

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 26/92 : **MEDICAL SPECIALIST GRADE 1-3 REF NO: 001074**
Directorate: Critical Care Unit

SALARY : Grade 1 R991 857 – R1 052 712 per annum (all inclusive package);
Grade 2 R1 134 069 – R1 203 666 per annum (all inclusive package); Grade 3 R1 316 136 – R1 645 464 per annum (all inclusive package)

CENTRE REQUIREMENTS : Kalafong Provincial Tertiary Hospital
: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology, General Surgery, Internal Medicine, Emergency Medicine, Obstetrics and Gynaecology or Neurosurgery. Must be committed to complete a 2-year full time fellowship training program in Critical Care.

DUTIES : This will include after hours work (weekends and weekdays). The Critical Care fellow functions as a member of the multi-disciplinary critical care team that manages High Care and Critical Care Unit patients. Specific duties include: Full time clinical service provision within the Unit of Critical Care for the prescribed period; Patient management and supervision of junior medical staff; Participation in the critical care academic program; Completion of the prescribed clinical rotation program; Maintaining and completing a monthly logbook; Participation in departmental research activities.

ENQUIRIES APPLICATIONS : Dr. M.N. Mbeki, Tel. No: (012) 373-1051
: **MEDICAL SURVEILLANCE WILL BE CONDUCTED TO THE RECOMMENDED APPLICANTS, WITH NO COSTS.** 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. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security ate and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE : 14 July 2017

POST 26/93 : **MEDICAL SPECIALIST GRADE 1-3 REF NO: 001080**
Directorate: Obstetrics and Gynaecology Unit

SALARY : Grade 1 R991 857 – R1 052 712 per annum (all inclusive package);
Grade 2 R1 134 069 – R1 203 666 per annum (all inclusive package); Grade 3 R1 316 136 – R1 645 464 per annum (all inclusive package)

CENTRE REQUIREMENTS : Kalafong Provincial Tertiary Hospital
: Matric Certificate. MBChB Degree and M.Med in Obstetrics and Gynaecology. Registration with HPCSA as Specialist in Obstetrics and Gynaecology. Additional experience in the Obstetrics and Gynaecology Unit will be an advantage. HPCSA registration as a subspecialist in Obstetrics and Gynaecology will be an added advantage. Good communication and supervisory skills, self-confidence and capacity to build and maintain relationships. Medical Specialist Grade 1: No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist Obstetrician. Medical Specialist Grade

- 2: 5-years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist (Obstetrician Gynaecologist). Medical Specialist Grade 3: 10-years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist (Obstetrician Gynaecologist).
- DUTIES** : Provide patient care of high quality. Supervise, evaluate and train under and post graduate students. Participate in research. Appropriate specialist assessment, diagnosis and management of patients. Familiarise yourself with procedures and management protocols and work with multi-disciplinary teams. Supervise and teaching of undergraduates and postgraduates. Undertake any other duties as directed by the head of department. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. The incumbent is expected to perform after hours calls and relief duties and be part of multidisciplinary team when necessary. Stress tolerance, ability to work within a team which includes nurses, counsellors and lay educators.
- ENQUIRIES** : Prof. R.C. Pattinson, Tel. No: (012) 373-1002/3
- APPLICATIONS** : MEDICAL SURVEILLANCE (ASSESSMENT) WILL BE CONDUCTED TO THE RECOMMENDED APPLICANTS, WITH NO COSTS. 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. 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** : 14 July 2017

OTHER POSTS

- POST 26/94** : **REGISTRAR (MEDICAL) REF NO: 001081**
Directorate: Internal Medicine Unit
- SALARY** : R736 425 – R770 061 per annum (all inclusive package)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Matric Certificate. MBChB degree. Registration as Independent practitioner with the HPCSA. Has an interest in Internal Medicine. Committed to a four-year full time training programme and completion of Part 1 of the FCP examination. ACLS certification is recommended.
- DUTIES** : This will include after-hours work (weekdays and weekends). Full-time provision of Internal Medicine and perform after hours calls. Rotation through hospitals associated with the University of Pretoria. The candidate will have to complete research in the form of an Mmed. The candidate will have to maintain a logbook and a portfolio of learning as required by the Colleges of Medicine of South Africa. Registrars are involved in peri-operative patient management. The registrar is required to be involved in departmental academic and research activities. The registrar will be expected to train interns and students. Preferences will be given to South African citizens.
- ENQUIRIES** : Prof. D.G. Van Zyl, Tel No: (012) 373-1075
- APPLICATIONS** : MEDICAL SURVEILLANCE (ASSESSMENT) WILL BE CONDUCTED TO THE RECOMMENDED APPLICANTS, WITH NO COSTS. 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. 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** : 14 July 2017
- POST 26/95** : **QUALITY AND RISK MANAGER: REF NO: TRH 03/2017**
Directorate: Quality Assurance and Risk Management
- SALARY** : Grade 1: R394 665 per annum (plus benefits)
Grade 2: R457 527 per annum (plus benefits)
- CENTRE** : Tshwane Rehabilitation Hospital
- REQUIREMENTS** : Any relevant Qualification as a Health Professional. Registration with any of the relevant statutory Health Councils as a Health Professional. A minimum of 6 years appropriate experience as a Health Professional post Community Service. At least 3 years recognisable experience in Quality Assurance and vast knowledge on National Core Standards. Code 8 Drivers Licence, Computer literate, must have strong writing, communication and verbal skills.

<u>DUTIES</u>	:	Excellent interpersonal skills and ability to coordinate the interdisciplinary team members. Knowledge of relevant prescripts in Health and public Sector.
	:	Develop, maintain and coordinate Quality and Risk Management activities in the institution. Lead the Quality Assurance and Risk management committee. Develop hospital's quality assurance and risk management standard operating procedures in line with the National Quality and Risk Management Policies. Ensure quality care is maintained by performing inspections, audits, and surveys and develop quality improvement plan, giving feedback, develop and administer education processes by formulating quality improvement programmes for the institution. Maintain and Update Institutional Risk Register. Train employees on various Quality Assurance and Risk Management activities. Ensure that the hospital meets standards as set out in the National Core Standards Documents for Health Establishments in South Africa.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms FK Mokgokong, Tel: No (012)354-6745
	:	Applications must be send directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
<u>CLOSING DATE</u>	:	14 July 2017
<u>NOTE</u>	:	The post will be filled according to Employment Equity target of the institution
<u>POST 26/96</u>	:	<u>ADMINISTRATION OFFICER LEVEL 7 REF NO: 001075</u> Directorate: Cleaning Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R196 278 – R231 210 per annum (plus benefits)
	:	Kalafong Provincial Tertiary Hospital
	:	Minimum Grade 12 plus 5-years experience in cleaning supervision or 3-years public administration qualification plus 3-years in cleaning supervision. Cleaning experience in a hospital/clinical environment will be an added advantage. Computer literacy with practical knowledge of Microsoft programmes (Word, Excel, PowerPoint). Must possess the ability to plan, organize, supervise, inspect and evaluate work of subordinates. Good knowledge of Occupational Health and Safety policies and Infection Control.
<u>DUTIES</u>	:	Good administration of cleaning section. Supervise cleaning staff. Ensure cleaning schedule and checklists are available and implemented. Ensure compliance to the National Core Standards and cleaning policies and procedures. Leave management of staff, manage performance, development of staff. Make rounds and inspections to assure that cleaning personnel are performing required duties, appropriate cleaning procedures are rendered and quality control measures are continually maintained. Order, receive and distribute stock material and equipment of cleaning service. Report and log calls on infrastructure and equipments malfunction. Recommend discipline and implement appropriate procedures. Perform any other official duties delegated by the supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A.T. Mathonsi, Tel No: (012) 373-6634
	:	MEDICAL SURVEILLANCE WILL BE CONDUCTED TO THE RECOMMENDED APPLICANTS, WITH NO COSTS. 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. 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 .
<u>CLOSING DATE</u>	:	14 July 2017
<u>POST 26/97</u>	:	<u>FOOD SERVICE SUPERVISOR REF NO: TRH 04/2017</u> Directorate: Admin/Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862 per annum (plus benefits) Level: 5
	:	Tshwane Rehabilitation Hospital
	:	Grade 12 Certificate with 5 years experience in food service department, Certificate in Food Services/Hospitality/Food and Beverage will be an advantage. Knowledge of therapeutic diets, knowledge of food service equipment and operational procedures, hygiene and safety. Must be able work shift, weekends and public holiday. Must have problem solving, organising, leadership, decision making and written, verbal, communication and basic computer skills. Ability to work under pressure and ability to work effectively in a team.

DUTIES : Responsible for supervision of food service personnel and their daily activities. Responsible for conducting daily production meetings, Monitor, update and maintain stock control cards and the stock taking. Responsible for issuing and receiving of stock using the FIFO system. Responsible for reporting of faulty equipment to the facility department, Responsible for internal orders according to hospital procurement. Responsible for leave forms for all subordinates. Responsible for contracting and performance management evaluation. Be willing to relieve co-workers when required. Responsible for applying disciplinary procedures and writing of reports.

ENQUIRIES : Mrs T Manganeng, Tel. No: (012) 354 – 6146

APPLICATIONS : Applications must be submitted directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

CLOSING DATE : 14 July 2017

POST 26/98 : **WARD CLERK REF NO: TRH 05/2017**
Directorate: Admin/Support

SALARY : R 152 862 per annum (plus benefits) Level: 5

CENTRE : Tshwane Rehabilitation Hospital

REQUIREMENTS : Minimum Grade 12 or equivalent Certificate with experience working in an administrative Hospital environment. Prepare to work in various areas with Patients Affairs and Records department. Good communication skills. Basic Computer literacy, Good verbal and written communication skills. Ability to work effectively in a team. Ability to work under pressure. Good communication and interpersonal skills. Meeting deadlines and setting goals. Handle repetitive work.

DUTIES : Registration and admitting of both in and out patients. Handle daily and monthly stats. Handling all telephone enquiries. Filling all medical reports in relevant patient's files. Process all discharged files from wards. Handle all activities related to PAAB. Handling and controlling all administration in wards. Maintain confidentiality of clients' information and documents. Discharging files to OPD/records. Ensure proper classification of patients as per UPFS. Ensure admission/discharge register is maintained and regularly updated. Inform and do follow-ups about outstanding required patient's documents.

ENQUIRIES : Mr G Nkosi, Tel. No: (012) 354–6735

APPLICATIONS : Applications must be submitted directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

CLOSING DATE : 14 July 2017

POST 26/99 : **HOUSEHOLD SUPERVISOR REF NO: TRH 06/2017**
Directorate: Admin/Support

SALARY : R127 851 per annum (plus benefits) Level: 4

CENTRE : Tshwane Rehabilitation Hospital

REQUIREMENTS : Grade 12 Certificate with 2 years experience as a Household Supervisor or Grade 10 with more than 3 years experience as a Supervisor. Basic computer literacy, Good verbal and written communication skills. Ability to work effectively in a team. Ability to work under pressure. Good communication and interpersonal skills. Meeting deadlines and setting goals. Handle repetitive work.

DUTIES : Supervision of cleaning and housekeeping services. Render Administration task in section. I.e plan and monitor leaves. Monitor time register. Plan shifts. Development and evaluation of PMDS. SOP for department .Monthly Core standards. Ordering of chemicals/stationary monthly. Monthly claim are done. Waste management with infection control. Monthly pest control. All staff has protective clothing. Monitoring of shifts. Conflicts between personal in the section are attended and proper procedures followed. Daily inspection in entire hospital for cleanliness and Housekeeping. Sufficient linen for wards.

ENQUIRIES : Ms E Maritz, Tel. No: (012) 354 - 6113

APPLICATIONS : Applications must be submitted directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

CLOSING DATE : 14 July 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** : 14 July 2017
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POSTS

- POST 26/100** : **ASSISTANT DIRECTOR: AUDIT COMMITTEE SECRETARIAT**
Directorate: Risk Management
- SALARY** : R 334 545 per annum (Plus Benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : National Diploma/ degree in finance/ office administration or auditing. 2-3 years' experience in the areas of finance/auditing or administration. Minutes taking and report writing skills. Computer Literacy (Word, Excel, MS Outlook etc). Good communication skills (written and verbal). Must be able to work under pressure.
- DUTIES** : Assist to develop and manage the operational plan for the sub-directorate and report on progress as required. Assist in developing, reviewing, implementing and monitoring the GPG Audit Committee Charter and the GPG Audit Committee Policy. Develop and implement the GPG Audit Committee Annual Schedule of Meetings and Workplan. Ensure effective coordination of GPG Audit Committee meetings and meeting packs. Assist in ensuring that GPG Audit Committee Clusters are fully capacitated in terms of members and their skills. Draft reports, memos, letters and any other correspondence relating to GPG Audit Committees in facilitating effective communication with relevant stakeholders. Ensure effective recording of all minutes of meetings within stipulated timeframes as well as effective tracking and monitoring of resolution lists. Efficient administration, logistical arrangements and provide adequate support to Audit Committee Members. Assist to develop, review and implement tool for Annual Evaluation of GPG Audit Committees and Performance of Members. Monitor expenditure through the implementation of adequate payment reconciliation as well as the payment of AC Members within the stipulated timeframes. Compile, implement and monitor performance agreements of staff members and quality control of work delivered by

employees. Manage risks pertaining to the operations of the GPG Audit Committee Secretariat. Perform all ad-hoc duties as they arise and instructed. Ms Linda Ninzi, 011 227-9000

ENQUIRIES :

POST 26/101 : **PERSONAL ASSISTANT HEAD OF FORENSIC AUDIT SERVICES**
FORENSIC AUDIT SERVICES
 Kindly note that this is a re-advert, it was advertised in circular 24, Post 24/153, the qualifications and the closing date has been amended. Candidates who previously applied for this post (post - 24/153) need not re-apply, as their applications will be considered.

SALARY : R 226 611 per annum (with benefits)
CENTRE : Johannesburg
REQUIREMENTS : Secretarial 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 with a thorough understanding of the Public Sector and its processes. Previous Experience working within the Anti-corruption and Forensic investigation environment will be an added advantage.

DUTIES : 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 in the Chief Directorate 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 entire Chief Directorate (reports will range from operational reports to expenditure reports). Execute any other ad-hoc administrative request as and when required, including general office housekeeping

ENQUIRIES : Ms Linda Ninzi, 011 227-9000