

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.
Erratum: Kindly note that the post of Operational Manager: Nursing: Grade 1 (specialty Unit) (Operating Theatre) (PN-B3) (Post 31/199), advertised in PSVC 31, the following information on the above mentioned post should be added: At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Operating Theatre Nursing Science and the closing date is still the same (18 August 2017).

OTHER POSTS

POST 32/156 : **PRINCIPAL: EMS TRAINING COLLEGE**
Directorate Emergency Care

SALARY : R781 611 -R893 691 per annum (plus benefits)
CENTRE : Lebone Training College Arcadia, Pretoria
REQUIREMENTS : Grade 12 certificate or equivalent qualification. Candidate must be in possession of a B.Tech Degree in Emergency Medical Care. Candidate must be registered with the HPCSA as an Emergency Care Practitioner for a minimum period of three (3) years. Candidate must have a minimum of two (2) years' experience as an EMS Course Co-ordinator. A valid and current registration as an Emergency Care Practitioner with the Health Professions Council of South Africa is mandatory. Computer literacy in MS Word, Excel and Power Point is Essential. Good interpersonal and management skills. Sound knowledge of financial Management Policies and Labour Relation Prescripts is essential. A valid code C1 drivers licence with PDP is essential.

DUTIES : Responsible for maintaining accreditation status with HPCSA for all Courses offered by the College. This may involve courses at more than one site. Management and quality assurance of District Training centres. Ensuring that all facets of training with the College complies with the relevant legislation, including but not limited to the Hospital Ordinance Act, the Higher Education Qualification Sub-framework, the skills Development Act, the Public Finance Management Act, Supply Chain Management Act, Labour Relation Act. Responsible for the development and implementation of the College Business Plan and Standardized Operational Plan. Efficient management of all College resources including human resource, allocated budget, assets and advise the Director: EMS Operations on matters pertaining to EMS Training. This will involve representation at the Directorate meetings. Manage the overall budget of the College and must provide reports to the Director when required.

ENQUIRIES : Mr. Malebana, Tel no: (011) 564-2002
APPLICATIONS : Application must be submitted on form Z83, obtainable from any Public Service Department or on the website, which must be completed in full. Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street., Midrand or posted to P.O Box 8311 Halfway House 1685.

CLOSING DATE : 25 August 2017

<u>POST 32/157</u>	:	<u>MEDICAL OFFICER GRADE 1-3 REF NO: FERH/MO04</u> Directorate: Accident & Emergency
<u>SALARY</u>	:	Grade 1: R736 425 – R793 341 Grade 1 per annum (all-inclusive package) Grade 2: R842 028 – R920 703 per annum (all-inclusive package) Grade 3: R977 199 – R1 221 723 Grade 3 per annum (all-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Far East Rand Hospital
<u>DUTIES</u>	:	MBChb or recognised equivalent qualification. Registered with HPCSA as a medical practitioner and must be post community service. BLS, HCP, ATLS, PALS, a Diploma in primary Emergency care and previous experience in EMS will be an added advantage. Provision of medical support in the A&E department. Provide medical support and treat patients in the casualty, assist with in-service training of medical interns, community service doctors and Nursing personnel. Identify clinical gaps noted within the A&E department. Investigation of deaths in A&E including attendance of relevant administrative meetings like mortality meetings, near miss meetings, completing MEDICO legal documents timeously e.g. J88, Death certification. Improve quality of care by providing of appropriate clinical care. Reduce medical litigation by excising good clinical ethos. Implement and monitor adherence to NCS (National Core standards – norms & standards). Supervision and rendering of after-hours services 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 (A&E). Must be willing to do commuted overtime
<u>ENQUIRIES APPLICATIONS</u>	:	Dr A. Mthunzi, Tel no: (011) 812 8546 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.
<u>CLOSING DATE NOTE</u>	:	25 August 2017 A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. 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.
<u>POST 32/158</u>	:	<u>MEDICAL OFFICER GRADE 1-3 REF NO: FERH/MO02</u> Directorate: Obstetrics & Gynaecology
<u>SALARY</u>	:	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)
<u>CENTRE REQUIREMENTS</u>	:	Far East Rand Hospital
<u>DUTIES</u>	:	MBChb or recognised equivalent qualification. Registered with HPCSA as a medical practitioner and post community service medical practitioner. Working experience in labour ward, doing Caesarean section, having surgical and aesthetic skills will be added advantage. The incumbent will be responsible for interview, investigate, diagnose and oversee the treatment of patients, attend including chronic medial ailments/conditions, obstetrics and gynaecological emergencies. Perform caesarean sections, reduce serious adverse events emanating from labour process. Supervise midwives in the labour ward complex. Ensure good maternal and prenatal care. Thrive for ZERO maternal deaths. Address all avoidable factors that contribute to maternal morbidity & mortality. Overall of obstetrics & gynaecology patients in a regional hospital, antenatal, intrapartum and postnatal patients Trauma & Emergency unit. Supervising junior doctors (undergraduate's students, interns and community service doctors). Willing to do commuted overtime.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr A. Mthunzi, Tel. No: 011 812 8546 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

CLOSING DATE : 25 August 2017

NOTE : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. 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.

CLOSING DATE : 25 August 2017

POST 32/159 : **PHARMACY SUPERVISOR GRADE 1 (PROCUREMENT)**
Directorate: Pharmacy

SALARY : R736 425.00 – 781 611.00 per annum (all inclusive remuneration package)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist and proof of current registration. A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC.

DUTIES : Assist management with overall budget and expenditure monitoring. To receive and process orders for two depots and selected clinics. Do follow-ups on outstanding orders and communicate to all stakeholders. To communicate with MSD regarding dues out reports and availability of alternatives. Monitor ordering patterns to avoid duplication of procurement. Ensure compliance to District Formulary, EML and National Guidelines. Facilitates rational use of medicines. To provide advice and communicate to management on matters relating to procurement. Be part of PTC meetings as member of Procurement Advisory sub-committee and provide information to Medicine Utilization sub-committee for analysis. Oversee procurement of Section 21 and buy-outs. Focus on availability of medicines and communication thereof to relevant stakeholders to ensure minimal impact on patients. Manage status of Pharmaceutical contracts and continuously communicate with Medical Supplies depot and District Management with regard to that. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms T.Burisch Tel No: (011) 878 – 8546

APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager

CLOSING DATE : 25 August 2017

NOTE : Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S & T and resettlement allowance will be paid.

POST 32/160 : **MEDICAL OFFICER GRADE 1-3 REF NO: FERH/MO03**
Directorate: Internal Medicine

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 : Far East Rand Hospital

REQUIREMENTS : MBChb or recognised equivalent qualification. Registered with HPCSA as a medical practitioner and post community service medical practitioner.

DUTIES : The incumbent will be responsible for interview, investigate, diagnose and oversee the treatment of patients, attend including chronic medial ailments/conditions, HIV & TB Patients, and mental care users. Provision of good quality patient centred and community –orientated care for all patients. Promote and ensure internal control and risk management. Adhere to Batho pele principles and ensure comprehensive clinical record keeping. Comply with Performance management and development system (PMDS – contracting, quarterly reviews and final assessment). Supervising junior doctors (undergraduate's students, interns and community service doctors). Willing to do commuted overtime.

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

CLOSING DATE : 25 August 2017

NOTE : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. 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.

CLOSING DATE : 25 August 2017

POST 32/161 : **MEDICAL OFFICER GRADE 1-3 REF NO: FERH/MO01**
Directorate: Paediatrics

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 Grade 3 per annum (all-inclusive package)

CENTRE : Far East Rand Hospital

REQUIREMENTS : MBChb or recognised equivalent qualification. Registered with HPCSA as a medical practitioner and post community service medical practitioner. Experience in Paediatrics department and having a Diploma in child health will be a added advantage.

DUTIES : The incumbent will be responsible for interview, investigate, diagnose and oversee the treatment of patients, attend including chronic medical ailments/conditions, medical and, HIV & TB patients. Supervising junior doctors (undergraduate's students, interns and community service doctors). Willing to do commuted overtime.

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 : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. 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 32/162 : **ASSISTANT MANAGER NURSING (SPECIALTY UNIT)**
Directorate: Primary Health Care

SALARY : R546 315 -R614 874 per annum (plus benefits)

CENTRE : Ekurhuleni Health District (Phola Park CHC)

REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing as a Professional Nurse) plus a post basic nursing qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant speciality. A minimum of 10 years appropriate /recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate /recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality (PHC or Advanced Midwifery).At least 3 years of the period referred above must be appropriate/recognizable experience at management level. Current proof of registration with SANC, valid driver's license and computer skills. Competencies and knowledge should demonstrate an in depth understanding of project management, financial management, human resource management, computer literacy,

		quality assurance management as well as PHC Management policies and practices. Knowledge of norms and standards and quality assurance principles.
<u>DUTIES</u>	:	Coordinate, supervise and monitor all services in the facility. Ensure adherence to Batho Pele principles. Ensure accreditation of facilities to ideal clinic and national core standards. Develop operational plans and ensure implementation of policies and guidelines. Ensure availability and implementation. Monitor performance of facility HIS indicators against set targets. Develop quality improvement plans to address gaps. Ensure correct data management, appraisal and development of staff. Be able to utilize minimum resources optimally adhering to PFMA. Demonstrate effective communication with all relevant stakeholders, submit reports, and attend meetings. Form part of the sub-district management team and assist with the appraisal of Provincial staff in Local Government facilities. Oversee provincial personnel in Local Authority facilities in the surrounding area regarding to all issues pertaining to province. Able to work in multidisciplinary team. Perform all other duties delegated by Supervisor/Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E. Mashigo Tel no: (011) 876 1815
<u>CLOSING DATE NOTE</u>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager. 25 August 2017 Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.
<u>POST 32/163</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC) 2 POSTS</u> Directorate: Primary Health Care
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 499 953- R562 6980 per annum (plus benefits) Daveyton Main Clinic (ESDR) A minimum 9 years appropriate / recognizable experience in nursing after registration as professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant speciality (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver's licence. Knowledge of all Legislation relevant to Health Care Services.
<u>DUTIES</u>	:	Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Management of resources. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N.M Xaba Tel no: (011) 426 4901/4974
<u>CLOSING DATE NOTE</u>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager 25 August 2017 Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S & T and resettlement allowance will be paid.
<u>POST 32/164</u>	:	<u>OPERATIONAL MANAGER-SPECIALTY REF NO: FERH/OM01</u> Directorate: Accident & Emergency
<u>SALARY CENTRE REQUIREMENTS</u>	:	R499 953 – R562 698 per annum Far East Rand Hospital Basic Nursing Diploma/Degree as Professional Nurse and Basic Midwifery registered with SANC (South African Nursing Council), plus post basic diploma in Trauma and Emergency Nursing Science. A minimum of Nine (9) years recognizable experience in

<u>DUTIES</u>	:	nursing after registration as Professional Nurse of which Five (5) years of this Nine years should be after obtaining the post basic training in Trauma & Emergency.
	:	The incumbent will be in charge of the Accident & Emergency unit and the overall supervision and provision of holistically nursing care unit. Will be his/her responsibility. Planning, organizing and controlling of the department activities will be his/her primary responsibility. Coordination of all activities of all categories of staff. The preparation and implementation of all quality imperatives according to quality assurance directives will be implanted, monitored and evaluated by the operational manager of this area. The monitoring and evaluation of nursing staff performance, as well as staff attendance. The manager will be responsible for ensuring the availability of material and human resources of all staffing needs for different purposes. The manager will be responsible to report and escalate all deviations that will bring the department into disrepute to the management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. I.R Masilela, Tel no: (011) 812 8313
	:	Applications must be submitted on Z83 form, CV, certified copies of 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 to: HR Department , Far East Rand Hospital, Hospital Road, New State Area, Springs.
<u>CLOSING DATE NOTE</u>	:	25 August 2017
	:	A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. 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.
<u>POST 32/165</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (QUALITY ASSURANCE)</u> Directorate: Primary Health Care
<u>SALARY CENTRE REQUIREMENTS</u>	:	R394 665 –R444 195 per annum
	:	Ekurhuleni Health District (NSDR)
	:	Basic qualification accredited with SANC in terms of Government Notice No. R425 qualification (i.e. Diploma/Degree in Nursing as a Professional Nurse. A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse. A valid driver's License (attach copy). Knowledge in Quality Assurance and clinic accreditation process knowledge of the National Core Standards for Health Establishment. Computer literacy. Evidence of current registration with SANC. Good communication and presentation skills. Knowledge and application of Batho Pele Principles
<u>DUTIES</u>	:	Provide leadership to Quality Assurance Committee at Sub-district level. Ensure proper management of complaints system in clinics and CHC's. Ensure implementation of National Core Standards. Monitor facilities for accreditation. Ensure adherence to Quality Assurance Norms and Standards in sub-district level. Ensure compliance to infection control policies and Quality Assurance Policies. Assist facilities to compile Quality Improvement Plans, keep record of facility profile. To assist with accreditation of Ideal Clinics. Perform all other duties that are delegated by Supervisor / Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M.L Nhleko 011 565 -5160
	:	Application to be sent to Ekurhuleni Health District, Hand post and other means of posting, deliver to 40 Catlin Street GERMISTON 1400 or Private Bag X1005 GERMISTON 1400. Attention Human Resource Manager.
<u>CLOSING DATE NOTE</u>	:	25 August 2017
	:	Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.
<u>POST 32/166</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (QUALITY ASSURANCE)</u> Directorate: Primary Health Care
<u>SALARY CENTRE</u>	:	R394 665 – R444 195 per annum
	:	Ekurhuleni Health District (NSDR)

REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice No. R425 qualification(i.e. Diploma/Degree in Nursing as a Professional Nurse .A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse. A valid driver's licence (attach copy). Knowledge in Quality Assurance and clinic accreditation process knowledge of the National Core Standards for Health Establishment. Computer literacy. Evidence of current registration with SANC. Good communication and presentation skills. Knowledge and application of Batho Pele Principles.

DUTIES : Provide leadership to Quality Assurance Committee at Sub-district level. Ensure proper management of complaints system in clinics and CHC's. Ensure implementation of National Core Standards. Monitor facilities for accreditation. Ensure adherence to Quality Assurance Norms and Standards in sub-district level. Ensure compliance to infection control policies and Quality Assurance Policies. Assist facilities to compile Quality Improvement Plans, keep record of facility profile. To assist with accreditation of Ideal Clinics. Perform all other duties that are delegated by Supervisor / Manager. Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.

ENQUIRIES : Ms M.L Nhleko Tel no: (011) 565 -5160

APPLICATIONS : Application to be sent to Ekurhuleni Health District, Hand post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 GERMISTON 1400. Attention Human Resource Manager.

CLOSING DATE : 25 August 2017

POST 32/167 : **OPERATIONALMANAGER GENERAL: MEDICAL WARD REF NO: 001349**
Directorate: Nursing

SALARY : R394 665 per annum (plus benefits)

CENTRE : Tembisa Provincial Tertiary Hospital

REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma / Degree in nursing)or equivalent that allows registration with SANC as a Professional Nurse, A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Willing to work shifts when need arises Ability to function in a multi-disciplinary setting. Ability to function under stressful situations.

DUTIEES : Ensure effective communication within the health setting. Supervise and ensure the provision of effective and efficient patient care through Adequatenursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the hospital. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter professional, inter- sectoral and multi disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guideline, practice, standard and procedures. Manage and Monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing service. Maintain professional growth / ethical standard and self development. Be informed with Labour Act Practices.

ENQUIRIES : Mr. W.N. Mothwane Tel No: (011) 923 - 2050

APPLICATIONS : Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 Olifants Fontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 25 August 2017

POST 32/168 : **CASE MANAGER – LEVEL 9 REF NO: FERH/CM01**
Directorate: Finance

SALARY : R334 545 – R404 121 per annum

CENTRE : Far East Rand Hospital

REQUIREMENTS : Grade 12 or equivalent with nursing qualification. Computer literacy. Knowledge of the following: Chapter 18 Fees Manual & Finance instruction. UPFS Manual, Medical Schemes Act 131 of 1998 as amended, Hospital information system, ICD 10 coding and

Anatomy, Physiology, Pharmacology & Medical terminology. Good communication skills. Good organizational & planning skills. Analytical thinking and thoroughness.

DUTIES : Efficient & Effective communication and update of clinical information for externally funded patients. Ensure effective & efficient interpretation of Case Management policies, standards, protocols and procedures. Co-ordinate the work flow processes between clinical & admin personnel. Management, supervision and development of staff. Evaluation & monitoring of ICD10 coding for externally funded patients. Coding procedure codes. Meet Quality Assurance standards

ENQUIRIES APPLICATIONS : Mrs. A.M Senekal, Tel no: (011) 812 8341

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: 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.

CLOSING DATE : 25 August 2017

NOTE : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities.

POST 32/169 : **PROFESSIONAL NURSE 9 POSTS REF NO: 001306**
Directorate: Nursing

SALARY : R226 083 per annum
CENTRE : Odi District Hospital
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. Registration with SANC as Professional Nurse.

DUTIES : Demonstrate an understand of nursing legislation and related frameworks. Perform a clinical nursing practice and nursing standard 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. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Display a concern for patients promoting advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. (Batho-Pele / Nursing values and priority areas).

ENQUIRIES APPLICATIONS : Ms S.J Boshoman (012 725 2312).
Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than three months old. Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

CLOSING DATE : 18 August 2017

POST 32/170 : **NETWORK CONTROLLER REF NO: FERH/IT01**
Directorate: Information Technology

SALARY : R226 611– R266 943 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : Grade 12 plus National Diploma/Degree in Information Technology or any Information technology related qualification. One (1) to Three (3) years relevant IT (Information Technology) experience of which at Two (2) years should be hands on experience in network, technical support, servers support and IT security in Microsoft windows environment. Knowledge and understanding of network, TCP/IP and DNS experience. Good knowledge of LAN/WAN devices and management as well as experience on

windows server 2000 to 2016, Exchange 2016 and Windows XP to Windows 2010 is essential. Good communication skills. Ability to work under pressure, independently and in a team environment. Knowledge of government transversal system will be added advantage. Knowledge and working with anti-virus software, backups and Microsoft Active Directory is essential. Knowledge is CISCO devices and their operation as well as VoIP will serve as an added advantage. Advanced trouble shooting and fault finding skills. Must be prepared to work after hours, public holidays and standby when required.

DUTIES

: The successful candidate will be responsible administering and configuration of Windows 2000 to 2016 servers and ensure maximum performance. Performance 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 networks security measures and Disaster Recovery Plan. Ensure updates of anti-virus software. Install, configure and troubleshoot BAS, Persal or any other 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 system (Windows and Server). Deadline orientated. Familiarity with Linux will be an added advantage and implementation of new systems.

ENQUIRIES APPLICATIONS

: Mr. H.Z Buda, Tel no: (011) 812 8321
 : 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.

CLOSING DATE NOTE

: 25 August 2017
 : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. 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 32/171

: **QUALIFIED PHARMACIST ASSISTANT (BASIC) GRADE2 REF NO: TDH06/2017**
 Directorate: Pharmacy

SALARY CENTRE REQUIREMENTS

: R146 688 –R167712 per annum (plus benefits)
 : Tshwane District Hospital
 : Registration with SA Pharmacy Council as Qualified basic pharmacist assistant, Grade 12 certificate, basic communication skill, good interpersonal skills, administrative skills e.g filing, record keeping, basic calculation skills, basic computer skills, basic literacy skills, record keeping skills, basic research/data collection and analysis skills, basic team work kills, basic technical work skills, basic management and time management skills, basic problem solving and decision making skills, To understand and comply with all relevant legislation and policies to provide a quality cost effective service, including HR and finance requirements. Participate in the development, provision and maintenance of a cost pharmaceutical services. Ensure quality provision of pharmaceutical care and adherence to current practices of good pharmacy practice

DUTIES

: Reading preparation of prescription & labelling a prescription Provision of information to individuals in order to promote health Ordering and storage of medicine in accordance with pharmacy Regulation, participate in in-service training. Monitor team work Perform any legitimate task requested for provision of pharma Ceutical services.

ENQUIRIES APPLICATIONS

: Ms Dolo S Tel no: (012) 354 7778
 : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag X179 Pretoria 0001 or the people should apply directly to the Hospital HR Department

CLOSING DATE

: 18 August 2017

POST 32/172

: **DRIVER LEVEL 4 REF NO: 001353**
 Directorate: Facility Management Unit

SALARY : R127 851 – R150 606 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 10 and above. Code 10 valid driver's license with PDP. 3-years and above driving experience. Knowledge of government fleet and Gauteng Department of Health transport guidelines. Excellent time management and ability to work under pressure and shifts. Good communication skills.

DUTIES : Transport patients to and from referral hospital. Transport staff to and from areas of need, collect and deliver mail from regional and central office. Collect and deliver equipments, stock, food, medication and other items as instructed. Inspect vehicle and report faults to transport officer timeously, check level of oil, water, fuel and mileage daily. Promote proper handling, safekeeping and control of vehicles and execute all instructions by supervisors. Report incidents and accidents to transport officer. Compile log book for every vehicle used. Perform any other duties as instructed by supervisors. Adhere to principles stipulated in Transport Circular no. 4 of 2000. Fill the trip authority legible and accurately.

ENQUIRIES : Mr. S.M. Boya, Tel no: (012) 318-6706
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 : 25 August 2017
NOTE : Medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply.

POST 32/173 : **SECURITY GUARD LEVEL 3, 4 POSTS REF NO: 001354**
Directorate: Facility Management Unit

SALARY : R107 886 – R127 086 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 10 and above. Grade C and above security certificate with 3-years and above experience. 12-months and above experience in a hospital environment will be an added advantage. A valid driver's license will be an added advantage. Knowledge of CCTV camera operations and registered with private security industry authority (PSIRA) and proof of annual renewal of certificate. Ability to work under pressure and willingness to work shifts and extended hours.

DUTIES : Guarding and patrolling. Ensure that all visitors and members of staff vehicles are parked at appropriate parking bays. Searching for missing or absconded patients, fire prevention, reporting of defects, safe-guarding and securing of hospital assets, members of staff and public. Check around the buildings at regular intervals for suspicious persons and objects and report incidences.

ENQUIRIES : Mr. S.M. Boya, Tel no: (012) 318-6706
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 : 25 August 2017
NOTE : Medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply.

POST 32/174 : **MESSENGER LEVEL 2 REF NO: 001355**
Directorate: Human Resources Unit

SALARY : R90 234 – R106 290 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 10 and above. 1-year and above experience as a Messenger. Code 08 driver's license, registry experience or knowledge will be an added advantage. Good verbal communications skills and interpersonal skills. Ability to work in a team environment, under pressure and meet deadlines. Knowledge of Batho Pele.

DUTIES : Collection of pay slips from Head Office and distribution of pay slips to all pay masters in the Hospital. Distribute circulars and memos to various departments and wards in the hospital. Put advertised posts and correspondence on the notice boards. Assist recruitment office with collection and sorting of application forms. Collection of HR mail at main registry. Send and collect files at archives. Assist in the photocopy and fax

machine, perform any other duties as delegated by a supervisor. Collection and distribution of mail to and from Head Office.

ENQUIRIES
APPLICATIONS

: Ms. Z.A. Mdluli, Tel no: (012) 318-6686
: 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

: 25 August 2017
: Medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply.