

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF COMMUNITY SAFETY**

**APPLICATIONS** : Applicants must apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 15 September 2017  
**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. 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 of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

**OTHER POSTS**

**POST 35/79** : **DEPUTY DIRECTOR ETHICS AND INTEGRITY MANAGEMENT REF NO: 001518**  
 Directorate: Office of the HOD

**SALARY** : R657 558 annum all-inclusive remuneration package  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Grade 12 and relevant tertiary qualification (3 year Diploma/ Degree in forensic Audit/Risk/security or equivalent field. a five years' experience in relevant field. No criminal record. Attributes: Planning and organizing, financial management. People management and empowerment, Programme and project management. Knowledge of relevant legislatures related to management, fraud and anti-corruption, Client orientation and customer focus, problem solving analysis, decision making, Service delivery innovation, Knowledge management etc.

**DUTIES** : The incumbent will required to develop integrity management strategy, identify risk and threat of integrity of Law Enforcement Agencies, Develop and implement an integrity plan for Law Enforcement Agencies, monitoring and evaluating delivery against ethics and anti-corruption plans, Policy guideline to ensure implementation of DCS and LEA's, develop policy framework, Develop extensive training material and training opportunities on ethics management, conduct ethics and integrity awareness sessions for the department, conduct fraud and corruption awareness for the department, support and coordinate transversal programmes/project, Verification of completeness of financial disclosure, coordinate of SMS and relevant officials financial disclosure, draft report of all disclosure, report possible conflict of interests, manage and mentor staff, ensure that leave is utilized and managed according to the relevant policies and instruction, management of performance of staff, capacity building of staff.

**ENQUIRIES** : Ms Vumile Zwane Tel no: (011) 689 3644/3722

**POST 35/80** : **ASSISTANT DIRECTOR: ETHICS AND INTEGRITY MANAGEMENT: REF NO: S/001519**  
 Directorate: Office of the HOD

**SALARY** : R334 545 per annum plus service benefits  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Grade 12 and relevant tertiary qualification (3 year Diploma/ Degree in Forensic Audit/Risk/security or equivalent field. 3-5 years' experience in relevant field. No criminal record. Attributes: Planning and organizing, People management and empowerment, Programme and project management. Knowledge of relevant legislatures related to management, Ethics Fraud and anti-corruption, Client orientation and customer focus, results/quality management, Continuous improvement, problem solving and analysis, decision making, Service delivery innovation, Knowledge management etc.

**DUTIES** : The incumbent will required to implement integrity management strategy, Develop and implement an integrity plan for DCS, Monitoring and evaluating delivery against ethics and anti-corruption plans, Monitoring programme of action for DCS, Conduct ethics and integrity awareness sessions for the department, Conduct Fraud and Corruption awareness for the department, Coordinate and facilitate risk assessments, Develop and monitor progress against risk register, Compile monthly reports, Manage and mentor staff, ensure that leave is utilized and managed according to the relevant policies and instructions, management of performance of staff, capacity building of staff.

**ENQUIRIES** : Ms Vumile Zwane Tel no: (011) 689 3644/3722

**POST 35/81** : **ASSISTANT DIRECTOR: ETHICS AND INTEGRITY MANAGEMENT-TRAFFIC AND SAPS (LAW ENFORCEMENT AGENCY): REF NO: S/001520**  
 Directorate: Office of the HOD

**SALARY** : R334 545 per annum plus service benefits  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Grade 12 and relevant tertiary qualification (3 year Diploma/ Degree in Forensic Audit/Risk/security or equivalent field. 3-5 years' experience in relevant field. No criminal record. Attributes: Planning and organizing, People management and empowerment, Programme and project management. Knowledge of relevant legislatures related to management, Ethics Fraud and anti-corruption, Client orientation and customer focus, results/quality management, Continuous improvement, problem solving and analysis, decision making, Service delivery innovation, Knowledge management etc.

**DUTIES** : The incumbent will required to implement integrity management strategy, Develop and implement an integrity plan for Law Enforcement Agencies, Monitoring and evaluating delivery against ethics and anti-corruption plans, Monitoring programme of action for LEA's, Implementation of policy framework, Develop guideline to ensure implementation of LEA's, develop extensive training material and training opportunities on ethics management, Ensure coordination of Fraud and Corruption awareness for the LEA's, Coordinate and facilitate risk assessments, Develop and monitor progress against risk register, To deal with accident investigations for departmental cars, Ensure LEA's submit monthly reports, Manage and mentor staff, ensure that leave is utilized and managed according to the relevant policies and instructions, management of performance of staff, capacity building of staff.

**ENQUIRIES** : Ms Vumile Zwane Tel no: (011) 689 3644/3722

**DEPARTMENT OF EDUCATION**

**APPLICATIONS** : To apply for the above positions, please apply online at <http://www.gauteng.gov.za/Pages/Home.aspx/professionaljobcentre.co.za> Only online applications will be considered and for general enquiries please contact Recruitment and Selection directorate on 011 843 6610/ 011 355 0200/0236.

**CLOSING DATE** : 15 September 2017  
**NOTE** : Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please

accept that your application was unsuccessful. NB: For assistance with online applications visit the following centres: 75 Fox Street, Marshalltown or Maponya Mall.

#### OTHER POSTS

- POST 35/82** : **ASSISTANT DIRECTOR: IT CAPACITY AND AVAILABILITY REF NO: 001522**  
Directorate: Information Technology Service Management Information
- SALARY** : R334 545 per annum plus benefits  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate three year National Diploma in Information Technology plus 3-5 years extensive experience in an ICT operational customer service environment. ITIL Foundations Certificate will be an added advantage. Experience of COBIT standards and/or certificate is a pre- requisite. Extensive knowledge of how Government systems work will be an added advantage. Valid unendorsed driver's license. Ability to work under pressure. Good verbal and written communication skills. Service delivery innovation skills. Client orientation and customer focused. Ability to take initiative and make decisions. Ability to analyse and develop reports for presentation to senior management.
- DUTIES** : Ensure that all current and future IT capacity and performance aspects of the business requirements are provided cost effectively to optimize the capability of the ICT infrastructure, services and supporting organization to deliver a cost effective and sustained level of availability enabling the Department to meet their objectives. Forecast and plan infrastructure requirements to ensure ongoing delivery of agreed IT services. Determining the availability requirements of the business and matching these to the capacity of the IT infrastructure. Measure and monitor Availability, Reliability and Maintainability on an ongoing basis. Work at reducing the frequency and duration of incidents. Ensure corrective actions for downtime are identified and progressed. Create and maintain an Availability Plan.
- ENQUIRIES** : Mr. Virendra Krishendut, Tel no: (011) 355 0123
- POST 35/83** : **ASSISTANT DIRECTOR: COORDINATOR STAKEHOLDER RELATIONS, AUDITS AND ENQUIRIES REF NO: 001528**  
Directorate: HR Transaction Services and Transversal Support
- SALARY** : R334 545 per annum plus benefits  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate recognized three year National Diploma in Human Resource Management. At least a minimum of 3-5 years' experience in Human Resources Administration. Applicant must be on supervisory level. Knowledge and understanding of the current education and public service including Senior Management Services legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word, MS Access and MS Office. A valid South Africa driver's license is an added advantage.
- DUTIES** : To assist develop and implement a comprehensive stakeholder strategy. Record, distribute and track all incoming correspondence received from stakeholders, consolidate responses and ensure timeous submission as per strategic and operational plans, agreements or project specifications. To ensure the outputs meet the required standards and that stakeholder relations support takes place within an integrated service support delivery approach. Coordinate the effective implementation of the communication framework within HR with regards to flow of communication. Manage the Tracking Grid of the Directorate. Provide oversight and support to all district clusters. Manage the performance and development of staff within the unit. Coordinate audits and manage the submissions to auditors.
- ENQUIRIES** : Mr Shashi Nankoo. Tel no: (011) 355 0675

**POST 35/84** : **ASSISTANT DIRECTOR: PROVISIONING FOR INSTITUTION REF NO: 001530**  
Sub Directorate: Finance and administration  
Unit: Provisioning for Institution

**SALARY** : R334 545 per annum plus benefits  
**CENTRE** : Tshwane West District  
**REQUIREMENTS** : An appropriate recognized 3 year National Diploma in Finance plus at least 3-5 year relevant working experience. Applicant must be on supervisory level. Procurement directive (Supply Chain Management manual). Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. How to do basic research. Administration procedures relating to specific working environment, including norms and standards for school funding. Planning and organizing, Computer literacy, Client service, Compilation of Management reports, Interpersonal relations, Problem Solving, to maintain discipline in resolving conflict, Ability to perform ad-hoc task. Knowledge of PMDS process. Ability to communicate with team members. Valid driver's license

**DUTIES** : Monitoring of financial controls and systems in institutions. Ensure the implementation of policies and procedures regarding Financial Management in all schools. Liaise with schools regarding budget spending in terms of Section 21 function. Ensure the implementation of policies and procedures regarding asset control of Institutions. Ordering, collection and distribution of assets. Transfers of furniture amongst schools. Managing of assets in case of merging and closed schools. Monitoring of municipal accounts for all schools. Meet with the Municipality/Eskom with regard to challenges experienced in schools accounts. Monitor payment of services made by schools and provide reports to Deputy Director and Director. Ensure invoices from municipalities for Partial-Section 21 schools are paid on monthly basis. Monitoring schools expenditure. Ensure financial inspection is done at schools to ensure compliance to Financial and Supply Chain regulations. Monitoring of overdraft, loan, and Investment and school fee compensations applications. Ensure the implementation of policies and procedures regarding overdrafts, loans, investments. Ensure compliance in term of school fee compensation applications. Ensure compliance in terms submission of Annual Financial Statement as per South African School Act. To ensure registration of institutions on SAP regarding financial matters. Ensure compliance in terms of banking details as required by the Auditor. Provide support in providing the required documentation to the auditors. Ensure procurement for goods and services for new and partial section 21. Ensure compliance in terms PMDS and leave administration. Ms Priscilla Ravele Tel no: (012) 725 1451

**ENQUIRIES** :

**POST 35/85** : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 001536**  
Directorate: HR Transaction Services and Transversal Support

**SALARY** : R334 545 per annum plus benefits  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate recognized 3 year National Diploma in Records Management/Information Management/ Human Resource Management with a certificate in Records Management plus 3-5 relevant experience in records or achieving process. Excellent verbal and written communication skills, Management and supervisory skills, excellent report writing skills. Extensive knowledge and basic application of National Archives Act, 43 of 1996, PFMA, and Best Practice Model for keeping and managing paper based employee records and HR related prescripts. Computer literacy in MS Excel, MS Word MS Access and MS Office. A valid South African driver's license is added an advantage.

**DUTIES** : Co-ordinate reporting on support service offered by clusters. Ensure the smooth running of paper based and electronic records systems. Ensure compliance of departmental file plan and policies. Maintain safety and confidentiality of employee records. Provide policy framework to guide staff and manage usage of records. Monitor and update departmental records policy. Provide an on-going support to districts and management. Fulfil the internal monthly reporting requirements and provide analysis of records management manually and electronically. Maintain proper management of employee's personnel files and relevant documents as HR

audit procedure. Provide input to the HRTS budget. Interpret records management and prescripts. Supervise staff and manage their performance and development according to the PMS.

**ENQUIRIES** : Ms Sophie Tabudi, Tel no: (011) 355 0364

**POST 35/86** : **ASSISTANT DIRECTOR: CONTACT CENTRE REF NO: 001538**  
Directorate: Contact Centre

**SALARY CENTRE** : R334 545 per annum plus benefits  
: Head Office

**REQUIREMENTS** : An appropriate recognized 3 years Tertiary qualification (or equivalent) qualification plus 3 to 5 years relevant experience. Good communication (verbal & written) and interpersonal skills. Good planning and organising skills. Ability to work under pressure. Knowledge of Public Service Administration, /knowledge Management, Operations Management, Client Service Management. A valid driver's license is essential.

**DUTIES** : Efficient implementation of Contact Centre Process including call Centre, Frontline Management and Query Management. Efficient monthly reporting of enquiry, complaints, analysis and trends. Track, trace and monitor turnaround times and manage escalation process. Conduct Service satisfaction surveys. Manage staff. Manage day to day operations and perform administrative function.

**ENQUIRIES** : Ms S Darmas Tel no: (011) 355 1005

**POST 35/87** : **PERSONAL ASSISTANT 7 POSTS**  
Chief Directorate: Corporate Finance  
Directorate: HR Transaction Services (JHB Cluster)  
Directorate: HR Transaction Services (Tshwaga Cluster)  
Directorate: HR Transaction Services (Ekurhuleni Cluster)  
Directorate: HR Transaction Services (Head Office)  
Directorate: Asset Management  
Directorate: Infrastructure Delivery Management

**SALARY CENTRE** : R226 611 per annum plus benefits  
Head Office, Johannesburg  
Chief Directorate: Corporate Finance Ref No: 001521  
Directorate: HR Transaction Services (JHB Cluster) Ref No: 00154  
Directorate: HR Transaction Services (Tshwaga Cluster) Ref No: 001527  
Directorate: HR Transaction Services (Ekurhuleni Cluster) Ref No: 001531  
Directorate: HR Transaction Services (Head Office) Ref No: 001532  
Directorate: Asset Management REF NO: 001534  
Directorate: Infrastructure Delivery Management Ref No: 001535

**REQUIREMENTS** : Grade 12 with 1-2 years relevant experience. A relevant post Matric qualification in Secretarial studies /office management will be an added advantage. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Internet etc. Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed

**DUTIES** : Overall management of the office administration functions. Managing the office diary, receiving visitors and document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, taking minutes, seminars and workshops. Assisting the office with personal tasks within agreed framework, including minutes taking. Assist with the compilation of Office budget and document management.

**ENQUIRIES** : Ms. Florance Machaka, Tel No: (011) 843 6610

## DEPARTMENT OF HEALTH

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

### OTHER POSTS

**POST 35/88** : **PHARMACIST**  
Directorate: Clinical Services

**SALARY** : Grade 1: R615 945 per annum (all inclusive package)  
**CENTRE** : Bertha Gxowa Hospital  
**REQUIREMENTS** : Grade 12 plus Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration (RSA: No experience required after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa).

**DUTIES** : Provide in and out patient dispensing services. Verify prescriptions to ensure there are no medication errors, Interpreting, evaluating and preparing prescriptions, selecting and labeling medicines on prescriptions, issuing of medication, comply with standard operating procedures and statutory regulations, provide comprehensive patient counseling, Liaise with medical / nursing staff on patient problems regarding inappropriate handling and use of medication. Monitor treatment outcomes, recording scheduled substances in register, monitoring adherence and appropriate use of chronic medication, comply with good manufacturing practices (GMP), checking, replenishing and supplying medication in emergency boxes and trays, controlling and monitoring storage ensuring the maintenance of quality medication, ensure thermo-labile (fridge) products are stored and handled according to manufacturer's recommendations, consulting medical officers to ensure compliance of standard treatment guidelines and EML. Providing in-service training, promoting the rational medicine use principles, monitoring availability of essential medicines, compounding medicines according to formulae and improve SOP. Supervising pharmacist assistants on dispensing activities, placing orders and follow-up on back orders, supervising pharmacy assistants on stock orders, receiving, handling and storage procedures. Serving as resource Centre. Promote Public health, compliance with good pharmacy practice (GPP) and PFMA including cost containment measures. Conduct cyclic and bi-annual stock counts. Comply with six quality priorities and Batho Pele Principles. Ensure safekeeping and security of stock, preventing losses, theft and expiring stock, deputizing for the supervising pharmacist. Be available after hours. Perform any other duty within scope of practice, PMDS and conflict resolution. Ensure that section 21 of medicine procedures are followed properly by health professionals and the schedule 6 drug register is balanced after every issue and quarterly as per the prescription of the law. Be involved with continuous improvement projects to address service delivery challenges. Any other activities as delegated by the Pharmacy Manager

**ENQUIRIES** : Dr. E.M. Sithebe Tel no: (011) 085 8568/ Mr. Nkosi Tel no: (011) 089 8536  
**APPLICATIONS** : Applications can be delivered to: Applications can be delivered to: Ms. Molele, Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.

**FOR ATTENTION** : Ms.C.C. Molele  
**CLOSING DATE** : 15 September 2017

<b><u>POST 35/89</u></b>	:	<b><u>DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 001390</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R657 558 per annum
<b><u>CENTRE</u></b>	:	Tembisa Provincial Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	basic R425 qualifications in Nursing Degree/ Diploma in nursing, as a health professional/ matric plus a national Diploma or related NQF 6 qualification in Total Quality Management with at least 3 years experience directly to the Duties and responsibility of quality assurance and Management, . Basic Computer literacy and Project Management and a post graduate qualifications in Risk Management will be an added advantage. Current registration with the relevant health professions Council, Minimum of five (5) years appropriate/ related fields after registration. Managerial experience in the quality Management field/ area/ Department. Knowledge of health, Legislative frame work and National Core Standards. In-depth training on Customer Care and complaints Management. Excellent Communication (verbal and written) and interpersonal skills. Exceptional analytical and interpersonal skills. Ability to work under pressure and meet deadlines. Excellent planning and organisational skills. Have high level of ethical conduct and integrity. Ability to liaise with staff at all levels within the organization. Ability to think strategically. Must have numeracy and analytical skills. A post graduate qualifications in risk Management will be an added advantage
<b><u>DUTIES</u></b>	:	Develop, implement, maintain, monitor, evaluate and improve Quality Management system. Provide expert guidance and support for the implementation of Quality Assurance Programmes. Develop QA framework and related tools and ensure implementation across the GPG department. Support business units to design QA programmes and develop service standards and performance metrics. Provide Technical support to Executive Management on the implementations of the National Core Standards. Ensure that prescribed policies and guidelines are adhered to participate in projects aimed at improvement and sustaining of customer care and patient advocacy. Analyze trends from reports and develop plans for Quality improvement. Attend meetings and training as approved by supervisor. Comply with the performance Management and Develop system (contracting quarterly reviews and final assessment). Ensure that institutional policies, standard Operating Procedures and guidelines are established and implemented in line with Legislative and Policy prescripts. Ensure continuous quality assurance and customer care training. Perform any other duties delegated by the supervisor.
<b><u>ENQUIRIES</u></b>	:	DR. L.M. Mogaladi Tel no: (011) 923 2320
<b><u>APPLICATIONS</u></b>	:	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: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	08 September 2017
<b><u>NOTE</u></b>	:	The provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtained from any Public Service Department or from the website, which must be completed in full and attach your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.
<b><u>POST 35/90</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING: GRADE 1 (SPECIALITY UNIT) (OPERATING THEATRE) (PN-B3) REF NO: CHBAH 43</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	:	R499 953 per annum (Plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	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 Operating Theatre 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** : 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** : Ms SMO Masote  
**CLOSING DATE** : 15 September 2017

**POST 35/91** : **QUALITY ASSURANCE ASSISTANT MANAGER REF NO: HRM 62/2017**  
 Directorate: Nursing

**SALARY** : R499 399 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12 certificate. Basic qualifications accredited with the South African Nursing Council in terms of Government Notice 425. ie Diploma / Degree in Nursing. A minimum of 8 years appropriate /recognizable experience in general nursing General Nursing. At least 3years of the above period. A valid EB drivers' license. Competencies (Knowledge/ Skill; experience in nursing management. Excellent computer skills (MS Word, Excel and power point). Sound interpersonal, managerial, communication and leadership skills. Sound knowledge in Total Quality Management and Infection Control. Good writing and verbal skills in English. Preferably able to speak three or more South African languages. Analytical strategic thinking and creativity. Ability to capture, interpret and report on relevant data. Sound interpersonal, managerial, communication and leadership skills.

**DUTIES** : Responsible for effective coordination and monitoring of quality assurance, quality improvement, infection control and case management programmes. Manage the complaints system in the hospital and assist with investigation and reporting on serious adverse events. Participate in selected clinical audit projects. Conduct client satisfaction surveys and respond appropriately to results. Assist with hospital and provincial performance excellence programmes. Monitor and assist with continuous assessment of the National Core Standards for Health Establishments in South Africa. Identify and promote quality improvement initiatives. Coordinate and monitor reporting on morbidity and mortality for the hospital. Active participation in the activities of the Quality Assurance Committee as secretary of the committee and coordinate reports pertaining to performance indicators. Assist with data collection, analysis and reports pertaining to total quality management in the hospital. Optimal utilisation of resources and implementation of the Performance Management System.

**ENQUIRIES** : Ms. V Makgatho Tel no: (012) 354 1140



**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**CLOSING DATE** : 15 September 2017

**NOTE** : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**POST 35/92** : **OPERATIONAL MANAGER NURSING GRADE 1 GENERAL UNIT: X 2 PATIENT CARE NIGHT DUTY REF NO: HRM 58/2017**  
Directorate: Nursing

**SALARY** : R394 665 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse. A minimum of 7 (seven) years appropriate \recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma \degree in Nursing Management will be an added advantage. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificates compulsory. South African Nursing Council annual practicing certificate. Valid EB driver's license

**DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal quality health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stake holders i.e. inter-professional, inter-sectorial, and multi- disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resource. Maintain professional growth\ ethical standards and development of self and subordinates.

**ENQUIRIES** : Mrs. AM Mowayo Tel no: (012) 354 1300  
**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**CLOSING DATE** : 15 September 2017  
**NOTE** : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**POST 35/93** : **MIDDLE MANAGER: ADMINISTRATION REF NO: CHBAH 44**  
Directorate: Performance Monitoring and Reporting

**SALARY** : R334 545 – R404 121 per annum, Level 09 (Plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Grade 12 or equivalent with 10 years' relevant experience in Public Health/Health Information/Monitoring and Reporting in a health sector or an appropriate degree/diploma in Health Sciences/Biostatistics/Health Information Management/Public Administration with 5 years' experience in Public Health/Health Information/Monitoring and Reporting in a health sector. Computer literacy (Proficient in Microsoft Office, in particular Ms Word, Ms Excel, PowerPoint and Access). Practical understanding of monitoring and reporting systems design and implementation. Analytical and research (quantitative and qualitative) skills. Excellent communication skills (written, verbal, presentation and liaison). Coordination and negotiation skills. The ability to function independently. People management skills. The ability to solve problems. A high level of diligence and commitment in ensuring that all duties are performed within tight timeframes and the outputs are of the required quality. Must possess expert knowledge on

regularity prescripts governing activities within the public sector. Managerial, planning, organizing and problem solving skills. Interpersonal relations skill. Must be able to manage and lead a team. Ability to multi-task and prioritize. Must be able to plot trends and make recommendations. Sound knowledge of national health programme strategies, priorities, objectives, data elements and indicators. Understanding of the data/information flow and reporting requirements within the public health sector. Ability to analyze and communicate quantitative and qualitative data to end users. Ability to convert raw data to useable information to enable relevant stakeholders to make decisions and plan effectively. Possess strong project and time management skills to enable the timeous reporting of good quality data for monthly, quarterly, annual and other reports to meet deadlines. Experience in using Tier.net, ETR.net and DHIS will be an added advantage.

**DUTIES** : Ensure that good quality data is collected across the hospital, verified, collated, captured into DHIS and submitted to the next level on time. Provide feedback to the reporting units through presentations and narrative reports. Ensure compliance with district, provincial and national reporting requirements. Ensure that the relevant health information records are controlled, kept safe, properly filed and is readily available. Provide advice and feedback to senior and operational managers with regard to health information. Set up systems to improve the quality of collected data and develop data collection tools to meet internal and external reporting requirements. Provide support and training for staff responsible for data across the hospital. Represent the hospital in the district, provincial and national health information forums. Work with developmental partners (external and within the hospital) to ensure that good quality data regarding hospital services are available at all times. Design and manage the implementation of a comprehensive monitoring and reporting systems for Chris Hani Baragwanath Academic Hospital. Oversee the production of key statistical publications for the organization. Perform any other Monitoring and Reporting function as may be determined by management. Be responsible for mentoring and training officials. Attend meetings and training as approved by manager. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment)

**ENQUIRIES** : Ms SMO Masote Tel no: (011) 933 8742  
**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** : Ms S. Ndlovu  
**CLOSING DATE** : 15 September 2017

**POST 35/94** : **MIDDLE MANAGER: ADMINISTRATION (LEVEL 9) REF NO: CHBAH 45**  
 Directorate: Picture Archiving Communication Systems (PACS)

**SALARY** : R334 545 – R404 121 per annum, Level 09 (Plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Grade 12 or equivalent 10 years' experience in Information Technology in a Health Sector or a National Diploma/Degree in Information Technology with 5 years' experience in Information Technology in a Health Sector. Computer literate (Ms Word, Ms Excel, Ms PowerPoint). Thorough academic and practical understanding of information technology systems design and implementation. Analytical and research (quantitative and qualitative) skills. The ability to analyze data. Excellent communication skills (written, verbal, presentation and liaison). Coordination and negotiation skills. Financial management skills. The ability to function independently. People management skills. The ability to solve problems. A high level of diligence and commitment in ensuring that all duties are performed within tight timeframes and the outputs are of the required quality. Must possess expert knowledge on regularity prescripts governing activities within the public sector. Knowledge of the public service legislations, policies and procedures. Managerial, planning, organizing and problem solving skills. Good telephone etiquette and interpersonal relations skill. Ability to deal with the public. Ability to take charge and

make appropriate independent decisions. Must be able to manage and lead a team. Ability to multi-task and prioritize. Ability to work in a high volume and highly pressurized environment. Must be able to plot trends and make recommendations. Sound knowledge of national health programme strategies, priorities, objectives, data elements and indicators. Understanding of the Health Information flow and reporting requirements within the public health sector. Ability to analyze and communicate quantitative and qualitative data to end users. Ability to work independently, supervise and train subordinates. Supervisory, ICT and PACS experience in an academic hospital will be an added advantage.

**DUTIES** : Participate, manage, plan, coordinate, implement and maintain the PACS system in the facility. Provide support to radiologists, radiographers and other clinicians on the PACS system. Manage network infrastructure and general desktop support. Liaise with third party services. Develop guidelines and protocols in line with the national and provincial strategies and monitor the implementation thereof in allocated sections. Training of staff on the utilization of the picture archiving communication system. Participate in ordering and servicing of equipment and anticipate the consumable demands for procurement purposes. Monitor proper utilization of allocated financial and physical resources. Attend to enquiries in a professional manner and give guidance and advice. Adhere to time lines. Perform any other Monitoring and Evaluation function as may be determined by management. Be responsible for mentoring and training officials. Do other reasonable ad-hoc exercises. Adhere to timelines. Monitor and evaluate policy development and implementation. Co-ordinate and execute policy strategy. Attend meetings and training as approved by manager. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment)

**ENQUIRIES** : Ms S. Ndlovu (011) 933 8401  
**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** : Ms. D.F. Ngidi  
**CLOSING DATE** : 15 September 2017

**POST 35/95** : **ASSISTANT DIRECTOR: TRAINING AND DEVELOPMENT REF NO: S/001496**  
 Directorate: Human Resource

**SALARY** : R334 545 per annum plus benefits  
**CENTRE** : Tembisa Provincial Tertiary Hospital  
**REQUIREMENTS** : Degree/ Diploma / Equivalent qualification in Human Resource Management with two years supervisory level experience or Grade 12 with 5 years experience in Human Resource Supervisory Level. Sound knowledge of Public service Regulation, Public Service Act and other relevant human resource legislative framework. Good verbal and written Communication Skills.

**DUTIES** : Responsible for the implementation of Human Resource Policies, plans and developing internal controls, policies and procedures on training and development of the employee and interns in line with human resources practices procedures, guidelines and policies. Ensure the implementation of AYET, professional development, manage Employment Equity. Attend to Audit queries and implementation of the recommendation thereof. Continually improve service delivery and administer performance measures through the development and pursuing a systematic approach to employee development based upon a department skills gap analysis and PMDS System. Advice management and the department on Human Resource practices, procedures, guideline and policies etc.

**ENQUIRIES** : Mr. N. Ramolumisi Tel no: (011) 923-2080  
**APPLICATIONS** : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T. Namame Olifantsfontein 1665.

**CLOSING DATE** : 15 September 2017

**NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.

**POST 35/96** : **PNA3 PROFESSIONAL NURSE GRADE 1 (GENERAL) QUALITY ASSURANCE**  
**REF NO: 001529**  
Directorate: Quality Assurance Unit

**SALARY** : R278 052 – R322 344 per annum (plus benefits)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Basic qualifications accredited with the South African Nursing Council in terms of government notice 425, i.e. appropriate degree / diploma in nursing. a minimum of 10-years appropriate experience in nursing after registering as a Professional Nurse with the South African Nursing Council. One year appropriate recognizable experience in Quality Assurance. Knowledge of Core Standards prescripts, practices, standards. Inherent Requirements: South knowledge in management, computer skills (MS Word, MS Excel and MS PowerPoint), sound interpersonal communication and sound leadership skills. Ability to engage appropriate stakeholders on Quality Assurance matters. Good writing and verbal skills. Ability to collect and analyse data.

**DUTIES** : Ensure excellent implementation and management of Quality Assurance program of the hospital through efficient operational planning, compliance, audits, engagements, support, reports, and records. Oversee program of Customer Care, Accreditation and Record Audits in the institution.

**ENQUIRIES** : Ms. M.J. Mbiza, Tel no: (012) 380 7059  
**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](http://www.gautengonline.gov.za).

**CLOSING DATE** : 15 September 2017

**NOTE** : Medical Surveillance Will Be Conducted To The Recommended Applicants, With No Costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and 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.

**POST 35/97** : **CLEANERS REF NO: TDHS/2017A/01**  
Directorate: Support Services

**SALARY** : R90 234 per annum (Plus Benefits)  
**CENTRE** : Bronkhorstspuit Hospital  
**REQUIREMENTS** : Abet level-4 or Grade 10 with 1-2 years cleaning experience. Have good communication skills, Ability to read and write, be able to work shift including weekends and public holiday, be honest, reliable and have physical Strength. Be able to work as a team. (First preference will be given to the people who are volunteers and contract workers or EPWP).

**DUTIES** : Clean floors, dusting, washing and polishing of furniture, walls, doors and frames, windows and lockers, cleaning of outside areas, clean and wash dust bins and removal of waste bags including medical waste and adhere to health care waste

management policy. Terminal cleaning of infected rooms. Cope with physical demands of the position. Clean floors, dusting, washing and polishing of furniture, walls, doors and frames, windows and lockers, cleaning of outside areas, clean and wash dust bins and removal of waste bags including medical waste and adhere to health care waste management policy. Terminal cleaning of infected rooms. Cope with physical demands of the position. Good control of chemicals and operate heavy duty cleaning machine. Ensure a clean and secure environment for patients. Perform any other delegated duties by supervisor. Good control of chemicals and operate heavy duty cleaning machine. Ensure a clean and secure environment for patients. Perform any other delegated duties by supervisor.

**ENQUIRIES**

**APPLICATIONS**

**CLOSING DATE**

: Ms. T. Manthosi  
: Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001  
: 15 September 2017