

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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

NOTE : Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only; if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

MANAGEMENT ECHELON

POST 31/193 : **HEAD CLINICAL DEPARTMENT: MEDICAL GRADE 1**
Directorate: Radiology

SALARY : R1 938 279 per annum (All-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist: Radiologist. Registration with the HPCSA as Medical Specialist: Radiologist. A Minimum of 3 years appropriate experience in Radiology after registration with HPCSA as a Medical Specialist: Radiologist. Management experience. Computer literacy (Ms Word, Ms Excel, PowerPoint). Experience in administration, finance, education, research and special interest or expertise in a branch of the specialty. This experience should be in terms of clinical service provision, teaching, administration and research. Additional recognizable clinical and departmental administration plus qualifications/training in radiological specialties, a higher degree in the Health Science (Master's) other than the degree for specialization and experience in the Public Sector will be an advantage. Sound knowledge of government regulations, policies and acts. The ability to interpret and implement policies. Administrative and management knowledge. Project management skills. Teambuilding, people and interpersonal relations skills. Communication skills (verbal and written) Organizational, problem-solving and interventional skills. Highly motivated and enthusiastic to contribute to the radiology care and services. The ability to work under pressure, lead transformational change in a complex environment and the ability to manage change in the department.

DUTIES : Co-ordinate, manage and administer efficient and cost-effective radiology services at the institution. Encourage and foster research within the department. Manage and monitor appropriate and relevant undergraduate and postgraduate teaching and training within radiology. Foster appropriate subspecialty development within the department. Promote staff development and where possible to further the aims of the faculty of sciences and the department of radiology. Encourage collaboration between the departments within the teaching complex. Ensure that clinical teaching and supervision of medical staff are of adequate standards. As part of the university's responsibility, provide sufficient and quality teaching to undergraduates and medical students. Set norms and standards for the maintenance of service delivery and quality outputs in the department. Ensure that the strategic plan and turnaround strategy of the hospital is implemented and be part of the executive management team in the hospital. Manage and provide leadership in delivery of clinical services to patients referred to the hospital for radiological problems.

Perform clinical duties in areas of personal special interest and expertise. See to it that that quality assurance, including clinical audit, is conducted in the department in line with national core standards. Lead the department of radiology of Chris Hani Baragwanath Academic Hospital, in line with the strategic goals set by the National and Provincial Departments of Health and the Chief Executive Officer of the Hospital. Participate in the management of activities of Chris Hani Baragwanath Academic Hospital as a whole and attend all applicable management meetings. Participate in university academic management activities, including membership of committees in the Faculty of Health Sciences as a whole and in the university's Department of Radiology. Lead and participate in national and international efforts to advance aspects of radiology, both in research and advocacy. Examine and provide examiners for degree and diploma programmes and fellowships in radiology in other universities and colleges in South Africa. Ensure that appropriate, ethical and quality research is performed in the department as part of a wider agenda to explore improvements in healthcare in the hospital area and South Africa as a whole, with publication of the results in peer-reviewed scientific journals. Provide clinical support and outreach to referring hospitals, community health centers and clinics in the Chris Hani Baragwanath Academic hospital health cluster. Ensure the employment of the previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Perform commuted overtime as per departmental requirement. Contribute to radiology planning, budgeting and procurement processes as well as monitoring and evaluation. Be immediately accountable in the execution of duties jointly to the Director Clinical Support of Chris Hani Baragwanath Academic Hospital and to the Academic Head in de Department of Radiology at the University for the Witwatersrand. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES
APPLICATIONS

: Dr M.P. Selepe Tel no: (011) 933 8154
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

FOR ATTENTION
CLOSING DATE
NOTE

: Chris Hani Baragwanath Academic Hospital
: 18 August 2017
: The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibly of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (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 date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who

are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. This is a joint appointment between Chris Hani Baragwanath Academic Hospital and the University of the Witwatersrand. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

POST 31/194

: **HEAD CLINICAL UNIT: MEDICAL GRADE 1**
Directorate: Ophthalmology

SALARY
CENTRE
REQUIREMENTS

: R1 550 331 per annum (All-inclusive package)
: Chris Hani Baragwanath Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Ophthalmology or a recognized Sub-Specialty. Registration with the HPCSA as Medical Specialist in Ophthalmology or in a recognized Sub-Specialty and proof of current registration. A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Ophthalmology or in a recognized Sub-Specialty.. Computer literacy (Ms Word, Ms Excel, PowerPoint). Experience in administration, finance, education, research and special interest or expertise in a branch of the specialty. This experience should be in terms of clinical service provision, teaching, administration and research. Additional recognizable clinical and departmental administration plus qualifications/training in radiological specialties, a higher degree in the Health Science (Master's) other than the degree for specialization and experience in the Public Sector will be an advantage. Sound knowledge of government regulations, policies and acts. The ability to interpret and implement policies. Administrative and management knowledge. Project management skills. Teambuilding, people and interpersonal relations skills. Communication skills (verbal and written) Organizational, problem-solving and interventional skills. Highly motivated and enthusiastic to contribute to the ophthalmology care and services. The ability to work under pressure, lead transformational change in a complex environment and the ability to manage change in the department.

DUTIES

: Provide clinical support and outreach to referring hospitals, community health centers and clinics in the Chris Hani Baragwanath Academic Hospital health cluster. Perform clinical duties in areas of personal special interest and expertise. Ensure that appropriate, ethical and quality research is performed in the department as part of a wider agenda to explore improvements in health care in the Chris Hani Baragwanath area and South Africa as a whole with publication of the results in peer-reviewed scientific journals. Lead and participate in research projects in areas of personal special interest. As part of the university's responsibility, sufficient and quality teaching must be provided to undergraduates (medical students). Teach students in areas of personal special interest and expertise. Ensure that clinical services are provided. Active participation in administrative duties of the department which includes planning, budgeting and procurement processes as well as monitoring and evaluation.) The HOU will be part of an outreach program, build relationships and work with the referring hospitals regarding transfers in, as well as down referrals. The HOU will be expected to build partnerships with local and international institutions of similar standing to ensure exposure to world class standards. The HOU will be responsible for administrative and management work in the department, including assisting with work of different committees in the Department of Ophthalmology at the Hospital and University. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES
APPLICATIONS

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FOR ATTENTION
CLOSING DATE
NOTE

Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

: Chris Hani Baragwanath Academic Hospital
: 18 August 2017

: The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibly of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (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 date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. This is a joint appointment between Chris Hani Baragwanath Academic Hospital and the University of the Witwatersrand. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

OTHER POSTS

POST 31/195

: **MEDICAL OFFICER GRADE 1-3**
Directorate: Family Medicine

SALARY

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

CENTRE
REQUIREMENTS

: Far East Rand Hospital
: MBChb or recognised equivalent qualification. Registered with HPCSA as a medical practitioner for at least Three (3). BLS, HCP, ATLS & PALS. A post graduate Diploma in Family medicine an added advantage.

DUTIES

: Provision of medical support in the OPD department & HIV Clinic. Provide medical support and treat patients in the OPD/HIV Clinic assist with in-service training of medical interns, community service doctors and Nursing personnel. Identify clinical gaps noted within the OPD/HIV Clinic department. Attendance of relevant administrative meetings like mortality meetings, near miss meetings, completing MEDICO legal documents timeously e.g. J88, Death certification and attendance of regular CME meetings. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to NCS (National Core standards – norms & standards). Supervision and rendering of after-hours services in A&E department during the week and over the weekends. Participation in infrastructure

improvement and policy development. Performing any delegated work as may be assigned from time to time by the HOD (OPD/HIV Clinic).

ENQUIRIES : Dr A. Mthunzi, Tel no: 011 812 8546

APPLICATIONS : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs or apply online at: www.gautengonline.gov.za

CLOSING DATE : 25 August 2017

NOTE : Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

POST 31/196 : **MEDICAL OFFICER GRADE 1-3 REF NO: 001285**
Directorate: Anaesthesiology 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 : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Grade 12 and MBChB qualification. Registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner, and proof of current registration with HPCSA. Medical Officer Grade 1: no experience. Medical Officer Grade 2: 5-years experience. Medical Officer Grade 3: 10-years experience. An interest in a career in Anaesthesiology and a Diploma in Anaesthesia are advantageous. ACLS is recommended. If the Medical Officer has not yet completed a Diploma in Anaesthesia, they will be expected to complete the Diploma within the first year of employment in the department.

DUTIES : These will include peri-operative management and care of patients. This includes after-hours work. The medical officer will also be expected to participate in the department's academic program and in any research activities.

ENQUIRIES : Dr. M. Mbeki, Tel no: (012) 373-1053

APPLICATIONS : medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply.

CLOSING DATE : 18 August 2017

POST 31/197 : **ASSISTANT MANAGER: NURSING (AREA) – SURGERY (PN-A7)**
Directorate: Nursing Services

SALARY : R499 953 per annum (Plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. . Degree/diploma in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point).Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision making skills.

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

ENQUIRIES
APPLICATIONS

with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

Ms D Ngidi Tel no: (011) 933 9779/0134

Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

FOR ATTENTION
CLOSING DATE
NOTE

Chris Hani Baragwanath Academic Hospital
18 August 2017

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POST 31/198

OPERATIONAL MANAGER: NURSING GRADE 1 (SPECIALITY UNIT) IN TRAUMA/HIGH CARE UNIT (PN-B3) 2 POSTS

Directorate: Nursing Services

SALARY
CENTRE
REQUIREMENTS

R 499 953 Per annum (Plus benefits)

Chris Hani Baragwanath Academic Hospital (CHBAH)

Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing: Critical Care Nursing Science

(General) or Trauma and Emergency Nursing Science. Competencies: Leadership, ward management, ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES

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

ENQUIRIES

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

APPLICATIONS

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FOR ATTENTION

: Chris Hani Baragwanath Academic Hospital

CLOSING DATE

: 18 August 2017

NOTE

: The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibly of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (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 date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. This is a joint appointment between Chris Hani Baragwanath Academic Hospital and the University of the Witwatersrand. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

POST 31/199 : **OPERATIONAL MANAGER NURSING: GRADE 1 (SPECIALITY UNIT)**
(OPERATING THEATRE) (PN-B3)
Directorate: Nursing Services

SALARY : R499 953 per annum (Plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical Competencies: Leadership, ward management, ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

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

ENQUIRIES : Ms. D.F. Ngidi Tel no: (011) 933 9779/0134
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

FOR ATTENTION : Chris Hani Baragwanath Academic Hospital
CLOSING DATE : 18 August 2017

NOTE : The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (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 date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended

candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. This is a joint appointment between Chris Hani Baragwanath Academic Hospital and the University of the Witwatersrand. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- POST 31/200** : **MEDICAL OFFICER GRADE 1-3**
Directorate: Clinical Services
- 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** : Mamelodi Regional Hospital
REQUIREMENTS : MBChB degree or equivalent. Registration with HPCSA as a General Medical Practitioner. A keen interest, experience and courses attended in the relevant discipline will be an added advantage.
- DUTIES** : Will render inpatient and outpatient services in the relevant clinical discipline as well as assisting in other disciplines as and when needed. Will perform overtime services.
- ENQUIRIES** : Dr LN Pooe Tel no: (012) 841 8306
APPLICATIONS : Applications must be submitted to: Mamelodi Hospital, Human Resource Department, or posted to Private Bag X0032, PO Rethabile 0122. Or apply online at www.gautengonline.gov.za.
- CLOSING DATE** : 11 August 2017
- POST 31/201** : **ASSISTANT DIRECTOR: DENTAL TECHNICIAN REF NO: WOHC/07/2017**
Directorate: Laboratory
- SALARY** : R459 558 per annum
CENTRE : Wits Oral Health Centre
REQUIREMENTS : A minimum of 10 years appropriate/ recognizable experience as a Dental Technician after registration with SADTC. Current proof of SADTC. At least 5 years of the period referred to above must be appropriate/recognisable experience at management in the public sector. Competencies: Include human and physical resource. Management, strategic and operational planning and implementation as well as financial management (PMFA). Strong leadership, motivational, interpersonal and computer skills and ability to work in a team. Good organisational, decision-making and conflict resolution skills; understanding of quality assurance and strong commitment to high service standards. Should be an experienced Dental Technician with experience in teaching and/or supervision of dental students.
- DUTIES** : Plan, implement and manage a cost effective sustainable Dental Technician Department. Review, generate and implement clinical protocols. Manage and utilise staff, (HR policies), financial (PFMA, Budgeting)) and physical resources, (Asset Management), to be done effectively to ensure optimal operational functioning of the Dental Technician Department. Promote quality patient care through the setting, implementation and monitoring of standards. Facilitate and participate in training of staff and students within the Dentistry Department. Maintain ethical standards and promote professional growth and staff development.
- ENQUIRIES** : Ms L.M. Mazibuko Tel no: (011) 488 4898
APPLICATIONS : Applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.

CLOSING DATE : 18 August 2017

NOTE : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of SADTC. Applications without proof of the necessary documents will be disqualified.

POST 31/202 : **ASSISTANT DIRECTOR: MEDICAL ORTHOTIST AND PROSTHETIST REF NO: 001282**
Directorate: Clinical Services

SALARY : R459 558 per annum (plus benefits)

CENTRE : Tambo Memorial Hospital

REQUIREMENTS : National Diploma in Medical Orthotists and Prosthetics. Registration with the Health Professions Council of South Africa (HPCSA). A minimum of 3 years' experience post registration and at least 5 years' experience in Management. Leadership and Managerial skills. Good knowledge of Human Resource, Training and Development, Labour Relations, Health and Safety, Quality Assurance and Environmental Health Policies.

DUTIES : Overall management the Human and other resources of the Department. Rendering of Orthotists and Prosthetists services and management of patients' care according to the departments standard. Maintain clinical and ethical contact. Provide on-going mentoring and training of staff in the department. Participate in clinical audits activities and quality improvement programs. Develop protocols in the department. Participate in relevant internal and external meetings and forums. Maintain good discipline and sound labour relationship. Deals with all complaints and enquires. Organize outreach programs with other hospitals and clinics.

ENQUIRIES : Dr A Christoforou Tel no: (011) 898 8000

APPLICATIONS : Applications: can be forwarded to the Recruitment Officer. (Room 122), HR Department Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400, Physical address: Railway street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 18 August 2017

POST 31/203 : **OPERATIONAL MANAGERS NURSING GENERAL IN OBSTETRICS AND GYNAECOLOGY (PN-A5)**
Directorate: Nursing Services

SALARY : R394 665 per annum (Plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. Competencies/Knowledge/Skills: Competencies: leadership, Ward Management/Administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitate holistic treatment and nursing care. Knowledge of administrative policies and guidelines.

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

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

- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- FOR ATTENTION** : Chris Hani Baragwanath Academic Hospital
- CLOSING DATE** : 18 August 2017
- NOTE** : The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (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 date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. This is a joint appointment between Chris Hani Baragwanath Academic Hospital and the University of the Witwatersrand. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- POST 31/204** : **PROFESSIONAL NURSE GRADE 1 SPECIALITY 3 POSTS**
Directorate: Nursing
- SALARY** : R340 431 per annum
- CENTRE** : Jubilee District Hospital
Ref No: J/012017 Ophthalmology
Ref No: J/022017 Critical Care
Ref No: J/032017 Orthopaedics
- REQUIREMENTS** : 4 years appropriate experience in nursing after registration as Professional Nurse with SANC. Basic R425 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 at least 1 year accredited with the SANC in one of the specialties referred to in glossary of terms. Certified copies of qualification and registration certificate, Current SANC receipt, and ID Copy.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises Perform a clinical nursing practice in accordance with the scope of practise and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice

and nursing .Standard as determined by the relevant health facility .Demonstrate effectively, cooperatively, amicable with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements, and expectations (Batho Pele) and National Core Standards. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment)

ENQUIRIES : Senior Nursing Manager- Ms. Ngwenya T.N Tel no: (012) 7179398, Our office number in case of any queries/enquiries: (012) 717-9401 N J Sekhu

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 : 18 August 2017

POST 31/205 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: WOHC/08/2017**

Directorate: Human Resources Department

SALARY : R334 545 per annum (with benefits)

CENTRE : Wits Oral Health Centre

REQUIREMENTS : Degree/Diploma/Equivalent qualification in Human Resources Management with 2 years supervisory level experience (SL7/8) or Grade 12 with 5 years' experience in Human Resource supervisory level. Sound knowledge and understanding of legislative frameworks. Good verbal and written Communication skills.

DUTIES : Give direction, provide leadership and be accountable to human resource department. Provide advice and support around human resource practices, procedures, guidelines and policies within the institution. Manage the administration processes and implementation of Recruitment and Selection, Staff Establishment, Salaries and Service benefits, Leave management, PMDS, HRIM and other human resources functions. Ensure effective and efficient payroll management system. Attend to Audit queries and implement recommendations. Monitor and oversee Employment Equity, Training & Development, Employee Wellness programmes, Incapacity leave and Absenteeism. Monitor compliance within HR delegation, develop and coordinate the formulation of internal controls on HR policies, plans and strategy. The incumbent will be responsible to compile monthly reports and stats as required. Active involvement regarding labour relation issues and support labour relation officer.

ENQUIRIES : Ms. A Tonisi Tel no: (011) 488 4898/4850

APPLICATIONS : Applications must be send to Wits Oral Health Centre, Private Bag X15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown. No faxed /E-mailed applications will be accepted.

CLOSING DATE : 18 August 2017

NOTE : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates. Applications without proof of the necessary documents will be disqualified.

POST 31/206 : **HUMAN RESOURCE CLERK REF NO: 001287**

Directorate: Human Resource Management

SALARY : R152 862 per annum (plus benefits)

CENTRE : Tambo Memorial Hospital

REQUIREMENTS : Grade 12 with 2 or more years of appropriate working experience in Human Resource Management or Public Service environment. Knowledge of PERSAL, PERSAL Introduction Course Certificate is essential and HR procedures. Computer literacy is essential. Reporting writing skills, verbal and written skills. The candidate should be able to work under pressure.

DUTIES : Perform various duties related to HR, i.e recruitment and selection, appointments, terminations, leave, housing, overtime etc. Compiling of documents to be sent to GDF. Ensure proper record keeping of leave, appointments, terminations, housing and overtime. Filing of relevant documents. Attend all queries related to HR Administration.

ENQUIRIES : Mr. M. K. Mfolo Tel no: (011) 898 8000
APPLICATIONS : Applications: can be forwarded to the Recruitment Officer. (Room 122), HR Department Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400, Physical address: Railway street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 18 August 2017

POST 31/207 : **ADMINISTRATION CLERK REF NO: 001276**
Directorate: Mortuary Department

SALARY : R152 862 per annum (plus benefits)
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : Grade 12 or equivalent Certificate with 2-5 years working in administrative or hospital environment. Mortuary experience will be an added advantage. Prepare to work in various areas within Patient Affairs and Records department. Good Communication Skills and Sound knowledge of Public Service Prescripts and other policies. Good interpersonal relations skills. Planning and Organisational skills.

DUTIES : Maintain the mortuary register and ensure that appropriate columns are completed. Ensure that full particulars of the deceased are recorded in the register. Ensure good condition of refrigerators and doors and shelves are clearly marked. Ensure that corpses are removed within timeframes, compile register for all paupers and ensure that guidelines are followed regarding unclaimed corpses. Ensure that all outstanding debts are settled before releasing corpses & keep accurate records regarding payments. Compile B1 1663 forms and hand over corpses to families and undertakers as per prescripts. Attend to Mortuary Queries and Mortuary Reports. Ensure that Mortuary comply with all departmental policies, prescripts and Quality assurance requirements. Ensure that unclaimed corpses are disposed according to prescripts. Ensure that next of kin make arrangements for deceased person.

ENQUIRIES : Mr. F. Bahula, Tel no: (011) 898 8000
APPLICATIONS : Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 18 August 2017

POST 31/208 : **ADMINISTRATION CLERK REF NO: 001288**
Directorate: Admission Department

SALARY : R152 862 per annum (plus benefits)
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : Minimum Grade 12 or Senior Certificate (or equivalent Certificate) plus 2 years appropriate experience or hospital environment. Computer literacy will be an added advantage. Prepare to work Shifts, Weekends and Public Holidays. Good communication Skills and sound knowledge of Public Service Prescripts and other policies. Good interpersonal relations skills.

DUTIES : Opening of files for first visits using PAAB system or manual. Opening accounts when necessary. Collection of revenue for hospital. Perform sub-cashier duties. Provide effective and efficient service to patients. Update the Classification of patients (Hospital and Private). Attend to the admission, Transfers of patients. Manage waiting times. Perform authorized duties that the supervisor may give from time to time assign to carryout. Prepare all the required papers in the wards. Act as receptionist, answer telephones, direct visitors to patients rooms.

ENQUIRIES : Mr. G. T. Mvubu, Tel no: (011) 898 8000
APPLICATIONS : Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1400, Physical

address: Railway Street, Boksburg, 1400 or apply online at:
www.gautengonline.gov.za
18 August 2017

CLOSING DATE

POST 31/209

ADMINISTRATION CLERK 4 POSTS REF NO: 001289

Directorate: Records Department

SALARY
CENTRE
REQUIREMENTS

R152 862 per annum (plus benefits)
Tambo Memorial Hospital
Minimum Grade 12 or equivalent Certificate with 2 – 5 years working in administrative or hospital environment. Records experience will be an added advantage. Prepare to work in various areas within Patients Affairs and Records department. Good communications skills and sound knowledge of Public Service prescripts, and other policies. Good interpersonal relations skills. Planning and Organisational skills.

DUTIES

Responsible for the filing of Patient medical records in the Hospital. Ensure that files are retrieved as per Booking request and control card request. Ensure that all retrieved patient files are registered in the registers (i.e. Outgoing and Incoming registers). Assist in the implementation of the File Plan based on the Strategic objectives of the Department. Ensure effective and efficient disposal of inactive patient files as per prescripts. Ensure that patient files are collected from various service points and returned to Records Department. Attend to patient queries regarding their missing files and issue duplicates if a file is not found immediately & tracing of missing patient files. Ensure that Records Department comply to Patient waiting times as per Quality Assurance requirements.

ENQUIRIES
APPLICATIONS

Mr. F. Bahula, Tel no: (011) 898 8000
Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online at:
www.gautengonline.gov.za

CLOSING DATE

18 August 2017

POST 31/210

FINANCE CLERK LEVEL 5 REF NO: 001290

Directorate: Finance Unit

SALARY
CENTRE
REQUIREMENTS

R152 862 – R180 063 per annum (plus benefits)
Kalafong Provincial Tertiary Hospital
Grade 12 plus Degree or National Diploma in Accounting, Auditing or Cost and Management Accounting. 3-years and more experience in Finance and revenue as a PTSO. Computer literacy in MS Word, MS Excel and MS PowerPoint. Knowledge of PAAB, BAS, and e-SAP. Knowledge of PFMA, Treasury Regulations and other relevant legislation. Good communication skills. Knowledge of hospital procedures and processes will be an added advantage.

DUTIES

Collecting money from paying patients and making follow ups of outstanding debts. Making sure state monies are reported to Main cashier and banked on time. Safekeeping of patients' valuables. Perform other duties as allocated by supervisor. Billing of patient files. Capturing payments on PAAB. Drawing reports on BAS. Tracing outstanding patients' debts. Must be willing to rotate.

ENQUIRIES
APPLICATIONS

Ms. E.D. Kau, Tel no: (012) 318-6495
Medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE

18 August 2017

POST 31/211

FOOD SERVICE AID 2 POSTS REF NO: 001296

Directorate: Support Services

SALARY
CENTRE
REQUIREMENTS

R107 886 per annum
Tambo Memorial Hospital
Grade 8-11 or equivalent. Ability to read and write. Be prepared to work shifts on rotation basis. Must have good interpersonal skills and effective team working relationship.

DUTIES : Be willing to perform all general duties related to Food Service as delegated by the Food Service Supervisor such as pre-preparation of food, preparation of food, dishing up for patients, application of hygiene and safety measures, weighing of ingredients for production purpose and work as a messenger.

ENQUIRIES APPLICATIONS : Ms. H. Nyakane Tel no: (011) 898 8000

Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online at www.gautengonline.gov.za

CLOSING DATE : 18 August 2017

POST 31/212 : **PORTERS 7 POSTS REF NO: 001292**
Directorate: Administration Department

SALARY : R90 234 per annum

CENTRE : Tambo Memorial Hospital

REQUIREMENTS : Grade 10 or ABET level 4 or equivalent. Ability to read and write. Good interpersonal relations and communication skills. Must be prepared to work shifts, weekend and public holidays. Previous porters experience will be an added advantage.

DUTIES : Transportation of patients to and from different sections of the hospital. Accompany walking patients both mobile and immobile per wheel chair and / or stretcher trolley from reception to the wards, inter wards, theatre, various treatment centres etc. Give routes directions or accompany visitors to various destinations within the hospital, assist with the loading of patient in / out / of ambulance and vehicles. Render assistance to nursing staff with the transfer of patients to beds / trolleys and vice versa. Transport corpse from wards to mortuary daily. Responsible to check the oxygen cylinders on the emergency trolleys daily and to replace them when they are empty. Signing on and off in the register. Do any other duties authorised by the supervisor.

ENQUIRIES APPLICATIONS : Mr G. T. Mvumbu Tel no: (011) 898 8000

Applications: can be forwarded to the Recruitment Officer. (Room 122), HR Department Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400, Physical address: Railway street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 18 August 2017

POST 31/213 : **CLEANERS 6 POSTS REF NO: 001294**
Directorate: Cleaning Department

SALARY : R90 234 per annum

CENTRE : Tambo Memorial Hospital

REQUIREMENTS : Abet level 1 Certificate or equivalent or grade 6. Ability to read and write. Prepared to work shift, weekends and public holidays. Previous cleaning experience will be an added advantage. Prepare to work in various areas within Cleaning Department.

DUTIES : Hygienic and physically safe cleaning of floors, furniture, bathrooms, toilets passengers, bed lockers, carpets, lifts, tables, and foyers. Hygienic clean walls, windows, curtains, and screens. Hygienic clean surrounding of the wards, side walls balcony and pathways. Ensure hygienic and physically safe cleaning of the (cleaning) kitchen and ensure that patient food is collected and served. Management of equipment and cleaning material. Deep cleaning as per request and according to schedules. Ensure that refuse bins are emptied and rubbish is segregated and removed daily. Cleaning the hospital daily according to infection control guidelines.

ENQUIRIES APPLICATIONS : Mrs. G. Mngomezulu Tel no: (011) 898 8000

Applications: can be forwarded to the Recruitment Officer. (Room 122), HR Department Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400, Physical address: Railway street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 18 August 2017

GAUTENG PROVINCIAL TREASURY

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



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 18 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. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POSTS

- POST 31/214** : **DEPUTY DIRECTOR: GENERAL ACCOUNTING**
Directorate: Financial Governance
- SALARY** : R657 558 per annum (All-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three year tertiary qualification e.g. Degree or National Diploma in Economics or Accounting or Public Administration or Public Management. 1 - 2 years' experience in budget environment. Knowledge of Legislations, PFMA, Treasury Regulations, DORA and other related regulations. Knowledge and understanding of the public sector, budget and project cycles. Knowledge of Ms Word, Excell and Powerpoint.
- DUTIES** : The incumbent will be responsible for; To ensure effective management of general accounting activities and - functions in the GPG Departments; To ensure effective and efficient Customer Relation Management; Review the general ledger (GL) accounts on a regular basis to ensure that it is reconciled and/or cleared on a continuous basis; Reconciliation of all General Ledger items between SAP and BAS; Co-ordinating and implementing of changes within general accounting processes as instructed by National Treasury within financial systems; Co-ordinating, implementing as well as continuous updating of process changes within general accounting as instructed by Management; Review and analysis of Annual Financial Statements and Interim Financial Statements in accordance with the Modified Cash Standards, Consolidation of various Management Reports, to review reports and provide support; Ensure that internal controls for General Accounting are in place and reviewed on a continuous basis; To ensure that issues arising in the team are resolved; Allocate resources based on workload and to conduct performance measurement of the team; Ensure that Development Plans

are in place and monitored; Contribute to training of team; Executing of work delegated by manager.

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

POST 31/215 : **DEPUTY DIRECTOR: LOCAL GOVERNMENT RESOURCE MANAGEMENT (DEBT MANAGEMENT)**
Chief Directorate: Local Government Financial Services

SALARY : R657 558 per annum (All-inclusive package)
CENTRE : Johannesburg

REQUIREMENTS : A three year tertiary qualification, Degree or National Diploma in Accounting or Finance or Local Government Finance. 3 - 5 years' experience in Finance/ Local Government Finance and /or Management field, proven experience relating to the duties. 1 - 2 years' experience in team management/supervision and valid driver's license.

DUTIES : Facilitate meetings for Debt Management Committee (DMC) provincial departments, parastatals and municipalities on government debt. Facilitation of bilateral meetings between departments and municipalities on key resolutions taken during the DMC. Review minutes for circulation to all DMC members. Assist and support the Gauteng Municipalities in implementing the recommendations on government debt engagements. Ensure continuous engagements with provincial departments, parastatals and municipalities on government debt. Ensure the implementation of the MFMA in all Gauteng municipalities. Analyse section 71 reports for accuracy and credibility of to ensure accuracy of the provincial government debt. Collect and reconcile the municipalities' government debtors age analysis reports and verify the accounts with departments. Collect and reconcile the department's payment reports and verify the accounts with municipalities. Follow up on disbursement reports/remittance advices from the departments for allocation of municipal payments purposes. Monitor the reconciliation of accounts between municipalities and the provincial departments during one on once engagements. Preparation, participation and presentation on government debt in Municipal Forums including NT's Reforms Forum, and PT –CFOF's on behalf of the Director as and when required.

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