

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

*It is the department's intention to promote equity through 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 should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown or Applicants can apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 13 October 2017
- NOTE** : NB: Please note that Assistant Director: Financial Reporting (REFS/001236) and Assistant Director: Financial Accounting/Accounts payable (REFS/001235) Advertised on DPSA Circular No: 29 of 2017 with the Closing Date of The 4th Of August 2017 Has Been Withdrawn and Replaced with the Posts Below. Those Who Applied Before Are Advised To Re-Apply.

**OTHER POSTS**

- POST 39/29** : **ASSISTANT DIRECTOR: DEBTORS & CREDITORS CONTROL REF NO: 001727**  
Directorate: Office of the CFO

- SALARY CENTRE REQUIREMENTS** : R334 545 per annum (plus benefits)  
: Johannesburg  
: Matric plus National Diploma/Degree in Accounting/Finance. Computer literacy, in particular spread sheet applications. Good verbal and written communication and interactive skills. 2-3 years relevant experience in finance.

- DUTIES** : Ensure that GRV's are captured timeously, correctly and accurately. Ensure that all payments to be processed have a valid PO and are paid to the correct account within 30 days and by the 7th of every month for those that are paid in advance. Check correctness and accuracy of the disbursement vs payment proposal and bank statement ensuring that all payments due are paid and there's no overpayment/underpayment. Reviewing and ensuring that supplier recons are signed off by the 8th of every month. Execute follow up's on outstanding invoices, credit notes, etc. with AP and relevant officials. Prepare documents to treasury for manual cheques. Ensure that funds are requested by 13h00 and the requisition is accurate. Consolidation and submission of AP reports and reconciliation of age analysis, payment management, invoice tracking and accruals. Manage Performance Management and quarterly reports of people reporting to this position. Ensure that all AG queries; payment related queries from clients are dealt with in accordance with the agreed time

- ENQUIRIES** : Mr. Oscar Baloyi Tel no: (011) 689 4648

- POST 39/30** : **ASSISTANT DIRECTOR: FINANCIAL SUPPORT & REPORTING REF NO: 001728**  
Directorate: Office of the CFO

- SALARY CENTRE REQUIREMENTS** : R334 545 per annum (plus benefits)  
: Johannesburg  
: Matric plus a National Diploma/Degree in Accounting/Finance. Computer literacy, in particular spreadsheet applications. Good verbal and written communication and interactive skills. 2-3 years relevant Government experience in finance.

- DUTIES** : Preparation and submission of complete and accurate quarterly Interim and Annual Financial Statements to management for review and submission to Treasury and the Auditors as prescribed by National Treasury guidelines and PFMA. Provide audit schedules and relevant supporting documents to internal and external Auditors and Coordination of responses to Audit Queries. Preparation of monthly Treasury financial reports and assist with responses to legislature and provincial treasury. Assist with analysis of the Assets and Liabilities accounts as per Trail Balance. Execute follow ups on outstanding items on suspense accounts – Bank

Adjustment Account, Outstanding cheques. T&S Advance account. Claims Recoveries Account. Advances (payables). Timely closure of the accounting period. Followup of interdepartmental claims and the debt account. Supervision of petty cash processes in line with the policies and relevant legislation. Ensure that all receipts at the cashier's office are allocated, captured and deposited at the date of receipts or within a reasonable time.

**ENQUIRIES** : Mr. Oscar Baloyi, Tel no: (011) 689 4648

#### **DEPARTMENT OF HEALTH**

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

#### **OTHER POSTS**

**POST 39/31** : **ASSISTANT MANAGER AREA NURSING SPECIALITY: (DAY & NIGHT) OBSTETRICS & GYNAE**

**SALARY CENTRE REQUIREMENTS** : R546 315- R 614 874 per annum  
: Pholosong Hospital  
: SANC Registration. Post Basic nursing qualification with duration of at least 1 year accredited with SANC. A minimum of 10 years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate recognizable experience in the specific specialty. At least 3 years of the period referred to above must be appropriate recognizable experience at management level.

**DUTIES** : Demonstrate an in depth understanding of other relevant legal framework such as National Health Act, Public service regulation and Labour Relations Act. Demonstrate an in depth understanding of other relevant legal framework such as National Health Act, Occupational Health and Safety Health, Public Service regulation and Labour Relations Act. Demonstrate an in depth understanding of nursing legislation and related and ethical practices and how this impact on service delivery. Ensure clinical nursing practices by the nursing team/ unit in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality on nursing care as directed by the professional scope of practices and standards as determined by the relevant health facility. Demonstrate an understanding of HR and Financial policies and practices. Demonstrate effective communication with parents, patients, supervisors, other health professionals and junior colleagues, including more complex, writing when required. Work effectively and amicably at supervisory level with person of diverse intellectual, cultural, racial or religious differences. Able to develop a contract, build and maintain a network of professional relates in order to enhance service delivery. Computer literacy (Ms Word or Excel)

**ENQUIRIES APPLICATIONS** : MS KF Mabuza, Tel no; (011) 812 5000  
: Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550

**CLOSING DATE NOTE** : 20 October 2017  
: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached The institution reserves the right not to fill the post

**POST 39/32** : **OPERATIONAL MANAGER NURSING SPECIALITY UNIT: OBSTETRICS & GYNAE**

**SALARY** : R499 953 – R562 698 per annum  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e Diploma/ Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post-Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant speciality. A minimum of a 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing .At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic critical care (ICU)

**DUTIES** : Manage effectively the utilization of resources, nursing statutes and other relevant legal frameworks such as Nursing Act, National Health Act, OHS Act, Patients' Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act. Good interpersonal relations, good communication (Written and Verbal). Good conflict management, good decision making and problem solving abilities, Computer (Ms Word or Excel. Supervisory and leadership skills.

**ENQUIRIES** : MS KF Mabuza, Tel no; (011) 812 5000  
**APPLICATIONS** : Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550

**CLOSING DATE** : 20 October 2017  
**NOTE** : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached The institution reserves the right not to fill the post

**POST 39/33** : **OPERATIONAL MANAGER NURSING SPECIALITY UNIT: ICU**

**SALARY** : R499 953 – R 562 698 per annum  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e Diploma/ Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post-Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant speciality. A minimum of a 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing .At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic critical care (ICU)

**DUTIES** : Manage effectively the utilization of resources, nursing statutes and other relevant legal frameworks such as Nursing Act, National Health Act, OHS Act, Patients' Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act. Good interpersonal relations, good communication (Written and Verbal). Good conflict management, good decision making and problem solving abilities, Computer (Ms Word or Excel. Supervisory and leadership skills.

**ENQUIRIES** : MS KF Mabuza, Tel no; (011) 812 5000  
**APPLICATIONS** : Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550

**CLOSING DATE** : 20 October 2017  
**NOTE** : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached The institution reserves the right not to fill the post.

**POST 39/34** : **OPERATIONAL MANAGER NURSING: SPECIALTY UNIT PNB3: NEONATAL & PEADIATRIC DEPARTMENT**

**SALARY** : R499 953 – R562 698 per annum  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred above should be appropriate/ recognized experience after obtaining the 1

- year post basic diploma in Child Nursing Science. A post basic nursing qualification with a duration of at least 1 year accredited with the SANC.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework, Manage effective the utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services, Maintain professional growth/ ethical standards. Must have strong leadership skills, good verbal and written communication and conflict management skills, good interpersonal relationship and ability to work under pressure. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate an in depth understanding of nursing legislation and related legal and nursing ethical practices and how this impacts on service delivery.
- ENQUIRIES** : MS KF Mabuza, Tel no: (011) 812 5000
- APPLICATIONS** : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550
- CLOSING DATE** : 20 October 2017
- NOTE** : The institution reserves the right not to fill the post.
- POST 39/35** : **OPERATIONAL MANAGER NURSING: SPECIALTY UNIT PNB3: ACCIDENT AND EMERGENCY UNIT**
- SALARY** : R499 953 – R 562 698 per annum
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred above should be appropriate/ recognized experience after obtaining the 1 year post basic diploma in trauma. A post basic nursing qualification with a duration of at least 1 accredited with the SANC.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework, Manage effective the utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services, Maintain professional growth/ ethical standards. Must have strong leadership skills, good verbal and written communication and conflict management skills, good interpersonal relationship and ability to work under pressure. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate an in depth understanding of nursing legislation and related legal and nursing ethical practices and how this impacts on service delivery.
- ENQUIRIES** : MS KF Mabuza, Tel no: (011) 812 5000
- APPLICATIONS** : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550
- CLOSING DATE** : 20 October 2017
- NOTE** : The institution reserves the right not to fill the post.
- POST 39/36** : **OPERATIONAL MANAGER NURSING GENERAL: MEDICAL WARD**
- SALARY** : R394 665 – R 444 195 per annum
- CENTRE** : Pholosong 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 A minimum of 7 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SA Nursing Council in General Nursing
- DUTIES** : Coordination of optimal, holistic nursing care provided within set standards and professional/ legal framework, Manage effectively the supervision and utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ ethical standards and self-development

**ENQUIRIES APPLICATIONS** : MS KF Mabuza, Tel no: (011) 812 5000  
 : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550

**CLOSING DATE NOTE** : 20 October 2017  
 : The institution reserves the right not to fill the post.

**POST 39/37** : **OPERATIONAL MANAGER NURSING GENERAL OPD**

**SALARY CENTRE REQUIREMENTS** : R394 665 – R 444 195 per annum  
 : Pholosong Hospital  
 : 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. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SA Nursing Council in General Nursing

**DUTIES** : Coordination of optimal, holistic nursing care provided within set standards and professional/ legal framework, Manage effectively the supervision and utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ ethical standards and self-development

**ENQUIRIES APPLICATIONS** : MS KF Mabuza, Tel no: (011) 812 5000  
 : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550

**CLOSING DATE NOTE** : 20 October 2017  
 : The institution reserves the right not to fill the post.

**POST 39/38** : **LECTURER GRADE 1 (PND1)/ SOCIAL SCIENCES AND PSYCHIATRIC NURSING SCIENCE 4 POSTS REF NO: 001685**  
 Directorate: Nursing Education and Training

**SALARY** : R340 431 per annum (plus benefits) PN-D1  
 R418 701 per annum (plus benefits) PN-D2

**CENTRE REQUIREMENTS** : Chris Hani Baragwanath Nursing College  
 : Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of four (4)years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC. A minimum of two (2) years' experience in Clinical Psychiatric Nursing. Valid drivers' license. The ability to do power point presentation and report writing using micro-soft word. Sound communication, supervisory, word and presentation skills. Ability to work in a team and under pressure.

**DUTIES** : Involvement in the planning, coordination and implementation of Psychiatric Nursing Science training programmes. Provide theoretical and clinical instruction, and evaluation of Social Sciences and Psychiatric Nursing Science. Clinical accompaniment which include clinical teaching and evaluation to determine students' competencies. Exercise control over students. Provide student with clinical guidance and support. Support the mission of the College by serving in Committees, attending and participating in meetings and College activities. Promote the image of the College. Participate in research relevant to Nursing Education. Develop, review and evaluate curriculum. Engage in own professional development related to Nursing Education.

**ENQUIRIES APPLICATIONS** : Mr. H.R. Letlape Tel No: (011) 983 3007  
 : Applications must be submitted on a Z83 form with your C. V. certified copies of your I.D, current SANC Receipt and attached Qualifications. Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 06 October 2017

- NOTE** : State all your competencies, trainings and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.
- POST 39/39** : **LECTURER GRADE 1 (PND1) / LECTURER GRADE 2 (PND 2) GENERAL NURSING SCIENCE (GNS) 6 POSTS REFS/001672**  
Directorate: Nursing Education and Training
- SALARY** : R340 431 291 per annum (plus benefits) PND1  
R418 701 per annum (plus benefits) PND2
- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Nursing College  
: Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. PN-D1, minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General nursing and Midwifery. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience in Nursing Education. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice and all relevant regulations. Valid driver's license. The ability to apply computer technology and programmes. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Current registration with SANC.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of General Nursing Science academic programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.
- ENQUIRIES** : Ms. N. J. Mqokozo, Tel No: (011) 983 3005  
Ms. N. Kubheka, Tel No: (011) 983 3003
- APPLICATIONS** : Applications must be submitted on a Z83 form with your C. V. certified copies of your I.D, current SANC Receipt and attached Qualifications. Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 06 October 2017
- NOTE** : All applications must be submitted with a Z83 form, a C.V and certified copies. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than three month on submission date. Driver's license and smart card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The

successful candidate will be subjected to pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.

**POST 39/40** : **PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY (PN-B1) REF NO-001702**  
Directorate: Nursing

**SALARY** : R340 431 – 394 665 per annum (plus benefits)  
**CENTRE** : Carletonville Hospital  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse. A minimum of four (4) years appropriate /recognizable experience in nursing after registration as a professional nurse with South African Nursing Council in General Nursing. A post-basic qualification in Advanced Midwifery with a duration of at least 1 year accredited with the SANC in terms of Government Notice No R212 in Advanced Midwifery. Registration with South African Nursing Council as a professional nurse and specialist.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Provision of optimal, holistic specialised nursing care within set standards and professional/legal framework. Promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of multi-disciplinary team to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Lead shifts and transfer skills through in-service training including ESMOE training. Effectively manage material resources and ensure adherence to minimum and maximum levels. Effective human resource management through implementation of PMDS. Maintain professional growth /ethical standards and self-development. Participate in training and research.

**ENQUIRIES** : Mrs. N Mazini Tel no: (018) 788 1725  
**APPLICATIONS** : 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 X2023, Carletonville, 2500 or apply on line at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 06 October 2017  
**NOTE** : The employer reserves the right to fill or not fill the post People with disabilities are encouraged to apply.

**POST 39/41** : **ASSISTANT DIRECTOR: (HIM) LEVEL 9 X 1**  
Directorate: Hospital Information Management

**SALARY** : R334 545 per annum (plus benefit)  
**CENTRE** : Mamelodi Regional Hospital  
**REQUIREMENTS** : Degree or 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.

**DUTIES** : 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 regulate updates and annual performance report. Assists with evaluation and training. Monitor and ensure compliance to NCS and Auditors 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 hospital objectives in line with strategic, operational and turnaround strategy of the department. Perform any other duties delegated by the Head of the Institution.

**ENQUIRIES** : Mr. M.S. Machaba Tel no: (012) 841 8307  
**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](http://www.gautengonline.gov.za)  
**FOR ATTENTION** : Ms. J Vilakazi – Recruitment section.  
**CLOSING DATE** : 06 October 2017

**POST 39/42** : **SENIOR ADMINISTRATION OFFICER (REGISTRY) REF NO: 001674**  
 Directorate: Administration

**SALARY** : R211 194-R266 943 per annum (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Nursing College  
**REQUIREMENTS** : Grade 12 Certificate / level 4 certificate/National Vocational Certificate or equivalent qualification. Three years' experience in registry environment. Communications (verbal & written). Planning and organizing skills. Good computer skills (MS Word, Excel, etc.) computer certificate must be attached. Applying and interpretation of regulations and other legislative frameworks that govern the document management. Procedures and policies. Compliance of the legislations that govern document management and archives. Ability to work under pressure and to meet departmental deadlines. Sound interpersonal relations. Ability to handle confidentiality information.

**DUTIES** : Provide registry and archives support services. Managing the daily duties at the registry opening and the closing of files. Managing the registry section and supervise registry employees. Updating the control sheet. Managing the franking of all outgoing mail. Manage the record all remittance and registered mail in the respective registers. Manage and distribution of internal correspondence to other institutions. Listing closed files and transfer them to the archives storerooms. Sorting and opening of mail. Distribution of circulars .Updating distribution list. Handling franking machine. Recording the movement of document of documentation and files. Staff Development.

**ENQUIRIES** : Ms. E.C. Van Der Merwe, Tel no: (011) 983 3072  
**APPLICATIONS** : Applications must be submitted on a Z83 form with a C.V and Certified copies. Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Chris Hani Baragwanath Academic Hospital premises), Chris Hani Road, Diepkloof ,Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 06 October 2017  
**NOTE** :

All applications must be submitted with a Z83 form, a C.V and Certified copies. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than three month on submission date. Smart card ID must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.



- POST 39/43** : **PRINCIPAL NETWORK CONTROLLER REF NO: 001668**  
Directorate: Forensic Medical Services
- SALARY** : R226 611 per annum (plus benefits)  
**CENTRE** : Head Office  
**REQUIREMENTS** : 3 year National Diploma/Degree in Information Technology plus two (2) years' experience / Grade 12 plus between five to ten (5-10) years relevant experience. Good knowledge of LAN/WAN devices and management as well as experience on Windows Server 2008 and /2012, Exchange 2010 and Windows /7/8 is essential. Added advantages: Microsoft qualification, knowledge of government transversal systems. Knowledge of CISCO devices and their operation as well as VoIP. Understanding of Relation Database Model, JS and JSP. Good communication skills. Ability to work under pressure, independently and in a team environment. Knowledge and working experience with anti-virus software, backups and Microsoft Active Directory. Advanced trouble shooting and fault findings skills. Must be prepared to travel and work after hours, and public holidays and standby when required. A valid driver's license.
- DUTIES** : The successful candidate will be responsible for administering and configuration of Windows 2008/ and 2012 servers and ensure maximum performance. Perform backups and restores, administer WAN/LAN connections, fix errors and escalate when necessary. Troubleshoot network problems. Assist with implementation and testing of network security measures and Disaster Recovery Plan. Ensure update of anti-virus software. Install, configure and troubleshoot BAS, Persal, or any Government Transversal System. Ensure maximum uptime of network equipment through accurate and early response.
- ENQUIRIES** : Mr M Mokhethi Tel no: 011 492 0143  
**APPLICATIONS** : Applications must be forwarded to Forensic Medical Services, No. 11 Diagonal Street 13th floor, reception area, or can be posted to Forensic Medical Services P.O Box 7128, Johannesburg 2000.
- CLOSING DATE** : 06 October 2017  
**NOTE** : The successful candidate will be subjected to OHS medical surveillance regime as required in the HBA regulations within the OHS Act, 85 of 1993. A security clearance check verification of qualifications will be conducted. **NB:** Please note this is a re – advertisement, all candidates who have previously applied must again do so
- POST 39/44** : **ADMINISTRATION CLERK (STUDENT AFFAIRS REF NO: 001684)**  
Directorate: Nursing Education and Training
- SALARY** : R152 862. - R180 063 per annum (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Nursing College  
**REQUIREMENTS** : Grade 12 Certificate with Accounting or Mathematics as a passed subject. One year experience in the Public Service Administration environment. Sound Communication (written and verbal) and interpersonal relations skills. Computer literacy (Word and Excel), certificate attached. Sound telephone manners. Must be willing to undertake a skills knowledge test on MS Word and Excel. A valid driver's license will be added as an advantage.
- DUTIES** : Control student absenteeism both theory and clinical. Assist students with leave matters and submit Leave forms to HR, Campuses and Clinics/Hospitals. File leaves forms and other documents in the student's files. Draw student's files for management when requested. Rearrange and label students course trays and files every year. Facilitate student's course registration/orientation and award ceremonies. Maintain and update student's records e.g. tests, exams results and lecture periods. Recording, sealing and dividing graduation certificates. Co-ordinate and record clinical hours and theoretical periods of students from all campuses. Completion of clinical hours and correlation with course requirements. Arrange class rooms and examination venues to according to schedules. Carry out lawful duties allocated by the supervisor.
- ENQUIRIES** : Mr. T. Nxumalo, Tel No: (011) 983 3001  
**APPLICATIONS** : Applications must be submitted on a Z83 form with a C.V and certified copies. at the Chris Hani Baragwanath Nursing College(inside the Chris Hani Baragwanath

		Academic Hospital premises), Chris Hani Road, Diepkloof ,Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	06 October 2017
<b><u>NOTES</u></b>	:	All applications must be submitted with a Z83 form, a C.V and certified copies. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than three month on submission date. Driver's license and smart card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.
<b><u>POST 39/45</u></b>	:	<b><u>ADMINISTRATION CLERK (RECEPTIONIST) REF NO: 001673</u></b> Directorate: ADMINISTRATION
<b><u>SALARY</u></b>	:	R152 862. - R180 063 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Nursing College
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate /Grade 12 or equivalent qualification. Two years' experience in Reception or Call Centre. Telephone etiquette. Good Customer Service. Good communication skills. Good Interpersonal Relations. Computer certificate and the ability to apply computer skills. Effective working relationship with all stake holders (Managers, Staff, Students and Community). Ability to work in a team and under pressure.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following tasks: Attending to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Receive messages and convey them appropriately to division and persons. Receive guests on behalf of the College and direct them to the relevant people or destination. Maintain and updating telephone directory and distribute thereof. Identify and report telephone faults to the supervisor. Perform other tasks that may be delegated to by the Supervisor. Escalate any problems to management.
<b><u>ENQUIRIES</u></b>	:	Ms. E.C. Van Der Merwe, Tel no: (011) 983 3072
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted on a Z83 form with a C.V and Certified copies Applications should be submitted at the Chris Hani Baragwanath Nursing College(inside the Chris Hani Baragwanath Academic Hospital premises), Chris Hani Road , Diepkloof ,Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	06 October 2017
<b><u>NOTE</u></b>	:	All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than three month on submission date. Smart card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Person living with disability will be given preferential.
<b><u>POST 39/46</u></b>	:	<b><u>PROCUREMENT AND ASSET CLERK</u></b> Directorate: Nursing Education and Training
<b><u>SALARY</u></b>	:	R152 862 -R180 063 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Nursing College
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or Equivalent Qualification .One Year relevant experience. Have knowledge of Procurement Policies and directives, Public Finance Management Act, Treasury regulations in terms of the PFMA, Preferred Procurement Policy Framework Act and Broad Based Black Economic Empowerment ACT 003.

		Computer literacy. Planning and organizational skills. Analytical skills. Communication skills (verbal and Written)
<b><u>DUTIES</u></b>	:	Capture RLS01 on SAP. Complete RLS 02 for payment. Update VA11a. Receiving and Issuing of inventories to End users. Check quantity and quality of stock before receiving. Be part of the stock take team. Do monthly spot checks on inventories. Update the Asset register monthly. Conduct Asset verification annually. Assist with the disposal of Assets. Keep record of all disposed Assets. Safeguard the Assets and inventories of the department to eliminate theft, losses, wastage and misuse thereof. File all documents for future reference.
<b><u>ENQUIRIES</u></b>	:	Ms. Z. Mthethwa Tel no: (011) 983 3050
<b><u>APPLICATIONS</u></b>	:	Applications Should be submitted at the Chris Hani Baragwanath Nursing College (inside the Chris Hani Baragwanath Academic Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> .
<b><u>CLOSING DATE</u></b>	:	06 October 2017
<b><u>NOTE</u></b>	:	All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than three months on submission date. A smart ID card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidate will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records and the verification of educational qualifications certificates). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.
<b><u>POST 39/47</u></b>	:	<b><u>CLEANER/GARDNER REF NO: 001664</u></b> Directorate: Support Staff
<b><u>SALARY</u></b>	:	R90 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Nursing College
<b><u>REQUIREMENTS</u></b>	:	Grade 7-12 /ABET Equivalent Qualification. School report/certificate must be attached. Numerical skills. Basic verbal and written communication skills. 2 years' experience in a cleaning, gardening will be an added advantage. Ability to operate variety of equipment, tools and machinery. Ability to work independently and under pressure and executing of any other reasonable instructions given by an authorized person.
<b><u>DUTIES</u></b>	:	To clean, maintain and create clean environment and other cleaning functions. To maintain and clean the College premises and surrounding. To maintain the garden. Empty dirt bins. Clean government vehicles. Pick up papers. To detect and report malfunctioning of gardening equipment, tools and taps. Perform cleaning services of a routine nature by utilizing a variety of tools, equipment and machinery. The executions of tasks take place mainly under direct supervision and require minimal training.
<b><u>ENQUIRIES</u></b>	:	Mr. J. Hlatshwayo Tel no: (011) 983 3082
<b><u>APPLICATIONS</u></b>	:	Applications Should be submitted at the Chris Hani Baragwanath Nursing College (inside the Chris Hani Baragwanath Academic Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> .
<b><u>CLOSING DATE</u></b>	:	06 October 2017
<b><u>NOTES</u></b>	:	All applications must be submitted with a Z83 form, a C.V and Certified copies. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be older than three month on submission date. Smart card ID must be copied on both sides. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records), the verification of educational qualifications certificates and Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications and applications received after closing date will not be considered.