure. Working knowledge of SAP. Must have knowledge of relevant public service procedures and policies and acts. Successful completion of SCM or PAS Courses will be an added advantage.

DUTIES : Update stock registers. Assist in stock taking .Filling and keeping stores records. Receiving and issuing of stock. Update all transaction on tally and bin cards. Conduct monthly stock taking and disposal, replenishment of stock. Maintain minimum and maximum stock level, Keep stores clean and tidy .Update inventory registers. Avoid over and under stocking, conduct spot checks, pack items on the shelves accordingly, dust all shelves including items on the shelves, report all losses and theft to immediate supervisor, report and remove damaged stock from the shelves, dispose damaged and expired stock in line with departmental norms and standards. Ensure that all receipts and issues are correctly posted. Update requisition /issues voucher number. Maintain O-9 file, compile RLS02 form for payment and compile reconciliation reports. Willingness to work under pressure. Compile monthly reconciliation reports. Perform other additional responsibilities as delegated by the supervisor.

ENQUIRIES : Mr. Jacob Sibanda, Tel No: (012) 841 0364
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83 or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 31 March 2017