

**PROVINCIAL ADMINISTRATION: GAUTENG  
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.

**CLOSING DATE** : 21 April 2017

**OTHER POSTS**

**POST 14/57** : **DEPUTY DIRECTOR: POLICY COORDINATION REF NO: 000466**  
Directorate: Strategy Management

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

**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric plus a National Diploma/Degree in Commerce/Business related or equivalent. 3-5 years' experience in Policy Coordination (Formulation and Implementation). Knowledge of Public Sector Legislations with regard to policy.

**DUTIES** : Formulate, revise, develop and manage inputs into the Department's strategic plan, all statutory plans and reporting and policy plans, with due consideration of the strategic direction of the Department and the Provincial Government. Drafting of policy briefs on the implications of new and existing policy directions and the interpretation of new and existing policy and assessment of the impact of these on the mandate and work of the Department. Analyse the organisational and performance environment of the Department and develop and facilitate the development of departmental and operational policies to support the delivery of the mandate of the Department within that environment. Conduct research, develop and maintain a policy register of all internal, provincial and national policies as well as the management of the policy route in the department and the province as it pertains to the department. Keep record of departmental strategies and frameworks and assess alignment between these strategies and frameworks with national, provincial and departmental policies. Analyse all current policy and report to different managers on policy implications. Assist with monitoring and evaluation of the implementation of the policies of the Department. Compliance with the Promotion of Access to Information Act, all legislative and regulatory obligations of the Department and the Provincial Government with regard to the policy environment of the Department. Develop departmental management and system policies and strategies, norms, standards, guidelines and best practice procedures, derived from the Public Finance Management Act, Treasury Regulations, DPME guidelines and other national policies, strategies, norms and standards developed by the National Treasury and DPME, but focused on the specific requirements of the Department. Implement and adhere to these policies, guidelines, prescripts, strategies, etc. Rationalise unnecessary duplication and redundancy of inefficient policies and strategies within the Department; where feasible promote common solutions for common demands in respect of policy and strategy as linked operations across the Department; Carry out other duties as assigned.

**ENQUIRIES** : Ms Portia Makotwane, Tel no: (011) 689 8898

**POST 14/58** : **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: 000467**  
Directorate: Strategic Planning

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

**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric plus a National Diploma/Degree in Commerce/Business related. Minimum of 3-5 years in a role relating to strategic planning and/or business administration. An understanding of National and Provincial Government policy priorities, goals, Outcomes. Knowledge of Public Service Legislative Framework with specific reference to the Public Finance Management Act, Treasury Regulations, DPME and Treasury guidelines, prescripts and relevant legislation. Working knowledge of the public service. Project, human resources and financial management skills.

- DUTIES** : Formulate, revise, develop and manage the execution of the Department's strategic plan, all statutory plans and reporting and policy plans. Analyze the performance environment of the Department and facilitate the development of macro and operational plans to support the delivery of the mandate of the departments within that environment. Conduct research, develop and maintain baselines for strategic and operational plans. Analyze planning and reporting related statistics. Analyze all performance reports and report to relevant managers on findings. Implement and manage the data verification process in line with the departmental objectives. Monitor and evaluate the implementation of the strategic plan through annual performance plans, operational plans, statutory quarterly and annual reports. Formulate, develop and manage the execution of the Departmental Reporting Plans with due consideration of the strategic direction of the Department and the Provincial Department of Gauteng. Develop reporting tools in consultation with the Province. Compliance with the Promotion of Access to Information Act, all legislative and regulatory obligations of the Department and the Provincial Government with regard to performance information. Compile reports for the Audit Committee on the qualitative performance of the Department. Implement and adhere to these policies, guidelines, prescripts, strategies, etc; Manage and implement effective efficient management information systems of all strategy and operational plans. Rationalize unnecessary duplication and redundancy of inefficient strategies.
- ENQUIRIES** : Ms Portia Makotwane, Tel no: (011) 689 8898

#### **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** : 25 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](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. 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 14/59** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT**  
Directorate: Compliance
- SALARY** : R612 822 per annum, (all-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A 3 year tertiary qualification, e.g. National Diploma or Degree related to the job content. 1-2 years' experience in team management/supervision. 3-4 years'

	:	experience in Supply Chain Management and proven experience relating to main objectives.
<b><u>DUTIES</u></b>	:	To implement supply chain management reforms in all the delegated municipalities and provincial departments and provincial entities. And to exercise an oversight role in these institutions. Ensure compliance with PFMA, MFMA and all related SCM legislation by departments, entities and municipalities. Set complimentary norms and standards within the parameters as set by National Treasury and the relevant SCM legislation. Monitor and report on policy outcomes. Provide technical assistance and training with regard to SCM in all provincial departments, entities and delegated municipalities.
<b><u>ENQUIRIES</u></b>	:	Ms Baleseng Sedibe Tel no: (011) 227 9000
<b><u>POST 14/60</u></b>	:	<b><u>SENIOR COMMUNICATION OFFICER: NEW MEDIA AND COPYWRITING</u></b> Directorate: Corporate Services
<b><u>SALARY</u></b>	:	R262 272 per annum (Plus Benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A Degree/ National Diploma in Journalism/ PR/Marketing/Communication. A minimum of two years' experience in Marketing/Journalism and Public Relations. An Honours Degree will be an added advantage.
<b><u>DUTIES</u></b>	:	The incumbent will identify, select and acquire information for the Departments' digital platforms. Research, collate, write and upload on the department's website, intranet and social media content. Knowledge and use of content management systems, updating and maintaining website, intranet and social media content. Maintain quality control across the organisation's digital platforms. Maintain formal and informal relationships with internal and external stakeholders. Coordinating web related and social media projects and activities, promote the department's social media campaigns. Evaluating website, intranet and social media and making recommendations. Enhance the organisation's digital platforms as a communication tool. Assist with other communications projects as directed by the Director: Communications
<b><u>ENQUIRIES</u></b>	:	Ms Baleseng Sedibe Tel no: (011) 227 9000
<b><u>POST 14/61</u></b>	:	<b><u>PERSONAL ASSISTANT TO DEPUTY DIRECTOR-GENERAL: GAUTENG AUDIT SERVICES</u></b> Directorate: Gauteng Audit Services
<b><u>SALARY</u></b>	:	R211 194 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Secretarial Diploma or Office Administration Diploma with 3 – 5 years' experience in office management or similar role, especially for senior management. Experience in scheduling, diary management, stakeholder relations and telephone etiquette. The candidate must be proficient and have knowledge of a range of software packages (Advanced Ms Office). Exceptional written and oral communication skills, planning (basic project management skills), and organizational skills. Show discretion with confidential information. Must be presentable, a people's person with excellent interpersonal skills and portray a professional front-line image. An understating of public sector processes will be an added advantage.
<b><u>DUTIES</u></b>	:	Office Administration: Implement an electronic filing system and a manual back-up system to ensure that all documents are accurately recorded and filed and are easily retrievable type documents, print documents, make photocopies, scan documents, photocopying, faxing, printing, e-mail scanning Stationery, essential office supplies and other resources prepared and requisitioned on regular basis to ensure operational productivity and efficiency. Prepare memo's, presentations and other documents as per prescribed templates professionally transcribed and typed Screen telephone calls, enquiries and requests, and handle them accordingly. Review incoming correspondence (memos, requests, reports, submissions, etc.), prioritise and distribute to managers according to the urgency and confidentiality required and where applicable, prepare draft responses and reviews. Diary Management: Management and maintenance of managers' appointments, calendars (diary management) and meetings to enable effective time management. Assist with taking minutes during meetings and distributing them as per timelines. Project Administration: Prepare and monitor project schedules and plans for the Directors to enable efficient process flow, timely and relevant responses and actions. Prepare and facilitate up-keep and maintenance of minutes and action

plans of meetings to ensure follow up actions are implemented and monitored.  
 Logistical Support Services: Logistical support services provided to facilitate effective deliberations at meetings, workshops and engagement sessions (venue bookings, liaising with the Office of the CFO for PO creation, etc.) and Co-ordinate and administer the payment of financial and procurement claims for the component.  
 Prepare memos required to facilitate payments to service providers where required.  
 Keep track of budget expenditure and prepare regular expenditure reports.  
 Reporting: Consolidate monthly and quarterly report information for the Directors.  
 Execute any other ad-hoc administrative request as and when required, including general office housekeeping

**ENQUIRIES** : Ms Baleseng Sedibe Tel no: (011) 227 9000

**DEPARTMENT OF HEALTH**

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

**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](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.

**MANAGEMENT ECHELON**

**POST 14/62** : **HEAD CLINICAL UNIT (DENTAL) GRADE 1 REF NO: 000404**  
 Directorate: Oral Medicine and Periodontology

**SALARY** : R1 444 857 per annum (inclusive package) + excluding commuted overtime  
**CENTRE** : Wits Oral Health Centre  
**REQUIREMENTS** : Registration with the HPCSA as Dental Specialist in the Oral Medicine and Periodontology. A minimum of 3 years appropriate experience as a Dental Specialist after registration with the HPCSA as Oral Medicine and Periodontology specialist. A confirmation letter for teaching and supervision of undergraduate. Teaching and supervision of postgraduate students is an added advantage.

**DUTIES** : To assist the Head of Department (and act in the head's absence) to manage and direct the activities of the department including the teaching and training of under and post graduates, service rendering for referred cases, to conduct and publish research, and to supervise others in research.

**ENQUIRIES** : Ms. JM Tema Tel no: (011) 488 4850  
**APPLICATIONS** : Applications must be sent to Wits Oral Health Centre, Private Bag X 15 Braamfontein or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown or apply online at [www.gautengonline.gov.za.NB](http://www.gautengonline.gov.za.NB). Upload your certified documents if you apply online

**CLOSING DATE** : 25 April 2017  
**NOTE** : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant qualification certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

**OTHER POSTS**

**POST 14/63** : **MEDICAL OFFICER GRADE 1-3 REF NO: 000450**  
 Directorate: General Surgery Unit

**SALARY** : Grade 1 R686 322 – R739 368 per annum (all inclusive package)  
 Grade 2 R784 743 – R858 063 per annum (all inclusive package)  
 Grade 3 R910 716 – R1 138 605 per annum (all inclusive package)  
**CENTRE** : Kalafong Provincial Tertiary Hospital

<b><u>REQUIREMENTS</u></b>	:	MBChB or equivalent. A valid registration with the HPCSA as an independent medical practitioner.
<b><u>DUTIES</u></b>	:	The many and diverse functions of this position encompass aspects of patient care, education, research (may participate in original basic or clinical research) and counsel during surgery emergencies. The service aspect includes ensuring correct surgical treatment of patients. The academic programme will include patient case presentations, subject discussions and attendance of the post graduate programme. The position is intended for grooming of candidates who wish to follow a surgical career.
<b><u>ENQUIRIES</u></b>	:	Prof. D. Montwedi, Tel no: (012) 373-1005
<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>	:	21 April 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.
<b><u>POST 14/64</u></b>	:	<b><u>PRODUCTION PHARMACIST GRADE 1-3 REF NO: 000469</u></b> Directorate: Pharmacy Unit
<b><u>SALARY</u></b>	:	Grade 1 R574 041 – R609 267 per annum (plus benefits); Grade 2 R627 675 – R666 186 per annum (plus benefits); Grade 3 R686 322 – R728 436 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Kalafong Provincial Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	B. Pharm. Registration with SA Pharmacy Council as a Pharmacist. Excellent communication and information skills, management skills and time management skills, good interpersonal skills, team builder, basic administrative and computer skills, training skills, counseling skills, research, development and statistical analysis skills, supervisory / motivational skills, problem solving and decision making, basic financial management skills, project management skills, policy analysis skills, monitoring and evaluation skills, presentation skills. Customer focused and responsiveness. Sound knowledge of legislation applicable to pharmacy practice, Human Resource Management and staff relation legislation. Appropriate clinical and theoretical knowledge.
<b><u>DUTIES</u></b>	:	Keep surveillance on medicine consumption in the department. Supervise, coordinate all administrative functions of the department. Dispensing of medicine. Monitor and evaluate the quality of service in the department. Control of budget for the department. Ensure adherence to the dispensing and GPP standards as set out by the SAPC. Manage, monitor and evaluate pharmacy staff in the unit. Ensure adherence to both the hospital and provincial drug formularies, PFMA, national core standards requirements, ensure drug availability and avoid wasteful and fruitless expenditure. Support the Pharmacy Manager in effective administration of the pharmacy department. Produce relevant reports. Registration as tutor. Assist with on-call and after hour duties. Ability to work under pressure. Observe all Batho Pele principles.
<b><u>ENQUIRIES</u></b>	:	Ms. M.G. Mayayise, Tel no: (012) 373-6839
<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>	:	21 April 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.
<b><u>POST 14/65</u></b>	:	<b><u>ASSISTANT MANAGER NURSING REF NO: HRM 18/2017</u></b> Directorate: Specialty Operating Theatre
<b><u>SALARY</u></b>	:	PN-B4 R509 148 per annum plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	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, plus a post basic nursing qualification with the duration of at least 1 year in relevant specialty. Degree\diploma in Nursing Management A minimum of 10 years appropriate \ recognizable experience in nursing after registration as a Professional nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate\ recognizable experience after

obtaining the 1 year post basic qualification in Operating Theatre Nursing Science. At least 3 years of the period referred to above must be appropriate recognizable experience at management level at Public Institution. Strong leadership, good communication and sound interpersonal skills are necessary. Valid EB driver's license. Service certificates compulsory. South African Nursing Council annual practicing certificate. Computer literacy.

**DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth\ethical standards and development of self and subordinates

**ENQUIRIES** : Ms AM Mowayo Tel no: (012) 354 1300  
**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**CLOSING DATE** : 28 April 2017  
**NOTE** : 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.

**POST 14/66** : **ASSISTANT MANAGER NURSING: PN-B4 (OBSTETRICS & GYNAECOLOGY OPERATING THEATRE) REF NO: 000429**  
 Directorate: Nursing Services

**SALARY** : R509 148 per annum (all inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualifications in Operating Theatre Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point).Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision making skills.

**DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Maintain professional growth\ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)

**ENQUIRIES** : Ms D Ngidi Tel no: (011) 933 9779/0134  
**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01, Pimville, 1808.

**CLOSING DATE** : 21 April 2017  
**NOTE** : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**POST 14/67** : **ASSISTANT MANAGER NURSING: PN-B4 (OBSTETRICS & GYNAECOLOGY)**  
**REF NO: 000453**  
 Directorate: Nursing Services

**SALARY** : R509 148 per annum (all inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. . Degree/diploma in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualifications in Midwifery and Neonatal Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point).Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision making skills.

**DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)

**ENQUIRIES** : Ms D Ngidi Tel no: (011) 933 9779/0134  
**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808.

**CLOSING DATE** : 21 April 2017  
**NOTE** : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**POST 14/68** : **ASSISTANT MANAGER NURSING: PN-B4 (PSYCHIATRY) REF NO: 000430**  
 Directorate: Nursing Services

**SALARY** : R509 148 per annum (all inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. . A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualifications in Advanced Psychiatric Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point).Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision making skills.

**DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing

guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)

**ENQUIRIES** : Ms D Ngidi Tel no: (011) 933 9779/0134  
**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808.

**CLOSING DATE** : 21 April 2017

**NOTE** : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**POST 14/69** : **HEAD OF ACADEMIC DEPARTMENT–PND3: GENERAL NURSING SCIENCE**  
**REF NO: 000434**  
 Directorate: Nursing Education and Training

**SALARY** : R479 928 per annum (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Nursing College  
**REQUIREMENTS** : Registration with the South African Nursing Council (SANC). Basic qualifications accredited with SANC in terms of Government Notice R425 i.e. Bachelor's Degree/Diploma in Nursing Education. Computer literacy in MS Office. Minimum of 9 years' appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years' of the period referred to above must be appropriate/recognizable experience in Nursing Education. Experience in clinical assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing Programmes. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of and Practice and Scope of Practice. Knowledge of Human Resources and Finance management. In depth knowledge of Public Service Prescripts; sound communication skills. Experience in planning, organising, leading and controlling. A valid Driver's licence.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Co-ordinate the provision of education and training of student nurses. Manage clinical learning exposure of students at clinical practice. Develop and monitor implementation of quality assurance programmes. Orientate, supervise and appraise staff members in the academic department .Participate in the presentation of academic programmes (theory and clinical practice). The incumbent will also be required to supervise the marking and moderation of theoretical and practical examinations. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Perform research work relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Ability to participate in daily management of the College and oversee the supervision of students.

**ENQUIRIES** : Ms. N.E Ntsele, Tel no: 011 983 3009 or Ms. P.C. Sithole Tel no: 011 983 3002  
**APPLICATIONS** : Applications should be submitted at the Human Resource Department, Chris Hani Baragwanath Nursing College (inside the Chris Hani Baragwanath Academic Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**CLOSING DATE** : 25 April 21017

**NOTE** : All applications must be submitted with a Z83 form, a C.V and Certified copies. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than three month on submission date. Drivers licence and smart card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.



**POST 14/70** : **OPERATIONAL MANAGER: NURSING SPECIALITY IN OPHTHALMOLOGY UNIT (PN-B3) 2 POSTS REF NO: 000421**  
 Directorate: Nursing Services

**SALARY** : R465 939 per annum (all inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Ophthalmology Nursing Science. Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

**DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

**ENQUIRIES** : Ms. D.F. Ngidi Tel no: (011) 933 9779/0134  
**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01, Pimville, 1808

**CLOSING DATE** : 21 April 2017  
**NOTE** : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**POST 14/71** : **ASSISTANT MANAGER NURSING: PNA-7(INFECTION PREVENTION AND CONTROL) REF NO: 000431**  
 Directorate: Nursing Services  
 This is a re-advertisement previous applicants are encouraged to apply.

**SALARY** : R465 939 per annum (all inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level in infection Prevention and Control Department. Current registration with South Africa Nursing Council. Knowledge and understanding of OHS regulations, policies and acts. Computer literacy i.e (Ms. Word, Power Point). Ability to work independently and in a multi – disciplinary team context. Analytic thinking, independent decision making and problem solving skills. Qualification in infection control will be an advantage.

**DUTIES** : Develop clinical quality improvement programmed, guidelines, indicators and procedures with regard to Infection Prevention and Control and risk management. Promote compliance and implement safety standards programmes. Effective communicable disease outbreak prevention, management, report 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. Analyze 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 liaise, advice and effectively communicate with the relevant internal and external stakeholders.

**ENQUIRIES** : Ms D Ngidi Tel no: (011) 933 9779/0134  
**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808.

**CLOSING DATE** : 21 April 2017  
**NOTE** : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**POST 14/72** : **OPERATIONAL MANAGER: NURSING SPECIALITY IN TRAUMA/HIGH CARE UNIT (PN-B3) REF NO: 000442**  
 Directorate: Nursing Services

**SALARY** : R465 939 per annum (all inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing: Critical Care Nursing Science (General) or Trauma & Emergency Nursing Science. Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

**DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

**ENQUIRIES** : Ms. D.F. Ngidi Tel no: (011) 933 9779/0134  
**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808.

**CLOSING DATE** : 21 April 2017  
**NOTE** : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**POST 14/73** : **OPERATIONAL MANAGER NURSING: PN-B3 (OPERATING THEATRE) REF NO: 000424**  
 Directorate: Nursing Services

**SALARY** : R465 939 per annum (all inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)

<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Operating Theatre Nursing Science. Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
<b><u>DUTIES</u></b>	:	Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.
<b><u>ENQUIRIES</u></b>	:	Ms DF Ngidi Tel no: (011) 933 9779/0134
<b><u>APPLICATIONS</u></b>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808.
<b><u>CLOSING DATE</u></b>	:	21 April 2017
<b><u>NOTE</u></b>	:	Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.
<b><u>POST 14/74</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING: PN-B3 (OBSTETRICS &amp; GYNAECOLOGY) 2 POSTS REF NO: 000443</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	:	R465 939 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Midwifery and Neonatal Nursing Science. Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
<b><u>DUTIES</u></b>	:	Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.
<b><u>ENQUIRIES</u></b>	:	Ms. D.F. Ngidi Tel no: (011) 933 9779/0134
<b><u>APPLICATIONS</u></b>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main

Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital:  
Recruitment and Selection Unit, Private Bag X01, Pimville, 1808

**CLOSING DATE** : 21 April 2017

**NOTE** : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**POST 14/75** : **OPERATIONAL MANAGER: NURSING SPECIALITY OBSTETRICS & GYNAECOLOGY (PN-B3) REF NO: 000452**  
Directorate: Nursing Services

**SALARY** : R465 939 per annum (all inclusive package)

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

**REQUIREMENTS** : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Midwifery and Neonatal Nursing Science or Child Nursing Science  
Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

**DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

**ENQUIRIES** : Ms. D.F. Ngidi Tel no: (011) 933 9779/0134

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

**CLOSING DATE** : 21 April 2017

**NOTE** : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**POST 14/76** : **OPERATIONAL MANAGER NURSING: PN-B3 (OBSTETRICS & GYNAECOLOGY OPERATING THEATRE) REF NO: 000425**  
Directorate: Nursing Services

**SALARY** : R465 939 per annum (all inclusive package)

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

**REQUIREMENTS** : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Operating Theatre Nursing Science  
Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent

decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

**DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

**ENQUIRIES** : Ms. D.F. Ngidi Tel no: (011) 933 9779/0134  
**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808.

**CLOSING DATE** : 21 April 2017  
**NOTE** : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**POST 14/77** : **OPERATIONAL MANAGER: NURSING SPECIALITY IN PAEDIATRICS (PN-B3)**  
**REF NO: 000426**  
 Directorate: Nursing Services

**SALARY** : R465 939 per annum (all inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

**DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

**ENQUIRIES** : Ms. D.F. Ngidi Tel no: (011) 933 9779/0134  
**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808.

**CLOSING DATE** : 21 April 2017  
**NOTE** : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**POST 14/78** : **OPERATIONAL MANAGER: NURSING SPECIALITY IN PAEDIATRICS (ONCOLOGY) (PN-B3) REF NO: 000427**  
 Directorate: Nursing Services

**SALARY** : R465 939 per annum (all inclusive package)

<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Child Nursing Science and Oncology. Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
<b><u>DUTIES</u></b>	:	Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.
<b><u>ENQUIRIES</u></b>	:	Ms. D.F. Ngidi Tel no: (011) 933 9779/0134
<b><u>APPLICATIONS</u></b>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01, Pimville, 1808
<b><u>CLOSING DATE</u></b>	:	21 April 2017
<b><u>NOTE</u></b>	:	Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/19.
<b><u>POST 14/79</u></b>	:	<b><u>OPERATIONAL MANAGER: NURSING GENERAL IN SURGERY (PNA-5) REF NO: 000422</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	:	R367 815per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of seven (7) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
<b><u>DUTIES</u></b>	:	Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.
<b><u>ENQUIRIES</u></b>	:	Ms. D.F. Ngidi Tel no: (011) 933 9779/0134
<b><u>APPLICATIONS</u></b>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main

Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808.

**CLOSING DATE** : 21 April 2017

**NOTE** : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**POST 14/80** : **OPERATIONAL MANAGER: GENERAL STREAM PNA-5 REF NO: 000454**  
Directorate: Nursing services

**SALARY** : R367 815 per annum (plus benefits)

**CENTRE** : Helen Joseph Hospital

**REQUIREMENTS** : 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.

**DUTIES** : 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** : 21 April 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 14/81** : **OPERATIONAL MANAGER: NURSING GRADE 1 GENERAL UNIT REF NO: HRM 19/2017**  
Directorate: Cardiology

**SALARY** : PN-A5 R367 817 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 minimum of 7 (seven) years appropriate \recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma \degree in Nursing Management will be an added advantage. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificates compulsory. South African Nursing Council annual practicing certificate. Valid EB driver's license

**DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stake holders i.e. inter-professional, inter-sectoral, and multi- disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resource. Maintain professional growth\ ethical standards and development of self and subordinates

**ENQUIRIES** : Ms.AM Mowayo Tel no: (012) 354 1300

**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

**CLOSING DATE** : 28 April 2017

**NOTE** : 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.

**POST 14/82** : **SENIOR CASE MANAGER (NON-OSD POST) REF-NO: 000432**  
Directorate: Nursing

**SALARY** : R311 784 per annum (plus benefits) (NON-OSD)

**CENTRE** : Mamelodi Hospital

**REQUIREMENTS** : Grade 12 or ABET Level 4. 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. Have a minimum of 5 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Appropriate experience in liaison with medical aid (funders) and managed care organisations with regards to MHC policies, protocols, optimal fund utilization and updated clinical information. Ability to link patient diagnoses with procedure codes. Knowledge of UPFS, ICD 10 codes/diagnostic codes, medical Aid Act 131 of 1998(e.g. section on prescribed minimum benefits). Computer literacy, good verbal and written communication skills.

**DUTIES** : Coordinate the work flow processes between clinical and admin personnel by liaising, guiding and supporting the fees department and the relevant hospital staff with the identification of prescribed minimum benefits. Effective and efficient communicate and update clinical information for externally funder clients. Control the correctness of the hospital bills, medical aids, road accident fund and privately funded patients by the efficient and effective interpretation and implementation of case management policies, protocols and procedures within the hospital. Provide quotations to privately funded and foreign patients.

**ENQUIRIES** : Ms S Mahlangu, Tel no: (012) 841 8490

**APPLICATIONS** : Applications to be sent to Mamelodi Hospital, Hand Post-delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032 Rethabile Mamelodi East 0122 or submit online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**FOR ATTENTION** : Ms J Vilakazi Recruitment Section.

**CLOSING DATE** : 25 April 2017

**POST 14/83** : **DENTAL TECHNICIAN GRADE 1/2/3**  
Directorate: Dental Laboratory

**SALARY** : Grade 1 R262 020 per annum plus benefits  
Grade 2 R308 649 per annum plus benefits  
Grade 3 R363 582 per annum plus benefits

**CENTRE** : Medunsa Oral Health Centre

**REQUIREMENTS** : Registration with the South African Dental Technicians Council (SADTC). Minimum 8 years' experience since registration with SADTC/ similar. B-Tech degree in Dental Technology. Good interpersonal skills. Ability to work within a team. Experience in construction of Cobalt Chrome metal frameworks and fixed implant substructures will be an added advantage.

**DUTIES** : Construction of quality Removable prosthesis and Orthodontic appliances. Provide technical assistance to undergraduates as well as post graduate students.

**ENQUIRIES** : Ms Heleen Warington Tel no: (012) 521 5830

**APPLICATIONS** : 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. 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** : Ms. EM Shibambo

**CLOSING DATE** : 28 April 2017

**NOTE** : Interviews will be conducted in two stages, bench test to determine technical ability and structured interview.



**POST 14/84** : **ADMINISTRATIVE CLERKS 7 POSTS REF NO: 000439**  
 Directorate: Human Resources Management

**SALARY** : R142 461 per annum (plus benefits)  
**CENTRE** : Tshwane District Health Services  
**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 will be added as an advantage. 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 including PILIR, MMS, OSD, SMS and other administrative related matters. Provide input for the improvement of HR administrative procedures, guideline and policies. Assist in the implementation of grade and pay progression. Assist in the monitoring and capturing of PMDS and Staff Satisfactory survey.

**ENQUIRIES** : Ms TM Manthosi or Ms TC Masumpa, Tel no: (012) 451 9035  
**APPLICATIONS** : Applications must be delivered to the Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria,0001, or apply online at : [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 21 April 2017

**POST 14/85** : **ADMINISTRATIVE CLERK 1 POST REF NO: TDH03/2017**  
 Directorate: ITC

**SALARY** : R142 461 per annum (plus benefits)  
**CENTRE** : Tshwane District Hospital  
**REQUIREMENTS** : Grade 12 and National Diploma in Office management and technology. Certificate and knowledge of DHIS. Breaking barriers to public service. Diploma or certificate In Health management information system.

**DUTIES** : Ensure that data quality is complete, accurate, available and consistent, monitor and evaluate quality of data routinely, collected from various departments. Capturing of daily and monthly raw data using webDHIS system and data validation. Compiling of monthly, quarterly reports and provide reports to managers for decision making. Maintain a filing stem according to financial years. Daily monitoring and capturing of midnight census from various wards, correct errors listed on feedback report from district and provincial information officers. Preparation of internal auditor General. General administration related tasks in the office environment. Update of monthly input from for new and modified data.

**ENQUIRIES** : Mrs. Matube MW Tel no: (012) 354 7604  
**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** : 21 April 2017

**POST 14/86** : **ADMINISTRATIVE CLERK 1 POST REF NO: TDH04/2017**  
 Directorate: Human Resource Management

**SALARY** : R142 461 per annum (plus benefits)  
**CENTRE** : Tshwane District Hospital  
**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 & spread sheets; 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**

: Mrs. Matube NW Tel no: (012) 354 7604

**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**

: 21 April 2017