

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF e-GOVERNMENT**

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| <u>APPLICATIONS</u> | : | Applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown or Applicants can apply online at: www.gautengonline.gov.za |
| <u>CLOSING DATE</u> | : | 04 August 2017 |
| <u>NOTE</u> | : | It is the department's intention to promote equity through filling of all numeric targets as contain in Employment Equity Plan to facilitate this process successfully, an indication of race, gender and disability status is required. |

OTHER POSTS

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| <u>POST 29/145</u> | : | <u>ASSISTANT DIRECTOR: ERP CONSULTANT SAP (FI/CO) 2 POSTS - REF NO: 001237</u> Directorate: Applications Competency Centre |
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| <u>SALARY</u> | : | R417 552 per annum (plus benefits) |
| <u>CENTRE</u> | : | Johannesburg |
| <u>REQUIREMENTS</u> | : | Matric Certificate plus a National Diploma (NQF6) or Degree (NQF 7) in Business Informatics, Financial Information Systems, Information Management, Information Technology and Informatics. Any certification of ERP SAP in FI/CO will be advantageous. Understanding and knowledge of ERP SAP system will be essential. 2-3 years' experience working in an ERP SAP environment. |

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| <u>DUTIES</u> | : | Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers if and when required. Communicate with colleagues, management and business unit(s) on requirements, problems, project status and issues. Perform all administrative tasks associated with tracking project components or support request that are assigned by project management. Formulate appropriate system procedures/processes. Participate in any system upgrade activities as planned by the customer department management. Identify, document and resolve project issues. Design and execute functional and integration test plans and test scripts. Support system testing and production change-over activities; prepare production change-over plan in customer areas; advise on strategies /best practices for migration from existing systems to new systems. Provide training to customer team members / users. Identify any application issues that may impact project deadlines, and other issues that may negatively impact the business processes of the customer department. |
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| <u>ENQUIRIES</u> | : | Ms. Ntombi Mlambo, Tel no: (011) 689 6592 |
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| <u>POST 29/146</u> | : | <u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING-ACCOUNTS PAYABLE-REF NO: S/001235</u> Directorate: Office of the CFO |
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| <u>SALARY</u> | : | R334 545 per annum (plus benefits) |
| <u>CENTRE</u> | : | Johannesburg |
| <u>REQUIREMENTS</u> | : | National Diploma in Accounting/Finance or B.Com/B.Com Accounting. Computer literacy, in particular spread sheet applications. Good verbal and written communication and interactive skills. 2-3 years relevant experience in finance. |

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| <u>DUTIES</u> | : | Ensure that GRV's are captured timeously, correctly and accurately. Ensure that all payments to be processed have a valid PO and are paid to the correct account within 30 days and by the 7th of every month for those that are paid in advance. Check correctness and accuracy of the disbursement vs payment proposal and bank statement ensuring that all payments due are paid and there's no overpayment/underpayment. Reviewing and ensuring that supplier recons are signed off by the 8th of every month. Execute follow up's on outstanding invoices, credit notes, etc. with AP and relevant officials. Prepare documents to treasury for manual cheques. Ensure that funds are requested by 13h00 and the requisition is accurate. Consolidation and submission of AP reports and reconciliation of age analysis, |
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payment management, invoice tracking and accruals. Manage Performance Management and quarterly reports of people reporting to this position. Ensure that all AG queries; payment related queries from clients are dealt with in accordance with the agreed time

ENQUIRIES : Mr. Oscar Baloyi Tel no: (011) 689 4648

POST 29/147 : **ASSISTANT DIRECTOR-FINANCIAL REPORTING REF NO: 001236**
Directorate: Office of the CFO

SALARY : R334 545 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a recognized Degree/National Diploma in Accounting. Computer literacy, in particular spreadsheet applications. Good verbal and written communication and interactive skills. 2-3 years relevant Government experience in finance.

DUTIES : Preparation and submission of complete and accurate quarterly Interim and Annual Financial Statements to management for review and submission to Treasury and the Auditors as prescribed by National Treasury guidelines and PFMA. Provide audit schedules and relevant supporting documents to internal and external Auditors and Coordination of responses to Audit Queries. Preparation of monthly Treasury financial reports and assist with responses to legislature and provincial treasury. Assist with analysis of the Assets and Liabilities accounts as per Trail Balance. Execute follow ups on outstanding items on suspense accounts – Bank Adjustment Account, Outstanding cheques. T&S Advance account. Claims Recoveries Account. Advances (payables). Timely closure of the accounting period. Follow up of interdepartmental claims and the debt account. Supervision of petty cash processes in line with the policies and relevant legislation. Ensure that all receipts at the cashier's office are allocated, captured and deposited at the date of receipts or within a reasonable time.

ENQUIRIES : Mr. Oscar Baloyi, Tel no: (011) 689 4648

DEPARTMENT OF HEALTH

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 29/148 : **HEAD CLINICAL DEPARTMENT: MEDICINE GRADE 1 REF NO: S/001213**
Directorate: Internal Medicine

SALARY : R 1 938,279 per annum (all-inclusive remuneration package, of which a portion could be structured according to the individual's needs).

CENTRE : Helen Joseph Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. The applicant should have a minimum of three (3) years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. A Postgraduate Degree (MMed or Ph.D.) would be an advantage. Experience in the Public Sector would be an added advantage. The requisite experience should be in terms of Clinical Service provision, Administration, Teaching and Research. A sound knowledge of Government Regulations and the ability to implement policies. Administrative and Management knowledge. Project Management skills. Team Building and People skills, including good Interpersonal relations. Communication skills (verbal and written) complemented by computer literacy (MS Word, MS Excel, and Power Point). Organizational, Problem-solving and Interventional skills. The prospective candidate should be highly motivated and enthusiastic in order to contribute positively to the

DUTIES

Department of Internal Medicine. He/she should have the ability to work under pressure. The ability to lead Transformation and Change in a complex environment. Provision of a comprehensive Clinical Service for patients at Helen Joseph Hospital; Teaching of Undergraduate and Postgraduate Medical students; Provision of Supervision and Training of Medical interns. Conduct and Stimulate Research. Strengthen the Regional and District Health systems by providing Outreach programmes. Coordinate the functions of the various staff and units in the Department of Internal Medicine and other Medical disciplines to ensure that the goals of Service delivery, Teaching, Training and Research are achieved. Recruitment and Retention of appropriately skilled and experienced Medical staff; Assist with Development and Promotion of staff. Be a role model for students and staff. Participation in hospital Management meetings to facilitate effective service delivery and cost-effective management. Play a leadership role in cost centre development. Participate in faculty meetings to facilitate effective teaching and research. Promote and stimulate Continuing Professional Development in the Department of General Surgery. Participation in the development and implementation of Provincial and National Health policies. Perform duties assigned by the CEO and Management of the hospital. Maintain Quality Assurance Standards and other departmental policies. Execution of the Performance Management and Development System (PMDS) in the department. Provide leadership for the Department of Internal Medicine in all the above-mentioned activities. Proper management of RWOPS for self and others.

ENQUIRIES

Dr. MR Billa, CEO, Helen Joseph Hospital: Raymond. billa@gauteng.gov.za
Dr. M. Springfield, Medical Director. Monica.Springfield@gauteng.gov.za
Ms D. Mkwanzazi. Human Resources. Damaris.Mkwanzazi@gauteng.gov.za Tel no: (011) 489 1070

APPLICATIONS

Applications must be submitted or hand delivered to: Helen Joseph Hospital, No14 Perth Road Auckland Park, Human Resource Department- Basement

CLOSING DATE

28 July 2017

NOTE

This is a joint post on the staff establishment of the Gauteng Department of Health (Helen Joseph Hospital) and the University of the Witwatersrand. The institution reserves the right not to fill the post. 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. No online applications will be considered. The appointed employee will be subjected to an OHS Medical Surveillance as required in the HBA regulation within the OHS Act 85 of 1993.

POST 29/149

HEAD CLINICAL UNIT (DENTAL) GRADE 1

Directorate Maxillofacial and Oral Radiology

SALARY

R 1 550 331 per annum (all inclusive remuneration)

CENTRE

Medunsa Oral Health Centre

REQUIREMENTS

Registration with HPCSA. Master's degree in the area of Maxillofacial and Oral Radiology or equivalent. A minimum of 12 years clinical experience as a dentist with three (3) of those in Maxillofacial and Oral Radiology. Management experience in an academic setting. Understanding/ proven record of teaching and the development of under and post-graduate curricula. Good/proven research track record including record of publications. Proven administrative and management skills. Excellent interpersonal and communication skills. Additional The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.

DUTIES

General management and administration of the department. Supervision and effective utilization of professional staff. General service rendering to patients in the discipline. Research and research supervision. Education and training of undergraduate and postgraduate students. Assist in the implementation of GDoH policies and programmes. Participate in cluster activities.

ENQUIRIES

Dr SA Matjila Tel No: (012) 521 3079

APPLICATIONS

Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the HPCSA. Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001

FOR ATTENTION

Ms EM Shibambo

CLOSING DATE : 04 August 2017

POST 29/150 : **MEDICAL SPECIALIST REF NO: HRM 46/2017**
Directorate: Radiation Oncology

SALARY : R991 857 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Minimum Qualification: MMed or FCP qualification in Radiation Oncology. Registration as a Specialist with HPCSA. Ability and willingness to do research and teaching.

DUTIES : Experience in the management of cancer Radiation Oncology and Medical Oncology. Joint appointment with the University of Pretoria and Steve Biko Academic Hospital. Manage oncology patients. Teaching and Research experience recommended. Full time post with overtime commitments.

ENQUIRIES : Prof. R Lakier Tel: (012) 354 2747
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 : 04 August 2017

POST 29/151 : **SPECIALIST NEPHROLOGY GRADE 1 REF NO: 001222**
Directorate: Medical Services

SALARY : R 991 857.00 per annum (all-inclusive remuneration package, of which a portion could be structured according to the individual's needs)
CENTRE : Helen Joseph Hospital
REQUIREMENTS : Registration as a Medical Practitioner with the HPCSA (MBChB) and a qualification as a Medical Specialist (FCP) plus qualification and Registration as a Nephrologist (Certificate in Nephrology). Commuted Overtime is compulsory.

DUTIES : Clinical Management of general Internal Medicine patients, as a Consultant in one of the Medical Units of Helen Joseph Hospital. Do post – intake and follow-up ward rounds and supervising Interns, Medical Officers and Registrar in patient care and performance of diagnostic and therapeutic procedures. Managing patients attending MOPD, plus managing patients attending the Subspecialty Clinics of Nephrology. Ward consultations within the relevant sub-specialty. Performance of applicable Sub-Specialty investigations. Participation in the academic duties of the Wits University Department of Nephrology. Teaching: Training and Supervision of Undergraduates, Medical Interns, Medical Officers, Registrars and Senior Registrars. Research: Performance of Research for self and Registrars, and Registrars for MMCD qualification and improving hospital services. Management: Management responsibilities within the Department of Internal Medicine of Helen Joseph Hospital. Participation in Management Committees of Helen Joseph Hospital.

ENQUIRIES : Dr M. Springfield, Medical Director. Monica.Springfield@gauteng.gov.za
 Ms D. Mkwanazi. Human Resources. Damaris.Mkwanazi@gauteng.gov.za 011 489 1070/011 489 1089

APPLICATIONS : Applications must be submitted or hand delivered to: Helen Joseph Hospital, No14 Perth Road, Auckland Park Human Resource Department Basement. Please attach all necessary documents which are certified in your application, including your valid identity copy and all relevant certificates.

CLOSING DATE : 28 July 2017
NOTE : The institution reserves the right not to fill the post. No online applications will be considered. The appointed employee will be subjected to an OHS Medical Surveillance as required in the HBA regulation within the OHS Act 85 of 1993. Applications without proof of necessary documents will be disqualified.

POST 29/152 : **NEUROLOGY SPECIALIST GRADE 1 REF NO: 001217**
Directorate: Medical Services

SALARY : R 991 857.00 per annum (all-inclusive remuneration package, of which a portion could be structured according to the individual's needs).

CENTRE REQUIREMENTS : Joseph Hospital
: Registration as a Medical Practitioner (MBChB) with the HPCSA and qualification as Medical Specialist (FCP) plus qualification and Registration as a Neurologist (Certificate in Neurology). Commuted Overtime is compulsory.

DUTIES : Clinical Management of Neurology patients as a Consultant at Helen Joseph **Hospital**. Do post intake and follow-up ward rounds and supervising Interns, Medical Officers, Registrars in patient care and performance of Diagnostic and Therapeutic procedures. Managing patients attending MOPD, plus managing patients attending the Subspecialty Clinics of Neurology. Ward consultations within the relevant sub-specialty. Performance of applicable Sub-Specialty investigations. Participation in the academic duties of the Wits University Department of Neurology. Teaching: Training and Supervision of Undergraduates, Medical Interns, Medical Officers, Registrars, and Senior Registrars. Research: Performance of Research for self and Registrars, and Registrars for MMcD qualification and improving hospital services. Management: Management responsibilities within the Department of Internal Medicine of Helen Joseph Hospital. Participation in Management Committees of the Helen Joseph Hospital.

ENQUIRIES : Dr M. Springfield, Medical Director. Monica.Springfield@gauteng.gov.za
: Ms D. Mkwazi. Human Resources. Damaris.Mkwazi@gauteng.gov.za 011 489 1070/011 489 1089

APPLICATIONS : Applications must be submitted or hand delivered to: Helen Joseph Hospital, No 14 Perth Road, Auckland Park, Human Resource Department- Basement.

CLOSING DATE : 28 July 2017

NOTE : The institution reserves the right not to fill the post. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Applications without proof of necessary documents will be disqualified. No online applications will be considered. The appointed employee will be subjected to an OHS Medical Surveillance as required in the HBA regulation within the OHS Act 85 of 1993.

POST 29/153 : **MEDICAL SPECIALIST REF NO: HRM 47/2017**
: Directorate: Medical Oncology

SALARY : R991 857 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Appropriate qualification that's allows specialist registration with the HPCSA as Specialist Medical Practitioner. Appropriate computer literacy. Ability to work with Specialist Physicians and Medical Officers Willingness to do Clinical research.

DUTIES : Ward rounds, Outpatient clinics, Clinical training ward rounds, Small Group tutorials, Lectures. Must participate in Clinical Research.

ENQUIRIES : Prof. LM Dreosti Tel no: (012) 354 1054
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 : 04 August 2017

POST 29/154 : **CLINICAL MANAGER (SURGICAL) GR 1**

SALARY : R981 093 – 1 088 862 per annum (All-inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 4 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Experience at a supervisory level will be an added advantage.

DUTIES : Overall management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Responsible and accountable for leading and managing the hospital clinical services. Determines system for intradepartmental functions in keeping with hospital policies and

communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirements. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Chief Executive Officer.

ENQUIRIES
APPLICATIONS

: Dr.Z Ngcwabe Tel no: (016) 930 3300
: Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents or Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

CLOSING DATE
NOTE

: 04 August 2017
: The completed and signed forms should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID document. (no copies of certified copies allowed). (Certification should not be more than 3 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 please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment and security clearance.

POST 29/155

: **DEPUTY MANAGER REF NO: 001242**
Directorate: Public Health (Environmental Health Sub Directorate)

SALARY
CENTRE
REQUIREMENTS

: R756 525 per annum (all inclusive remuneration package)
: Central Office, Johannesburg
: Degree/ National Diploma in Nursing Administration/Management. Basic R425 qualification as a Professional Nurse. Have current proof of registration with SANC. Nine (9) years appropriate/recognizable experience in Nursing after registration as a professional nurse with SANC. Atleast 4 years of the period referred to above must be appropriate experience at management level. A qualification and experience in travel medicine will be an added advantage. Certificate in Clinical Nursing Science, Health Assessment Treatment and Care will be an added advantage. (i.e. knowledge and application of essential drug list, consultation, diagnosis and referral of clients) .Understanding of customer service is crucial. Knowledge, Skills and Competencies: Problem solving, resilient and innovative. Engaging diversity, teambuilding, motivator, action management, verbal & written communication skills, customer responsiveness, organizational awareness, leading by example, excellent orientation, and leadership. Ethical behaviour, building relationships, in-depth knowledge and understanding of travel clinic processes, understanding of all health related Acts and IHR (2005) grievance procedure, disciplinary code & procedures and financial management Act (PFMA), Knowledge of revenue collection policies and treasury rules. Report writing, facilitation, skills co-organization and good interpersonal skills. Computer literacy (word, excel, access, power point) and driver's licence. Knowledge of Batho Pele Principles and Patient, Right Charter.

DUTIES

: Supervise, manage and provide leadership, guidance and direction to travel health services. Co-ordinate travel clinic services in the province establish and maintain productive relationships with members of the multi-disciplinary team and various external stakeholders through ongoing communication session to achieve patient outcomes and organizational objectives. Active participation in travel health related matters including research, emerging and re-emerging communicable diseases, Knowledge and application of the epidemiology of travel medicine and risk assessment. Provide direction and supervision of Travel Clinic for the implementation of the nursing care plans, risk assessment in Travel Health, quality of practice 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 patients' care through proper management of nursing care/ Travel Health programs. Develop and monitor the implementation of policies and standards pertaining to Travel Health, apply good financial performance, good business planning

and execution within the operational environment, demonstrate excellence in marketing and public relations. Utilize information technology and other management information for the enhancement of the service delivery practices within the health care laws. Utilize human material and physical resource efficiently and effectively. Health and Safety must/should be provided for both patients and staff and adherence to OHS measures.

- ENQUIRIES APPLICATIONS** : Mr K.A.Marumo, Tel no: (011) 355 3479
- CLOSING DATE** : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified or apply online by visiting www.gautengonline.gov.za
- POST 29/156** : **MEDICAL OFFICER GRADE 1-3 REF NO: 001231**
Directorate: Orthopaedics 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
Grade 12. MBChB qualification. Registration with the HPCSA as Medical Practitioner. Proof of current registration. Medical Officer Grade 1: no experience. Medical Officer Grade 2: 5-years experience. Medical Officer Grade 3: 10-years experience. Applicants should have an interest in Orthopaedics.
- DUTIES** : Daily care and management of Orthopaedic patients. Teaching of undergraduate students. Involvement in research programmes.
- ENQUIRIES APPLICATIONS** : Prof. S.N. Motsitsi, Tel no: (012) 373-1010/11
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** : 04 August 2017
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.
- POST 29/157** : **MEDICAL OFFICER GRADE 1-3 REF NO: 001238**
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
Grade 12. MBChB qualification. Registration as independent practitioner with HPCSA. Medical Officer Grade 1: no experience. Medical Officer Grade 2: 5-years experience. Medical Officer Grade 3: 10-years experience. Applicants should have an interest in Internal Medicine.
- DUTIES** : Duties include inpatient and outpatient care as well as after hour (call) duties. The successful candidate must be able to work in a team.
- ENQUIRIES APPLICATIONS** : 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** : 04 August 2017
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.

POST 29/158 : **MIDDLE MANAGER: ADMINISTRATION (DEMAND AND ACQUISITION MANAGEMENT) (LEVEL 11)**

Directorate: Supply Chain Management

SALARY
CENTRE
REQUIREMENTS

R657 558 per annum (all-inclusive package)
Chris Hani Baragwanath Academic Hospital (CHBAH)
Degree or National Diploma in Supply Chain Management/Financial Management/Cost Accounting Management/Purchasing Management/ Public Management. 10 Years' experience in the supply chain management field with financial management background of which 5 years must be experience on a management level. Experience in Ms Office (Ms Excel, Ms Word and Ms PowerPoint) and BAS, SAP and SRM. Competencies/Knowledge/Skills: Knowledge of the Public Financial Management Act, Treasury Regulations and PPPFA. Knowledge of the public systems. Knowledge of the national and provincial mandates. In-depth knowledge of the supply chain management framework and other legislative prescripts that governs supply chain management. Knowledge of grievance and disciplinary procedures. Must be a driven and customer focused individual with excellent leadership, planning, organizing, communication (verbal and written), interpersonal relations and conflict management skills. Must have report writing, research, numerical and analytical, project management, presentation, decision making and management skills. Ability to work under pressure and meet deadlines. Must be able to work under pressure and have the ability to analyze and interpret financial information. Must have the ability to interpret and present policies and other prescripts. Excellent ability to facilitate workshops, give training and present policies. Ability to interact at strategic level and implement turn-around strategies. Service delivery orientated.

DUTIES

Ensure effective and efficient systems related to the acquisition processes in the institution. Compilation, verification and consolidation of demand and procurement plans of goods and services for the institution. Ensure needs, market and expenditure analysis are conducted. Provide advisory support to end-users when drafting specifications (TOR). Provide administration support to management. Monitor the acquisition process and distribute procurement reports. Produce and present analysis reports on a weekly, monthly and quarterly basis. Provide technical support to the director's office with regards to the Bid Adjudication Committee submissions and reports. Provide ongoing support to both internal and external clients. Facilitates effective, efficient and transparent procurement of goods and services according to legislative prescripts. Deal with queries relating to processing of requisitions and orders within the SCM process. Implementation of National Core Standards. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)

ENQUIRIES
APPLICATIONS

Ms. T.T.T. Ravele Tel no: (011) 933 9748
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808

CLOSING DATE

04 August 2017

POST 29/159 : **HEAD OF DEPARTMENT NURSING COLLEGE (PNDIII) REF NO: 001257**

Directorate: Nursing Education and Training

SALARY
CENTRE
REQUIREMENTS

R514 962 – 596 976 per annum (plus benefits)
SG Lourens Nursing College
A Diploma/Degree in General Nursing and a post basic qualification in Nursing Education and Nursing Administration. Diploma in Psychiatric Nursing or Psychology level 3. Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A minimum of nine (09) years appropriate/recognisable nursing experience after registration as Professional Nurse in General Nursing of which five (05) years must be appropriate or recognizable experience in Nursing Education after obtaining the one (01) year post basic qualification in Nursing Education. Facilitation and presentation skills. Communication (verbal & written). Organisational and problem solving skills. Good computer skills (MSWord, Excel, etc.). Applying and interpretation of regulations and other legislative frameworks pertaining to Nursing Education. Conflict Management and supervisory skills. A valid driver's licence.

DUTIES : Coordinate the provision of education and training of student nurses. Manage Student Counselling services and EWP Programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other stakeholders and build a sound relationship within the department. Participate in daily College activities. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards and Practise and Scope of Practice of all relevant regulations affecting psychiatric practice. Knowledge of Human Resources and Finance management. In depth knowledge of Public Service Prescripts. Sound communication skills. Provide academic support to students.

ENQUIRIES : Ms. L Lai Wai, Tel no: (012) 319 5620
APPLICATIONS : Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. Application documents must be submitted to SG Lourens Nursing College, Corner Soutpansberg & Theodore Hove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001 or apply online at; www.gautengonline.gov.za

CLOSING DATE : 04 August 2017

POST 29/160 : **ASSISTANT MANAGER QUALITY ASSURANCE**
Directorate: Quality Assurance

SALARY : R 499 953.00
CENTRE : Jubilee District Hospital
REQUIREMENTS : Diploma /Degree in Nursing Management and /or Nursing Education. Proven knowledge of Quality Assurance. A Minimum Of 8 Years Appropriate Experience In Nursing After Registration with SANC As A Professional Nurse. At least 3 years of the period referred to the above must be appropriate recognizable experience at management level. A valid driver's license. Computer Literacy. OTHER SKILLS: Strong interpersonal relations, ability to interact with all management levels, external stakeholder and patients, excellent verbal and written communication skills. Ability to locate and analyze data, conflict and performance management skills. Personal responsiveness, proactive, professionalism, accuracy, flexibility, initiative and cooperative

DUTIES : Manage the clinical audits systems. Ensure the effectiveness and sustainable implementation and management of the National Quality Assurance Policies And Procedures .Develop and co-operate the appointment and the activities of quality assurance committee. Analyze The M&M Report for the hospital and make recommendations to the CEO. Conduct quality assurance Risk Management Process. Coordinate The Reporting and investigations of serious adverse events in the hospital. Ensure compliance to National And Provincial Clinical Guidelines including the minister 6 Key Quality Priorities. Train employees in implementing national quality core standards. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment)

ENQUIRIES : Ms. Magano D.L (CEO) 012 7179336
APPLICATIONS : Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy. Application documents must be submitted to Jubilee District Hospital Human Resource Department Private bag x449. Hammanskraal 0400 or hand delivered.

CLOSING DATE : 04 August 2017

POST 29/161 : **OPERATIONAL MANAGER SPECIALTY (MATERNITY POST-NATAL) PN-B3 REF NO: 001239**
Directorate: Nursing Unit

SALARY : R499 953 – R562 698 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic nursing qualification, with a duration of 1-year, accredited with SANC in advanced midwifery. Minimum of 9-years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing, at least 5-years of period referred to above must be appropriate / recognizable experience in the specialty (maternity) after obtaining the 1-year post-basic qualification in the specific specialty. Current

(2017) proof of registration with SANC. Proof of service records. Diploma in Nursing Administration / Management will be an added advantage. Computer literacy and drivers license will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act, etc. SKILLS REQUIRED: Leadership, organizational, decision making and problem solving abilities within the limit of the Public Sector institutional policy framework. Computer skills in basic programmes. Financial and budgetary knowledge pertaining to the relevant resources under management. Interpersonal skills including conflict management and counselling.

DUTIES : Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively the supervision and utilization of resources. Coordination of provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth / ethical standards and self development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele Principles and patient centred nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.

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

CLOSING DATE : 04 August 2017
NOTE : 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.

POST 29/162 : **ASSISTANT DIRECTOR: RADIOGRAPHY-GRADE 1 REF NO: 001245**
Directorate: Oral Health Services & Specialized Programme

SALARY : R459 558 per annum (including benefits)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : Degree/ National Diploma in Diagnostic Radiography. Registration with HPCSA as a Diagnostic Radiographer. At least 3 year's experience in Radiography Management/Supervisory position at a public health facility after formal qualification as a Diagnostic Radiographer of which 5 years must be appropriate experience management. Additional qualification in Radiation therapy / nuclear medicine /ultrasound will be an advantage, Computer literacy and Driver's Licence. Knowledge of Public Service Legislation, Policies and Procedures. Knowledge of current Department of Health guidelines and policies on governing the Health Sector and Radiography Profession. Knowledge of Radiation control legal compliance requirements for the safe use of radiation equipment and radioactive sources. Knowledge of DHIMS policy in relation to Radiography PIDS. Knowledge of National Core Standards C05 Audit tool for Radiography. Knowledge and experience of Procurement and supply chain management processes. Time management skills, communications skills; verbal, written, report writing and presentation skills, problems solving, conflict management and decision making skills. Good interpersonal skills.

DUTIES : Support the Deputy Director Radiography at Provincial Head Office Level. Support the Radiography Managers at functional level. Monitor Radiation control legal compliance requirements at health facilities. Monitor implementation of effective quality assurance processes as per National Core Standards requirements for Radiography divisions. Provide operational advice and guidance to the facilities. Provide leadership in the service delivery improvement projects. Provide input into compilation of the strategic and operational plans. Ensure collection and recordkeeping of Radiography workload statistics at Head Office. Facilitate regular auditing of waiting times and other accreditation standards at health facilities. Maintain and update database of Radiography equipment. Advise to senior management at Head Office on areas that need service delivery improvement on a continuous basis. Represent the Department at various forums and meetings as per the delegation. Implement the decisions and

plans taken at departmental and institutional level. Facilitate information sessions, training and development of Radiographers.

ENQUIRIES : Ms Yolanda Bekeur, Tel: (011) 355 3280

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 copy or smartcard, professional body and driver's licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified, or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 04 August 2017

POST 29/163 : **ASSISTANT DIRECTOR RADIOGRAPHY REF NO: 001160**
Directorate: Allied Medical Professions

SALARY : R459 558 per annum

CENTRE : Helen Joseph Hospital

REQUIREMENTS : Three (3) years National Diploma/Degree in Diagnostic Radiography, B Tech / Honours Degree will be an added advantage. Current registration with HPCSA. Five (5) years' experience as a Manager is a requirement. Knowledge of Public Service legislation, Policies and procedures. Skills on the following areas: Supervisory, Organizing, Communication, Strategic thinking, Computer literacy, Interpersonal relationship, Radiography Quality Assurance, Accreditation Standards, knowledge of specialized radiology procedure and equipment.

DUTIES : Departmental Operational management, manage and monitor performance and development of all staff. Manage, plan, organize and supervise the provision of general to specialized Radiography Services and student Clinical Training according to the vision and mission statements of the department of health. Make sure that the department is able to render a 24 hour Radiography Service at all times. Provide professional advice in issues pertaining to policies and legislation related to health. Provide input into compilation of the Strategic and Operational plan. Compilation of monthly statistics and stock control. Budget management and liaise with the Radiography HOD. Ensure compliance with budget management, Core Standards and Radiation Safety regulations. Problem solving and complaints management. Ensure that healthy and safe systems of work are maintained and that all possible steps are taken to prevent accidents and reduce hazards to Occupational Health. Leave monitoring. Act on behalf of Radiography HOD when absent. Monitor staff allocation and rotation. Advisor to the Radiography HOD

ENQUIRIES : Mrs T. Hadebe. Tel. No: (011) 489 0929

APPLICATIONS : Applications should be submitted at Helen Joseph Hospital HR department No.1 Perth Road Auckland Park OR apply online at www.gautengonline.gov.za

CLOSING DATE : 28 July 2017

NOTE : Kindly take note that successful candidates will be subjected to security clearance, citizenship verification and any other recruitment and selection compliance measures. Applications to be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Applications should have annual HPCSA registration card and certificate attached and certified.

POST 29/164 : **CLINICAL PROGRAM COORDINATOR GR1: OCCUPATIONAL HEALTH AND SAFETY REF NO: TDH06/2017**

SALARY : R394 665-R444195 per annum (Plus benefits)

CENTRE : Tshwane District Hospital

REQUIREMENTS : Requirements:Grade12 or equivalent/NQF level/Basic R425 qualification (i.e) Diploma/Degree in Nursing that allows registration with the South African Nursing Council as a Professional Nurse. Post basic qualification in Occupational Health And safety. Appropriate and relevant experience minimum of 7years of which 2 Recent years in OHS field. Proof of paid-up registration at SANC. Basic computer Literacy in word, excel and power point, knowledgeable in infection control principles Work environment: ability to perform under pressure. Knowledge in legal requirements in Occupational Health &Safety and relevant legal requirements. Code8 drivers licence. Strong leadership skills. Be able to work independently. Skilled to develop on-going

- training in OHS principles to all categories of staff Good communication, report writing and facilitation skills.
- DUTIES** : Facilitate, coordinate and review national, provincial and regional legislation regarding OHS protocols and monitoring thereof. Guidance and advice to management. Develop and monitor the implementation of education and training programs in field. Active participation in Employee wellness program. Assist with waste management, Management of (IOD) injury on duty. Active participation in PILIR Committee. Development and maintenance of OHS structure according to legal requirements Working closely with infection control practitioner, Quality Assurance and willing to Work after hours when there is a need for
- ENQUIRIES** : Ms Motlhaga DS Tel No :(012) 354 7600
- APPLICATIONS** : Applications must be submitted on a Z83 form, Certified copies of ID and Qualifications to be attached. Applications can be submitted at Tshwane District Hospital: Private Bagx179 Pretoria 0001 or posted to: The HR Manager, Tshwane District Hospital, Private Bag x 179, Pretoria, 0001. Failure to do so will lead to disqualification
- CLOSING DATE** : 04 August2017
- POST 29/165** : **ASSISTANT DIRECTOR: TB PROGRAMME REF NO: 001246**
Directorate: TB Programme
- SALARY** : R334 545 per annum (including benefits)
- CENTRE** : Central Office, Johannesburg
- REQUIREMENTS** : Bachelor's Degree in Health Sciences or equivalent. Registration with the South African Nursing Council (SANC) or Health Professions Council of South Africa (HPCSA) will be an added advantage. Nursing background is highly recommended. 5 years' experience in the management of a TB Program, TB/HIV integration program including Drug Resistant TB. Verbal and communication skills. Knowledge of the PFMA, HRM, Training, Project and Financial management skills. Knowledge of the National and Provincial Strategic Plan on HIV, TB and STI. Must be professionally matured. Computer literacy in word, excel and power point programmes. Compulsory Data management skills. Valid driver's licence. Must be willing to do support visits to all districts.
- DUTIES** : Monitor the implementation of TB control and TB/HIV integration policies and strategies. Collaborate with district management teams in planning TB and HIV activities so that consolidation of district and provincial plans can be aligned to each other. Plan and conduct training as well as supervisory support visits and monitoring and evaluation of the TB program in all the districts. Support the districts with laboratory and pharmaceutical policies and guidelines. Ensure adequate supply of working tools. Facilitate uninterrupted drug supply and support districts with care of TB and TB/HIV diagnosed clients and communities. Ensure timeous reporting by districts and review quarterly reports provided by districts for accuracy and completeness and provide feedback to districts. Collaborate with staff working with HIV/AIDS programme and with all development partners, the private sector, the multisector partners at all levels and NGOs to ensure better management of clients. Support coordination of advocacy, communication and social mobilization activities. Work with other team members to produce provincial reports to the next level and other levels as required by the program.
- ENQUIRIES** : Ms NS Mntambo, Tel: (011) 355 3276
- 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 copy or smartcard, professional body and driver's licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified, or apply online by visiting www.gautengonline.gov.za
- CLOSING DATE** : 04 August 2017
- POST 29/166** : **PROFESSIONAL NURSE GRADE 1- 3 REF NO: 001247**
Directorate: Public Health (Environmental Health Sub Directorate)
- SALARY** : Grade 1: R226 083 – R278 052 per annum (plus benefits)
Grade 2: R278 052- R332 344 per annum (plus benefits)
Grade 3: R340 434- R431 262 per annum (plus benefits)

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| <u>CENTRE REQUIREMENTS</u> | : Johannesburg Health District : Basic qualification (I.E. Diploma/Degree in Nursing: General, Midwifery, Psychiatry and Community Health science) or equivalent qualification that allows Registration with SANC as a professional nurse. Minimum 0-20 years appropriate grade level, recognizable experience in nursing after registration as a professional nurse with the S.A. Nursing Council in General nursing. Experience working in the travel clinic will be an added advantage. Ability to work under pressure and a changing environment. Good verbal and written communication skills Have ability to work independently. Good interpersonal skills. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Create and maintain complete and accurate nursing records for individual healthcare users. RECOMMENDATIONS: Computer literacy (Word, Excel, Access, Power point). Knowledge of Batho Pele Principles and Patient, Right Charter. Report writing. Extensive knowledge of the international Health regulation 2005 and malaria elimination strategy. |
| <u>DUTIES</u> | : Demonstrate an in depth understanding of nursing legislation and related legal and ethical Nursing Practice and how this impacts on service delivery. Demonstrate effective knowledge of travel health, vaccination of travellers, Provision of Yellow Fever Vaccines, issuing of valid Yellow Fever Certificates. Malaria Rapid Tests and Malaria prophylaxis. Management of cold chain and vaccine storage. Management of stock. Supervision and authorization of professional nurses and willing to learn from the supervisor, Render quality customer care. Promote application of nursing legislation and related legal and ethical nursing practice. Perform nursing practice in accordance with the scope of practice and nursing standards. |
| <u>ENQUIRIES APPLICATIONS</u> | : Mr. K.A. Marumo, Tel: (011) 355 3479 : 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 copy or smartcard, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified, or apply online by visiting www.gautengonline.gov.za |
| <u>CLOSING DATE</u> | : 04 August 2017 |
| <u>POST 29/167</u> | : <u>PROFESSIONAL NURSE GRADE 1-3: 4 POSTS</u> Directorate: Health Nursing |
| <u>SALARY</u> | : Grade1:R226 083 per annum Grade 2:R278 052 per annum Grade 3:R340 431 per annum |
| <u>CENTRE REQUIREMENTS</u> | : Jubilee District Hospital : Basic R425 (diploma /degree in nursing or equivalent qualification that allows registration with SANC as a professional Nurse. Certified copies of qualification and registration certificate, 2017 SANC receipt, ID copy. OTHER REQUIREMENTS PNA 2: No experience required after completion of community service. PNA3: A minimum of 10 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. PNA 4: A minimum of 20 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in general Nursing. Good communication skills, report writing skills, coordination skills, planning skills, and organizing skills, information management and knowledge management skills, problem solving skills, computer literacy, facilitation skills, networking skills. |
| <u>DUTIES</u> | : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice. Perform clinical nursing practices in accordance with the scope of practice and standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervise other clinicians including report writing when required. Work as part the multidisciplinary team to ensure good nursing care. Work effectively cooperatively, |

amicably with persons of diverse intellectual, cultural, racial or religious difference s. Able to plan and organize own work and that of support personnel to ensure proper nursing care, Display a concern for patients ,promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs requirements and expectations(Batho Pele)

ENQUIRIES : Ngwenya T.N (Senior Nursing Manager)-(012)717 9398
APPLICATIONS : Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. Application documents must be submitted to Jubilee District Hospital Human Resource Department Private bag x449. Hammanskraal 0400 or hand delivered.
CLOSING DATE : 04 August 2017

POST 29/168 : **PROFESSIONAL NURSE GRADE 1- 3 2 POSTS REF NO: 001248**
Directorate: Public Health (Environmental Health Sub Directorate)

SALARY : Grade 1: R226 083 – R278 052 per annum (plus benefits)
Grade 2: R278 052- R332 344 per annum (plus benefits)
Grade 3: R340 434- R431 262 per annum (plus benefits)

CENTRE : Central Office (Tshwane and Ekurhuleni Health District- Travel Clinic)
REQUIREMENTS : Basic qualification (I.E. Diploma/Degree in Nursing: General, Midwifery, Psychiatry and Community Health science) or equivalent qualification that allows Registration with SANC as a professional nurse. Minimum 0-20 years appropriate grade level, recognizable experience in nursing after registration as a professional nurse with the S.A. Nursing Council in General nursing. Experience working in the travel clinic will be an added advantage. Ability to work under pressure and a changing environment. Good verbal and written communication skills Have ability to work independently. Good interpersonal skills. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Create and maintain complete and accurate nursing records for individual healthcare users. RECOMMENDATIONS: Computer literacy (Word, Excel, Access, Power point). Knowledge of Batho Pele Principles and Patient, Right Charter. Report writing. Extensive knowledge of the international Health regulation 2005 and malaria elimination strategy.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical Nursing Practice and how this impacts on service delivery. Demonstrate effective knowledge of travel health, vaccination of travellers, Provision of Yellow Fever Vaccines, issuing of valid Yellow Fever Certificates. Malaria Rapid Tests and Malaria prophylaxis. Management of cold chain and vaccine storage. Management of stock. Supervision and authorization of professional nurses and willing to learn from the supervisor, Render quality customer care. Promote application of nursing legislation and related legal and ethical nursing practice. Perform nursing practice in accordance with the scope of practice and nursing standards.

ENQUIRIES : Mr. K.A. Marumo, Tel: (011) 355 3479
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 copy or smartcard, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified, or apply online by visiting www.gautengonline.gov.za
CLOSING DATE : 04 August 2017

POST 29/169 : **NETWORK CONTROLLER REF NO: S/001234**
Directorate: Logistical Support - ICT

SALARY : R226 611 per annum (plus benefits)
CENTRE : Medical Supplies Depot
REQUIREMENTS : Senior Certificate plus National Diploma/Degree in Information Technology or any Information Technology related qualification. 3 years relevant IT experience of which

at least 2 years should have been hands on experience in network, technical support and servers support and IT security in Microsoft windows environment. Knowledge and understanding of network, TCP/IP and DNS experience. Microsoft Certifications would be an advantage. Good knowledge of LAN/WAN devices and management as well as experience on Windows Server 2000 to 2016, Exchange 2010 and Windows XP to Windows 10 is essential. Good communication skills. Ability to work under pressure, independently and in a team environment. Knowledge of government transversal systems will be an added advantage. Knowledge and working experience with anti-virus software, backups and Microsoft Active Directory is essential. Knowledge of CISCO devices and their operation as well as VoIP will serve as an added advantage. Advanced trouble shooting and fault findings skills. Must be prepared to travel and work after hours and public holidays and standby when required. A valid driver's license is essential.

DUTIES : The successful candidate will be responsible for administering and configuration of Windows 2000 to 2016 servers and ensure maximum performance. Perform backups and restores, administer WAN/LAN connections, fix errors and escalate when necessary. Liaise between Department and Third party, Assist Department with developing and maintaining SLA. Troubleshoot network problems. Assist with implementation and testing of network security measures and Disaster Recovery Plan. Ensure update of anti-virus software. Install, configure and troubleshoot BAS, Persal, or any Government Transversal System. Ensure maximum uptime of network equipment through accurate and early response. Extensive experience in IT technical knowledge and knowledge of Microsoft operating systems (Windows and Server). Excellent interpersonal relationship skills. Must be able to work under pressure. Deadline orientated. Familiarity with Linux will be an added advantage and implementation of new systems.

ENQUIRIES : Mr. G. Romain, Tel No: (011) 628 9009
APPLICATIONS : Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. Application documents must be submitted to Please hand in all applications to Medical Supplies Depot, Registration Department or post: The HR Manager, Medical Supplies Depot Private Bag X2, Auckland Park, 2006. Or apply online at; www.gautengonline.gov.za

CLOSING DATE : 04 August 2017

POST 29/170 : **OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: HRM 48/2017**
 Directorate: Psychiatry Unit

SALARY : Grade 1 R226 686 per annum plus benefits
 Grade 2 R278 784 per annum plus benefits
 Grade 3 R341 322 per annum plus benefits

CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Degree/Diploma in Occupational Therapy. Appropriate clinical experience in the field of occupational therapy. Current registration with the HPCSA as an Occupational Therapist is compulsory. Knowledge and interest in acute psychiatric management of conditions would be an added advantage. Familiarity and understanding of levels of creative ability is essential.

DUTIES : Rendering comprehensive occupational therapy production services in the field of psychiatry. Assist in the management of all resources of the occupational therapy psychiatric subsection, including supervision, performance management and development of staff. Must be able to conduct cognitive and work assessments pre-discharge. Implement sectional and provincial quality assurance measures in the designated area. Participate in the formulation and review of strategies in allocated area of work as required. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training to allocated occupational therapy students as required and contribute to research activities.

ENQUIRIES : Mr. T Ncwane Tel: (012) 354 1665
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 : 04 August 2017

POST 29/171 : **CLINICAL TECHNOLOGIST REF NO: HRM 49/2017**
Directorate: Cardiothoracic Surgery: Cardiovascular Perfusion

SALARY : R226 686 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : To perform /provide a professional and specialized clinical technology service in Cardiovascular Perfusion at Steve Biko Academic Hospital. Qualification: BTech in Clinical Technology - Specialized Category Cardiovascular Perfusion. Registration: HPCSA as a Graduate Clinical Technologist - Category Cardiovascular Perfusion (Independent Practice). This is a position for a professional person with integrity and ability to perform under pressure. Self-driven and result orientated. Good communication, report writing, presentation and interpersonal skills. Computer literate. Perfusionists with experience in neonatal, infant and pediatric bypass will enjoy preference. Perfusionists with experience in ECMO/VAD will enjoy preference. Perfusionists with more post-graduate years of clinical experience will enjoy preference. Cardiopulmonary bypass on patients with all accompanying activities. Autologous blood transfusion and Intra-aortic Balloon Pump experience a necessity. Active member on after-hours call list. Coagulation studies. Infection control. Stock control and administration as delegated by supervisor. Supervision of students. Participant in academic activities.

DUTIES : Perfusionists with experience in neonatal, infant and pediatric bypass will enjoy preference. Perfusionists with experience in ECMO/VAD will enjoy preference. Perfusionists with more post-graduate years of clinical experience will enjoy preference. Cardiopulmonary bypass on patients with all accompanying activities. Autologous blood transfusion and Intra-aortic Balloon Pump experience a necessity. Active member on after-hours call list. Coagulation studies. Infection control. Stock control and administration as delegated by supervisor. Supervision of students. Participant in academic activities.

ENQUIRIES : Mrs. R Marais Tel: (012) 354 1506
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 : 04 August 2017

POST 29/172 : **STATE ACCOUNTANT: CONDITIONAL GRANTS REF NO: 001249**
Directorate: MANAGEMENT ACCOUNTING

SALARY : R226 611 per annum (including benefits)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : Degree or National Diploma in Accounting/Financial Management with atleast three (3) to five (5) years' experience in the finance field or a Grade 12 Certificate with atleast 10 years experience in the finance field. Thorough knowledge of PFMA, DORA, Treasury Regulations, BAS and SAP. Report-writing skills. Computer literacy. Knowledge of the Standard Chart of Accounts (SCOA). A valid driver's licence.

DUTIES : Ensure compliance with the PFMA and DORA reporting requirements. Ensure that the budget and expenditure are aligned as per the approved business plans. Manage the compilation of monthly, quarterly and annual expenditure reports for Conditional Grants. Provide technical support to Programme Managers and health institutions on matters relating to Conditional Grants' budgets and expenditure. Assist with audit queries on Conditional Grants.

ENQUIRIES : Mr S. Mohlahlo, Tel no: (011) 355 3380
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 copy or smartcard and driver's licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified, or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 04 August 2017

POST 29/173 : **ADMINISTRATIVE OFFICER REF NO: 001251**
Directorate: TB PROGRAMME

SALARY : R226 611per annum (including benefits)

CENTRE REQUIREMENTS : Central Office, Johannesburg
 : Three (3) year Degree/National Diploma with at least 3-5 Years experience or Grade 12 Certificate with 10 Year's experience at the TB Environment. 3535 National Data Capturer training is essential. Knowledge of TIER and ETR.Net will be added advantage and general knowledge of TB will be an added advantage. Understanding of different types of TB reports and generation from TB systems is a necessity. Good communication skills (verbal and written) with good interpersonal relations. Ability to work independently, under pressure and with problem solving skills. Knowledge of (MS Word, MS Excel, Access and Power Point).

DUTIES : Supervise and support DR TB data capturers including the implementation of the new drugs monitoring and reporting in all districts within the TB programme. Give technical support to facilities on DR TB data and all data capturing related issues. Participate in update training of new data capturers on the new Bedaquiline program implementation and in other related systems. Tracking and follow up of DR TB reports from the districts/facilities. Support districts with access to DR TB electronic and other program systems. Attend DR TB data meetings and give input. Ensure that facilities have DR TB equipment and stationery. Collate monthly statistics for the Province and prepare for monthly and quarterly reviews. Attend and support TB data quality improvement meetings in all districts. Perform other related functions as directed by the managers.

ENQUIRIES APPLICATIONS : Ms NS Mntambo, Tel: (011) 355 –3276
 : 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 copy or smartcard, driver's licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified, or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 04 August 2017

POST 29/174 : **ADMINISTRATIVE CLERK REF NO: 001253**
 Directorate: TB Programme

SALARY CENTRE REQUIREMENTS : R152 862 per annum (including benefits)
 : Central Office, Johannesburg
 : Grade 12 Certificate/Vocational/Level 4 Certificate with minimum of 0-2 years relevant experience in administration. Knowledge of Computer (MS Word, MS Excel, Access and Power Point) is essential. Good communication skills (verbal and written) with good interpersonal relations. Ability to work independently, under pressure and with problem solving skills. General knowledge of TB will be an added advantage.

DUTIES : Provide administrative duties in the TB programme office. Manage all correspondence in and out of the office of the manager. Tracking and follow up of documents from the office. Manage the diaries of the managers: TB Program. Prepare for meetings and take minutes. Ensure office is equipped with necessary equipment and stationery. Collate monthly statistics for the Province and prepare quarterly reviews. Provide for clinical managers in districts. Perform other related functions as directed by the managers.

ENQUIRIES APPLICATIONS : Ms. NS Mntambo, Tel no: (011) 355 –3276
 : 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 copy or smartcard, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified, or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 04 August 2017

POST 29/175 : **HUMAN RESOURCE CLERK REF NO: HRM 50/2017**
 Directorate: Human Resource Management

SALARY CENTRE REQUIREMENTS : R152 862 per annum plus benefits
 : Steve Biko Academic Hospital
 : A three years National Diploma or equivalent qualification on NQF level 4 to 6 or Grade 12 Certificate. Experience in Human Resources will be an added advantage. Working knowledge of PERSAL. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Public Service Act and Regulations, Health

Act, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills Development Act. Computer literacy in MS Office suite, specifically MS Word, Excel, Outlook, PowerPoint. Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination, administrative skills and customer care experience. Must have a driver's license.

DUTIES : Handling of various administration aspects within Human Resource such as Appointments, Promotion, Transfers, Service Terminations, Leave management, PILIR, Processing of transactions, Verifications on PERSAL, Recruitment and selection, Processing RWOPS, PMDS, Service benefits, Payroll verification, Filing and Capturing of Overtime. Must work independently and in a team.

ENQUIRIES : Mrs. M Ntseke Tel no: (012) 354 5359
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 : 04 August 2017

POST 29/176 : **SECRETARY REF NO: HRM 51/2017**
Directorate: Paediatrics

SALARY : R152 862 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Good typing and computer skills (MS Word, MS Excel, MS PowerPoint). Verbal and written communication skills. Good filing and organizational skills. Ability to deal with sensitive matters. Ability to work independently under pressure. Proficient in spelling, punctuation, grammar and other English language skills. Honesty, integrity and confidentiality abilities.

DUTIES : To coordinate office activities and perform secretarial assignments for the department. To provide support to the delivery of administrative/ secretarial services with specific responsibility for records including patient files, and completing assigned administrative/ secretarial tasks such as: Managing the diary, manage and arrange meetings, schedule appointments, make photocopies, sent received and distribute faxes and internal and external mail. Student examinations preparations: formulating of time tables, typing of patient reports, calculation of marks on MS excel, preparation of marks for examination commission meetings. Responsible for capturing CPD points and certificates. Minutes taking, manage and maintain efficient filing system, order stationary and other office consumables. Other tasks as directed by the HOD and assigned supervisor.

ENQUIRIES : Mrs. R Steyn Tel: (012) 354 5276
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 : 04 August 2017

POST 29/177 : **SECRETARY REF NO: HRM 52/2017**
Directorate: Radiation Oncology

SALARY : R152 862 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : A minimum requirement of Grade 12 and a recognized secretarial Qualification will be an added advantage. 3 years' experience as a Secretary. Good communication (written and verbal). Planning, organizational and coordinating skills. Good telephone etiquette. Computer literate (i.e. Ms Word, Ms PowerPoint and Ms Excel). Ability to interact well with people of all levels. Ability to pay attention to detail. Academic department experience will serve as advantage.

DUTIES : General secretarial, administrative and support service to the H.O.D, Handle telephone calls, type/draft correspondence, reports and memorandums. Manage correspondence flow and maintain a good filing system. Take and distribute minutes to the relevant stakeholders. Submission of HR documents, ordering stock. As well as other tasks assigned.

ENQUIRIES : Prof. R Lakier Tel: (012) 354 1184
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 : 04 August 2017

POST 29/178 : **SECRETARY REF NO: HRM 53/2017**
Directorate: Public Health Medicine

SALARY : R152 862 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 certificate plus one year certificate in Office Administration. Working experience (at least one year) in an Academic institution; Ability to manage research data base. Knowledge of advanced MS Office applications, including Word, Excel and Outlook. Excellent social skills, able to operate with diplomacy, tact and empathy and comfortable when working to tight deadlines.

DUTIES : Day to day management of the HOD's diary and meetings schedule; Setting up Business Planning meetings and coordinating all meetings in support of team efficiency. Minute taking at meetings as required by the departments. Providing direct support for the Senior Management team as required, particularly in meeting business planning targets Maintaining all HR records for joint appointees, appraisal and training records, Co-coordinating the filing and updating of business documentation held in hard copy Managing office stationary and supplies and supporting the department with regards to equipment and budgets. Liaising with other internal and external role players as required this includes liaison with other health care providers for the purpose of service delivery and registrar rotations. Updating the HOD on key organizational issues when he/she is out of office. Being a key point of contact to provide information as required Ensuring the department is kept up to date with relevant policies and circulars from Steve Biko hospital and Gauteng Department of Health; Support academic and research activities of the Department.

ENQUIRIES : Mr. P Motsweni Tel: (012) 354 2235
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 : 04 August 2017

POST 29/179 : **HOUSEKEEPER REF NO: HRM 44/2017**
Directorate: Nursing

SALARY : R127 851 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 or equivalent. Must be able to read and write. Minimum cleaning experience of 5 years in the cleaning services. Good interpersonal relations and communication skills. Must be able to cope with the physical demands of the position. Be able to work in a team and under pressure. Willing to work shifts, night, weekends and public holidays

DUTIES : Supervise the work of subordinates and ensure that a high standard of cleanliness is attained in wards, bathrooms, kitchens, sluices, offices, floors and windows. Allocate and delegate duties for household workers, control on/off register, leave forms and evaluate performance of household workers according to PMDS. Supervise serving of meals, tea, coffee and water to the patients. Order, control and supervise cleaning

material, waste containers. Clean \ dirty linen and removal of medical and general waste from the ward. Report on broken \missing items and send for repair or service. Asset management. See that linen room, stores and cupboards are locked at all times. Adhere to safety regulations. Perform duties as required per job description, work schedule and delegated duties by Operational Manager.

ENQUIRIES
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: Mrs. M Modise Tel no: (012) 354 1716
: 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

: 04 August 2017

POST 29/180

: **SECURITY OFFICER 5 POSTS REF NO: HRM 54/2017**

Directorate: Admin & Logistics

SALARY
CENTRE
REQUIREMENTS

: R107 886 PER annum plus benefits
: Steve Biko Academic Hospital
: Grade 12 (matric) with more than 10 years' experience in security environment, preferably in NKP environment. Minimum Grade C Psira registration. Recommendation will be given to former SAPS employees. Report writing and investigating skills. Knowledge of Batho Pele Principles. Good communication skills. Computer literacy will be an added advantage. Knowledge of Health and Safety Act and fire prevention. Knowledge and understanding security legislations including MPSS and MISS. Willingness to work shifts and extended hours. Appointment will be subjected to positive screening results. Interpersonal relationship and SAPS fire arm issued competency.

DUTIES

: Execution of access and egress control of staff, visitors and assets. Monitor duty roster and make daily posting sheets. Submit leave forms of colleagues on time. Report all security breaches to manager. Report all incidents that occurred onsite verbally and in writing. Day/night supervision of contract security. Report all defects of OHS and Facilities to relevant managers. Patrol the hospital premises and investigate matters reported to control room by staff and give feedback. Search for lost patients/visitors and fetch the patients at home if absconded. Maintain cleanliness of registers and update them accordingly. Compile claim forms as per roster and attendance register and submit to manager. Assist members of private security company in problem solving and give advice. Assist in vehicle clamping and record keeping and any other duties delegated by the supervisor.

ENQUIRIES
APPLICATIONS

: Mr. MF Monama Tel no: (012) 354 1421
: 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

: 04 August 2017

POST 29/181

: **SECURITY GUARD 2 POSTS REF NO: HRM 55/2017**

Directorate: Admin & Logistics

SALARY
CENTRE
REQUIREMENTS

: R90 234 per annum plus benefits
: Steve Biko Academic Hospital
: ABET level 4 Grade 10 certificate with 5 years' experience in hospital security environment. Grade 12 Certificate plus 5 years' experience in security environment is an advantage. Minimum Grade C security certificate. Current registration with PSIRA. Ability to work under pressure. Conflict resolution and negotiation skills. Report writing skills. Knowledge of security, Labour relations and other legislation applicable to security, including MPSS. Knowledge on Batho Pele Principles. Knowledge on criminal procedure Act 51 of 1977. Knowledge on fire arm control act. Knowledge of Health and Safety, and fire prevention. Willingness to work shifts and extended hours.

DUTIES : Access control (emergency area, management square and others. Assist and supervise at parking's (searching, disk checking), assist in restraining of violent patients at different wards. Report all security breach to the supervisor and make all occurrence book entries. Report all defects on OHS and FMU. Fire prevention, escorting of visitors and contractors around the hospital. Searching of lost patients / visitors and fetching them from home if absconded. Guarding and managing of waiting areas, clamping of all vehicles parked in unauthorized parking's. Investigate matters reported to you by staff members and give feedback to them. To work shifts and sometimes abnormal hours. Monitor state vehicles and report any faults. Make verbal and written reports on all incidents happening at the posts. Traffic control around receiving area / Transito, perform any duties delegated by supervisor.

ENQUIRIES : Mr. MF 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 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 : 04 August 2017

POST 29/182 : **PORTER 11 POSTS REF NO: HRM 56/2017**
Directorate: Admin & Logistics

SALARY : R90 234 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 10 certificate or higher, or Abet qualification level. 3-5 years' experience in a similar environment. Hospital experience will be an added advantage. Good verbal and written communication skills. Ability to work under pressure. Prepared to work shifts day/night duty. Knowledge of OHS. Ability to communicate in more than one official language, passion for work, Knowledge of customer care, self-driven and motivated to work in a team, willingness to work shifts, and night duty.

DUTIES : Escort/accompany patients from reception to various sections, between sections and wards and to and from vehicles. Load and off load patients. Render assistance to nursing staff with transfer of patients to beds/trolleys. Moving patients in between clinics and specialized services on wheelchairs/stretchers/beds. Off-load DOA brought to casualty area. Collection and deliver corpses from clinical areas to the mortuary. Complete daily work activities in porters control sheet. Perform other duties as allocated by the supervisor. Collect patient trolleys, wheelchairs, stretchers and other patient equipment from various departments / sections within the hospital.

ENQUIRIES : Mr. MF 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 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 : 04 August 2017

POST 29/183 : **GENERAL STORE ASSISTANT 2 POSTS REF NO: HRM 45/2017**
Directorate: Supply Chain Management

SALARY : R90 234 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 10 or higher. Must be able to read and write; must be physically and mentally fit to work and carry heavy load / stock. Must be able to work and communicate with people fluently.

DUTIES : Distribution of consumables to end users. Pack shelves in relevant warehouses. Ensure that received stock is packed appropriately and according to "LIFO" rule. Assist with inventory stocktaking. Ensure that the warehouse is tidy and clean. Effective communication with fellow team members and relevant stake holders within the institution. Render asset management, general services such as collection of redundant and obsolete assets from end-users. Deliver newly acquired assets to

ENQUIRIES
APPLICATIONS

various wards and sections, bar-coding of assets, collection of assets for repair and maintenance purposes and assist in assets verification process. Delivery of stock to end users throw-out and outside hospital and packaging of items in the store.
: Mr. D Moraswi Tel no: (012) 354 5159
: 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 : 04 August 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

: 04 August 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 POST

POST 29/184

: **DEPUTY DIRECTOR: RISK MANAGEMENT**
Directorate: Risk Management

SALARY
CENTRE
REQUIREMENTS

: R657 558 per annum, (all-inclusive package)
: Johannesburg
: Relevant 3-year tertiary qualification, e.g. National Diploma or Degree in Risk Management/ Financial Management/Internal Auditing. 2 years' experience in team management/supervision. 3 - 5 years' of experience in the Risk Management /Auditing field. Valid Code 08 Drivers License.

DUTIES

: Monitor, evaluate and report on Risk Management implementation in Departments and Municipalities. Ensure alignment of Provincial Risk Management to the National Risk Management Framework. Facilitate the development of Strategic Risk Registers for Departments and Municipalities. Provide technical assistance and training on Risk

Management to Departments and Municipalities. Development of Risk Profiles for Departments. Ensure submission of accurate and timeous management reports as and when required. Monitor performance agreements of staff and quality control of work delivered to employees.

ENQUIRIES : Ms Bulelwa Mtshizana, Tel no: (011) 227-9000

DEPARTMENT OF SOCIAL DEVELOPMENT

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. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents

APPLICATIONS : Applications can be delivered to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private Bag X 35, Johannesburg, 2000. Failure to do so will lead to disqualification. The Department also urges all designated / preferred groups applying for positions to please direct your applications to the Employment Equity Officer. All applicants is also encouraged to number the pages of their CV and the attached certified documents

FOR ATTENTION : Ms B. Khutsoane

CLOSING DATE : 11 August 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 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.

OTHER POSTS

POST 29/185 : **PERSONAL ASSISTANT (LEGAL SERVICES) REF NO: SD/2017/07/01**

SALARY : R226 611 per annum plus benefits

CENTRE : Johannesburg Head Office

REQUIREMENTS : Secretarial Diploma or equivalent qualification with 3-5 years' experience in rendering a support service to Senior Management. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Basic knowledge on financial administration.

DUTIES : Arrange legal consultation sessions with affected staff. Compile necessary documents and other evidence for legal action. Interrogate staff on the circumstances and content of the case. Analyse and interpret documents concerning the Department. Recommend legal resources in favour of the Department and present recommendations for consideration and approval. Consult with the office of the State Attorney for legal advice and follow up on cases referred to them. Liaise with the Department of Justice for legal enquiries and advice. Analyse and interpret legally binding documents on behalf of the Department. Identify the legal basis, resources, rights and obligations of the Department in all contracts and prepare documentation for consideration, approval and implementation.

ENQUIRIES : Ms B Khutsoane Tel: (011) 355 7805

NOTE : The Department of Social Development is guided by the principles of Employment Equity; therefore all the appointment will be made in accordance with the Employment Equity target of the Department. People with Disability are encouraged to apply. NB: Preference will be given to Indians, Coloureds, Whites and People with Disabilities (Differently abled persons)

POST 29/186 : **LEGAL ADMINISTRATION OFFICER: MR1 REF NO: SD/2017/07/02**

SALARY : R174 606 per annum

CENTRE : Johannesburg Head Office

REQUIREMENTS : Degree in LLB. Knowledge and understanding of legislative and policy framework governing Legal Services processes, systems and procedures in the Public Service. Knowledge and understanding of the Department's legal requirements, obligations and commitments. Report writing, probing, analytical, interpersonal, client orientation and customer focused skills.

DUTIES : Assess feasibility cost norms through post project evaluation and update life cycle costing norms based on learning generated. Overseeing the project planning and initiation. Advise on the design of Master plans. Validate that costs are in line with standardized norms and standards. Validate pricing strategies in line with CIDB prescripts. Validate tender documentations in terms of pricing strategies. Responsible for reviewing project progress reports. Prepare risk management reports; prepare monthly progress reports and any specific reports required. Manage the resources. Undertake regular site visits and report on performance of projects. Manage staff Performance Management and development as well as staff discipline.

ENQUIRIES : Ms B Khutsoane Tel: (011) 355 7805

NOTE : The Department of Social Development is guided by the principles of Employment Equity; therefore all the appointment will be made in accordance with the Employment Equity target of the Department. People with Disability are encouraged to apply. NB: Preference will be given to Indians, Coloureds, Whites and People with Disabilities (Differently abled persons)