

**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.

OTHER POSTS**POST 36/100**

: **MEDICAL (MEDICAL OFFICER, REGISTRAR AND SPECIALIST)**
 REF NO: CHBAH01 – ANAESTHETICS DEPARTMENT (ENQUIRIES: PROF. A.C. LUNDGREN. TEL NO: (011) 933 9334/5)
 REF NO: CHBAH02 – INTENSIVE CARE UNIT (ENQUIRIES: PROF. L.R. MATHIVHA. TEL NO: (011) 933 0270)
 REF NO: CHBAH03 – RADIOLOGY DEPARTMENT (ENQUIRIES: DR. P SELEPE TEL NO: (011) 933 8411)
 REF NO: CHBAH04 – ACCIDENT AND EMERGENCY DEPARTMENT (ENQUIRIES: DR Z. MAHOMED TEL NO: (011) 933 0339/9504)
 REF NO: CHBAH05 – CARDIOLOGY DEPARTMENT (ENQUIRIES: PROF. N.R. NETHONONDA TEL NO: (011) 933 8197)
 REF NO: CHBAH06 – INTERNAL MEDICINE DEPARTMENT (ENQUIRIES: DR J.M.L. TSITSI TEL NO: (011) 933 8940/2040)
 REF NO: CHBAH07 – NEUROLOGY DEPARTMENT (ENQUIRIES: PROF. A. MOCHAN. TEL NO: (011) 933 8099/9143)
 REF NO: CHBAH08 – PSYCHIATRY DEPARTMENT (ENQUIRIES: PROF. F.Y. JEENAH. TEL NO: (011) 933 9239)
 REF NO: CHBAH09 – OBSTETS AND GYNAE DEPARTMENT (ENQUIRIES: PROF. Y. ADAM. TEL NO: (011) 933 8156/8155)
 REF NO: CHBAH10 – PAEDIATRICS DEPARTMENT (ENQUIRIES: PROF. S.C VELAPHI TEL. NO: (011) 933 8400/8416)
 REF NO: CHBAH11 – OPHTHALMOLOGY DEPARTMENT (ENQUIRIES: PROF. G.D. MCLAREN. TEL NO: (011) 933 8775)
 REF NO: CHBAH12 – OTOLARYNGOLOGY DEPARTMENT (ENQUIRIES: DR. M.R.I. AHMED. TEL NO: (011) 933 8118)
 REF NO: CHBAH13 – GENERAL SURGERY DEPARTMENT (ENQUIRIES: PROF. M.D SMITH TEL NO: (011) 933 9267)
 REF NO: CHBAH14 – TRAUMA DEPARTMENT (ENQUIRIES: PROF. F. PLANI TEL NO: (011) 933 9267)
 REF NO: CHBAH15 – NEUROSURGERY DEPARTMENT (ENQUIRIES: DR. J.R.B OUMA TEL NO: (011) 933 8103)
 REF NO: CHBAH16 – ORTHOPAEDIC SURGERY DEPARTMENT (ENQUIRIES: PROF. M.T. RAMOKGOPA. TEL NO: (011) 933 8914)
 REF NO: CHBAH17 – UROLOGY DEPARTMENT (ENQUIRIES DR. S.W. DOHERTY TEL NO: (011) 933 9924)
 REF NO: CHBAH18 – PAEDIATRIC SURGERY DEPARTMENT (ENQUIRIES: PROF J.A LOVELAND. TEL NO: (011) 933 8138)
 REF NO: CHBAH19 – PLASTIC SURGERY DEPARTMENT (ENQUIRIES: PROF NDOBE. TEL NO: 082 415 6140)
 REF NO: CHBAH20 – MAXILLO FACIAL DEPARTMENT (ENQUIRIES: PROF. E. RIKHOTSO. TEL NO: 083 469 5839)
 REF NO: CHBAH21 – DERMATOLOGY DEPARTMENT (ENQUIRIES: DR N SOMA. TEL NO: (011) 933 8154)
 REF NO: CHBAH22 – PALLIATIVE CARE DEPARTMENT (ENQUIRIES: DR M. RATSHIKANA-MOLOKO TEL NO: (011) 933 0263)
MEDICAL SPECIALIST

Medical Specialist Grade 3, Salary: R1 316 136 per annum (All-inclusive package). Requirements: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Specialty.

Medical Specialist Grade 2, Salary: R1 134 069 per annum (All-inclusive package). Requirements: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Specialty.

Medical Specialist Grade 1, Salary: R991 857 per annum (All-inclusive package).

CENTRE REQUIREMENTS : Chris Hani Baragwanath Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. No experience required after registration with the HPCSA as Medical Specialist in a normal specialty.

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 : Dr K Mustafa Tel no: (011) 933 8154

CLOSING DATE : 02 October 2017

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. All applicants should clearly indicate the rank and department/discipline of preference with the relevant post number.

MEDICAL OFFICER

Medical Officer Grade 3: Salary: R977 199 per annum (All-inclusive package), Requirements: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 10 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.

Medical Officer Grade 2, Salary: R842 028 per annum (All inclusive package). Requirements: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 5 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.

Medical Officer Grade 1, Salary: R736 425 per annum (All-inclusive package). Requirements: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required after registration with the HPCSA as a Medical Practitioner.

APPLICATIONS

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FOR ATTENTION

: Dr K Mustafa Tel no: (011) 933 8154

CLOSING DATE

: 02 October 2017

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REGISTRAR

The Department is also recruiting staff for the January 2018 Registrar intake. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of Limpopo, University of Pretoria (UP) and University of the Witwatersrand (WITS).

SALARY CENTRE

: R736 425 per annum (All inclusive package)
: Chris Hani Baragwanath Academic Hospital

- REQUIREMENTS** : Registrars must be registered with the Health Professions Council of South Africa (HPCSA) as in Independent Medical Practitioner and must be post Community Service. Preference will be given to South African citizens and permanent residents. Training opportunities are inter alia available in the following disciplines: Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Community Health, Ear Nose and Throat, Emergency Medicine, Forensic Pathology, General Surgery, Intensive Care, Internal Medicine, Neurology; Neurosurgery, Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Ear Nose and Throat, General Surgery, Intensive Care, Internal Medicine, Emergency Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Oncology-Radiology, Ophthalmology, Orthopaedic Surgery, Paediatrics, Paediatric Surgery, Plastic and Reconstructive Surgery, Psychiatry, Trauma and Urology Surgery, Palliative Care.
- 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** : Dr K Mustafa Tel no: (011) 933 8154
- CLOSING DATE** : 02 October 2017
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. All applicants should clearly indicate the rank and department/discipline of preference with the relevant post number.
- POST 36/101** : **SENIOR LECTURER/ HEAD CLINICAL UNIT GRADE 1 – FORENSIC PSYCHIATRY REF NO: 03/2017**
Directorate: Psychiatry
- SALARY** : R1 550 331 All-inclusive package per annum
- CENTRE** : Weskoppies Hospital.
- REQUIREMENTS** : Registration with the HPCSA as a specialist psychiatrist in the sub- speciality of forensic psychiatry as well as an MMed (Psych) or equivalent academic degree that allows for supervising a minimum of MMed-level research. A minimum of 5 years appropriate experience as a subspecialist in forensic psychiatry will be

		appreciated. The ability to teach, train, do research and supervise research for academic degree purposes.
<u>DUTIES</u>	:	The post is a joint appointment (at least at senior lecturer level) between Weskoppies Hospital and the School of Medicine of the University of Pretoria. Management: The development and management of an inpatient and outpatient forensic psychiatry services, ability to give advice on a multi-sectorial level (including guiding policy legislation), general management (including budget management) at Weskoppies Hospital as well as the relevant administration. Administration: Forensic administration responsibilities on a local, provincial and national level. Clinical service delivery: The evaluation, management and treatment of mental health care users in a forensic psychiatric setting, as well as outreach services where appropriate. Medico-legal work: Forensic observations in terms of the Criminal Procedures Act 51/1977, other forensic psychiatric assessments, compiling the relevant medico-legal reports, and giving evidence in a Court of Law as required. Teaching and training: Undergraduate and postgraduate students, mental health care workers, the SAPS, Correctional Services, and the legal profession. Research and supervising research appropriate to the field.
<u>ENQUIRIES</u>	:	Prof JL Roos, Tel no: (012) 319 9741
<u>APPLICATIONS</u>	:	Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Weskoppies Hospital, Private Bag x113, Pretoria, 0001, or hand delivered to the HR Manager at Weskoppies Hospital.
<u>CLOSING DATE</u>	:	22 September 2017
<u>NOTE</u>	:	Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
<u>POST 36/102</u>	:	<u>MEDICAL SPECIALIST GRADE 1 REF NO: SEB-MED-01</u> Directorate: Emergency Specialist Medicine/ Obstetrics and Gynecology
<u>SALARY</u>	:	R991 857 per annum (All-inclusive package)
<u>CENTRE</u>	:	Sebokeng Kopanong Hospital Complex
<u>REQUIREMENTS</u>	:	An MBChB degree and registration with the HPCSA as a Medical Specialist in Obstetrics and Gynecology specialty and proof of current registration. A minimum of 2-5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynecology specialty. Good leadership Skills. Excellent communication (Verbal and Written) skills. Conflict resolution and Good interpersonal relationship skills. Good Resource management, problem-solving and decision making skills.
<u>DUTIES</u>	:	Direct clinical service provision within the Department. Provide clinical and administrative leadership within the department, Train and teach junior staff within the department. Represent the department in all clinical management meetings. Render overtime service on a commuted overtime basis. Teach medical staff, partake in clinical audits, participate in the research programme, lead the multi-disciplinary team, perform clinical related administration tasks, provide input to management where appropriate, monitoring of national core standards and deliverology.
<u>ENQUIRIES</u>	:	Dr Ngcwabe Z Tel no: (016) 930 3300
<u>APPLICATIONS</u>	:	Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983. On line applications cannot be accommodated due to system challenges. People with disabilities are encouraged to apply, successful candidates will be subjected to Medical Assessment
<u>CLOSING DATE</u>	:	15 September 2017
<u>NOTE</u>	:	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 recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful.

<u>POST 36/103</u>	:	<u>MEDICAL SPECIALIST PSYCHIATRIST REF NO: 02/2017</u> Directorate: Psychiatry
<u>SALARY</u>	:	R991 857 all-inclusive package Package will be determined by the years of service after registration as a Medical Specialist.
<u>CENTRE REQUIREMENTS</u>	:	Weskoppies Hospital M MED (Psych) or equivalent, a specialist qualification in Psychiatry (FCPsych) Registration with the HPCSA as a Specialist Psychiatrist. Relevant experience in general adult Psychiatry will be a requirement.
<u>DUTIES</u>	:	The post is based at the Psychiatry department at Weskoppies Hospital. It is a joint appointment between Weskoppies Hospital and the School of Medicine at University of Pretoria. The candidate is required to do Evaluation, management and treatment of general adult psychiatric patients; and Forensic observations according to the Criminal Procedures Act 51/1977, including giving evidence in a Court of Law. To conduct, support and promote research. Budget management. Training management of pre and post graduate students, medical staff, health care workers, General and patient administration. Research and outreach services.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr JM Pooe Tel no: (012) 319 9741 Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Weskoppies Hospital, Private Bag X113, Pretoria, 0001, or hand delivered to the HR Manager at Weskoppies Hospital.
<u>CLOSING DATE NOTE</u>	:	22 September 2017 Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
<u>POST 36/104</u>	:	<u>MEDICAL SPECIALIST GRADE 1-3 REF NO: 001540</u> Directorate: Family Medicine Unit
<u>SALARY</u>	:	Grade 1 R991 857 – R1 052 712 per annum (all inclusive package) Grade 2 R1 134 069 – R1 203 666 per annum (all inclusive package) Grade 3 R1 316 136 – R1 645 464 per annum (all inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Kalafong Provincial Tertiary Hospital Grade 12. MBChB Degree and post graduate qualification in Family Medicine (MMed) with academic and leadership potential. Registration with HPCSA as Specialist Family Physician. Medical Specialist Grade 1: No experience required. Medical Specialist Grade 2: 5-years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist. Medical Specialist Grade 3: 10-years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist. Leadership, management and problem solving skills; interpersonal communication, writing and research skills; professional and clinical competence. Experience in mental health care and emergency medicine will be a strong recommendation.
<u>DUTIES</u>	:	Consultant duties in the Family Medicine Outpatient Clinic. Consultant duties in the Emergency Unit. Consultant duties in the Family Medicine Wards (Head of Firm). Mentoring and assessment of under-graduate students (including SIC students). Mentoring and assessment of post-graduate students. Supervision and in-service training of interns and junior medical officers. Supporting doctors in primary health care clinics and formal relationship with Pretoria West District hospital. Supporting ward-based outreach teams. After-hour duties in all Family Medicine service delivery areas.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof. H.P. Meyer, Tel no: (012) 373 1018 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.gauteng.gov.za
<u>CLOSING DATE NOTE</u>	:	22 September 2017 Medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and 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 36/105** : **ASSISTANT MANAGER PHARMACEUTICAL SERVICES REF NO: 001591**
- SALARY** : R805 236 per annum (all inclusive package)
- CENTRE** : West Rand District-Pharmaceutical Services
- REQUIREMENTS** : Basic qualification accredited with the South African Pharmacy Council. Registration with the South African Pharmacy Council as a Pharmacist. A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Proof of payment of SAPC .Valid driver's license.
- DUTIES** : Registration with the South African Pharmacy Council as the responsible pharmacist. Ensure compliance to the SAPC requirements, applicable legislation, policies and guidelines. See to appropriate management of all operations/units/departments within the Pharmacy. Ensure sound management of pharmaceutical services demand plans and budget allocation. Maintain databases and write reports. Ensure rational medication procurement, supply and use. Responsible for Human Resource Development functions within Pharmaceutical Services. Responsible for effective and efficient Operational Management as well as quality Pharmaceutical Care in line with Batho Pele Principles. Provision of strategic direction to the pharmacy team. Lead and participate in all pharmaceutical projects. Provide effective and efficient clinical pharmaceutical services as part of the District Pharmacy and Therapeutic Committee. Ensure evidence based Pharmacovigilance reporting and interventions. Maintain documents as per legislative and policy requirements.
- ENQUIRIES** : Ms. J Visser Tel no: (011) 953 4515
- APPLICATIONS** : Applications must be submitted on a Z83 form with a C.V, certified copies of ID document, driver's license and Qualifications attached. Applications should be submitted Physical Address: West Rand health District, Cnr luipaard and Vlei Street, Krugersdorp, 1740, Postal Address: Private Bag X2053, Krugersdorp, 1740
- CLOSING DATE** : 21 September 2017
- POST 36/106** : **ADVANCED MIDWIFERY REF NO: TDHS/2017A/15**
Directorate: District Clinical Specialist Team
- SALARY** : R756 525 per annum (Plus Benefits)
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Diploma /Degree in Nursing or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse plus a post basic Nursing qualification with a duration of at least 1(one) year accredited with the SANC in the relevant speciality (advanced midwifery); plus minimum of 10(ten) years appropriate\recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 (six) years of the period referred to above must be appropriate /recognisable experience in the specific speciality (advanced midwifery) after obtain the one –year post basic qualification in the relevant speciality. At least (four) years of the period referred to above must be appropriate /recognisable experience at management level. A Valid driver's licence. Note :Appropriate /recognisable experience in the context of these requirements also includes experience gained after registration in the particular discipline in a foreign country ,and which registration is recognised by the SANC for the registration in the particular discipline. Other Skills: Own discipline, knowledge of relevant legislation, regulations, health programmes and policies, programme planning, implementation and evaluation. Information management, quality assurance and improvement programmes. Leadership, communication. problem solving, computer literacy, stress tolerance,self confidence, objectiveness and empathy.
- DUTIES** : Represent own discipline (advanced midwifery) as a member of the Tshwane District Clinical Specialist Team responsible for the delivery of quality health care for mothers and newborns at all levels within a health district Promote equitable access to an appropriate level of care for all mothers and newborns throughout the district Maintain personal competency in own clinical discipline. Support clinics, community health centers and district hospitals with all aspects of service delivery related to midwifery .Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with

national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals, including nursing and allied health professionals and community workers, in all facilities within the district. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources sundries for the provision of quality clinical care. Assist, support and participate in risk management activities for patients, (e.g. critical event analysis, morbidity and mortality meetings), practitioners, (e.g. infection control) and the organisation, (e.g. performance reviews). Assist, support and participate in clinical audits and quality improvement cycles in health facilities and, where appropriate, in community settings such as schools and Ward-based Outreach teams. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Assist, support and participate in relevant research. Foster effective teamwork and collaboration within the district specialist team and with other professionals in the district involved in the delivery of Primary Health Care. Enable engagement with the local community and relevant non-governmental organisations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Co-ordinate and supervise discipline related services within the district. Assist with the recruitment and management of relevant human resources.

- ENQUIRIES** : Prof .Feucht U.D Tel no: (012) 451 9148
- APPLICATIONS** : Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy. Application documents must be submitted to Tshwane District Health Services, The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to Private bag X9514, Pretoria
- CLOSING DATE** : 22 September 2017
- POST 36/107** : **MEDICAL OFFICER GRADE 1-3 REF NO: CCRC MED 08/04**
Directorate: Clinical Services
- SALARY** : Grade 1 R736 425-R793 341 R924 378 per annum (all inclusive package)
Grade 2 R842 028 –R920 703 per annum (all inclusive package)
Grade 3 R977 199 - R1221 723 per annum (all inclusive package)
- CENTRE** : Cullinan Care and Rehabilitation Centre (CCRC)
- REQUIREMENTS** : Basic Medical Degree (MBBCh or equivalent). Appropriate qualification that allows registration with the PHSCA as a General Medical Practitioner and must be post community service. Proof of current registration.
- DUTIES** : Provide medical health and support to patients in the wards. Assist with in-service training of nursing personnel. Attendance of relevant administrative meetings like mortality meetings, near miss meetings, completing MEDICO legal documents timeously e.g. Death certificate. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standard-(norms and standards) Rendering of after –hour services during weekends and over the weekends. Participate in infrastructure improvement and policy development. Performing any delegated work as may be assigned from time to time. Must be willing to do commuted overtime. Patients' referrals for further investigations. Facilitate serious adverse events. Participate in the multidisciplinary team and manage the clinical unit. Participation in hospital committees such as risk management and Occupational Health and Safety.
- ENQUIRIES** : Mr. JJ Ngcobo, Tel no: 012 734 7050
- APPLICATIONS** : The applications must be submitted on Z83 with CV. Certified copies of ID and qualifications to be attached. Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000
- CLOSING DATE** : 22 September 2017

POST 36/108 : **ASSISTANT MANAGER NURSING-PNA7 REF NO: 001587**

SALARY : R546 315 per annum (all inclusive package)
CENTRE : West Rand District-Westonaria Sub District
REQUIREMENTS : Basic R425 Qualification (i.e. diploma/degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at Management level. Excellent communication and customer relation skills. Advanced computer skills. Valid drivers' licence.

DUTIES : Support strategies for implementation of disease prevention and health promotion thus reducing the disease burden. Ensure support towards universal coverage through development of NHI. Facilitate implementation of re-engineering of primary health care, and improve health facility planning by implementing norms and standards. Improve financial management by ensuring compliance to contract management and supply chain management processes. Develop an efficient health management information system for improvement of decision making, budgeting and service delivery improvement. Improve human resource human resource for health by ensuring adequate staffing utilising the WISN process, training and accountability measures.

ENQUIRIES : Mrs M.J Matsaba Tel no: (011) 953 4515
APPLICATIONS : Applications must be submitted on a Z83 form with a C.V, certified copies of ID document, driver's license and Qualifications attached. Applications should be submitted Physical Address: West Rand health District, Cnr Luipaard and Vlei Street, Krugersdorp, 1740, Postal Address: P/BAG X2053, Krugersdorp, 1740.

CLOSING DATE : 21 September 2017

POST 36/109 : **OPERATIONAL MANAGER SPECIALITY (OPD) REF NO: TDHS/2017A/10**
 Directorate: Nursing Services

SALARY : R499 953 per annum (Plus Benefits)
CENTRE : Bronkhorstspuit Hospital
REQUIREMENTS : A basic R425 qualification (Diploma/Degree in Nursing) Or equivalent qualification that allows registration with the SANC as professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post basic Nursing qualification with duration of at least one year accredited with the SANC in one of the specialties referred to in the glossary of terms. Diploma or Degree in Nursing Administration / Management. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least seven (7) Years of the period referred to above must be appropriate/recognizable experience after obtaining the one (1) year post basic qualification in the relevant specialty. (Less one (1) year from experience for candidates appointed from outside the public service after complying with registration requirements). A valid Drivers license

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

ENQUIRIES : Mrs MAG Makobela/Manthosi Tel no: (012) 451 9035
APPLICATIONS : 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

CLOSING DATE : 22 September 2017

POST 36/110 : **OPERATIONAL MANAGER SPECIALITY (MARTENITY WARD) REF NO: TDHS/2017A/14**
 Directorate: Nursing Services

SALARY : R499 953 per annum (Plus Benefits)
CENTRE : Bronkhorstspuit Hospital

REQUIREMENTS : A basic R425 qualification (Diploma/Degree in Nursing) Or equivalent qualification that allows registration with the SANC as professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post basic Nursing qualification with duration of at least one year accredited with the SANC in one of the specialties referred to in the glossary of terms. Diploma or Degree in Nursing Administration/Management. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least seven (7) Years of the period referred to above must be appropriate/recognizable experience after obtaining the one (1) year post basic qualification in the relevant specialty. (Less one (1) year from experience for candidates appointed from outside the public service after complying with registration requirements). A valid Driver's licence.

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

ENQUIRIES : Ms. T. Manthosi Tel no: (012) 451 9035

APPLICATIONS : 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

CLOSING DATE : 22 September 2017

POST 36/111 : **OPERATIONAL MANAGER SPECIALITY (CASUALTY) REF NO: TDHS/2017A/15**
Directorate: Nursing Services

SALARY : R499 953 per annum (Plus Benefits)

CENTRE : Bronkhorstspuit Hospital

REQUIREMENTS : A basic R425 qualification (Diploma/Degree in Nursing) Or equivalent qualification that allows registration with the SANC as professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post basic Nursing qualification with duration of at least one year accredited with the SANC in one of the specialties referred to in the glossary of terms. Diploma or Degree in Nursing Administration / Management. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least seven (7) Years of the period referred to above must be appropriate/recognizable experience after obtaining the one (1) year post basic qualification in the relevant specialty. (Less one (1) year from experience for candidates appointed from outside the public service after complying with registration requirements). A valid Driver's license.

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

ENQUIRIES : Mrs MAG Makobela/Ms. T. Manthosi Tel no: (012) 451 9035

APPLICATIONS : 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

CLOSING DATE : 22 September 2017

POST 36/112 : **OPERATIONAL MANAGER NURSING REF NO: HRM 01/2017**
Directorate: Nursing

SALARY : R499 953 PN-B3 Speciality per annum (plus benefits)
R394 665 PN-A5 General per annum (plus benefits)

CENTRE : Weskoppies Hospital

REQUIREMENTS : Basic R425 qualification, i.e. Diploma / Degree in nursing that allows registration with the South African Nursing Council as Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration. At least 5

years of the period referred above must be in Psychiatric Nursing. A post basic qualification in Psychiatric Nursing in terms of R212 will be an advantage. A post basic qualification in Nursing Management will be an added advantage. Valid Driver's licence. Computer literate. Appointment on a PN-B3 requires a post basic qualification in Psychiatric Nursing as well as a minimum of 5 years' experience in Psychiatric Nursing after obtaining the qualification.

DUTIES : Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the health facility. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Able to manage own work, time and that of subordinates and colleagues to ensure proper nursing service. Display a concern for patients, by promoting, advocating and facilitating proper care, treatment and rehabilitation. Manage and monitor proper utilization of human, financial and physical resource. Ensure that units adhere to Quality Assurance standards.

ENQUIRIES : Ms. B Schoonwinkel, Tel. No: (012) 319 9680
APPLICATIONS : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Weskoppies Hospital, Private Bag x113, Pretoria, 0001, or hand delivered to the application box at the entrance to Weskoppies Hospital.

CLOSING DATE : 22 September 2017
NOTE : Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

POST 36/113 : **CHIEF SUPERVISORY OCCUPATIONAL THERAPIST GRADE ½: REF NO: HRM 04/2017**
 Directorate: Occupational Therapy

SALARY : R414 069 per annum (plus benefits) salary will be in line with OSD regulations with regards to years of experience after registration.

CENTRE : Weskoppies Hospital
REQUIREMENTS : Relevant Degree in Occupational Therapy. Post graduate qualification –diploma or degree will be an added advantage. Registration with the relevant Health Professional Council. Compliant CPD profile. Five years' experience. Appropriated experience in Mental Health. Experience in Forensic Psychiatry will be an advantage. Experience with PMDS or supervision of Occupational therapist/s and or midlevel workers. Computer literate.

DUTIES : Responsible to manage all the Occupational Therapy services related to Forensic Mental Health Care Users including Human resources, Stock management, Quality improvement projects, Risk management, Training and development of the OT staff. Responsible for rendering Occupational therapy services including assessment, planning, implementing and evaluating your own clinical case load, and the Occupational Therapy interventions rendered in the Forensic Unit. To work as part of the MDT. Supervise allocated students from UP and SMU. Part of the running of the OT department by rendering administrative duties. Participate in the CPD program.

ENQUIRIES : Mrs. H Beetge, Tel no: (012) 319 9783
APPLICATIONS : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Weskoppies Hospital, Private Bag X113, Pretoria, 0001, or hand delivered to the HR Manager at Weskoppies Hospital.

CLOSING DATE : 22 September 2017
NOTE : Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

POST 36/114 : **OPERATIONAL MANAGER NURSING (GENERAL UNIT) GRADE 1 REF NO: CCRC NURS 08/02 3 POSTS**
 Directorate: Nursing

SALARY : PN-A5. R394 665 per annum (Plus Benefits)
CENTRE : Cullinan Care and Rehabilitation Centre
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. %o Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility.

Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. %o Demonstrate an basic understanding of HR and financial policies and practices. %o Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. %o Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. %o Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. %o Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. %o Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. %o Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. %o Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : Ms. DJ Manaka (Nursing) Tel no :(012) 7347015
APPLICATIONS : Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag x 1005, Cullinan, 1000
CLOSING DATE : 22 September 2017

POST 36/115 : **OPERATIONAL MANAGER (GENERAL WARD) REF NO: TDHS/2017A/09**
 Directorate: Nursing Services

SALARY : R394 665 per annum (Plus Benefits)
CENTRE : Bronkhorstspuit Hospital
REQUIREMENTS : A basic R425 qualification (Diploma/Degree in Nursing) Or equivalent qualification that allows registration with the SANC as professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration.. Diploma or Degree in Nursing Administration / Management. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one (1) year from experience for candidates appointed from outside the public service after complying with registration requirements). A valid Driver's license

DUTIES : Coordination of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Manage effectively the supervision and utilization of resources. Coordination of provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele Principles and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards. Provide in service and continuing education programs to all levels of staff. Allocation of personnel according to acuity levels in the department. Effective monitoring and management of absenteeism. Maintain infection control / occupational health and safety principles to ensure a safe environment for patients and staff. Facilitate the implementation of disciplinary measure. Efficient communication with multidisciplinary team. Accountable for all nursing activities in the unit. Enhance research in the unit.

ENQUIRIES : Mrs MAG Makobela
APPLICATIONS : 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
CLOSING DATE : 22 September 2017

POST 36/116 : **PNA5 OPERATIONAL MANAGER GRADE 1 (GENERAL) REF NO: 001541**
 Directorate: Medical Nursing Unit

SALARY : R394 665 – R444 195 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12. Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration as a professional nurse. A minimum of 7-years appropriate / recognizable experience in general nursing after registration as Professional Nurse with SANC in general nursing. Nursing Administration as well as Nursing Education will be an added advantage. Experience in inpatient management will also serve as an added advantage. Current registration with the South African Nursing Council 2017 (SANC). Proof of service record certificate. Computer literate (MS Excel, MS Word and MS PowerPoint), driver's license will be an added advantage. Good communication skills and ability to work under

pressure. Knowledge and in-depth understanding of National Core Standards. SKILLS REQUIRED: Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Coordination skills. Problem solving skills. Serious adverse events management. Complaint management. Knowledge of Nursing care processes and procedures, nursing strategy, nursing statutes, National core standards, National guidelines and other relevant frameworks such as: Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Computer skills in basic programmes. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operations, Team Player, Supportive, Assertive.

DUTIES

: Facilitate and oversee the development of operational plans. Provide professional and technical support for the provision of quality patient care. Maintain standards and norms of nursing practice to promote the health care users. Develop and implement Quality Assurance programmes, protocols, norms and standards. Utilize Information Technology (IT) and other management on information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multidisciplinary teamwork. Manage and utilize resources in accordance with relevant directives and legislation.

ENQUIRIES
APPLICATIONS

: Ms M V Mathabatha, Tel no: (012) 318-6622
: 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.gauteng.gov.za.

CLOSING DATE
NOTE

: 22 September 2017
: Medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and 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 36/117

: **PNB1 PROFESSIONAL NURSE SPECIALTY (OPERATING THEATRE) 2**
POSTS REF NO: 001526
Directorate: Theatre Nursing Unit

SALARY
CENTRE
REQUIREMENTS

: R340 431 – R394 665 per annum (plus benefits)
: Kalafong Provincial Tertiary Hospital
: Grade 12. Basic R425 qualification (diploma / degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification, with a duration of 1-year, accredited with the SANC in Operating Theatre Nursing Science. Minimum of 4-years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in general nursing. Current (2017) proof of registration with SANC. Computer literacy and driver's license will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patients Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act, grievance procedure, etc. good communication skills. Report writing skills. Coordination skills. Planning and organizational skills. Problem solving skills. Decision making skills. Ability to function as part of a team.

DUTIES

: Provision of optimal, holistic specialized nursing care with the set standards and within a professional / legal framework. Effective utilization of resources; material and monitoring of the services. Participation in training and research. Provision of

		support to nursing services. Maintain professional growth / ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms. M.V. Mathabatha, Tel no: (012) 318-6622
<u>APPLICATIONS</u>	:	Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za .
<u>CLOSING DATE</u>	:	22 September 2017
<u>NOTE</u>	:	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.
<u>POST 36/118</u>	:	<u>ADMINISTRATION OFFICER (OFFICE OF THE CEO) REF NO: TDHS/2017A/02</u> Directorate: Support Services
<u>SALARY</u>	:	R227 761 per annum, Level 07
<u>CENTRE</u>	:	Bronkhorstspuit Hospital
<u>REQUIREMENTS</u>	:	A grade 12 certificate and Diploma/Degree in Office Administration/Public Administration or equivalent qualification with appropriate 2 years relevant experience in secretarial Functions. Typing skill. Minute-taking skills. Planning and organizing skills. Problem solving skills. The ability to communicate well with people at different levels. Good telephone etiquette. Knowledge of Public Service and Departmental prescripts/Policies and documents tracking system. Computer literacy. Willingness to work extended hours.
<u>DUTIES</u>	:	Render an effective secretarial service and office administrative support service to the CEO. Render mail management. Manage all incoming and outgoing mail. Compile and update mail register. Screen all incoming mail to determine priority. Identify who could assist with the enquiry and forward documents to relevant official. Follow up on documents that were dispatched. Send, receive and dispatch email messages. Oversee the diary/time management of the CEO. Coordinate the CEO's relevant meetings at beginning of each year and on monthly basis. Confirm an appointment and inform the CEO. Manage documentation. Determine type of reports to be compiled. Obtain relevant information and compile reports. Ensure quality, print and distributes final copy. Coordinate and follow up on the flow of correspondence/files/documents between offices to track and monitor task as required by the CEO. Gather and prepare information and documentation for meetings, projects, presentations and reports. Complete relevant forms and obtains signature for approval on official trip authorization, payment advices, S&T advances, leave forms and ordering of stock (stationery). Draft presentation from the information as provided by the CEO for identified meetings/workshops. Compile and maintain records of equipment in the office. Obtain information requested and needed Maintain identified registers on behalf of the CEO. Arrange venue, equipment needed
<u>ENQUIRIES</u>	:	Ms T Manthosi Tel no: (012) 451 9035
<u>APPLICATIONS</u>	:	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
<u>CLOSING DATE</u>	:	22 September 2017
<u>POST 36/119</u>	:	<u>FINANCIAL CONTROLLER REF NO: TDHS/2017A/04</u> Directorate: Support Services
<u>SALARY</u>	:	R226 611 per annum, Level 07
<u>CENTRE</u>	:	Bronkhorstspuit Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Senior Certificate with Accounting as a subject plus a minimum of 5 year relevant working experience in finance equivalent or a relevant National Diploma/ Degree plus a minimum of 2 years relevant working experience in financial

- management. Knowledge and experience in BAS, SAP, PAAB or MEDICOM (SRM and E-Invoicing) and Persal. Knowledge of PFMA, Treasury Regulations and financial policies and financial procedures, Sound accounting skills. Previous experience in the department would be an advantage. Computer literacy, excellent written and verbal communication skills. A valid Driver's license
- DUTIES** : Releasing of RLS01 on SRM and approving supplier's invoices on SAP (E-Invoicing). Ensure correct allocations and commitments on financial schedule to be captured on SRM. Follow-up all outstanding payments. Manage reconciliation of payments per supplier and preparing and updating of commitment register. Ensure compliance for accruals. Issuing of Entity Maintenance Form. Clearing of Theft and Losses and Inter Responsibility Clearing. Account. Correction of incorrect allocations. Approve general journals for incorrect allocations, stock items and medicine issued to institutions Monitor and report on fruitless, wasteful, unauthorized expenditure and donations. Supervise the Cashier and Sub-Cashier. Safekeeping of Basic Accounting records and face value documents. Represent Tshwane District and asses District Performance through a District Health Expenditure Review. Reconciliations of transversal systems (BAS/SAP, BAS/Revenue, AS/Medsas, BAS/Parking and BAS/Persal). Compile and manage the budget of institutions in the District. Request BAS reports to institutions and managers. Assist in preparations of inputs for the annual, MTEF, and adjustment budget. Monitor budget spending in accordance with set policies and procedures. Provide assistance to management and institutions in the district in terms of budget, expenditure and reporting monthly. Prepare in Year Monitoring (IYM) report of the District. Perform and monitor all accounting and financial operations of institutions in the district. Effective system of internal control as well as fraud prevention. Handling enquiries from suppliers and managers of institutions. Responsible for performance assessments and development of staff. Perform any other finance related function as required by the supervisor. Management of revenue in the hospital.
- ENQUIRIES** : Ms. KA Ramonetha, Tel no: (012) 451 9097
- APPLICATIONS** : 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
- CLOSING DATE** : 22 September 2017
- POST 36/120** : **HUMAN RESOURCES OFFICER REF NO: TDHS/2017A/11**
Directorate: Support Services
- SALARY** : R226 611 per annum (plus benefit)
- CENTRE** : Bronkhorstspruit Hospital
- REQUIREMENTS** : Grade 12 with 5 years experience or National Diploma with Years in the Human Resources environment within the Public Sector. Above average computer skills. Knowledge of HR Prescripts and legislative frameworks related to the positions functional area. Proven experience and knowledge of PERSAL functions and administration. Good communication skills, valid driver's licence and ability to work under pressure.
- DUTIES** : The incumbent of the post will be responsible for the supervision of HR activities such as recruitment and Selection, appointments, retention, absorption, probatory functions, termination, allowances, leaves, MMS and SMS restructuring, OSD related implementation and any other HR related matter. Provide inputs for the improvements of HR administration procedures, guidelines and policies. Supervise evaluate and develop staff reporting to this position. Ensure that proper control measures are put in place to administer and monitor the activities and resources reporting to this position effectively. Render a professional Human Resources administration advice and liaise with the clients in the department. Provide Human Resources management and information support ,attend to the Auditor General request and queries. Implement grade and pay progression , monitor and capture all documents to PERSAL as required. Monitor staff Establishment and Payroll management and payslips for the Hospital.
- ENQUIRIES** : Ms. T. Manthosi Tel no: 012 451 9035
- APPLICATIONS** : 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
- CLOSING DATE** : 22 September 2017
- POST 36/121** : **ADMINISTRATION OFFICER (FMU) REF NO: TDHS/2017A/13**
Directorate: Support Services
- SALARY** : R226 611 per annum (plus benefit)

CENTRE REQUIREMENTS : Bronkhorstspuit Hospital
: Grade 12 with 5years experience or relevant Public Management or Administration National Diploma or Degree with 2 years relevant experience .Knowledge of building maintenance and project inspections management. Knowledge of PFMA, OHS Act and other related legislations. Valid driver's license, computer literacy, presentation skill, stock management and conflict Management. Knowledge of hospital environment and ability to work independently.

DUTIES : Manage all statutory projects and onsite contractors, liaison with all stake holders, draft specification and/or scrutinize specification in consultation with DID inspectors. Ensure the availability of boiler coals and supplements. Identify, receive and log call for defects using E-maintenance system .record management(develop and manage all relevant registers), Manage the FMU stock and store room and order day to day maintenance accessories of the section, control and organize all activities of the section. Rendering supporting OHS, Infection Control and quality assurance committees. Take water and electricity meter reading on monthly basis and submit to finance for billing. Attend meetings, compiling of reports and motivations. Drafting and management of sectional budget. Develop and management of maintenance plan. Conduct monthly inspection of all critical areas and develop plan of action. Supervise and manage subordinates. Perform all delegated responsibilities.

ENQUIRIES APPLICATIONS : Ms T Manthosi Tel no: (012) 451 9035
: 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

CLOSING DATE : 22 September 2017

POST 36/122 : **ADMINISTRATIVE OFFICER 1 POST REF NO: EHD2017/09/01**
Directorate: Primary Health Care

SALARY CENTRE REQUIREMENTS : R226 611 –R266 943 per annum (plus benefits)
: Daveyton Main Clinic (ESDR)
: Grade 12 Certificate or equivalent qualification with minimum of 5 years' experience in patient administration / data capturing or National diploma/degree in administration with 3 years' experience in patient administration/data capturing. Must have knowledge in record keeping and filling. Good communication skills. Computer literacy. Driver's license is essential.

DUTIES : Perform administrative duties, filling of clients records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting time in the facility. Compliance to ideal clinic and national core standard. Ensure availability of stationary in the facility. Provide secretariat services in the facility. Assist with Preparations and retrieval of booked clients' files for facilitation of booking system. Ordering of stock and other consumables. Manage support staff services staff in the facility. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES APPLICATIONS : Ms N.M Xaba Tel no: (011) 426 4901/4974
: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400. Attention: Human Resource Manager

CLOSING DATE NOTE : 22 September 2017
: Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T and resettlement allowance will be paid.

POST 36/123 : **HTS MENTOR 1 POST REF NO: EHD2017/09/02**
Directorate: HAST

SALARY CENTRE REQUIREMENTS : R226 611–R266 943 per annum (plus benefits)
: Ekurhuleni Health District (ESDR)
: Diploma or degree in Psychology with three years relevant experience in HIV/AIDS counselling. Candidate must have proven ability in working in HIV and AIDS counselling services as well as mentoring of LayCounsellors. Candidates must be computer literate and have sound knowledge of the PFMA. Ability to effectively liaise and communicate with all stakeholders in the district and sub district. Orientate towards team work. Candidate must be able to work under pressure. Driver's license is essential.

DUTIES : Monitoring the quality of counselling practise in the sub district in accordance with the National HIV Mentorship Standards for all PHC facilities and NGO. Facilitate debriefing and group counselling sessions. Orientation and in service program from existing and new appointees of Lay counsellors. Monitor and support health

facilities and NGO's to reach their allocated HCT targets for the financial year. Coordinate all HIV/AIDS outreach in the sub district for improved performance on HCT .Coordination and conduct outreach campaigns with NGO's,private sector and CBO's.Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms S.A Motloung Tel no: (011)876 1820
APPLICATIONS : Application to be sent to Ekurhuleni Health District, Hand post and other means of posting, deliver to 40 Catlin Street Germiston 1400. Attention Human Resource Manager.
CLOSING DATE : 22 September 2017
NOTE : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.

POST 36/124 : **ADMINISTRATION CLERKS (10) REF NO: TDHS/2017A/12**
 Directorate: Support Services

SALARY : R152 862 per annum (plus benefit)
CENTRE : Bronkhorstspuit Hospital
REQUIREMENTS : Grade 12 or equivalent qualification. A qualification in Office administration/Public administration/Management. At least 1-2 years extensive working experience. Good telephone etiquette, good interpersonal skills. Advance computer skills. ability to file patients record systematically. Must have advanced computer literacy proficiency in MS Word, Power point, Excel and Internet. Willingness to work under pressure and meet deadlines. Must be willing to work shift and under pressure. Knowledge of PAAB, SAP and Records management. Driver's license will be an added advantage.

DUTIES : Registration, admitting and discharging of patients on PAAB and manual, filling and retrieving of files from the records. Work as sub cashier, completion of GPF 3,4 and 5 forms. Updating of patients details and check if all the source documents are in the patients files. Compile statistics and any reports required. Attend to general enquiries. Rotation to different areas such as admissions, OPD, kit room, causality, Mortuary, x-ray and wards when necessary, Perform administrative task in accordance with the regulatory frame work and guidelines relating to general office functions. Capturing of ICD10 codes. Perform any duties allocated by supervisor.

ENQUIRIES : Ms T Manthosi Tel no: (012) 451 9035
APPLICATIONS : 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
CLOSING DATE : 22 September 2017

POST 36/125 : **HR REGISTRY CLERK REF NO: TDHS/2017A/05**
 Directorate: Support Services

SALARY : R152 862 per annum, Level 05
CENTRE : Bronkhorstspuit Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with two years relevant Understanding of Public service environment, Knowledge of PERSAL and HR Procedures. Good communication skills, computer literacy is essential. Ability to identify, classify and record variety of official documents. Ability to maintain confidential information. Ability to work independently and work under pressure. Interpersonal skills.

DUTIES : Filling of all HR documents, open and close files. Receive, open sort and distribute incoming and outgoing mail, and distribute circulars and internal memos. Record and dispatch outgoing correspondences/mail. Implement the filing/records. Classification system ensures safeguarding of records/files. Render archive services, trace, and store and retrieve documents and files.

ENQUIRIES : Ms T Manthosi Tel no: (012) 451 9035
APPLICATIONS : 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
CLOSING DATE : 22 September 2017

POST 36/126 : **HUMAN RESOURCE CLERK REF NO: TDHS/2017A/06**
 Directorate: Support Services

SALARY : R152 862 per annum, Level 05
CENTRE : Bronkhorstspuit Hospital
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification. A qualification in Human Resource Management/ Public Administration/Management. At least 2 years' experience working in a Public service within Human Resource Management environment. Good telephone etiquette, good interpersonal skills. Capturing skills.

- Have a good work ethics. Advance computer skills. Computer literacy proficiency in MS Word, PowerPoint, Excel and internet. Willingness to work under pressure and meet deadlines. Ability to pay attention to detail. Ability to work wide range of internal and external partners. Ability to handle confidential information. Knowledge of regulations and legislative framework related to personal administration. Knowledge and experience of the PERSAL system will be added as an advantage.
- DUTIES** : Perform administration duties such as appointment, promotions, transfers, leave management, HR information, salary and terminations. Comply with the performance management and development system (contracting, quarterly reviews and final assessment). Attend to HR related enquiries and audit queries. Ensure safe keeping of document and filing of all related documents. Record document and be organized. Reproducing and making copies. Capturing leave forms on PERSAL. Daily coordination of all related activities, participate during compilation of reports. Liaise with client and staff. Telephone communiqué. Provide administration support to the teams. Provide high quality administration support to the teams. Perform other duties as indicated by the manager.
- ENQUIRIES APPLICATIONS** : Ms T Manthosi Tel no: (012) 451 9035
- CLOSING DATE** : 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
22 September 2017
- POST 36/127** : **FINANCIAL CLERK REF NO: TDHS/2017A/03**
Directorate: Support Services
- SALARY CENTRE REQUIREMENTS** : R152 862 per annum (plus benefit)
Bronkhorstspuit Hospital
Grade 12/Senior certificate with Accounting as a subject or equivalent qualification at NQF level 4 and One (1) year experience in finance. Knowledge of PFMA, Treasury Regulations, Government Financial Procedures, BAS, Persal and SAP. Sound Accounting skills. Computer literacy, excellent written and verbal skills.
- DUTIES** : Processing payments of creditors and service provider accounts. Manage commitment register and accruals; reconciliation of creditors and service provider's statements. Captured allocations – E – invoicing. Safekeeping of basic accounting records/face value documents. Monitoring and clearing of incorrect allocations. Process general journals (SAP). Request Bas reports. Assist in preparations of inputs for the annual, and adjustment budget. Provide assistance and Bas reports to management and institutions in the district in terms of budget, expenditure and reporting monthly. Provide allocations and commitments on financial schedule to be captured on SRM. Perform any other finance related functions as required by the supervisor.
- ENQUIRIES APPLICATIONS** : Ms KA Ramonetha, Tel no: (012) 451 9097
- CLOSING DATE** : 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
22 September 2017
- POST 36/128** : **DRIVER LEVEL 4 REF NO: CCRC TRANS 08/03**
Directorate: Transport
- SALARY CENTRE REQUIREMENTS** : R127 851-R150 606 per annum (Plus Benefits)
Cullinan Care and Rehabilitation Center
Grade 10 and above. 3 Years' experience and above as driver A valid code 10 (C1) Driver's License with PDP. Knowledge of government fleet and Gauteng Department of Health transport guidelines. Excellent time management and loyalty, ability to work under pressure, Good verbal and written communication skills. Be prepared to work shifts, weekends and public holidays. Experience as a messenger will be an added advantage
- DUTIES** : Transporting of patients and staff to various institutions. Drive staff members to various places i.e. meetings and workshops. To collect and deliver mail. To collect and deliver medication from medical depot. Record and check the conditions and faults of the vehicle before and after each trip. (*Do pre-inspection on daily basis*). Report any accidents and dents to the transport officer. Ensure that car tools are in good condition. Report and calculate starting kilometers and the closing kilometers. Update the log book at all times. Ensure that all the petrol cards and keys are kept safe and returned with the log book. Update log sheet and submit all fuel receipts.
- ENQUIRIES** : Mrs. Mbinga Nancy, Tel no: (012) 734 7059/7000

- APPLICATIONS** : Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag x 1005, Cullinan, 1000
- CLOSING DATE** : 22 September 2017
- NOTE** : People with disability are encouraged to apply.
- POST 36/129** : **CLEANER LEVEL 2 X 4 POSTS REF NO CCRC CLE 08/04**
Directorate: Cleaning Department
- SALARY** : R90 234-R106 290 per annum (inclusive Package)
- CENTRE** : Cullinan Care and Rehabilitation Center
- REQUIREMENTS** : Grade 10 with 0-2 year's relevant cleaning experience. Certificate in cleaning will be an added advantage. Good communication skill. Ability to read and write. Ability and preparedness to work shifts, weekends and Public Holidays. Be honest and reliable. Physical strength and be able to work in a team.
- DUTIES** : Key results / outputs: Responsible for cleaning duties including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Effective and efficient utilization and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintain a high standard of cleanliness, neatness and hygiene in the facility. Ensure a clean and secure environment of patients. Collecting patient's food and tea from the kitchen to the wards daily. Cleaning of ablution areas and provide them with DEO block, hand washing soap and toilet papers daily. Perform delegated duties requested by the supervisor.
- ENQUIRIES** : Mrs Nancy Mbinga Tel no: (012) 734 7000 ext. 259
- APPLICATIONS** : The applications must be submitted on Z83 with CV. Certified copies of ID and qualifications to be attached. Applications should be hand delivered to the following address:Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre,
- CLOSING DATE** : 22 September 2017
- POST 36/130** : **MORTUARY ATTENDANT 2 POSTS REF NO: TDHS/2017A/07**
Directorate: Support Services
- SALARY** : R90 234 per annum, Level 02
- CENTRE** : Bronkhorstspuit Hospital
- REQUIREMENTS** : Minimum Grade10. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
- DUTIES** : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
- ENQUIRIES** : Ms. T. Manthosi Tel no: (012) 451 9035
- APPLICATIONS** : 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
- CLOSING DATE** : 22 September 2017
- POST 36/131** : **PORTERS 2 POSTS REF NO: TDHS/2017A/08**
Directorate: Support Services
- SALARY** : R90 234 per annum (Plus Benefits)
- CENTRE** : Bronkhorstspuit Hospital
- REQUIREMENTS** : Abet level-4 or Grade 10 with 1-2 years porter 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** : Transport patients from registration points to different areas within the hospital. Transport corpse from the wards to mortuary. Offloading of patients from

ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all time. Report any duties allocated by supervisor.

- ENQUIRIES** : Ms. T. Manthosi Tel no: (012) 451 9035
APPLICATIONS : 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
CLOSING DATE : 22 September 2017

GAUTENG PROVINCIAL TREASURY

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

- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 22 September 2017
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

MANAGEMENT ECHELON

- POST 36/132** : **DIRECTOR: LOCAL GOVERNMENT RESOURCE MANAGEMENT**
Directorate: Municipal Financial Governance
- SALARY** : R898 743 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Finance/Accounting or related to the job content. 5 or more years' of experience at middle/senior management level. 5 or more years' experience in the Finance/Accounting or related field.
- DUTIES** : To ensure cost containment and efficiency in municipal budgets (revenue and expenditure management). Advice and application of fiscal discipline and introduction of remedial measures to collect revenue due, contain costs within budget limitations and over or unauthorized expenditure by - Implementation and coordination of provincial Treasury's responsibilities contained in the Municipal Finance Management Act (MFMA). Efficient management of the monthly budgets statement process of municipalities as well as the checking and making of proposals to direct revenue and expenditure to achieve policy goals as part of both the budget and subsequent IYM management processes. Monitoring, assess, advise, coordinate and institute remedial steps to ensure integrity (sustainability and credibility) of municipal budgets integral to the monthly budgets statement process in terms of the MFMA and related legislation. Monitor the financial performance municipal adjustment budget process in terms of policy parameters and legislation. Monitor and report on the outcome of municipal revenue and

expenditure budgets. Assessment of and recommendations on conditional grant frameworks of local government and monitoring of compliance, revenue flows and expenditure. Assess and advise municipalities to assess and optimize its own revenue base in respect of revenue collection and assist in initiating steps to resolve financial problems through intervention mechanisms. Establishing efficiency indicators in local government spending and revenue collection, assessment and introduction of remedial steps. Analyze and assess debtor management strategies in municipalities and reporting thereon. Identifying and implementing in year financial performance reforms that enhance financial operations efficiencies in municipalities. Management of the Grant Management committee with municipalities. Management of the Grant Management committee dealing with all transfers to municipalities. Manage the Publication of Consolidated Statement of Municipal Financial Performance in line with the requirements set in the MFMA. Providing technical assistance and financial training to municipalities and other institutions. Liaison with National Government (in the main the national departments of Treasury and Provincial and Local Government) and Provincial Departments and other Local Government institutions. Maintaining inter - governmental fiscal relations. Ensure Performance Management of key outputs and deliverables of the component, including staff performance management.

ENQUIRIES

:

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

POST 36/133

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DIRECTOR: MUNICIPAL BUDGETS

Directorate: Municipal Financial Governance

**SALARY
CENTRE
REQUIREMENTS**

:
:
:

R898 743 per annum (All-inclusive package)

Johannesburg

An undergraduate qualification (NQF Level 7) as recognised by SAQA in Finance/Accounting or related to the job content. 5 or more years' of experience at middle/senior management level. 5 or more years' experience in the Finance/Accounting or related field.

DUTIES

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Advice, guidance and analysis on Annual Municipal Budgets. Advice, guidance and analysis on Municipal Adjustment Budgets. Advice, guidance and analysis on Service Delivery Budget Implementation Plans and Quarterly Performance reports. Compilation of Local Government Chapter in the MTBPS. Consolidation of Quarterly Withdrawal Statement. Compilation of the Gauteng Local Government Expenditure Review. IDP integration reports and service delivery plans.

ENQUIRIES

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