

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY**

APPLICATIONS : All application must done online on www.gautengonline.gov.za
CLOSING DATE : 18 April 2017

MANAGEMENT ECHELON

POST 13/44 : **DIRECTOR: INTER-GOVERNMENT RELATIONS (SECRETARIAT SERVICES) REF NO: 000461**
Chief Directorate: HOD's Office

SALARY : R 878 743 per annum An all-inclusive salary: package of R878 743 per annum, Level 13, structured as follows: Basic salary– 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules R878 743 per annum (All inclusive salary package, which can be structured according to the individual's need)

CENTRE : Johannesburg Head Office
REQUIREMENTS : Degree/ 3 year Diploma in a relevant field plus 5 years Middle Management experience. Skills and Knowledge: Good leadership skills. Excellent financial management skills. Strategic development, excellent project management. Reporting writing skills. Good writing and verbal communication skills, Computer literacy. Good networking skills. Stakeholder's relations and Secretariat Services, public speaking, strategic goal and objectives.

DUTIES : Identify strategic partners in line with departmental priorities & programmes. Initiate development of partnerships and ensure sustainability. Develop and implement a stakeholder engagement strategy (through developmental communication). Develop and facilitate a stakeholder management programme within the department. Identify key stakeholders and establish common vision to secure their participation and commitment to the Departments aims and objectives. Build good relations between the municipalities and the agencies of Criminal Justice System and transport/traffic management structures to secure integrated planning. Foster and maintain good relations with all stakeholders. Establish and maintain partnership with all spheres of government. Facilitate coordination in terms of departmental priorities and provincial transversal strategies. Develop and sustain partnerships around safety and security. Strengthen partnerships with Local Governments (Municipalities) around the integrated Development Plans. Facilitate linkages across exco sub-committees, Local Government and the Criminal Justice System. Act as Ambassador for the Department. Compile business and operational plan for the directorate. Contribute to the departmental strategic plan. Manage the directorate budget in line with PFMA directives. Compile monthly and quarterly performance reports for the directorate. Render secretariat support to HOD and MEC's intergovernmental coordination Committees. Render secretariat support to internal Committee structure for the Offices of HOD and MEC Coordination and Administrative support.

ENQUIRIES : Ms Vumile Zwane Tel No: 011 689 3644

OTHER POST

POST 13/45 : **DEPUTY DIRECTOR SECRETARIAT SERVICES REF NO: 000462**
Chief Directorate: Office of the HOD

SALARY : An all-inclusive remuneration package of R612 822 per annum
CENTRE : Johannesburg
REQUIREMENTS : A relevant three year Degree or Diploma or equivalent. 4-8 years' experience in a similar environment at a leadership level. Knowledge of the PFMA, Procurement Legislation and other related regulatory frameworks. Understanding of the secretariat functions and administration policies, system and procedures Skills and Knowledge: Ability to plan and organize. Leadership and supervisory skills. Strategy and project management. Good written and verbal communication skills. Computer literacy. Excellent presentation skills.

DUTIES : Render secretariat support to HOD and MEC's intergovernmental coordination Committees. Render secretariat support to internal Committee structure for the

Offices of HOD and MEC Coordination and Administrative support. Render administration services to the Office. Office and assist with financial management

ENQUIRIES : Ms Vumile Zwane Tel No: 011 689 3644

GAUTENG DEPARTMENT OF e-GOVERNMENT

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 : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All 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

CLOSING DATE : 07th April 2017

NOTE : Gauteng Department of e-Government, is inviting, strategic and innovative thinkers, who are technocrats, to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region, and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure.

OTHER POSTS

POST 13/46 : **DEPUTY DIRECTOR: MONITORING AND REPORTING – REF NO: S/000412**

Directorate: Information Communication Technology

SALARY : R612 822 per annum (all inclusive salary package)

CENTRE : Johannesburg

REQUIREMENTS : Matric plus a National Diploma/Degree in Commerce or related NQF 6 qualification. 3-5 years' experience in service oriented environment. Knowledge and understanding of the function of ICT in the public service, the Public Service Act, the Public Service Regulations and other governing prescripts and policies including the Batho Pele Principles. An understanding of applications in use in the public service, for example, SAP, PERSAL, BAS, ESS and any other systems. Good writing skills.

DUTIES : Monitor, track and report on the implementation of service delivery throughout the Branch: ICT. Implementation of findings and recommendations from audit reports, annual performance plans, operational plans, the departmental strategic plans, performance contracts, performance development plans and timeous responses to requests for information and legislature responses. Ensure there is a tracking grid which is updated daily on the achievement of deliverables. Follow up with managers where such deliverables remain outstanding and address time frames diligently. Identify challenges, areas of improvement and propose interventions. Ensure a sound administrative system with control measures are implemented throughout the Branch: ICT. Manage and improve partnerships with programme directorates, departments, entities and institutions. Prepare presentations in Power Point. Communicate with stakeholders. Address and resolve queries. Convene branch meetings as the secretariat. Maintain a professional demeanour and consult broadly. Analyse and interpret information including audit reports, strategic plans, the annual performance plans, operational plans, service delivery improvement plans, budgets, policies and prescribed governance framework. Working knowledge of all stakeholders supported by the branch including partnerships with departments and entities.

ENQUIRIES : Mr. Oscar Baloyi, Tel (011) 689 4648

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** : 18 April 2017
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. 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 13/47** : **DEPUTY DIRECTOR: PERFORMANCE AUDIT SERVICES**
Directorate: GAUTENG AUDIT SERVICES
- SALARY CENTRE REQUIREMENTS** : 726 276 per annum (all inclusive package)
Johannesburg
- DUTIES** : Relevant Bcom degree or diploma with 6 years' experience in Performance Auditing. CIA/CA would be advantageous. 2years supervisory experience and a valid driver's license.
Planning of the performance audit cluster. Preparation of budgets and resource plans to meet the requirements of the approved performance audit plan. Supervision of a pool of multi-skilled auditors. On the job supervision, mentoring, coaching, motivating and training of team members. Implementation of the performance audit plan for the cluster. Liaison with team members at the planning, execution and reporting phases of each performance audit. Appraisal and evaluation of the performance of performance audit team members and drawing up of development plan. Review and sign off of performance audit working papers and files to ensure compliance to performance audit methodology and standards. Review of performance audit findings and the draft performance audit report. Interviews/meetings with the client as and when required. Compliance with GAS administration requirements. Review of time records to monitor time spent on performance audits against work done. Control of the day to day running of performance audit projects. Provision of input to the Manager: Performance Audit for the overall management of the cluster. Identification of specialist skills required for performance audit projects and communication of these to the Manager: Performance Audit/specialist functions. Preparation of weekly progress reports for submission to senior management. Interviews for recruitment of staff for the cluster.
- ENQUIRIES** : Ms Linda Ninzi, 011 227-9000

<u>POST 13/48</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL BUDGETS</u> Directorate: MUNICIPAL FINANCIAL GOVERNANCE
<u>SALARY</u>	:	R311 784 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Relevant 3 – year tertiary qualification, e.g. National Diploma or Degree related to the job content. 1–2 years’ experience in finance/local government field and/or related field.
<u>DUTIES</u>	:	To assist in the implementation and monitoring of the MFMA and other periphery legislation with the Local Government sphere in Gauteng and to conduct analysis and prepare compliance certificates. Assist with the implementation, monitoring and ensuring compliance of the MFMA in all municipalities. Collect all the reports due for submission by municipalities and provide feedback. Provides inputs to the Gauteng Global Infrastructure Performance Report for submission to the relevant stakeholders. Provide inputs about the LD data into Social Economic Review Outlook (SERO), MTPBS and Local Government Finance Review. Collect and analyse the withdrawals statements from municipalities for submission to National Treasury and other stakeholders. Participate in Municipal For a including National Treasury’s Reform Forum, PTF – MFMA SubCom and CFOF’s. Assess the municipal budgets, monitor and report on the state of expenditure of municipalities. Engage with all relevant stakeholders to ensure that reporting needs and requirements are addressed. Prepare budget assessments letters for delegated municipalities & prepare findings and recommendations made to municipalities. Collect and review IDPs (draft & final). Assist with the presentation of the close out report on IDP and the facilitation of financial alignment to Provincial and Municipal priorities.
<u>ENQUIRIES</u>	:	Ms Linda Ninzi, 011 227-9000

DEPARTMENT OF HEALTH

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

<u>NOTE</u>	:	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.
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MANAGEMENT ECHELON

<u>POST 13/49</u>	:	<u>HEAD: CLINICAL UNIT (MEDICAL), CHILD & ADOLESCENT PSYCHIATRY, REF NO: S/000402</u> Re-Advertisement Directorate: Psychiatry
<u>SALARY</u>	:	R1 444 857per annum. (Based on OSD)
<u>CENTRE</u>	:	Tara the H. Moross Centre, Sandton
<u>REQUIREMENTS</u>	:	A basic medical MBCh or equivalent degree, a specialist qualification in Psychiatry (FCPsych, MMed or equivalent) and a relevant subspecialist qualification (Certificate in Child & Adolescent Psychiatry or equivalent) with current registration with the Health Professions Council of South Africa as a Medical Sub-specialist in Child & Adolescent Psychiatry PLUS at least five (5) years of experience as a Psychiatrist including three (3) years of experience as a Child & Adolescent Psychiatrist
<u>DUTIES</u>	:	To provide and manage a subspecialist service in the assessment and management of children and adolescents. To supervise other specialists and multi-disciplinary mental health team members. To provide strategic and operational leadership for Child & Adolescent Psychiatry services within the institution. To contribute to clinical management within the hospital. To conduct, support and promote teaching and research. To serve as a joint appointee of the Department of Psychiatry, University of the Witwatersrand and

to participate in the teaching and training of various categories of undergraduate and postgraduate students and health professionals.

ENQUIRIES : Dr T.J. Madigoe, Tel. No: (011) 535 3001/3276
APPLICATIONS : Applications must be delivered to:- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125 or apply online www.gautengonline.gov.za
CLOSING DATE : 13 April 2017
NOTE : J Applications must be made on a Z83 form (available from any government office) and must include a covering letter, a CV with contact details of three (3) referees, recently certified copies of the required qualifications, current HPCSA registration card as a psychiatrist and subspecialist child psychiatrist, identity card/document.

OTHER POSTS

POST 13/50 : **MEDICAL OFFICER 2 POSTS REF NO: S/000354**
Directorate; Medical
lease note that this is a re-advert as the duties have been amended

SALARY : Grade 1= R686 322 per annum (all-inclusive package)
Grade 2= R784 743 per annum (all-inclusive package)
Grade 3= R910 716 per annum (all-inclusive package)

CENTRE : Carletonville Hospital
REQUIREMENTS : Grade 1: Registration with HPCSA. No experience requirement after above registration.
Grade2: Registration with HPCSA. Minimum 5 years relevant experience after above registration.
Grade 3: Registration with HPCSA. Minimum 10 years relevant experience requirement after above registration.

DUTIES : Management of patients in both inpatient and outpatient settings including accident and emergency, general medicine, general surgery, obstetrics & gynaecology, mental health, paediatrics, anaesthesia, crises centre. Experience and Knowledge in mental health and /or anaesthesia and/or TB and HIV will be considered to be an advantage

ENQUIRIES : Dr G M I Mustafa, Tel No: (018) 788 1708
APPLICATIONS : People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified Copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private bag x 2023, Carletonville, 2500 or apply on line at www.gautengonline.gov.za

CLOSING DATE : 13 April 2017
NOTE : The employer reserves the right to fill or not fill the post.

POST 13/51 : **PROFESSIONAL NURSE: PNB-2 REF NO: S/000397**
Directorate: Nursing Department

SALARY : R390 216. per annum (plus benefits)
CENTRE : J Edenvale General 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 minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Current SANC receipt.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practice 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 effective communication with patients, supervisors and other clinicians, including report writing when required Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Able to plan and organise own work and that of support personnel to ensure proper nursing care.

- ENQUIRIES APPLICATIONS** : Ms. Salome Msimanga Tel No: (011) 321-6188
 : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, Closing date is as of below at 15:00.or apply online at: www.gautengonline.gov.za
- CLOSING DATE** : 13 April 2017
- POST 13/52** : **CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: S/000362**
 Directorate: ALLIED
 This is a re-advert all applicants who applied previously can re-apply
- SALARY CENTRE REQUIREMENTS** : R385 899 per annum (plus benefits)
 : Sterkfontein Hospital, Krugersdorp
 : Appropriate qualification as an Occupational Therapist that allow registration with the HPCSA as an Occupational therapist: Independent Practice. Minimum of 3 years' experience required. Extensive knowledge in the forensic psychiatric field will be required. Understanding the relevant acts, prescripts and legislations. The applicant must have the ability to work under pressure. The applicant must have a valid driver's license.
- DUTIES** : Render an Occupational Therapy service (including promotion and prevention campaigns) in allocated areas of work that complies with the standards and norms as indicated by Health Policies. Assessment and treatment of observandi and state patients. Treatment programme coordination of the forensic setting. Effective report writing skills needed and review of reports written of observandi before submission. Working well within the MDT set up. Supervision of Production level OT's. Coordination of supervision of students. Active participation in Quality Assurance audits and the PMDS process. Participate in Continuous Professional Development activities. Good leadership skills.
- ENQUIRIES APPLICATIONS** : Ms. L.R. Hendricks, Tel.No: (011) 951 8352
 : Application must be submitted or hand-delivered on Z83 form, certified copies of CV., ID, and Qualifications to be attached. Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740 or apply online at: www.gautengonline.gov.za .
- CLOSING DATE** : 13 April 2017
- POST 13/53** : **PROFESSIONAL NURSE PNB-1 REF NO: S/000398**
 Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R317 271 per annum (plus benefits)
 : Edenvale General Hospital
 : Degree / Diploma in General Nursing and Midwifery or Basic R425 qualification in nursing that allows registration with the South African Nursing Council as professional nurse. Current SANC receipt. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in one of the specialties. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele).
- ENQUIRIES APPLICATIONS** : Ms. Salome Msimanga Tel No: (011) 321-6188
 : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, Closing date is as of below at 15:00. or apply online at: www.gautengonline.gov.za
- CLOSING DATE** : 13 April 2017

POST 13/54 : **PROFESSIONAL NURSE SPECIALITY 2 POSTS REF NO: HRM 17/2017**
Directorate: OCCUPATIONAL HEALTH AND SAFETY

SALARY : PN-B1 R317 271 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse. A post basic qualification with the duration of at least 1 year, accredited with the SANC in terms of Government Notice No R 212 in Occupational Health and Safety and a valid driver's license Code B. A minimum of 4 (Four) years appropriate \recognizable experience after registration as Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional \legal framework. Effective utilization of human, material and service resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth \ethical standards and development of self and subordinates

ENQUIRIES : Ms .TJ. MAFIFI Tel: (012) 354 4024
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 21 April 2017

POST 13/55 : **OCCUPATIONAL THERAPISTS GRADE 1 REF NO: S/000399**
Directorate: Allied

SALARY : R262 020 per annum (plus benefits)
CENTRE : Edenvale General Hospital
REQUIREMENTS : Appropriate qualification that allows for the required registration with the HPCSA as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. None after registration with the HPCSA, in the relevant profession (where applicable) in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and experience in adult and pediatrics orthopedics, surgical and neurological outpatient rehabilitation. Knowledge and experience in group therapy and working in a multi-disciplinary team. Knowledge and experience in early childhood intervention. Knowledge and experience in adult surgical, neurology as well as paediatric inpatient rehabilitation.

DUTIES : Assess and treat hand patients (i.e. splinting ,home programmes, follow up).Assess and rehabilitate patients post CVA amputation,TBI .Contribute to resource management.Contribute to training and development. Clinical Service delivery. Drivers license.

ENQUIRIES : Ms. G Alexander (Tel No: (011) 321 6090
APPLICATIONS : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank or apply online at: www.gautengonline.gov.za

CLOSING DATE : 13 April 2017

POST 13/56 : **POST BASIC PHARMACIST ASSISTANT REFS/000357**
Directorate: Pharmacy
Please note that this is a re-advert as the requirements and Duties have been amended.

SALARY : R170 904-192 519 per annum (plus benefits)
CENTRE : Carletonville Hsp
REQUIREMENTS : Registration with SAPC as Pharmacist Assistant –Post Basic. Current proof of valid registration with SAPC as a Pharmacist Assistant-Post Basic. Good communication and interpersonal skills. Basic knowledge of pharmaceutical process, relevant legislation and policies, record keeping and drug supply management. The desire and ability to work effectively in a team is a must.

- DUTIES** : The incumbent of the post will work under direct supervision of a Pharmacist. Issue the medication to patients and wards as per Prescription. Distribution of stock to patients, wards and clinics, Pre-packing of medication according to Good Pharmacy practice. Inform patients on the direct use of medicine. Receive, read and check prescriptions for legality, authenticity and validity. Stock control which includes receiving. Issuing and maintenance of stock, bulk compounding of stock in accordance with good Manufacturing Practice and Standard Operating Procedures. Advise and support patients and other health care professionals with pharmaceutical issues. Communicate with relevant stakeholders.
- ENQUIRIES** : Miss Sara Mustafa , Tel No: 018 788 1769
- APPLICATIONS** : People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified Copy of ID and Qualifications to be attached. Failure to do so will lead to disqualification. Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private bag x 2023, Carletonville, 2500 or apply on line at www.gautengonline.gov.za
- CLOSING DATE** : 13 April 2017
- NOTE** : The employer reserves the right to fill or not fill the post.
- POST 13/57** : **FINANCIAL CLERK REF NO: S/000400**
Directorate: Finance (Revenue)
- SALARY** : R142 461 per annum (plus benefits)
- CENTRE** : Edenvale Regional Hospital
- REQUIREMENTS** : Grade 12 with Mathematics/Accounting/Business Economics as a subject and have hospital experience. Knowledge of PFMA, Treasury regulation DORA. PAAB, BAS E-SAP and experience in the field of financial environment would be an advantageous. Good communication (verbal, written and report writing) skills. Must have proven computer literate and able to work under pressure. Be punctual, reliable and honest.
- DUTIES** : Billing of patient files. Capturing payments on PAAB. Drawing reports on BAS. Capturing of receipts on BAS. Tracing outstanding patient's debts. Write offs on a daily base. Performing all duties in the Main Cashier. All reconciliations done on a monthly base. Submitting Annexure `F` on a monthly base to Head Office. Perform any duties related to finance assigned by the supervisor. Meet reporting and other deadlines. Submit reports to Finance Manager. Must be willing to rotate.
- ENQUIRIES** : Ms .Z.W.Mthembu. Tel: 011 321-6009
- APPLICATIONS** : The institution reserves the right not to fill this post. Fully completed Z83, CV, certified copies of ID and qualifications should be submitted to: Human Resource Office, Edenvale Regional hospital, Modderfontein Road, Edenvale, 1610 or posted to Hr Office Edenvale hospital, Private Bag x 1005, Edenvale, 1610 or apply online at: www.gautengonline.gov.za
- CLOSING DATE** : 13 April 2017
- POST 13/58** : **CLEANER REF NO: S/000401**
Directorate: Support service
- SALARY** : R84 096 per annum (plus benefits)
- CENTRE** : Edenvale Regional Hospital
- REQUIREMENTS** : Minimum qualification, Abet or grade 10. Grade 12 will be Advantageous. 2 years cleaning experience. Hospital cleaning experience will be advantageous. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable Poses physical strength and to cope with physical demands of the position. Be able to work as a team. Provide leadership. Minimum qualification: Abet or grade 10/12 with applicable food service/ cleaning experience. Hospital experience/ exposure will be an added advantage. Poses good communication skills, able to work shifts including weekends and public holidays. Be able to rotate and work shifts within department. Be able to work as a team.
- DUTIES** : Clean bathrooms, showers, toilets, wards or departments, passages, and waiting areas. Dust, wash, scrub and polish floors, walls, window, stairs, fire escapes, side walls etc. Clean equipments, clean and wash dust bins and remove waste including medical waste and adhere to Health care waste management policy. Operate heavy duty cleaning machine. Be prepared to rotate within the scope of work and assist in messenger duties. Counting clean

and soiled linen. Collecting food trolleys. Dishing meals and cleaning utensils as per Infection control prescript.

ENQUIRIES
APPLICATIONS

: Mr S Msibi 011 321-6160
: The institution reserves the right not to fill this post. Fully completed Z83, CV, certified copies of ID and qualifications should be submitted to: Human Resource Office, Edenvale Regional hospital, Modderfontein Road, Edenvale, 1610 or posted to Hr Office Edenvale hospital, Private Bag x 1005, Edenvale, 1610 or apply online at: www.gautengonline.gov.za

CLOSING DATE

: 13 April 2017