

## PROVINCIAL ADMINISTRATION: GAUTENG

## DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

*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 FOR ATTENTION** : Applications must be submitted on a duly online completed Z83 form  
**CLOSING DATE** : Human Capital management  
 : 26 June 2017  
**NOTE** : It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. People with disabilities are encouraged to apply. Applications should be submitted strictly online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications and Identity. Please note that ONLY applications submitted online will be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

## OTHER POSTS

**POST 23/94** : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT – REF NO: S/ 000964**  
 Directorate: Information Communication and Technology Services

**SALARY** : R334 545 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric plus NQF 6 in Information and Knowledge Management/Information Science or Library and Information Science with the focus on Information Science, coupled with 3 years of experience in knowledge information and records management. Knowledge and experience in knowledge management practices, outreach programmes, public information, and government communication or related fields is essential. Competencies: Strong leadership skills; Strong analytical ability towards opportunity identification; Innovative and initiative; Proven capability to interact at all different levels and networking; Computer Literacy; Project management skills; Excellent communication skills; Good report writing, feedback and presentation skills; Strict adherence to deadlines; Understanding of all relevant legislation; Understanding the policies related to the position; Locate work in a public service context; Plan and organize work to achieve objectives that meet service standards; Lead a team to solve workplace problems and conflict; Identify Performance requirements and improve work team performance; Manage own performance and development; Communicate in the work place and work team; Lead Change in team in the workplace; Produce data and analyse statistics for workplace operations in the department; Deliver and monitor client service; Secure and allocate resources and a budget to achieve workplace objectives; Maintain physical and/or electronic information records; Use computers and/or equipment to achieve work team objectives.

**DUTIES** : Provide strategic input and direction in planning process (strategy development and business planning) of the sub-directorate Knowledge and Information Management; Develop and maintain policies, strategies, standards and best practices for managing departmental knowledge and information; Supervise of the sub directorate operational activities in order to maximise value for customers (internal and external) in strategic knowledge and information management; Develop corporate knowledge and information management concepts and metadata; Conduct knowledge and information audits to assess what knowledge and information the department possess for effective planning and identify local knowledge needs and prioritise in terms of added value to the department; Promote the effective use of knowledge sharing tools for all partners and staff by facilitate learning, knowledge and information sharing sessions through seminars,

workshops and conferences; Facilitate the development and updating of the Promotion of Access to Information Act, no 2 of 2000; Serve on committees and forums (internal and external) and attend external events as required; Determine what the current record keeping and records management situation is and to ensure that relevant information is available regarding the record keeping and records management practices of the body; Ensure that information contained in records is managed effectively throughout the office by developing and implementing a sound Records Management Policy; Ensure that there are evaluation criteria in place to monitor compliance with sound records management practices; Ensure that all electronic documents and records are managed according to the requirements of the National Archives and Records Service and good governance; Ensure that the records management staff understand their responsibilities and acquire the necessary skills to manage records effectively; Ensure that records can be identified and retrieved when required by providing well-structured records classification and record keeping systems; Ensure that there is a systematic disposal programme in place; Ensure that all micrographic projects are managed according to the requirements of the National Archives and Records Service and good governance; Facilitate the development and maintenance of the electronic document and record management system; Manage, update and develop departmental website and intranet content; Prepare website content by structuring information and layout of pages for quality control of web content; Develop new content and rewrite/ edit existing content into a form that is appropriate for interactive media and adds value to the content materials; Reform text, assure hyperlinks integrity, position new content to the website and to ensure that, the content on the website is always up-to-date, accurate, consistence and reliable; Coordinate web-related projects and activities within the department; Liaise with relevant stakeholders on new website content development and enhancement of website; Procure, deploy and oversee departmental printing solutions

**ENQUIRIES** : Mr M Thema, tel (011) 355 5437

**POST 23/95** : **CHIEF REGISTRY CLERK: RECORDS MANAGEMENT REF NO: 001025**  
Directorate: Security and Facilities Management

**SALARY** : R226 611 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Matric plus NQF level 5 in Archives Management/Records or Document Management with extensive and proper training on all records management and registry procedures, coupled with a minimum of 3 years working experience within the Records Management/Registry field. Competencies: sound knowledge of registry/records management practices; knowledge of National Archives Act and MIS prescripts; knowledge of Service Level Agreements (SLA's); Understanding of expectations of customers; computer literacy; good verbal and communication skills, ability to work under pressure, customer care skills and telephone etiquette. Ability to hold on confidential information; organisational skills; analytical and problem solving skills; personal & interpersonal skills; effective time management; organisational skills; document and content management will be an added advantage.

**DUTIES** : Coordinate and supervise activities in registry; Provide registry services to the Department such as file enquiries, posting and updates on general procedures and functions of the unit; manage own performance and develop others; maintain and amend the file plan on a regular basis; implement the policies and procedures for records management as per the prescribed requirements by archives; Scan, distribute files and documents; maintain an accurate register of all archived files; assist in uploading of documents on the electronic content and records management system (ECDMS) including intranet and website; Register records and correspondences (both incoming and outgoing) apply the National Archives and Records Management Act and other related legislations.

**ENQUIRIES** : Mr M Thema, tel (011) 355 5437

## 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 23/96** : **SENIOR MANAGER: MEDICAL SERVICES REF NO: 000489**  
Directorate: Clinical Services  
Kindly note that this is a Re-Advert and the duties are amended

**SALARY** : R 1 355 916 per annum (All inclusive Package)  
**CENTRE** : Dr. George Mukhari Academic Hospital  
**REQUIREMENTS** : Appropriate qualifications that allows registration with the Health Professions Counsel of South Africa (HPCSA) as a Medical Practitioner. Current HPCSA registration (2017-2018) as a Medical Practitioner. A minimum of 10 years appropriate experience after registration with HPCSA as a medical practitioner, of which 3 years must be at management ( Clinical Manager) level. Post graduate Management qualification (e.g. MPH) and experience in Academic/Tertiary hospital will be an added advantage. Computer Literacy in Microsoft Package (MS Word, Excel and Power point) and a valid driver's license. Experience and knowledge in administration, finance and supply Chain Management. Ability to assist in developing a dedicated, responsive, innovative, creative and productive employee corps will be essential. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as PSA, PFMA, LRA, and BCOEA). Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours.

**DUTIES** : Responsible for the leadership and management of the delivery of clinical services to patients referred to Dr. George Mukhari Academic Hospital. Participate actively in administrative duties of the Departments. See to it that quality assurance, including clinical audit, is conducted in the Department in line with National Core Standards and lead the department. Provide strategic leadership in terms of Corporate Services to the hospital. Serve as the senior member of the hospital executive management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital Executive and General Management with the day to day running of the department. Assist the EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of Dr. George Mukhari Academic Hospital as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Management of personnel performance and review thereof, (Contracting, quarterly review and final assessment). Report to the Office of the CEO. Perform any other duties delegated by the supervisor.

**ENQUIRIES** : Dr. F Kgongwana Tel no: (012) 529 3221

- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za).
- CLOSING DATE** : 23 June 2017
- NOTE** : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please consider your application unsuccessful.

#### **OTHER POSTS**

- POST 23/97** : **DEPUTY DIRECTOR: RESEARCH, DATA & INFORMATION MANAGEMENT HEALTH CARE WASTE & OCCUPATIONAL HYGIENE MANAGEMENT REF NO: 000981**  
Directorate: Health Care Waste & Occupational Hygiene Risk Management

- SALARY** : R769 026 per annum (all-inclusive remuneration)
- CENTRE** : Central Office, Johannesburg
- REQUIREMENTS** : Appropriate qualification in Environmental Health or related Health field (BSc Honors, BTech /masters, Medical Biological Sciences) and registered with the HPCSA. Additional qualifications in Health Care Waste, Occupational Hygiene and data and information management, contract and project Management will be an added advantage. At least 3 - 5 years relevant experience in health care waste and occupational hygiene and middle management practices, project management and the development and management of appropriate data and information management systems. Experience in the use of computers end user programs such as SPSS, STATA, EPI INFO or similar and advanced excel. Good interpersonal relations, communication, leadership, analytical and linguistic attributes. Extensive knowledge and experience with data base management and production of statistical reports as required for intervention and strategic planning purposes. Proven track record of extensive research projects done and appropriateness of outcomes. Extensive analytical and problem solving abilities. Ability to present ideas and strategic proposals in both the scientific field of health sciences, data management and information systems. Keen attention to detail, team - oriented and skills in working within a collaborative environment. A valid driver's license.

- DUTIES** : To support the Director in the achievement of goals and objectives within the Gauteng Department of Health with reference to research, data and information management system for the comprehensive and inclusive management of HCW and occupational hygiene and safety management. Manage collection and analysis of related data and statistics, manage current and introduce new information systems and optimize outcomes as a strategic planning and management tool. Liaise with all in - and external stakeholders and establish effective platforms for joint planning. Develop appropriate policies, SOP's, technical specification and other guidelines based on the outcome of due diligence and other projects. Assist in piloting and managing alternative treatment technologies of HCW in new Departmental hospitals as part of the green economy agenda. Manage all generic administrative processes required for this position in support of the Directors office. Identify and assist with the development of research projects for both Healthcare Waste (HCW) and Occupational Health and Safety (OHS). Analyse and interpret HCW/OHS safety reports/data, produce monthly statistical reports, determine trends and provide scientific evidence based recommendations/propose relevant intervention strategies to ensure regulatory compliance and value for money. Assist in the identification of training needs and in the development of appropriate training programmes/material. Assist Director's office with literature surveys, review of reports, policies and other relevant materials to address strategic enquiries and to provide guidance and appropriate advice. Process data requests from scientific investigators and assist with data specific questions. Improve efficiency of data processing protocols and maintain data storage and access by aggregating existing databases as required. Develop and maintain a service resource in research and statistical methodologies for the purpose of providing statistical consultation to relevant stakeholders. Manage a library of research documents and institutional

planning. Research, develop and recommend policy analyses relevant to the anticipated organisational planning, policy and decision making. Develop and maintain automated system audits to ensure data integrity and accuracy. Coordinate continuous training to staff to enhance knowledge around data reporting and decision making. Detail orientated and possess a significant working knowledge of research methodology and data analysis, demonstrate excellent written and oral communication skills and ability to collaborate with diverse teams and effectively manage multiple projects with competing deadlines.

**ENQUIRIES** : Mr. P.J. Brits, Tel no: 082 774 2919  
**APPLICATIONS** : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, professional body and driver's license, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified, or apply online by visiting [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 26 June 2017

**POST 23/98** : **DEPUTY MANAGER NURSING PN A-8 REF NO: 000987**  
 Directorate: Nursing Services

**SALARY** : R756 525 per annum (all- inclusive package)  
**CENTRE** : Rahima Moosa Mother and Child Hospital  
**REQUIREMENTS** : A 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 (Basic R425 qualification). Current registration with SANC as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Relevant experience in People management, Financial Management, strategic planning, policy analysis and development and delegation. In depth knowledge and understanding of all Health related acts, regulations, guidelines and other related policies. Good communication skills, leadership skills, change management skills. It is recommended that the successful applicant have a post basic qualification in Advance Midwifery or Peadiatric Nursing (Child Nursing Science) as well as a qualification in Nursing Administration

**DUTIES** : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation: (Human, Financial, Physical and Material resources).

**ENQUIRIES** : Mrs S Jordaan, Tel no: (011) 470 9034  
**APPLICATIONS** : Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor. Correspondence will be limited to shortlisted candidates.

**CLOSING DATE** : 23 June 2017

**NOTE** : Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached.

**POST 23/99** : **MEDICAL OFFICER GRADE 1-3 REF NO: 000978**  
 Directorate: Paediatrics Unit

**SALARY** : Grade 1 R736 425 – R793 341 per annum (all inclusive package)  
 Grade 2 R842 028 – R920 703 per annum (all inclusive package)  
 Grade 3 R977 199 – R1 221 723 per annum (all inclusive package)

**CENTRE REQUIREMENTS** : Kalafong Provincial Tertiary Hospital  
**DUTIES** : MBChB or equivalent. Registration as Medical Practitioner with HPCSA. Recommendations: Diploma in Child Health, FC Paed Part 1.  
**ENQUIRIES APPLICATIONS** : Service rendering in the Paediatric Department. Undergraduate teaching as well as assistance in research projects of Department. Call duties in General Paediatrics and Neonatology.  
Prof. T.J. Avenant, Tel no: (012) 373 1009  
**CLOSING DATE NOTE** : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.  
23 June 2017  
People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and certificates

**POST 23/100** : **MEDICAL OFFICER GRADE 1-3 REF NO: 000980**  
Directorate: Internal Medicine Unit

**SALARY** : Grade 1 R736 425 – R793 341 per annum (all inclusive package)  
Grade 2 R842 028 – R920 703 per annum (all inclusive package)  
Grade 3 R977 199 – R1 221 723 per annum (all inclusive package)

**CENTRE REQUIREMENTS** : Kalafong Provincial Tertiary Hospital  
**DUTIES** : MBChB. Registration as independent practitioner with HPCSA. Candidates should have an interest in Internal Medicine.  
**ENQUIRIES APPLICATIONS** : Duties include inpatient and outpatient care as well as after hour (call) duties. The successful candidate must be able to work in a team.  
Prof. D.G. Van Zyl, Tel no: (012) 373-1075  
Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

**CLOSING DATE NOTE** : 23 June 2017  
People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and certificates.

**POST 23/101** : **MEDICAL REGISTRAR REF NO: HRM 25/2017**  
Directorate: Dermatology

**SALARY** : R736 425 per annum plus benefits  
**CENTRE REQUIREMENTS** : Steve Biko Academic Hospital  
Post community service. HPCSA registered as a Medical Doctor with an MBCHB Degree.  
**DUTIES** : To undergo training as a registrar in the Department of Dermatology for a contract period of four years.  
**ENQUIRIES APPLICATIONS** : Dr.CM Kgokolo Tel no: (012) 354 1105  
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 NOTE** : 15 June 2017  
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 23/102** : **OPERATIONAL MANAGER: MATERNITY REF NO: HRM 26/2017**  
Directorate: Nursing

**SALARY** : R499 953 per annum plus benefits  
**CENTRE REQUIREMENTS** : Steve Biko Academic Hospital  
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 qualification with the duration of at least 1 year In The Diploma in Post Basic Midwifery and Neonatal Nursing Science. A minimum of 9 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. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate \ recognizable experience after obtaining the one year post basic qualification in Advance Midwifery and Neonatal Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary, Computer literate. Verified proof of experience. Service certificates compulsory, South African Nursing Council annual practicing certificate. Valid EB driver's licence.

**DUTIES** : Co-ordination 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. Co-ordination 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 x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**CLOSING DATE** : 23 June 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 23/103** : **ASSISTANT MANAGER- NURSING -PNA-7 (NIGHTSUPERVISOR) REF NO: S/000986**  
Directorate: Nursing

**SALARY** : R499 953 per annum (plus benefits)

**CENTRE** : Helen Joseph Hospital

**REQUIREMENTS** : Registration with S.A.N.C as a Professional nurse with General. Minimum of (8) years' experience post registration. Three (3) years' experience in Hospital Management as an Operational Manager. Diploma / Degree in Nursing Administration / Management. Diploma/Degree in Nursing Education will be an added advantage Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as: Nursing Act, OHS Act, Patient Rights Charter, Batho Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operations, Team player, Supportive, Assertive. Ethical standards are a requisite and upholding the organizational culture.

**DUTIES** : Delegate, supervise and coordinate provision of effective and efficient Patient care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate information on health care. Develop/ establish and maintain constructive working relationships with nursing and other stakeholders (inter-professional, inter-sectorial and multi-disciplinary team work). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure proper utilization of financial and physical resources. Manage Human Resources and ensure skilling and quality care in the department.

**ENQUIRIES** : Ms T.G 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 or private Bag X47, Auckland Park, 2006.

**CLOSING DATE** : 23 June 2017  
**NOTE** : The institution reserves the right not to fill the post. Application must be submitted or hand delivered to Helen Joseph Hospital. No 14 Perth Road documents which are certified in your application including your valid identity copy and certificates. Application without proof of necessary document will be disqualified

**POST 23/104** : **OPERATIONAL MANAGER GENERAL STREAM REF NO: 000977**  
Directorate: Nursing

**SALARY** : R394 665 per annum (plus benefits)  
**CENTRE** : Helen Joseph Hospital  
**REQUIREMENTS** : Grade 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 T.G Baloyi Tel no: (011) 489 0896  
**APPLICATIONS** : Applications must be submitted at Helen Joseph Hospital HR, No 1 Perth Road, Auckland Park 2006 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**CLOSING DATE** : 23 June 2017  
**NOTE** : Applications to be submitted on Z83 form, certified copies (within last 3 months certified) of qualifications, curriculum vitae (CV) and certified id copy.

**POST 23/105** : **OPERATIONAL MANAGER REF NO: 000965**  
Directorate: West Rand DHS - Clinical Forensic Medical Services

**SALARY** : R367 815 per annum (plus benefits)  
Grade 1: R 394 665 – R 444 195 per annum (plus benefits)  
Grade 2: R 457 527 – R 514 962 per annum (plus benefits)

**CENTRE** : West Rand District  
**REQUIREMENTS** : An appropriate Degree/Diploma in Nursing plus 7 -9 years appropriate /recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. 3-5 years working experience in Clinical Forensic Medicine. Current registration with South African Nursing Council. Driver's licence and able to drive. Computer literacy. Good communication and sound interpersonal skills are necessary. Basic understanding of PFMA and relevant legislative frameworks that govern Clinical Forensic Medicine.

**DUTIES** : To demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery particularly cases of violence against women and children. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standard for Sexual Assault Care Practitioners. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant facility to support the justice system. To facilitate implementation, monitoring and evaluation of policies and strategies. Provide support for Clinical Forensic Medical Services at district level. Liaise with stakeholders in including NGO's, tertiary institutions and research institutions. Facilitate training pertaining Clinical Forensic medical Services. Facilitate and/or conduct education and awareness. Liaise with stakeholders as part of a team for the comprehensive management of victims of violence including post exposure prophylaxis. Manage projects as assigned.

**ENQUIRIES** : Dr G. Shaikh, Tel no: (011) 953 1506



**APPLICATIONS** : Applications must be submitted on Z83 form with the CV, certified Id copy and qualifications to be attached. Applications should be delivered to Westrand District, cnr Vlei and Luipard street, Krugersdorp, 1740 or posted to Westrand Health District, Private Bag X2053, Krugersdorp, 1739 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 26 June 2017

**POST 23/106** : **PROFESSIONAL NURSE (SPECIALTY) 6 POSTS REF NO: 000985**  
Directorate: Nursing (Accident and Emergency / Theatre / ICU)

**SALARY** : R340 431 per annum (plus benefits)

**CENTRE** : Tambo Memorial Hospital

**REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government Notice 425 (ie. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice no. R212 in the relevant speciality. A minimum of 4 years appropriate / recognisable experience in nursing, after registration as a Professional Nurse with the SANC in General Nursing. At least 2 years' experience working in accident and emergency / Theatre / ICU unit with duration of at least 1 year Post Basic Qualification in above mentioned specialities. Good communication skills, verbal and written; understanding of National Core Standards; able to work under pressure.

**DUTIES** : Provision of optimal, holistic specialised nursing care with set standards and within a Professional Legal Framework. Effective utilization of resources, participation in training and research. Provision of support to nursing service. Maintain professional / growth / ethical standards and self-development. Work as part of Multi-Disciplinary team to ensure good nursing care that is cost effective, equitable and efficient manner. Adherence to quality assurance standards.

**ENQUIRIES** : Ms N Prince/Ms. J. Phaswana, Tel no: (011) 898 8321/8314

**APPLICATIONS** : Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 26 June 2017

**POST 23/107** : **CHIEF PHYSIOTHERAPIST REF NO: 000972**  
Directorate: Clinical

**SALARY** : R334 545 per annum (plus benefits)

**CENTRE** : Helen Joseph Hospital

**REQUIREMENTS** : Interested candidates should have a BHSC Degree in Physiotherapy i.e. a 4 year degree. Currently registered with the HPCSA as a Physiotherapist. A minimum of 3 years appropriate clinical experience. Sound knowledge of clinical theory, practice and ethics relating to the delivery of Physiotherapy services within a hospital setting. Knowledge of current health and public service legislation, regulations and policies. Good communication skills (verbal and written), computer skills and good interpersonal skills. Ability to work in a multi-disciplinary team and in a changing environment and under pressure.

**DUTIES** : To provide optimal and evidence based Physiotherapy treatments to patients. To perform and complete administrative functions including data compilation and monthly report submissions. To assist with the development and implementation of departmental policies, operational plans and financial management strategies. Participate in the mentorship and training of community service therapists and students. To ensure departmental standards are met and effective patient service delivery, in line with National Standards.

**ENQUIRIES** : Mrs. A. Rawat, Tel no: (011) 489 0334

**APPLICATIONS** : Applications to be submitted on Z83 form, certified copies (within last 3 months certified) of qualifications, curriculum vitae (CV) and certified id copy. Applications must be submitted at Helen Joseph Hospital HR, No 1 Perth Road, Auckland Park 2006 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**CLOSING DATE** : 23 June 2017

**POST 23/108** : **ASSISTANT DIRECTOR: FACILITY MANAGEMENT UNIT (FMU) REF NO: 000961**  
 Directorate: Administration

**SALARY** : R334 545 per annum (plus benefits)  
**CENTRE** : Weskoppies Hospital  
**REQUIREMENTS** : An appropriate Degree or National diploma in Electrical/Mechanical/Building with more than 5 years' experience of which 2 years should be at supervisory level. Qualification in Project management will be an advantage. Knowledge of PFMA, OHS Act, Project management, inspection, presentation and analytical skills. Knowledge of managing Facility Management services in a hospital environment. Knowledge of National Building Regulations will be an added advantage. Good financial management skills and conflict management. Must be computer literate (MS EXCEL and PowerPoint). Excellent time management and organizational skills. Good communication skills (verbal and non-verbal, report writing skills, negotiation, teambuilding, problem solving, conflict resolution) and ability to work under pressure. A valid driver's license.

**DUTIES** : Ensure overall management of Facility Management Unit, Parking, Accommodation, Garden services, Cleaning, Security, Waste management and DID – Artisans (Electrical, Mechanical, Building, Plumbing, Carpentry). Supervise and manage resources in Facility Management Unit services departments within the proper implementation of the National Core Standard requirements of the FMU. Ensure compliance and maintaining the quality standard required by the institution. Monitoring and evaluation of DID staff performance onsite. Communicating and liaising with the relevant inspectors and staff from DID AND Central Office Infrastructure Management. Attend FMU and DID meetings and compile weekly, monthly and quarterly report. Participate in inter and intradepartmental committees that deals with issues of FMU. Responsible for performance appraisal and development of staff. Ensure achievement of strategic objectives of the component by ensuring suitable infrastructure in terms of identified need of budget and monitoring construction. Conduct building audits and identify areas that need attention. Control FMU budget and monitor expenditure. Ensure proper utilization of the infrastructure and Day to Day maintenance budget by monitoring and reporting expenditure. Ensuring the implementation of FMU practices, guidelines and policies. Responsible for implementation of Occupational Health and Safety Act. Participate in the development of strategic and operational plans for Facility Management sections. Attend meetings for projects and strategic planning. Attend to human resource matters, do record keeping and statistics, compile and submit reports. Plan and implement training programs for FMU staff. Perform any duties as delegated by management.

**ENQUIRIES** : Ms. E Mosue, Tel no: (012) 319 9795/6  
**APPLICATIONS** : Applications should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag X113, Pretoria, 0001 or placed in the "Application box" provided at the security gate.

**CLOSING DATE** : 23 June 2017  
**NOTE** : Applications should include Z83, CV, certified copies of ID and Qualifications.

**POST 23/109** : **ADMIN OFFICER: LOGISTICS REF NO: 000966**  
 Directorate: Logistics

**SALARY** : R226 611 per annum (plus benefits)  
**CENTRE** : West Rand District (Merafong Sub - District)  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 3 years' experience in administration related Issues. A valid driver's license, computer literacy, report writing, communication skills and interpersonal skill. Ensure effective and efficient administration management.

**DUTIES** : Submission of facilities stock requests, leave management, monitor Garden services in facilities, security coverage, parking processes, record management, regular reporting to the Sub District manager, telephone efficiency in facilities, Monitor Performance Management Development system through assessment of

subordinates. Compliance with Legislative requirement. Execute all legal instructions by supervisor.

**ENQUIRIES** : Barends Joyce, Tel no: (011) 953 4515

**APPLICATIONS** : Applications must be submitted on Z83 form with the CV, certified Id copy and qualifications to be attached. Applications should be delivered to Westrand District, cnr Vlei and Luipard street, Krugersdorp, 1740 or posted to Westrand Health District, Private Bag X2053, Krugersdorp, 1739 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 26 June 2017

**POST 23/110** : **IT TECHNICIAN REF NO: 000963**  
Directorate: Information technology

**SALARY** : R226 611 per annum (plus benefits)

**CENTRE** : Weskoppies Hospital

**REQUIREMENTS** : Grade 12, MCSE 2003, A+, N+ or equivalent IT qualifications. Valid driver's license. Relevant experience will be an advantage. Experience in working with Active Directories.

**DUTIES** : Configuration and Installation of software, hardware and Applications (Medicom, PERSAL and BAS) Network administration (LAN and WAN) Troubleshooting and diagnose faults and repairing of network Asset management and control (Dispose and condemn of ICT equipment) Knowledge of PMDS and management of own development Attending meeting and giving feedback Ensure that all ICT are secured and safe guarding them Contribute to the hospital Operational, budget and Procurement plan and allocation of resources Develop maintenance routine or schedule of equipment, network and systems. Setup equipment such as laptop .data projectors, sound systems, interactive white board and other specialized ICT equipment and ensure that they are ready for use and operating correctly

**ENQUIRIES** : Mr L Mohudi, Tel no: (012) 319 9560

**APPLICATIONS** : should be submitted to: The HR Manager, Weskoppies Hospital, Private Bag X113, Pretoria, 0001 or hand delivered to the "box" supplied at the Security gate at the entrance of Weskoppies Hospital.

**CLOSING DATE** : 23 June 2017

**NOTE** : Applications should include Z83, CV, certified copies of ID and Qualification

**POST 23/111** : **CHIEF ADMIN CLERK (SECURITY & IMU) REF NO: 000967**  
Directorate: Logistics

**SALARY** : R226 611 per annum (plus benefits)

**CENTRE** : West Rand Health District

**REQUIREMENTS** : Grade 12 or equivalent qualifications with 3 years' experience in administration related issues, computer literacy, good communication skills, writing skills, interpersonal skills, ability to work under pressure. A valid driver's license should be more than 6 months active. Ensure effective and efficient Administration Management.

**DUTIES** : Monitor security coverage and parking processes, supervise and transport Handyman, monitor PMDS. Check compliance of Service providers with PSIRA, Department of Labour, SARS record keeping, reporting, and assist with admin duties in Infrastructure Management unit. Maintain reports manually and electronically, adherence to record management system monitor reconcile and reporting on parking process in the District facilities. Execute all legal instruction by Supervisor.

**ENQUIRIES** : Barends Joyce, Tel no: (011) 953 4515

**APPLICATIONS** : Applications must be submitted on Z83 form with the CV, certified Id copy and qualifications to be attached. Applications should be delivered to Westrand District, cnr Vlei and Luipard street, Krugersdorp, 1740 or posted to Westrand Health District, Private Bag X2053, Krugersdorp, 1739 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 26 June 2017

**POST 23/112** : **PHARMACIST ASSISTANT POST BASIC REF NO: HRM 30/2017**  
 Directorate: PHARMACY

**SALARY** : Grade 1 - R183 381 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Registration with South African Pharmacy Council as a Post Basic level Pharmacist Assistant for a period of 0 to 5 years. Basic communication skills, knowledge of pharmaceutical processes, knowledge of relevant legislation and policies, record keeping and basic knowledge of medicine supply management.

**DUTIES** : Stock control which includes; ordering, receiving, issuing and maintenance of stock. Manufacturing or preparation of sterile or non-sterile medicines in accordance with good manufacturing practice and standard operating procedures. Collecting of information. Preparation of prescriptions following the interpretation and evaluation of the prescription by a pharmacist. Provision of instructions regarding the correct use of medicine supplied. Any other task necessary for the provision of quality pharmaceutical services.

**ENQUIRIES** : Ms. L Deysel Tel no: (012) 354 1282  
**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** : 23 June 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 23/113** : **ADMINISTRATION CLERK REF NO: HRM 31/2017**  
 Directorate: Diagnostic Radiography

**SALARY** : R152 862 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Minimum qualification GR 12.A computer certificate of a year course compulsory. Computer Literate: short listed candidates will undergo a competency test. Experience of a Hospital information system and medical exposure can be to your advantage. Good interpersonal and communication skills. Be able to work independently and under pressure. Be prepared to work shifts after hours.

**DUTIES** : Accurate registration of patients on Medicom and RIS system. Booking patients on the system at Sonar. Professional interaction with patients, colleges and staff. Answering of telephones and efficient handling of enquiries. Performing any other reasonable task allocated by supervisor. Doing statistics. Filing of all relevant documents.

**ENQUIRIES** : Mrs. S Van Niekerk Tel no: (012) 354 1379  
**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** : 23 June 2017

**POST 23/114** : **ADMINISTRATION CLERK/ DATA CAPTURER 8 POSTS REF NO: S/000968**  
 Directorate: PHC/HAST

**SALARY** : R152 862 per annum (plus benefits)  
**CENTRE** : West Rand District Health- Region – A  
**REQUIREMENTS** : Grade 10/12 or equivalent qualifications, computer literacy certificate. Good communication skills, Ability to analyze statistics, ability to work under pressure. Minimum of one year Administration experience in the Public service.

**DUTIES** : Proper record management systems, compiling Patient's statistics and reporting to HIS. Record of Patient times and proper direction of patients. Ordering and safe

keeping of stationery. Monitoring and recording of Facility assets. Assist with administration functions.

**ENQUIRIES** : Mr. M.A Tiro Tel no: (011) 953 4515

**APPLICATIONS** : Applications must be submitted on Z83 form with the CV, certified Id copy and qualifications to be attached. Applications should be delivered to Westrand District, cnr Vlei and Luipard street, Krugersdorp, 1740 or posted to Westrand Health District, Private Bag X2053, Krugersdorp, 1739 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 26 June 2017

**POST 23/115** : **FINANCE CLERK REF NO: 000962**  
Directorate: Finance

**SALARY** : R152 862 per annum (plus benefits)

**CENTRE** : Weskoppies Hospital

**REQUIREMENTS** : Grade 12 with 1 – 2 years finance experience. Computer literate. Knowledge of BAS, SAP and MEDICOM will be an advantage Communication skills. Interpersonal skills. Ability to work within hospital relieving where needed at Finance dept. Knowledge of hospital procedures and processes will be an added advantage.

**DUTIES** : Billing of patients on Medicom. Collecting money from paying patients and making follow ups of outstanding debts. Making sure state monies are reported to Main cashier and also banked in time and also recorded on each individual index for audit purposes. Safekeeping of patient's valuables. Liaising with family members on patients monies deposited. Capturing and administer of private telephone accounts. Perform other duties as allocated by supervisor. Must be willing to rotate within the cashiers office, PPF office and patient billing sections.

**ENQUIRIES** : Mr. D Ngoepe, Tel no: (012) 319 9737

**APPLICATIONS** : Applications should be submitted to: The HR Manager, Weskoppies Hospital, Private Bag X113, Pretoria, 0001 or hand delivered to the "box" supplied at the Security gate at the entrance of Weskoppies Hospital.

**CLOSING DATE** : 23 June 2017

**NOTE** : Applications should include Z83, CV, certified copies of ID and Qualifications.

**POST 23/116** : **PHARMACIST ASSISTANT BASIC REF NO: HRM 32/2017**  
Directorate: PHARMACY

**SALARY** : GRADE 2 – R146 688 per annum plus benefits

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : Certificate in Pharmacist Assistance Basic level. Registration with the South African Pharmacy Council as a Qualified Basic Pharmacist Assistant. Basic communication skills, basic knowledge of pharmaceutical processes, knowledge of relevant legislation and policies, record keeping, and basic knowledge of drug supply management.

**DUTIES** : Stock control which includes; ordering, receiving, issuing and maintenance of stock, Manufacturing or preparation of sterile or non-sterile medicines in accordance with good manufacturing practice and standard operating procedures, collecting of information. Provision of information to individuals in order to promote health. Any other task necessary for the provision of quality pharmaceutical services in the hospital.

**ENQUIRIES** : Ms. L Deysel Tel no: (012) 354 1282

**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** : 23 June 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 23/117** : **DRIVER**  
 Directorate: Support

**SALARY** : R127 851 per annum (plus benefits)  
**CENTRE** : West Rand District (Merafong Sub - District)  
**REQUIREMENTS** : Grade 10 or equivalent qualification, code 10 valid driver's license with PDP. Knowledge of government Fleet and GDoH transport guidelines at least one year experience in driving. Excellent time management and ability to work under pressure. Good communication skills.

**DUTIES** : Transport personnel to and from various institutions, delivering/ collecting goods, medications and documents. Inspecting vehicles and report faults to transport officer timeously check level of oil, water, fuel and mileage daily. Compile log book as prescribed by legislation. Promote proper handling and safekeeping and control of vehicles and execute all instructions by supervisor. Collect, control and distribute movement of documents. Report incidents and accidents and compile vehicle condition reports and other records required by management.

**ENQUIRIES** : Mr R Dipale, Tel no: (018) 787 9907  
**APPLICATIONS** : Applications must be submitted on Z83 form with the CV, certified Id copy and qualifications to be attached. Applications should be delivered to Westrand District, cnr Vlei and Luipard street, Krugersdorp, 1740 or posted to Westrand Health District, Private Bag X2053, Krugersdorp, 1739 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 26 June 2017

**POST 23/118** : **FOOD SERVICE AID (SUPERVISOR) REF NO: HRM 33/2017**  
 Directorate: Admin & Logistics (Food Service Department)

**SALARY** : R127 851 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12 with 2 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

**DUTIES** : Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

**ENQUIRIES** : Mrs. E Dreyer Tel NO: (012) 354 2315/2092  
**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** : 23 June 2017

**POST 23/119** : **STORE ASSISTANT REF NO: S/000970**  
 Directorate: Support

**SALARY** : R90 156 per annum (plus benefits)  
**CENTRE** : Helen Joseph Hospital

**REQUIREMENTS** : Grade 10 Certificate or ABET. Knowledge of provisioning administration. Good verbal and written communication skill both writing and verbal. Ability effective functions part of the team. Be able to work under pressure.

**DUTIES** : Execute stores administrative service (receipt; storage, issue etc. Deal with hospital matters pertaining to stores. Apply best practice procurement standards for goods and services. Maintain stock levels. Implement and guide the application of prescribed provisioning and procurement policy. Clean relevant work station. Provide route general work, compliance and maintenance services. Delivery of stock and full oxygen cylinders to the wards and departments. Collection of empty oxygen cylinders from the wards and departments. Packing of stock to the shelves and refrigerators weekly according to FIFO method. Report any damaged, obsolete redundant and expired stock to the supervisor.

**ENQUIRIES** : Ms B Ndlovu Tel no: (011)489 0882

**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 or private bag X47 Auckland park 2006.

**CLOSING DATE** : 23 June 2017

**NOTE** : The institution reserves the right not to fill the post. Application must be submitted or hand delivered to Helen Joseph Hospital. No 14 Perth Road Auckland Park. Human Resource Department. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Application without proof of necessary document will be disqualified

**POST 23/120** : **POPERTY CARETAKER 2 POSTS REF NO: HRM 34/2017**  
Directorate: Admin & Logistics

**SALARY** : R90 234 per annum plus benefits

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : Grade 8 or Abet level 4 qualification with experience working in grounds and gardening in a formal environment. Ability to work with fellow workers, Willingness to relieve/relocated in other sections of Administration & Logistics. Willing to work shifts when required. Physically strong and healthy person. Ability to work under pressure

**DUTIES** : Maintenance and development of hospital grounds and gardens. Removals of garden waste. Planting of plants. Cutting of trees. Watering of plants and flowers. Preparation of events platforms. Weeding. Maintenance of horticultural equipment, Adhere to safety regulations (Occupational Health & Safety act)

**ENQUIRIES** : Mr. ME Mhlongo Tel no: (012) 354 2364

**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** : 23 June 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 23/121** : **LAUNDRY WORKER 5 POSTS REF NO: HRM 35/2017**  
Directorate: Admin & Logistics

**SALARY** : R90 234 per annum plus benefits

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : Minimum ABET Grade 4 to Grade 10, Knowledge of laundry / linen services and sewing will be an added advantage Knowledge of customer services, self-driven and motivated. Able to read, write and work in a team. Able to work shifts. Able to relief and follow senior instructions

**DUTIES** : Collection of dirty linen bags from different sections of the hospital .Delivery of bags containing soiled linen to the sorting area of dirty linen section. Tying and labelling of dirty linen bags. Operation of the rinsing machines. Sorting and packing of linen in the Linen Bank. Loading /offloading of clean linen from laundry trucks. Installation

of curtains in wards, reporting of broken curtain rails. Mending of the torn linen. Taking part in linen/ inventory counting. Cleaning of linen trolleys. Assist in other linen sections duties per request of supervisors. Execute all legal instructions by Supervisor/Management.

**ENQUIRIES** : Mr. F Monama Tel no: (012) 354 1421

**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** : 23 June 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 23/122** : **FOOD SERVICE AID 6 POSTS REF NO: HRM 36/2017**  
Directorate: Admin & Logistics (Food Service Department)

**SALARY** : R90 234 per annum plus benefits

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : Minimum qualification: Grade 10 –12 with 1 year appropriate experience in a formal food service environment. Relevant certificates in hygiene and safety and cooking will be an added advantage. Good communication skills and willing to work in a team. Must work shifts (late and early), as well as weekends and Public Holidays. Must be able to do work of a physical nature.

**DUTIES** : Perform routine tasks in the Food Service Unit and operate machinery. Perform general cleaning tasks as assigned to you to ensure hygiene and safety standards are maintained in the unit (washing of pots, floors, equipment, drains, grids). Taking out dustbins and waste and cleaning of dustbins. Washing of dishes (pots, pans, crockery and cutlery. Unpacking and packing provisions into fridges and freezers. Cleaning of fridges and freezers. Preparation of patient meals. Willingness to rotate and work as a reliever in the unit.

**ENQUIRIES** : Mrs. E Dreyer Tel no: (012) 354 2315/2092

**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** : 23 June 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 23/123** : **CLEANER 3 POSTS REF NO: S/000971**  
Directorate: Support

**SALARY** : R 90 324 per annum (plus benefits)

**CENTRE** : Helen Joseph Hospital

**REQUIREMENTS** : Grade 10 Certificate or authentic School report. Six (6) months to 1 year experience. Good verbal and written communication skills Ability to read and write. Ability to work under Pressure. Must be prepared to work shifts and night duty. HJH current Interns and previous interns are encouraged to apply and added advantage. OHS Medical surveillance as required by HBA regulation within the OHS Act 25 of 1993 is a must. Shortlisted candidates will be subjected to a series of Employment vetting processes.

**DUTIES** : Perform cleaning services of a routine nature by utilization a variety of aids. Cleaning floors, Washing Windows, Toilets, Doors Frames and wall. The execution of tasks takes place mainly under the supervision or no supervision and requires minimal training. It is an expectation and a must to be subjected to rotation and shift work at any given time or routinely.

**ENQUIRIES** : Mrs B Mathe M Tel no: (011) 489 0584

**APPLICATIONS** : Applications must be submitted at Helen Joseph Hospital HR, No 1 Perth Road, Auckland Park 2006 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**CLOSING DATE** : 23 June 2017



**NOTE** : Applications to be submitted on Z83 form, certified copies (within last 3 months certified) of qualifications, curriculum vitae (CV) and certified id copy.

**POST 23/124** : **PORTER REF NO: S/000975**  
Directorate: Support

**SALARY** : R90 234 per annum (plus benefits)  
**CENTRE** : Helen Joseph Hospital  
**REQUIREMENTS** : Grade 10 Certificate or ABET. Good verbal and written communication skill. Ability to work under pressure. Ability to work shift and night duty. Knowledge of OHSA.

**DUTIES** : Escort patient from one place to another, collect patients trolleys, wheelchairs, Stretchers and other equipment's from various departments within the hospital. Ensure the cleanliness of patient's equipment transits and in and out of transport, Escort corpses from the ward to mortuary. Perform any reasonable task by the supervisor

**ENQUIRIES** : Mr. G Dlamini Tel no: (011)489 0550  
**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 or private bag x 47 Auckland park 2006.

**CLOSING DATE** : 23 June 2017  
**NOTE** : The institution reserves the right not to fill the post. Application must be submitted or hand delivered to Helen Joseph Hospital. No 14 Perth Road Auckland Park. Human Resource Department. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Application without proof of necessary document will be disqualified

**POST 23/125** : **FOOD SERVICE REF NO: 000976**  
Directorate: Allied

**SALARY** : R90 324 per annum (plus benefits)  
**CENTRE** : Helen Joseph Hospital  
**REQUIREMENTS** : Grade 10 Certificate or authentic School report. Ability to read and write. Good verbal and written communication skills. Ability to work under Pressure. Must be prepared to work shifts and night duty. Three (3) years Experience in food service environment. Must have good knowledge of food preparation (normal and therapeutic diets) HJH current Interns and previous interns are encouraged to apply and added advantage.

**DUTIES** : Preparation of food. Responsible for storage of stock. Cooking food for patients. Cleaning of the kitchen. Ensuring safety and hygiene of food service area by constantly monitoring the flow of work. Responsible for safekeeping and reporting all faulty equipment. Accept additional function within the units as given by the food service manager. Assist with hospital events where necessary

**ENQUIRIES** : Mr Ngoasheng Tel no: (011) 489 0399  
**APPLICATIONS** : Applications to be submitted on Z83 form, certified copies (within last 3 months certified) of qualifications, curriculum vitae (CV) and certified id copy. Applications must be submitted at Helen Joseph Hospital HR, No 1 Perth Road, Auckland Park 2006 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**CLOSING DATE** : 23 June 2017

**POST 23/126** : **CLINICAL ASSOCIATE REF NO: S/000979**  
Directorate: Family Medicine

**SALARY** : R22 6611 per annum (Plus benefits)  
**CENTRE** : Johannesburg District Health: Hillbrow CHC  
**REQUIREMENTS** : BCMP, Registration with HPCSA.  
**DUTIES** : Consult patients, Performing diagnostic and therapeutic procedures for common conditions. Performing and/or Ordering and interpreting investigations. Performing procedures under the supervision of a registered medical practitioner . Issuing medical certificates for a period not exceeded 3 days. Prescribing medicines for common conditions according to the primary health level essential medicines list

(EML). Performing any act delegated by the supervising medical practitioner in accordance with the education and training of the clinical associate.

**ENQUIRIES** : Dr Malope Tel no: (011) 694 3725

**APPLICATIONS** : Applications to be submitted on Z83 FORM, CVs, Certified copies of IDs and other Documentations to Johannesburg Health District, corner of Smith and Klein Street, Hillbrow Community Health Centre, ground floor at the entrance to Johannesburg District Office. Or be posted to Human Resources Johannesburg Health District, Private Bag X21, Johannesburg, 2001.

**CLOSING DATE** : 23 June 2017

**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** : 26 June 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 23/127** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING**  
Chief Directorate: Financial Management Services (CFO's Office)

**SALARY** : R334 545 per annum (Plus Benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : A relevant three year tertiary qualification in Financial Accounting/ Auditing/ related to Financial Management. A minimum of 2 years' experience in the financial accounting/auditing or related environment. Knowledge and understanding of the relevant legislative environment. People management skills, implementation and monitoring; Analytical and proactive capabilities, sound financial management skills, ability to execute activities, decision making skills, excellent communication skills (verbal and written) and populate reports. Be able to plan and organize. Professional and holds high standard of work ethic and professional values. Deadline driven and able to work under pressure. Accuracy and ability to pay attention to detail.

- DUTIES** : The incumbent will be responsible for facilitating the payment of the accounts of the department within set targets, financial management reconciliations and other bookkeeping responsibilities. They will also be responsible for the preparation of Interim and Annual Financial statements for Gauteng Provincial Treasury, the audit files and attend to internal and external audit queries relating to their role. Facilitate the preparation of section 40 PFMA monthly reports. Ensure compliance with the PFMA, Treasury Regulations and applicable Accounting standards in execution of functions.
- ENQUIRIES** : Ms Bulelwa Mtshizana Tel no: (011) 227-9000
- POST 23/130** : **FORENSIC AUDITOR- FRAUD PREVENTION 2 POSTS**  
Chief Directorate: Forensic Services
- SALARY** : R281 418 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A relevant 3 year National Diploma/ Degree with 2 to 3 years of Fraud Prevention experience.
- DUTIES** : To assist the Gauteng Provincial Government Departments in the implementation of the Gauteng Anti-Corruption Strategy by providing forensic services in relation to the detection and prevention of fraud and corruption. Assist in the preparation of the fraud detection review plan. Identify and collate the relevant documents/ evidence required for the fraud detection review that is to be undertaken. Analyze the evidence and record the findings. Conduct interviews with relevant stakeholders. Prepare 1<sup>st</sup> draft of the fraud detection review report. Compile organized, referenced and complete forensic audit files. Work effectively within time frame and budget requirements of projects. Continuously improve own performance and technical skills. Maintain high level of administration.
- ENQUIRIES** : Ms Bulelwa Mtshizana Tel no: (011) 227 9000