

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

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** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.
- CLOSING DATE** : 06th October 2017
- NOTE** : Gauteng Department of e-Government, is inviting, strategic and innovative thinkers, who are technocrats, to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region, and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure.

OTHER POSTS

- POST 38/45** : **DEPUTY DIRECTOR: ERP TECHNICAL SUPPORT – REF NO: 001688**
Directorate: Applications Competency Centre
- SALARY** : R 779 295 per annum (all-inclusive)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric certificate plus a National Diploma/Degree in IT or Matric certificate plus 6-8 years' experience in ERP: SAP. Relevant ERP: GRC/Authorizations qualification will be an added advantage. 3-5 years' experience in IT environment, specialising in ERP: SAP GRC/Authorisations. People management experience. Proven experience in ERP implementation projects
- DUTIES** : Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers if and when required. Discusses and resolves system issues regarding organizational policies, practices, systems functionality and upgrade projects. Seeks information, clarification, approvals and actions from higher-level managers / executives to resolve system problems and ensure operational functioning thereof. Explains and defends the organization's ERP decisions, actions, and/or recommendations to others internally and externally to increase understanding, gain cooperation and/or encourage compliance. Coordinate and direct technical staff ensuring that the ERP services provided meet the strategic needs and goals of the customer departments within Gauteng Provincial Government. Participate in the development and implementation of business planning for ERP systems including the operational aspects thereof. Serve as the technical liaison with vendors, external partners, and the ERP department regarding system operations. Provide input and information to help prepare and manage ERP budgets and reports. Liaise with various GPG departments and the ERP Team to identify and help develop system upgrades to increase system capabilities and meet customer needs. Communicate with colleagues, management and business unit(s) on requirements, problems, system status and issues. Formulate appropriate operational system procedures/processes. Assist in the planning of new hardware and new platform components. Participate in system upgrade activities as planned.
- ENQUIRIES** : Ms. Portia Makotwane Tel (011) 689 8898

POST 38/46 : **DEPUTY DIRECTOR: SECURITY ARCHITECT – REF NO: 001677**
Directorate: ICT

SALARY : R 657 558.00 per annum (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Bachelor's degree or B Tech in Computer science, Computer Engineering, Cyber Security, related discipline or equivalent, and SIEM (Security Information and Event Management) or ECA (Event Correlation and Analysis) or ISO 27001. A minimum of 3-5 years of technical leadership and architecture experience, with demonstrated experience architecting and integrating systems in multi-user, multiplatform, multitasking operating systems environments (e.g. Unix, Windows NT). Experience in the software development process in an RDBMS environment, DBA experience with Unix, MS Windows 2000/3, MS SQL, Oracle, WAN (Cisco) would be desired.

DUTIES : Coordinate immediate Security functions e.g. EA, IS and BCP, develop Information Security and Cybersecurity Principles, IT Security procedures and Best Practices, provide Information Security best practices; research, advice and recommendation; Verify security systems by developing and implementing test scripts; Determine security requirements by evaluating business strategies and requirements; researching information security standards; conducting system security and vulnerability analyses and risk assessments; studying architecture/platform; identifying integration issues; preparing cost estimates, experience managing cross-functional IT teams, business functional knowledge – understands the interactions between business processes and the data that supports those activities, merging technology awareness – Can evaluate the technical, business and economic impact, viability and integration requirements of new and evolving technologies, ability to analyse business operations and processes to understand their relationships, The ability to build internal and external networks to sustain collaborative interaction and partnership, the ability to create an environment that promotes the secure exchange of information between the business, IT and external source providers.

ENQUIRIES : Ms. M. Pendu Tel (011) 689 8012

POST 38/47 : **ASSISTANT DIRECTOR: CONSULTANT ERP (BASIS) – REF NO: 001686**
Directorate: Applications Competency Centre

SALARY : R417 552.00.00 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a SAP BASIS Certification / Academy completion required. 2-3 years comprehensive BASIS knowledge and experience required. 2+ years' experience as part of an ERP / IT project implementation required. Relevant IT experience (MS Server + SQL) favourable.

DUTIES : Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers if and when required. Communicate with colleagues, management and business unit(s) on requirements, problems, project status and issues. Perform all administrative tasks associated with tracking project components or support request that are assigned by project management. Formulate appropriate system procedures/ processes. Participate in any system upgrade activities as planned by the customer department management. Identify, document and resolve project issues. Design and execute functional and integration test plans and test scripts. Support system testing and production change-over activities; prepare production change-over plan in customer areas; advise on strategies /best practices for migration from existing systems to new systems. Provide training to customer team members / users. Identify any application issues that may impact project deadlines, and other issues that may negatively impact the business processes of the customer department.

ENQUIRIES : Ms. Portia Makotwane Tel (011) 689 8898.

DEPARTMENT OF HEALTH

NOTE

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

Erratum: Kindly note that Circular 37 Of 2007 for Emergency Medical Services Directorate. The Emergency Care Officer Grade 3 (ILS) 60 posts, the Requirements has been amended as follows: Basic Ambulance Assistant certificate to Ambulance Emergency Assistant.

MANAGEMENT ECHELON

POST 38/48

: **HEAD: CLINICAL UNIT (RADIOLOGY) REF NO: REFS/001683**

Directorate: Clinical Services

SALARY

: R1 550 331 per annum

CENTRE

: Tambo Memorial Hospital

REQUIREMENTS

: MBchB degree plus Specialist qualification in Radiology. Registration with HPCSA as a Medical Specialist in Radiology. A minimum of 3 years appropriate experience as a Medical Specialist in Radiology after registration with the HPCSA. Appropriate experience in all aspects of imaging and teaching, management, communication, planning, organisational, leadership, decision-making and interpersonal skills. Vision for excellency.

DUTIES

: Overall management of the Radiology Department. Maintain satisfactory clinical, professional and ethical standards in order to contribute to optimal healthcare. Supervision of Medical Staff. Financial and Human Resource Management. Development of clinical protocols. Conflict resolution and problem solving skills. Ensure compliance with Quality Assurance, Core Standards and Radiation Safety Regulations. Participate in Hospital meetings and academic activities. Participate in commuted overtime.

ENQUIRIES

: Dr. A. Christoforou Tel no: 011 898 8000

APPLICATIONS

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

CLOSING DATE

: 29 September 2017

POST 38/49

: **MEDICAL SPECIALIST (RADIOLOGY) REF NO: 001687**

Directorate: Clinical Services

SALARY

: R991 857 per annum

CENTRE

: Tambo Memorial Hospital

REQUIREMENTS

: MBchB degree plus Specialist qualification. Registration with HPCSA in the relevant speciality.

DUTIES

: Rendering of specialized clinical services, general procedures and management of patient's care according to the department's standard. Maintain clinical, professional and ethical conduct. Participate in clinical audits activities and quality improvement programs. Participate in all academic activities of the department and the hospital. Assist with development protocols. Provide support and advice to the HOD of the discipline and assist in the smooth running of the department. Deputise for the HOD during his or her absentia. Participate in commuted overtime.

ENQUIRIES

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

APPLICATIONS

: Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400, Physical

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

CLOSING DATE

OTHER POSTS

POST 38/50

**MANAGER: NURSING – TERTIARY LEVEL 3 HOSPITALS CLINICAL
TEACHING AND SPECIAL NURSING PROJECT MANAGEMENT (PN-A9) REF
NO: CHBAH47**

Directorate: Nursing Services

SALARY

R851 463 per annum (All-inclusive package)

CENTRE

Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

Basic R425 qualification (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. The incumbent must be in possession of a Diploma/Degree in Nursing Education and Nursing Administration/ Nursing Management obtained from a recognized Institution. Registration with the South African Nursing Council for the current year. Minimum of ten (10) years Appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC and at least five (5) years of the period referred to above must be appropriate/recognizable experience in Nursing Education or Clinical Teaching/Facilitation in a health institution, preferably as Head of Department /Assistant Manager Area at a Nursing College/ Health Institution. A post basic nursing qualification in one of the clinical specialties with duration of at least one (1) year accredited by the SANC will be an added advantage. Competencies/Knowledge/Skills: Application of Health and Public Service related Acts and Ethical Nursing practices. Implementation of nursing norms, standards, practices and indicators for quality nursing practice. Manage human resources efficiently, effectively and economically. Create and maintain a working and learning environment that will foster growth and improvement in nursing practice and health care services. Create and maintain a working inter-professional and multi-disciplinary relationship with nursing and other stakeholders. Coordinate the review of nursing interventions through comprehensive and on-going assessment and risk analysis. Utilize information technology and other information management systems to enhance service delivery. Good communication and interpersonal skills. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial and supply chain management policies, guidelines and practices. Basic computer competence, report writing skills and a valid driver's license are essential.

DUTIES

Coordinate the provision of Nursing Education & In-service Education and compliance to nursing practice. Ensure that clinical facilitation of trained personnel, basic and post- basic students takes place. Promote advocacy for the patients, nursing ethos and professionalism. Develop and monitor the implementation of guidelines, programs and regulations pertaining to nursing care. Establish and participate in an inter-professional and multi-disciplinary team for effective and efficient service delivery. Manage and monitor the utilization of Human resources and Finances in accordance with relevant directives and prescripts. Support Nursing and Health care and initiate Research Programs to improve the quality of care. Lead the implementation of the National imperatives to improve health services.

ENQUIRIES

Ms. D.F. Ngidi (011) 933 9337/0134

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. This is the re-advertisement previous applicants are encourage to apply.

FOR ATTENTION

Ms D.F. Ngidi

CLOSING DATE

29 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 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.

POST 38/51

: **DEPUTY MANAGER NURSING PN-A8**
Directorate: Nursing
(Re: advertisement. Candidates must all re-apply)

SALARY
CENTRE
REQUIREMENTS

: R756 525.00 per annum (All inclusive remuneration package)
: Kopanong Hospital
: A Basic R425 qualification accredited with the SANC in terms of Government Notice 425, (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and a qualification in Nursing Administration and Education. Nine years appropriate recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Four years of the period referred to above must be appropriate / recognizable experience at management level. In-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice 2012/13 – 2016/17, National Core Standards and Human Resource Management. Relevant experience in financial management, strategic planning, policy analysis and development. In-depth knowledge and understanding of all Health related Acts, regulations, guidelines and other related policies. Good communication skills (verbal and written), leadership and change management skills. Good computer skills (MS word, PowerPoint, Excel, etc.). Ability to work under pressure, sound interpersonal relations, conflict management and supervisory skills. Valid driver's license.

DUTIES

: Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Utilize

information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Establish, maintain and participate in interpersonal and multi-disciplinary teamwork that promote efficient and effective health care. Manage and utilize human resource in accordance with relevant directives and legislation: (human, financial, physical and material resources). Provide full-time technical and management support to districts and institutions.

ENQUIRIES : DR Kgomojoo AM, Tel no: (016) 428 7112
APPLICATIONS : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930. People With Disabilities Are Encouraged To Apply. Medical Surveillance will be done to successful candidates. If you did not hear from us within three months please consider your application unsuccessful.

CLOSING DATE : 06 October.2017

POST 38/52 : **DEPUTY MANAGER NURSING PN A-8**
 Directorate: Nursing Services

SALARY : R756 525.00 per annum (all- inclusive package)
CENTRE : Rahima Moosa Mother and Child Hospital
REQUIREMENTS : A basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and a qualification in Nursing Administration and Education. A speciality in Advanced Midwifery or Paediatric Nursing will be an advantage. Current registration with SANC as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. In-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurses Education, Training and Practice 2012/13 – 2016/17, National Core Standards and Human Resource Management. Relevant experience in Financial Management, strategic planning, policy analysis and development. In depth knowledge and understanding of all Health related acts, regulations, guidelines and other related policies. Good communication skills (verbal and written), leadership skills and change management skills. Good computer skills (MS Word, PowerPoint, Excel, etc.). Ability to work under pressure, sound interpersonal relations, conflict management and supervisory skills. Valid driver's license.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation: (Human. Financial, Physical and Material resources). Provide full time technical and management support to district and institutions.

ENQUIRIES : Mrs S Jordaan, Tel no: (011) 470-9034
APPLICATIONS : Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached. Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor. Correspondence will be limited to shortlisted candidates.

CLOSING DATE : 06 October 2017

<u>POST 38/53</u>	:	<u>MEDICAL OFFICER GRADE 1-3 REF NO: FERH/MO05</u> Directorate: General Surgery
<u>SALARY</u>	:	Grade 1: R736 425 – R793 341 Grade 1 per annum (all-inclusive package) Grade 2: R842 028 – R920 703 per annum (all-inclusive package) Grade 3: R977 199 – R1 221 723 Grade 3 per annum (all-inclusive package)
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	MBChb or recognised equivalent qualification. Registered with HPCSA as a medical practitioner and must be post community service.
<u>DUTIES</u>	:	The many and diverse functions of this position encompass aspects of the patient care, education, mentoring & coaching, and taking lead the surgical management of patients. The role will include formulation of quality improvement initiatives like presentations, subject discussions and, attendance of post intake ward rounds & morning meetings. The incumbent will be responsible for ensuring that compliance to national core standards dictates. The position is intended for grooming of candidates who wishes to follow surgical career.
<u>ENQUIRIES</u>	:	Dr A. Mthunzi, Tel. No: 011 812 8546
<u>APPLICATIONS</u>	:	Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>CLOSING DATE</u>	:	29 September 2017
<u>NOTE</u>	:	A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
<u>POST 38/54</u>	:	<u>PHARMACY SUPERVISOR GRADE 1 REF NO: J/042017</u> Directorate: Pharmaceutical Services
<u>SALARY</u>	:	R736 425 per annum
<u>CENTRE</u>	:	Jubilee District Hospital
<u>REQUIREMENTS</u>	:	B.Pharm Registered with SA Pharmacy council as a pharmacist. A minimum of 4 years post community service appropriate experience after registration as a pharmacist with the SAPC, excellent communication and information skills, management skills and time management, good interpersonal skills ,team building ,basic administrative and computer skills ,training skills, counseling skills. Research, develop, and statistical analysis skills, supervisory/motivation al skills, problem solving and decision making , policy analysis skills, basic financial management skills, project management skills, monitoring and evaluation skills, presentation skills, customer focused and responsiveness. Sound knowledge of legislation applicable to pharmacy practices, human resource management and staff relation legislation. Appropriate clinical and theoretical knowledge.
<u>DUTIES</u>	:	Keep surveillance on medicine consumption in the department .Supervisor, co-ordinate and manage all activities of the department. Plan and co-ordinate all administrative functions of the department. Assist with the dispensing of medicine. Monitor and evaluate the quality of service in the department. Control budget for the department. Ensure adherence to the dispensing and GPP standard as set out by SAPC. Manage, monitor and evaluate pharmacy staff in the unit. Ensure adherence to the hospital and provincial drug formularies, PFMA national core standard requirements. Ensure drug availability, avoid waste and fruitless expenditure. Support the pharmacy manager in effective administration of the pharmacy department. Produce relevant reports. Register as tutor. Assist with on-call and after hour duties. Ability to work under pressure, observe all Batho Pele principles. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment)
<u>ENQUIRIES</u>	:	Ms.C.K Mokhele- Pharmacy Manager (012)717 9389

APPLICATIONS : Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy. Application documents must be submitted to Jubilee District Hospital Human Resource Department Private bag x449.Hammanskraal 0400 or hand delivered

CLOSING DATE : 29 September 2017

POST 38/55 : **MEDICAL REGISTRAR REF NO: HRM 66/2017**
Directorate: Neurology

SALARY : R736 425 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB, FCN Part one. ATLS etc an Advantage. Candidate must have completed the FCN part one examination successfully. Candidate must have some experience in the field of Neurology.

DUTIES : The post is for candidates who want to qualify as a specialist neurologist. In-and outpatient services in neurology. Emergency services for neurology patient (includes after hours). Teaching and training medical/ allied students research as specified by the Department of Neurology.

ENQUIRIES : Prof. C Schutte Tel: (012) 354 1082/ 2045
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 06 October 2017

POST 38/56 : **ASSISTANT DIRECTOR PATIENT ADMINISTRATION REF NO: HRM 67/2017**
Directorate: Admin & Logistic

SALARY : R657 558 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 and appropriate three (3) year qualification with a minimum of three (3) year's supervisory experience in Patient Administration working with Patient Administration transversal systems. Understanding of Patient Administration with specific reference to Registry, Mortuary services, Messenger and Potting services and other areas of importance. Be computer literate and have good writing skills. Ability to work independently in a multidisciplinary team. Work optimally as part of a dynamic team. Ability to develop and implement monitoring and evaluation tools. Good interpersonal relations, honest and reliable. Be able to uphold high ethical conduct. Good understanding of Public Service legislation and prescripts applicable to government including systems and procedures.

DUTIES : Provide patients service management. Provide adequate mechanisms for accurate Maintenance of medical records and confidentiality. Assist and supervise information data management team to ensure accurate data collection and use. Ensure the mortuary services are user friendly for all clients. Ensure the effective, efficient and economic utilization to the resources allocated to the institution including development of staff. Effective performance management of employees according to PMDS. Effective management of conflicts and grievances and maintain discipline in all components. Apply good governance with the components including National Health priorities. Attend all meetings within your directorate and deputize the Deputy Director Patient Administration in his/her absence.

ENQUIRIES : Mrs. MF Monama Tel: (012) 354 1421
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 06 October 2017

POST 38/57 : **ASSISTANT MANAGER - SPECIALTY**
(Re: advertisement. Candidates must all re-apply)
Directorate: Nursing

SALARY : R546 315 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : A Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife plus a qualification in Medical and Surgical Nursing Science (Trauma and Emergency) or Operating Theatre Nursing Science. Eight or more years appropriate experience as a nurse after registration with SANC. Three years of the period referred above must be appropriate / recognizable experience in management level. Able to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. A strategist who is client focused. Skills: good communication skill, leadership, problem solving, report writing and information management. A post basic qualification in Nursing Administration will be an advantage.

DUTIES : Demonstrate an in depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service. Ensure that the clinical nursing practice by the team is rendered 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. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery.

ENQUIRIES : MS M.E. Polo, Tel no: (016) 428 7130
APPLICATIONS : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930. People with disabilities are encouraged to apply. Medical Surveillance will be conducted to successful candidate. If you did not hear from us within three months Please consider your application unsuccessful.

CLOSING DATE : 06 October.2017

POST 38/58 : **ASSISTANT DIRECTOR (RADIOGRAPHY) REF NO: 001689**
Directorate: Clinical Services

SALARY : R459 558 per annum
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : Appropriate qualification and registration with the Health Professions Council of South Africa (HPCSA). A minimum of 5 years' appropriate experience in the relevant profession.

DUTIES : Departmental Operational Management, manage and monitor performance and development of all staff. Manage, plan, organize and supervise the provision of general and specialized Radiography Services and students Clinical Training according to the vision and mission statements of the Department of Health. Make sure that the department is able to render a 24 hour Radiology Service at all times. Provide professional advice in issues pertaining to policies and legislation related to health. Compilation of the Strategic and Operational plans of the Department. Compilation of monthly statistics and stock control. Ensure compliance with budget management, Quality Assurance, Core Standards and Radiation Safety regulations. Problem solving and complaints management. Ensure that health and safety systems of work are maintained and that all possible steps are taken to prevent accidents and reduce hazards to Occupation Health. Leave monitoring. Monitor staff allocation and rotation. Ensure radiography equipment's maintenance contracts.

ENQUIRIES : Dr. A. Christoforou Tel no: (011) 898 8000
APPLICATIONS : Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400, Physical

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

CLOSING DATE

POST 38/59

PROFESSIONAL NURSE (SPECIALTY) REF NO: CHBAH39

Directorate: Nursing

(Theatre, Intensive Care, Advanced Midwifery, Neonatal, Renal, Trauma, Advanced Psychiatry, Paediatrics, Orthopaedics, Infection Control, Ophthalmology, Oncology, Occupational Health and Safety)

CENTRE

Chris Hani Baragwanath Academic Hospital

Professional Nurse Grade 2 (Specialty) (PN-B2), Salary: R418 701 per annum (Plus benefits). Requirements: A Basic R425 qualification (i.e. 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. A minimum of 14 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10' years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the one year post-basic qualification in the relevant specialty. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

Professional Nurse Grade 1 (Specialty) (PN-B1), Salary: R340 431 per annum (Plus benefits). Requirements: A Basic R425 qualification (i.e. 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. A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

ENQUIRIES

APPLICATIONS

MS DF Ngidi Tel no: (011) 933 0134

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

FOR ATTENTION

CLOSING DATE

MS DF NGIDI

31 October 2017 (This is an open advertisement and posts will be filled on a continuous basis from date of advertising up to the closing date of 31 OCTOBER 2017. Candidates must please communicate with relevant contact persons in order to ascertain whether vacancies are still available in categories which are of interest to them.

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 responsibly of applicants with foreign qualifications to attach/provide a verification

report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate will be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilise 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.

- POST 38/60** : **PNB1 PROFESSIONAL NURSE SPECIALTY (EYE CLINIC) REF NO: 001645**
 Directorate: Eye Clinic Nursing Unit
- SALARY** : R340 431 – R394 665 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12. Basic R425 qualification (diploma / degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of 1 year course as an Ophthalmological Nurse (Ophthalmic Nursing Science), accredited with the SANC. 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. Proof of service certificate. Computer literacy and driver’s license will be an added advantage. Ability to work independently and to take decisions as an Ophthalmological Nurse (Ophthalmic Nurse). Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act, grievance procedure, etc. Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practices. SKILLS REQUIRED: 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. Perform a clinical nursing practice in accordance with the scope of Practice and nursing standards. Maintain professional growth / ethical standards and self-development. Promote quality of nursing care as directed by the Professional Scope of Practice and standards.
- ENQUIRIES** : Ms. M.V. Mathabatha, Tel No: (012) 318-6622
APPLICATIONS : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za
- CLOSING DATE** : 06 October 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 38/61 : **CLINICAL PROGRAM COORDINATORS GRADE 1 (QUALITY MANAGERS)**
PN-A5 (5 POSTS) REF NO: CHBAH48
Directorate: Nursing Services

SALARY : R394 665 per annum (Plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years Appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least one (1) year experience of the above period must be recognizable experience as a Shift Leader or Supervisor in a clinical setting. Current registration with the South African Nursing Council. Good computer skills (MS Word, Excel etc.). Competencies/Knowledge/Skills: Good communication skills (verbal & written), problem solving skills. Application and interpretation of regulations and other legislative frameworks pertaining to Health and Quality Management.

DUTIES : Ensure compliance to the National Core Standards Project. Effective management of adverse events and complaints. Capture information and communicate with the relevant stakeholders. Investigate and compile reports within stipulated time frames. Identify, implement, monitor and evaluate quality improvement programs. Analyse reports and quality improvement plans and advise accordingly. Monitor utilisation of resources and the implementation of customer care projects.

ENQUIRIES : Ms. D.F. Ngidi (011) 933 9337/0134
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. This is the re-advertisement previous applicants are encourage to apply.

FOR ATTENTION : Ms D.F. Ngidi
CLOSING DATE : 29 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 that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibly of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to

utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

POST 38/62 : **OPERATIONAL MANAGER (GENERAL STREAM) REF NO: TDH008/2017**
 Directorate: Nursing

SALARY : R394, 665-R444, 195 per annum (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with South African Nursing Council as a professional nurse in terms of Government Notice R 425 qualification i.e. degree / diploma in Nursing Science, General, Midwifery, Community Nursing Science and Psychiatric. A minimum of 7 years appropriate/ recognizable experience in Nursing after registration as Professional Nurse with SANC in in General Nursing. Diploma/ degree in Nursing Management will be an added advantage. Proof of current registration with SANC. Must have extensive knowledge of Mental Health Care. Protocols and guidelines. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literacy and valid driver's license

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordination of required nursing care which is compliance with standards set by the service and professional framework. Participate in management and utilize physical, financial and human resources to fulfil operational and developmental functions in accordance with legislation and policies. Maintain constructive working relationship with nursing and other stakeholders. Participate in CPD implementation and training. Maintain professional growth / ethical standards and development of self and staff members in the unit. Be in charge of the hospital in the absence of the Senior Managers (after hours and weekends)

ENQUIRIES : Mrs Motlhaga DS, Tel no: 012 354 7600
APPLICATIONS : Applications must be submitted on a Z83 form, certified copies of ID and Qualification to be attached. Applications can be submitted at Tshwane District Hospital: Cnr Dr Savage Road & Stive Biko or posted to the HR Manager Tshwane District Hospital, Private Bag X 179, Pretoria, 0001 or people should apply directly to the Hospital HR Department. Failure to do so will lead to disqualification.

CLOSING DATE : 02 October 2017

POST 38/63 : **OPERATIONAL MANAGER (ACCIDENT AND EMERGENCY UNIT) REF NO: TDH009/2017**
 Directorate: Nursing

SALARY : R394, 665-R444195 per annum (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Grade 12. Basic qualifications accredited with the South African Nursing Council as a professional nurse in terms of Government Notice R 425qualification (i.e. degree / diploma in Nursing science, General, Midwifery, Community Nursing Science and Psychiatric. A minimum of 7 years appropriate / recognizable experience in Nursing after registration as Professional Nursing with SANC in General Nursing. Diploma / degree in Nursing Management will be an added advantage. Proof of current registration with SANC. 3 years' experience working in Accident and Emergency Unit. Competencies: knowledge / skills, good managerial experience, ability to work under pressure, sound interpersonal skills are necessary. Knowledge and insight of legislation and policies. Computer literacy and valid driver's license.

DUTIES : Supervisor and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordination of required nursing care which is compliance with standards set by the service and professional framework. Participate in management and utilize physical, financial and human resources to

fulfil operational and developmental functions in accordance with legislation and policies. Ensure that participation in research related activities are evident in the practice. Maintain constructive working relationship with nursing and other stakeholders. Participate in CPD implementation and training. Maintain professional growth / ethical standards and development of self and staff members in the unit. Be in charge of the hospital in the absence of the Senior Managers (after hours and weekends)

ENQUIRIES : Mrs Motlhaga DS, Tel no: 012 354 7600
APPLICATIONS :

Applications must be submitted on a form, certified copies of ID and Qualification to be attached. Applications can be submitted at Tshwane District Hospital: Cnr Dr Savage Road & Steve Biko or posted to the HR Manager Tshwane District Hospital, Private Bag x 179, PRETORIA, 0001 Or peoples should apply directly to the HR Department. Failure to do so will lead to disqualification.

CLOSING DATE : 02 October 2017

POST 38/64 : **OPERATIONAL MANAGER NURSING GR 1: (GENERAL) TB (RE-ADVERTISEMENT) REF NO: 001658**

Directorate: Nursing

SALARY : R394 665- 444 195 per annum (plus benefits)

CENTRE : Carletonville Hospital

REQUIREMENTS : Basic R425/R683 qualification i.e. Diploma/ Degree in General, Psychiatry, Community and Midwife/ Diploma in General Nursing. Proof of current 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. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Basic computer skills. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Able to develop contracts, build and maintain networks of professional relations in order to enhance service delivery. Demonstrate basic computer skills. Display strong leadership abilities, problem solving skills and knowledgeable in legal requirements in public health care sector. Ability to take charge and make appropriate independent decisions. Research skills to advise Hospital Management. Training in Basic TB management, MDR-TB and NIMART will be an added advantage.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing care as directed by the professional scope practice and nursing standards as determined by the facility. Facilitate and oversee the development of operational/business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management of TB ward. Work as part of the multidisciplinary team to ensure good nursing care. Facilitate, coordinate and implement national, provincial and regional legislation regarding TB, HIV and AIDS and MDR-TB management. Monitor and review TB, HIV and AIDS and MDR-TB guidelines and protocols. Monitor utilisation of Financial and Human resources. Participate in TB screening activities. Conduct periodic audits (e.g. adherence to TB management protocols) and develop quality improvement plans. Notification of notifiable conditions. Maintain professional/ethical standards and self-development, promoting the image of the nursing profession and the hospital. Provision of effective support to nursing service: do relief duties (calls) as required by the service.

ENQUIRIES : Mrs. M Matandela Tel: 018 788 1704

APPLICATIONS : People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified Copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private bag x 2023, Carletonville, 2500

CLOSING DATE : 06 October 2017

NOTE : The employer reserves the right to fill or not fill the post

POST 38/65 : **PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH38**

CENTRE : Chris Hani Baragwanath Academic Hospital
Professional Nurse Grade 3 (General) (PN-A4), Salary: R340 431 per annum (Plus benefits). Requirements: Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 20 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
Professional Nurse Grade 2 (General) (PN-A3), Salary: R278 052 per annum (Plus benefits). Requirements: Basic R425 qualification 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 minimum of 10 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
Professional Nurse Grade 1 (General) (PN-A2), Salary: R226 083 per annum (Plus benefits). Requirements: Basic R425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. No experience required after registration with the SANC as Professional Nurse. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

ENQUIRIES : MS DF Ngidi tel no: (011) 933 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 DF NGIDI
CLOSING DATE : 31 October 2017 (This is an open advertisement and posts will be filled on a continuous basis from date of advertising up to the closing date of 31 OCTOBER 2017. Candidates must please communicate with relevant contact persons in order to ascertain whether vacancies are still available in categories which are of interest to them.

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 will be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilise 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.

POST 38/66 : **ASSISTANT DIRECTOR: CONTRACT ADMINISTRATION REF NO: CHBAH49**
Directorate: Nursing Services

SALARY : 334 545 per annum (All-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Grade 12 with 10 years' experience or a Degree/National diploma in Public Management/ Cost and Management. Accounting/ Logistic Management. A minimum of 2- 3 years' experience of contract administration within procurement environment .Computer competency (MS word, MS Excel and MS power point). Extensive knowledge and understanding of PFMA, PPPFA Act, Treasury regulations and other related Supply Chain Management prescripts. Extensive knowledge of SAP/RSM and BAS systems. Excellent written, verbal and interpersonal communication skill. Ability to work under pressure and deliver on tight deadlines. Customer care service oriented. Conflict management skills, knowledge of grievance and disciplinary procedures, management and decision making skills. Reports writing skills. Ability to analyze and interpret financial information. Ability to interpret and implement policies and other prescripts, presentation skills, ability to facilitate workshops, conflict management skills.

DUTIES : render contract administration. Administer contract files during the project life cycle. Ensure archiving and safekeeping of files. Develop and implement procedures for contract management and administration in compliance with the departmental policy. Ensure all contracts have a signed agreement and service level agreement and all submitted documents are in line with the contract. Advice and update any changes of contract condition for compliance purposes. Manage and oversee supplier performance. Adhere to contractual formalities. Audit project progress to determine any diversions from the original contract period and take corrective action to ensure necessary approvals are granted. Oversee service level agreement compliance, management and implementation. Manage training and development of personnel according to agreed training interventions. Compile and submission of weekly, monthly and quarterly reports to supervisor. Management of the staff. Ensure effective, efficient and safekeeping of stock. Provide qualitative warehouse reports. Be willing to undergo continuous training and development programmes. Attend meeting and training as approved by supervisor. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

ENQUIRIES : Ms. T.T.T. Ravele (011) 933 9748
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. This is the re-advertisement previous applicants are encourage to apply.

FOR ATTENTION : Ms T.T.T. Ravele
CLOSING DATE : 29 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 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.

POST 38/67

: **ASSISTANT DIRECTOR: (PATIENTS AFFAIRS) LEVEL 9**

Directorate: Patient Affairs Department

SALARY

: R334 545.00 per annum (Plus Benefit)

CENTRE

: Mamelodi Regional Hospital

REQUIREMENTS

: Degree or diploma in Public Administration or relevant qualification with more than 5 years' relevant experience as an administrative officer, preferably in a hospital or health department. Knowledge, understanding and implementation of methods, practices, policies, regulations and acts that prescript governing patients affairs including medical records and Medicom system. Advance knowledge of reporting writing skills is pre-requisite. Knowledge of Public Service Legislations, and procedures such as PMFA, LRA, PSA, BCEA. Good written and advance communication skill, must have leadership, planning, organizing and problem solving skills. 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. A valid driver's license is compulsory.

DUTIES

: Responsible for the overall day-to-day administrative management of Patient Affairs Department. OPD/Inpatient, MVA, Records, Ward Clerks, Patient Administration. Ensure that Patient Affairs is managed according to policies, procedures efficiently and effectively. Manage and monitor hospital Medicom system. Ensure effective management of Service Level Agreements with service providers to ensure efficient service delivery. Develop strategies programmes and projects to improve service delivery. Determine internal control strategies to ensure compliance with prescripts. Monitor and ensure compliance to NCS and Auditors General findings and implement recommendations. Produce timeous management reports. Participate in the formulation of the hospital operational and strategic plans. Determine the Patients Affairs department's annual objectives. Develop, implement and direct preventive and corrective maintenance programmes. Review and evaluate existing programme services, policies and procedures. Prepare and manages department's budgets. Assist with implementing and monitoring of effective record keeping, accurate statistic collections as well analyzing and maintaining of a high standard of quality assurance. Assist with evaluation and training. Manage staff development and performance (PMDS) against departmental and hospital objectives in line with strategic, operational and

turnaround strategy of the department. Perform any other duties delegated by the Head of the Institution.

APPLICATIONS : Applications should include Z83, CV, Certified copies of ID and Qualifications. Applications to be sent to Human Resources, Mamelodi Hospital, Private Bag X 0032, Rethabile, Mamelodi East, 0122 or hand deliver to 19472 Serapeng street, Tsamaya Road, Mamelodi East, or submit on line at www.gautengonline.gov.za:

FOR ATTENTION ENQUIRIES : Ms. J Vilakazi – Recruitment section.

CLOSING DATE : Mr. M.S. Machaba: 012 841 8307
06 October 2017

POST 38/68 : **ASSISTANT DIRECTOR: FMU :) LEVEL 9**
Directorate: Administration & Support Services

SALARY CENTRE REQUIREMENTS : R334 545.00 Per Annum (Plus Benefits)
Mamelodi Regional Hospital
An appropriate Degree or National diploma in Electrical/Mechanical/Building with more than 5 years' experience of which 2 years should be at supervisory level or Grade 12 plus 10 years relevant experience in Facility Management Unit. Knowledge of PFMA, OHS Act, Project Management, Inspection, presentation and analytical skills. Knowledge of managing Facility Management services in the hospital environment. Knowledge of National Building Regulations will be an added advantage. Good financial management skills and conflict management. Must be computer literate (MS Office, MS Excel and PowerPoint). Excellent time management and organizational skills. Good communication skills (verbal and non-verbal), report writing skills, negotiation, teambuilding, problem solving, conflict resolution) and ability to work under pressure. A valid driver's license.

DUTIES : Ensure overall management of Facility Management Unit, Parking, Garden services, cleaning, Waste management, Porters, Mortuary, and DID – Artisans (Electrical, Mechanical, Building, Plumbing, Carpentry). Supervise and manage resources in Facility Management Unit services department within the institution. Strengthen record keeping process and implement record management policies. Monitor and report on proper implementation of the Nation Core Standard requirements of the FMU. Ensure compliance and maintaining the quality standard required by the institution. Monitoring and evaluation of DID staff performance on site. Communicating and liaising with the relevant inspectors and staff from DID and Central Office Infrastructure management. Attend FMU & DID meetings and compile weekly, monthly and quarterly reports. Participate in inter and intradepartmental committees that deals with issue of FMU. Responsible for performance appraisal and development of staff. Ensure achievement of strategic objectives of the component by ensuring suitable infrastructure in terms of identified need of budget and monitoring construction. Conduct building audits and identify areas that need attention. Control FMU budget and monitor expenditure. Ensure proper utilization of the infrastructure and Day to Day maintenance budget by monitoring & reporting expenditure. Ensure the implementation of FMU practices, procedures, guidelines and policies. Responsible for implementation of Occupational Health and Safety act. Participate in the development of strategic and operational plans for Facility Management sections. Attend meetings for projects strategic planning. Attend to human resource matters, do record keeping and statistics, compile and submit reports. Plan implement training programs for FMU staff. Fulfill duties as per PMDS contract and job description. Perform any other duties delegates by management.

APPLICATIONS : Applications should include Z83, CV, Certified copies of ID and Qualifications. Applications to be sent to Human Resource, Mamelodi Hospital, Private Bag X 0032, Rethabile, Mamelodi East, 0122 or hand deliver to 19472 Serapeng street, Tsamaya Road Mamelodi East, or submit on line:www.gautengonline.gov.za.

FOR ATTENTION ENQUIRIES : Ms. J Vilakazi – Recruitment section.

CLOSING DATE : MR.M.S Machaba (012)8418307
06 October 2017

<u>POST 38/69</u>	:	<u>ASSISTANT DIRECTOR- HIM) LEVEL 9</u> Directorate: Hospital Information Management
<u>SALARY</u>	:	R334 545 per annum (plus benefits)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	Degree/diploma in information management science, or Epidemiology Statistics or related qualifications with 5 years appropriate managerial experience at supervisory role. Advanced DHIS and or knowledge management. More than 5 years working experience in health environment. Computer literate with extensive knowledge of Advanced MS Excel, Word, PowerPoint, Outlook and internet is compulsory. Analytical and numeric skills. Good communication, Presentation, Interpersonal, Coordination and report writing skills. A valid driver's license is compulsory.
<u>DUTIES</u>	:	Provide leadership and management of Hospital Information Management Unit. Set up an efficient Information Management Unit to support decentralized accountability system. Develop hospital information or knowledge Management strategy. Develop policies, procedures and process for efficient management of hospital information. Set system and process for evidence based management approach in the hospital. Facilitate and coordinate hospital performance reviews. Produce regular updates and annual performance report. Assists with evaluation and training. Monitor and ensure compliance to NCS and Auditor General Findings and implements recommendations. Produce timeous management reports. Participate in the formulation of the hospital operational and strategic plans. Contribute to the hospital planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PMDS) against departmental and hospitals objectives in line strategic, operational and turnaround of the department. Perform any other duties delegated by the Head of the Institution.
<u>ENQUIRIES</u>	:	Mr. M.S Machaba: 012 841 8307
<u>APPLICATIONS</u>	:	Applications should include Z83, Certified copies of ID and Qualifications. Applications to be sent to Human Resources, Mamelodi Hospital, Private Bag X0032, Rethabile, Mamelodi East, 0122 or hand deliver to 19472 Serapeng street, Tsamaya Road, Mamelodi East, or submit on line at: www.gautengonline.gov.za . Attention: Ms. J. Vilakazi – Recruitment section.
<u>CLOSING DATE</u>	:	06 October 2017
<u>POST 38/70</u>	:	<u>ASSISTANT DIRECTOR: LEVEL 9</u> Directorate: Supply Chain Logistic Management
<u>SALARY</u>	:	R 334,545 per annum (plus benefits)
<u>CENTRE</u>	:	Mamelodi Hospital
<u>REQUIREMENT</u>	:	An appropriate recognized 3 years Degree /National diploma or equivalent qualification in Purchasing/supply chain management /logistic management /any relevant qualification .A minimum of 5 years' experience in SCM of which 3 years should be supervisory level. Knowledge and understanding of the procurement directives (Supply Chain Management manuals) PFMA,PPPFA and treasury regulations, supply chain management framework Act and BBBEE Act strong analytical skills. Good interpersonal skills. Excellent verbal and written communications skills. Strategic leadership skills, change management. Knowledge of PMDS process, HR management and people management skills. Planning, organizing and customer relationship management skills. Computer literacy skills. Good problem solving skills. Decision making skills. A valid driver's license. Experience in Health and knowledge of SRM/SAP systems will be an added advantage.
<u>DUTIES</u>	:	Lead a team that renders services in Logistics management. Ensure that analytical technique is monitored and evaluated at the end of the financial year and that ledger cards have minimum and maximum quantity levels for the management of over/under stocking. Conduct need surveys for end-users. Ensure that stock taking is conducted bi-annually and again that Theoretical stock balances (Circular 27) is performed on monthly basis. Ensure that requirements are link to the budget and the strategic objectives. Coach people where necessary with supply chain

process. Facilitate monthly supply review meetings to reconcile constrained and unconstrained plans. Ensure that replenishment of stock is in line with procurement regulations. Prepare reports for hospital management. Participate in various committees within the hospital. Represent the hospital in various forums. Ensure compliance with the national core standards. Ensure compliance of 30 days payment. Assist the hospital to acquire a clean audit.

ENQUIRIES : Ms. D Leshabane. Tel: (012) 841 8378
APPLICATIONS : Applications to be sent to Mamelodi Hospital, Private Bag X 0032. Rehtabile, Mamelodi East, 0122. Hand delivery to 19472 Serapeng Street, Tsamaya Road. Attention: Recruitment section or apply online at: www.gautengonline.gov.za
CLOSING DATE : 06 October 2017

POST 38/71 : **ASSISTANT DIRECTOR: LEVEL 9**
Directorate: Demand and Acquisition Management

SALARY : R 334,545 per annum (plus benefits)
CENTRE : Mamelodi Hospital
REQUIREMENT : An appropriate recognized 3 years Degree /National diploma or equivalent qualification in purchasing/supply chain management /logistic management /any relevant qualification .A minimum of 5 years' experience in SCM of which 3 years should be supervisory level. Knowledge and understanding of the procurement directives (Supply Chain Management manuals) PFMA, PPPFA and treasury regulations, supply chain management framework Act and BBBEE Act strong analytical skills. Good interpersonal skills. Excellent verbal and written communications skills. Strategic leadership skills, change management. Knowledge of PMDS process, HR management and people management skills. Planning, organizing and customer relationship management skills. Computer literacy skills. Good problem solving skills. Decision making skills. A valid driver's license. Experience in Health and knowledge of SRM/SAP systems will be an added advantage.

DUTIES : Lead a team that renders services in Demand and Acquisition. Conduct need analysis and industrial analysis. Ensure that the requirements are link to the budget and the strategic objectives. Coach people where necessary with supply chain process. Facilitate monthly supply review meetings to reconcile constrained and unconstrained plans. Compile demand and procurement plan. Management of supplier's database, and Monitoring of the procurement of goods and services that are in line with procurement regulations. Participate prepare reports for hospital management. Participate in various committees within the hospital. Represent the hospital in various forums. Ensure compliance with the national core standards. Ensure compliance of 30 days payment. Assist the hospital to acquire a clean audit.

ENQUIRIES : Ms. D Leshabane. Tel: (012) 841 8378
APPLICATIONS : Applications to be sent to Mamelodi Hospital, Private Bag X 0032. Rehtabile, Mamelodi East, 0122. Hand delivery to 19472 Serapeng Street, Tsamaya Road. Attention: Recruitment section or apply online at: www.gautengonline.gov.za
CLOSING DATE : 06 October 2017

POST 38/72 : **PNA2 PROFESSIONAL NURSE CTOP (GENERAL STREAM) REF NO: 001646**
Directorate: CTOP Nursing Unit

SALARY : R226 083 – R262 092 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12. Basic R425 qualification (diploma / degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with the South African Nursing Council (SANC) as Registered Nurse. Proof of service record certificate. Short course certificate in termination of pregnancy. Computer literacy (MS Excel, MS Word, 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, HR, Labour Relations Act, Nursing legislation and related legal and ethical nursing practices. Required Skills: Ability to interact with diverse

<u>DUTIES</u>	:	stakeholders and givers. Good communication skills (verbal and written); report writing skills; coordination skills; problem solving skills.
	:	Supervise and ensure the provision of an effective patient care through adequate nursing care. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical practices. Provide relevant health information to health care users to assist on achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing other stakeholders (inter-professional, inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, practices, standards and procedures.
<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 ww.gautengonline.gov.za .
<u>CLOSING DATE</u>	:	06 October 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 38/73</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PROGRAMME (EHWP) REF NO: 001629</u> Directorate: Human Resources Unit
<u>SALARY</u>	:	PNA2 R226 083 – R262 092 per annum (plus benefits); PNA3 R278 058 – R322 344 per annum (plus benefits); PNA4 R340 431 – R431 262 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Degree / Diploma in nursing (Basic 425) that allows registration with SANC as a Professional Nurse. Minimum of 4-years; 10-years and 20-years or more experience with appropriate / recognizable experience in nursing after registration as a Professional Nurse in general nursing. Current proof of registration with SANC (2017). Proof of service records. Diploma in Nursing Administration or management will be an added advantage. Computer literacy and drivers' license. Legislative frameworks relevant to the post Labour Relations Act; HIV and related legislation; policies and regulations; Compensation for Occupational Injuries and Disease Act; Occupational Health and Safety Act; Employment Equity Act; Public Finance Management Act; Public Service Act and Regulations; Nursing Act; BCEA Knowledge of the National Strategic Plan for RSA on HIV and AIDS and STI's; Integrated Employee Health and Wellness Framework; Departmental policies and procedures and Batho Pele Principles. Communication skills; interpersonal relations skill; counseling skill; problem solving and decision making skill. Presentation skill.
<u>DUTIES</u>	:	Coordinate Employee Health and Wellness Programmes (EHWP). Manage Employee Assistance Programme (EAP) and HIV/AIDS and TB in the workplace. Ensure provision of trauma debriefing, counseling and support to employees of hospital. Address alcohol and substance abuse in the workplace. Assist in Incapacity Management. Manage absenteeism in the workplace. Assist line managers to identify and resolve staff problems. Keep confidential records of EAP services. Promote and market EAP services to employees including managers. Conduct training of various EHWP issues. Lead in Employee Wellness campaigns in the hospital.

ENQUIRIES APPLICATIONS : Ms. Z.A. Mdluli, Tel No: (012) 318-6686
 : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za

CLOSING DATE NOTE : 06 October 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 38/74 : **LOGISTICAL SUPPORT OFFICER LEVEL 7 (SUPERVISOR) REF NO: 001647**
 Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R226 611 – R266 943 per annum (plus benefits)
 : Kalafong Provincial Tertiary Hospital
 : Grade 12 and appropriate Degree or 3-years National Diploma in Finance, Logistics, Supply Chain Management, Purchasing Management or Public Administration. 3 – 5 years' experience in the field of Supply Chain. Knowledge and proficiency SAP/SRM and R3. Understanding of Public Service legislative framework including Treasury Regulation, PFMA, PPPFA and B-BBEE (Practice Notes and Code of Conduct for SCM Practitioners). Computer literacy (MS Word, Outlook and Excel). Ability to work independently and under pressure. Effective communication skills (written and verbal).

DUTIES : Provide administrative support to the Bid Committees. Compile reports in areas of supervision. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Manage staff and their performance. Ensuring annual and bi-annual stock taking is conducted. Compile stock taking report. Prepare monthly recons on inventory stock. Liaise with suppliers to ensure deliverance of correct quantity and quality of stock. Attend to Supply Chain Management audit queries.

ENQUIRIES APPLICATIONS : Ms. E.D. Kau, Tel No: (012) 318-6495 / Ms. M.P. Sekhudu, Tel No: (012) 318-6724
 : 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 : 06 October 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 38/75 : **MATERIAL RECORDING CLERK LEVEL 5 REF NO: 001630**
Directorate: Supply Chain Management

SALARY : R152 862 – R180 063 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 and National Diploma in Supply Chain, Logistics, Commerce Business Administration. 1 and more years experience in the field of Supply Chain. Basic knowledge and understanding of legislative framework governing Public Service. Good communication and Computer Skills. Asset Management will be an added advantage.

DUTIES : Receive and issue stock. Complete request for stock replenishment. Stock taking bi-annually. Liaising with external and internal stakeholders. Control stock and do regular spot checks. Applying proper inventory system. Control movement of assets between locations. Facilitate disposal process on monthly basis. Barcode new assets and distribute to users. Give guidance to users how to control assets. Do quarterly asset verification. Do monthly reconciliation with BAS. Provide electronic asset register for reconciliation. Provide manual asset register for reconciliation.

ENQUIRIES : Ms. E.D. Kau, Tel No: (012) 318-6495 / Ms. M.P. Sekhudu, Tel No: (012) 318-6724
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.gauteng.gov.za.

CLOSING DATE : 06 October 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 38/ : **FOOD SERVICE SUPERVISOR LEVEL 4 REF NO: 001631**
Directorate: Human Nutrition Unit

SALARY : R127 851 – R150 606 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 with National Diploma or 1 and more years certificate in hospitality / catering / food service or 5-years hospital experience as Food Service Aid. Knowledge of Food Service operations and basic computer literacy recommended. Communication skills (written and verbal). Good interpersonal skills. Basic food preparation skills. Analytical and problem solving skills. Have effective leadership skills and be prepared to work shifts.

DUTIES : Supervise the preparation, serving and delivering of food according to patients stats. Responsible for receiving, storage, issuing of stock and updating of stock control cards. Assist with plate wastage studies. Reporting all faulty equipments to the manager. Assist with leave control. Quality Assurance: control processes. Human Resource Management: personnel utilization. Effective implementation of Personnel Development Management System.

ENQUIRIES : Mr. D. Mabina, Tel No: (012) 318-6651
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.gauteng.gov.za.

CLOSING DATE : 06 October 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 38/76 : **FOOD SERVICE AID LEVEL 2 REF NO: 001632**
Directorate: Human Nutrition Unit

SALARY : R90 234 – R106 290 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 10 and above with a proven minimum 2-years catering / cooking industry experience. Be able to work shifts including weekends and public holidays. Appropriate knowledge of food and food preparations. Good communication and interpersonal skills. Be able to work effectively within a team. Awareness of Batho Pele principles. Previous experience in food service / food related sector will be an added advantage.

DUTIES : Ensure proper and effective catering services. Perform daily cleaning tasks, hygiene and sanitation in the kitchen. Food preparation and distribution of therapeutic diets and snacks. Meal serving and distribution of meals to the wards. Transport food trolleys to different wards. Adhere to all food service policies and procedures. Assist with preparation of functions. Prepare special feeds for therapeutic diets. Prepare food parcels of patients and all other special request. Monitoring of bread and milk issues to wards every morning. Willing to undergo continuous training and development. Wash dishes and all other utensils and equipment that is used in the kitchen. Clean and scrub floors, store rooms and office in the kitchen. Wash fridges, freezer, stoves, oven as scheduled by supervisor. Perform milk kitchen duties when required. Act as a reliever when requested.

ENQUIRIES : Mr. D. Mabina, Tel No: (012) 318-6651
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.gauteng.gov.za.

CLOSING DATE : 06 October 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.