

## PROVINCIAL ADMINISTRATION: 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](http://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](http://www.gautengonline.gov.za).

**CLOSING DATE** : 20<sup>th</sup> 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 POST

**POST 40/25** : **SENIOR FINANCIAL OFFICER – REF NO: 001763**  
Directorate: Human Resource Management

**SALARY CENTRE REQUIREMENTS** : R 281 418 per annum (plus benefits)  
Johannesburg  
Matric plus a National Diploma/ Degree in Accounting or Finance related qualification. 1-2 years relevant experience in Finance. Computer literacy, in particular spread sheet applications. Good verbal and written communication and interactive skills. Knowledge of BAS and SAP system. Knowledge of Treasury Regulations.

**DUTIES** : Creditors Payments – ensure that supplier payments are made within 30 days of receipt of invoice by the department. Funds request accurately after all three amounts from BAS, PERSAL and the opening bank balance have been taken into consideration to avoid unauthorised bank overdraft after every payment run. Verify Invoices from the verifier. Receive invoices on process director and verify them against the vendor profile. Verify Invoices from the verifier. Display the invoice and check banking details against the given purchase order. Check if Goods Received Voucher has been captured and if it equals the invoice amount. Check if invoice number is not altered before posting. Verify the payment method, that an invoice is not captured as a credit note. Verify the supplier name against the vendor profile. Validate and account for before the execution of the payment run. Sign off the schedule as evidence that all invoices have been inspected and checked against the open items on SAP. Request Funds from Treasury by checking the disbursed amounts on BAS and on Persal also check the PMG bank statement opening balance compile the funds request with all the supporting documentation submit for signatures submit to Treasury and file copy. Prepare monthly 30 Days report calculating the days taken to process the payment from the scanning date from one point of entry to the disbursement date on BAS. Consolidate all invoices that were not paid in the current month to be inclusive in the accruals.

**ENQUIRIES** : Mr. Themba Psungo Tel (011) 689 6980

## 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.

**Erratum:** kindly note the following posts: Manager: Nursing-Tertiary level 3 hospitals clinical teaching and special nursing project management (PN-A9) REF NO: CHBAH47, Clinical Program Coordinators Grade 1 (Quality Managers) PN-A5 (5posts) REF NO: CHBAH48, Assistant Director: Contract Administration REF NO: CHBAH49 the closing date should be 13 October 2017 and the Directorate for Assistant Director: Contract Administration REF NO: CHBAH49 should be Directorate: Supply. Chain Management. Kindly note that the following posts (**Chris Baragwanah Nursing College**): Lecturer Grade 1 (PND1) Social Sciences & Psychiatric Nursing Science; Lecturer Grade 1 (PND1)/ Lecturer Grade 2 (PND2) General Nursing Science (GNS); Senior Admin Officer; Administration Clerk (Student Affairs); Administration Clerk (Receptionist) ;Procurement and Asset Clerk and Cleaner/Gardner closing date has been amended to the 13 October 2017. The salary for the post Cleaner/Gardner should be R90 234-R106-290 and the Ref No for the post of the Procurement and Asset Clerk is REFS/001770.

#### **OTHER POSTS**

#### **POST 40/26**

#### **MEDICAL SPECIALISTS**

Medical Specialist Grade 3: REFS: CM/MS/G3

Medical Specialist Grade 2: REFS: CM/MS/G2

Medical Specialist Grade 1: REFS: CM/MS/G1

Directorate : Dermatology, Ophthalmology, Anaesthesiology, Cardiology, Cardiothoracic Surgery, Ear Nose and Throat, Emergency Medicine, General Surgery, Internal Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Orthopaedic Surgery, Paediatric Surgery, Paediatrics, Plastics and Reconstructive Surgery, Psychiatry, Radiation oncology, Radiology, Transplant Surgery, Trauma, Child and Adult Psychiatry and Urology

#### **SALARY**

: Medical Specialist Grade 3, Salary: R1 316 136 per annum (ALL –inclusive package).

Medical Specialist Grade 2, Salary: R1 134 069 PER annum (ALL –inclusive package).

Medical Specialist Grade 1, Salary: R991 857 per annum (ALL –inclusive package)

#### **CENTRE REQUIREMENTS**

: Charlotte Maxeke Johannesburg Academic Hospital

: Medical Specialist Grade 3, Salary: R1 316 136 per annum (ALL –inclusive package). Requirements: Appropriate Qualifications that allow registration with the HPCSA as Medical Specialist in a normal specialist. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Speciality.

Medical Specialist Grade 2, Salary: R1 134 069 PER annum (ALL –inclusive package). Requirements: Appropriate Qualifications that allow registration with the HPCSA as Medical Specialist in a normal specialist. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Speciality

Medical Specialist Grade 1, Salary: R991 857 per annum (ALL –inclusive package) an appropriate qualification that allows for registration with the HPCSA as a Medical Specialist in a normal Specialty. Registration with the HPCSA as a Medical Specialist in a normal specialty and proof of current registration. No experience required with the HPCSA as a Medical Specialist in a normal specialty.

#### **ENQUIRIES**

: DR. S. MABUNDA TEL: 011 488 5929 (Internal Medicine, Neurology, Psychiatry, Cardiology, Emergency Medicine and Dermatology)

DR. N. BOIKHUTSO TEL: 011 488 3710 (Paediatrics, Paediatrics Surgery and Obstetrics and Gynaecology)

DR. S. NGOBESE TEL: 011488 4812 (General Surgery, Trauma, Orthopaedics, Anaesthesiology, Plastics and Reconstructive Surgery, Ophthalmology, ENT, Cardiothoracic Surgery and Urology.)

- APPLICATIONS** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 30 April 2018, this is an open advertisement and posts will be filled on a continuous basis from the date advertising up to the closing date in all Departments where posts exists
- POST 40/27** : **MEDICAL OFFICER**  
 Medical Officer Grade 3: REFS: CM/MO/G3  
 Medical Officer Grade 2: REFS: CM/MO/G2  
 Medical Officer Grade 1: REFS: CM/MO/G1  
 Directorate : Dermatology, Ophthalmology, Anaesthesiology, Cardiology, Cardiothoracic Surgery, Ear Nose and Throat, Emergency Medicine, General Surgery, Internal Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Orthopaedic Surgery, Paediatrics, Paediatric Surgery, Plastics and Reconstructive Surgery, Psychiatry, Radiation oncology, Radiology, Transplant Surgery, Trauma and Urology
- SALARY**  
 Medical Officer Grade 3, Salary: R977 199 per annum (ALL –inclusive package).  
 Medical Officer Grade 2, Salary: R842 028 per annum (ALL –inclusive package).  
 Medical Officer Grade 1, Salary: R736 425 per annum (ALL –inclusive package)
- CENTRE REQUIREMENTS**  
 Charlotte Maxeke Johannesburg Academic Hospital  
 Medical Officer Grade 3, Salary: R 977 199 per annum (ALL –inclusive package). Requirements: Appropriate Qualifications that allow registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.  
 Medical Officer Grade 2, Salary: R 842 028 per annum (ALL –inclusive package). Requirements: Appropriate Qualifications that allow registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.  
 Medical Officer Grade 1, Salary: R736 425 per annum (ALL –inclusive package) an appropriate qualification that allows for registration with the HPCSA as a Medical Practitioner Registration with the HPCSA as a Medical Practitioner and proof of current registration. No experience required with the HPCSA as a Medical Officer.
- ENQUIRIES** : DR. S. MABUNDA TEL: 011 488 5929 (Internal Medicine, Neurology, Psychiatry, Cardiology, Emergency Medicine and Dermatology)  
 DR. N. BOIKHUTSO TEL: 011 488 3710 (Paediatrics and Obstetrics and Gynaecology)  
 DR. S. NGOBESE TEL: 011 488 4812 (General Surgery, Trauma, Orthopaedics, Anaesthesiology, Plastics and Reconstructive Surgery, Ophthalmology, ENT, Cardiothoracic Surgery and Urology.)
- APPLICATIONS** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

- NOTE** : please note that medical officer posts are training posts on a 6 months contract renewable up to 12 months only.
- CLOSING DATE** : 30 APRIL 2018, this is an open advertisement and posts will be filled on a continuous basis from the date advertising up to the closing date in all Departments where posts exists
- POST 40/28** : **DEPUTY MANAGER: NURSING PN-A8 REFNO: CCRC NURS 09/02**  
Directorate: Mental Health Nursing
- SALARY CENTRE REQUIREMENTS** : R756 525.00 per annum (all inclusive package)  
: Cullinan Care and Rehabilitation Centre  
: Basic R425 qualification diploma/degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA; HR Management and Mental Health Care Act of 2002. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license. Experience: Minimum of 9 years after registration as a Professional Nurse, at least 4 years appropriate recognizable experience must be at Management Level. An advantage will be given to candidates with the specific specialty of Mental Care Services.
- DUTIES** : To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.
- ENQUIRES APPLICATIONS** : Mr. JJ Ngcobo Tel No: (012) 734 7050  
: Applications must be delivered to: Cullinan Care and Rehabilitation Centre, HR Department, Zonderwater Road, Cullinan or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.
- NOTE** : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies are found, services will be terminated with immediate effect. The Institution reserves the right not to fill the post.
- CLOSING DATE** : 20 October 2017
- POST 40/29** : **REGISTRAR**  
**Medical Registrar: REFS: CM/MR/01**  
Directorate : Dermatology, Ophthalmology, Anaesthesiology, Cardiology, Cardiothoracic Surgery, Ear Nose and Throat, Emergency Medicine, General Surgery, Internal Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Orthopaedic Surgery, Paediatric Surgery, Paediatrics, Plastics and Reconstructive Surgery, Psychiatry, Radiation oncology, Radiology, Transplant Surgery, Trauma and Urology
- SALARY CENTRE REQUIREMENTS** : Medical Registrar: Salary: R736 425 per annum (ALL –inclusive package)  
: Charlotte Maxeke Johannesburg Academic Hospital  
: Registrars must be registered with the Health Professional Council of South Africa (HPCSA) as an independent Medical Practitioner and must be post Community service. Preference will be given to South African citizen and permanent residents. Training opportunities are inter alia available in the following disciplines: Dermatology, Ophthalmology, Anaesthesia, Cardiology, Cardiothoracic Surgery, Ear Nose and Throat, Emergency Medicine, General Surgery, Internal Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Orthopaedic Surgery, Paediatric Surgery, Plastic and Reconstructive Surgery, Psychiatry, Radiation oncology, Radiology, Transplant Surgery, Trauma and Urology.

- ENQUIRIES** : DR. S. MABUNDA TEL: 011 488 5929 (Internal Medicine, Neurology, Psychiatry, Cardiology, Emergency Medicine and Dermatology)  
DR. N. BOIKHUTSO TEL: 011 488 3710 (Paediatrics and Obstetrics and Gynaecology)  
DR. S. NGOBESE TEL: 011 488 4812 (General Surgery, Trauma, Orthopaedics, Anaesthesiology, Plastics and Reconstructive Surgery, Ophthalmology, ENT, Cardiothoracic Surgery and Urology).
- APPLICATIONS** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : The department is also recruiting staff for the January 2018 Registrar intake. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients. Related administration duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities. Preparing and writing reports, liason and communication services and community liason. Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng provincial government and the following tertiary institutions, university of the Witwatersrand (WITS)
- CLOSING DATE** : 30 April 2018, this is an open advertisement and posts will be filled on a continuous basis from the date advertising up to the closing date in all Departments where posts exists
- POST 40/30** : **REGISTRAR (POST 2)**  
Directorate: Periodontics and Oral Medicine
- SALARY** : R736 425 – 770 061 per annum (All inclusive package)  
**CENTRE** : University of Pretoria Oral Health Centre  
**REQUIREMENTS** : Registration with the HPCSA as a Dentist in the category of independent practice and have at least two years' experience in general dental practice. A prerequisite for application is having passed approved primary examinations for specialization within the previous 5 years (Anatomy, Physiology, Oral Biology and General Pathology. Primaries of the CMSA will not be accepted if Oral Biology and Anatomy written as one paper). An excellent undergraduate academic achievement record will be a recommendation as well as attendance of courses / congresses in the main subjects. Lecturing experience will also be a recommendation.
- DUTIES** : The successful candidates will be expected to carry out responsibilities and requirements necessary for the completion of MCHD degree in Periodontics and Oral Medicine, as well as other departmental duties that may be assigned to the candidate by the head of department. Registrars will be expected to participate in the research activities in the department.
- ENQUIRIES** : Prof AW Van Zyl Tel: 012 319 2336/2312  
**APPLICATIONS** : Quoting the relevant reference number. Direct applications to Ms. I Swart, Human Resource Management at Louis Botha a Building, Room 1.10, Dr. Savage Road, Riviera, PRETORIA. Or mail to PO Box 1266, PRETORIA, 0001. Tel: 012 301 5705. NB! Attach certified copies of your qualifications, identity book, curriculum vitae and Z83 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : 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 closing date ,please accept that your application has been unsuccessful.
- CLOSING DATE** : 20 October 2017

<b><u>POST 40/31</u></b>	:	<b><u>REGISTRAR (POST 2)</u></b> Directorate: Prosthodontics
<b><u>SALARY</u></b>	:	R736 425 – 770 061 per annum (All inclusive package)
<b><u>CENTRE</u></b>	:	University of Pretoria Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	BChD or equivalent qualification. Registered with the HPCSA as a Dentist in the category Independent Practice. At least two years general dental practice experience. Recommendations: Good academic record. Additional qualifications. Proven interest in the field of Prosthodontics. Participation in Prosthodontically related courses recognised by the HPCSA for credits towards the requirements for Continuing Professional Developmental.
<b><u>DUTIES</u></b>	:	The successful candidates will be expected to carry out responsibilities and requirements necessary for the completion of MChD degree in Prosthodontics, teaching and supervision of undergraduate students, rendering of service to patients, assisting in departmental refresher courses for general practitioners, performing administrative and management duties, and undertaking research linked to the requirements of the course.
<b><u>ENQUIRIES</u></b>	:	Prof. HD Dullabh. Tel. No: 012 319 2681
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number. Direct applications to Ms. N Kubheka, Human Resource Management at Louis Botha a Building, Room 1.10, Dr. Savage Road, Riviera, PRETORIA. Or mail to PO Box 1266, PRETORIA, 0001. Tel: 012 301 5722. NB! Attach certified copies of your qualifications, identity book, curriculum vitae and Z83 or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> .
<b><u>NOTE</u></b>	:	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 closing date ,please accept that your application has been unsuccessful.
<b><u>CLOSING DATE</u></b>	:	20 October 2017
<b><u>POST 40/32</u></b>	:	<b><u>LECTURER/DENTIST GRADE I/II/III</u></b> Directorate: Dental Management Sciences
<b><u>SALARY</u></b>	:	R714 819 – 1 221 723 per annum (All inclusive package)
<b><u>CENTRE</u></b>	:	University of Pretoria Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	BChD or equivalent qualification. Registered as a dentist with the HPCSA in the category Independent Practice. Three (3) years 'experience as a dentist in general practice, involving the full range of skills; Enrolled for; or completed a post graduate qualification in Paediatric Dentistry.
<b><u>DUTIES</u></b>	:	Organise, initiate and render an oral health and care service to paediatric and adult patients with special oral health care needs. This will include consultations, extractions, restorations, removable prosthodontics and treatment under general anaesthesia. Participate in educational activities of the Department involving dental and oral hygiene students in the field of an oral health care service to patients with special oral health care needs. Participate in departmental research with specific focus on patients with special oral health care needs.
<b><u>ENQUIRIES</u></b>	:	Prof. JG White, Tel. No: 012 319 2518
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number. Direct applications to Ms. I Swart, Human Resource Management at Louis Botha A Building, Room 1.28, Dr. Savage Road, Riviera, PRETORIA. Or mail to PO Box 1266, PRETORIA, 0001. Tel: 012 301 5722. NB! Attach certified copies of your qualifications, identity book, curriculum vitae and Z83 or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>NOTE</u></b>	:	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 closing date ,please accept that your application has been unsuccessful.
<b><u>CLOSING DATE</u></b>	:	20 October 2017

**POST 40/33** : **DEPUTY DIRECTOR: PATIENT ADMINISTRATION REF NO: HRM 68/2017**  
Directorate: Admin & Logistic

**SALARY** : R657 558 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : An appropriate 3 years relevant tertiary qualification with more than 10 years' experience in the hospital environment and office management. Strategic capability and leadership. Computer literate; Good communication (written and verbal) skills. Ability to work independently and under pressure. He/ She must have sound interpersonal relation and conflict management skills. Project management; Organizational; Performance Management, System and control skills. Document Management / Quality Control, ability to coordinate with other branches and stakeholders of the hospital. A valid driver's license.

**DUTIES** : Responsible for the following sections: Patient Admin and Records, Registration of patients at clinics and 24 hour Emergency services, ward clerks, medico legal system, mortuary, all the logistical departments including Food Service, Cleaning, Transport, Porter, Post and registration, Horticulture. Take responsibility for the processing of various correspondence. Provide financial management support, Provide strategic support in the Directorate. Manage day to day operations and provide executive support and management services to the Directorate. Coordinate and facilitate the development and preparation of management and programme performance reports. Manage the collation and submission of expenditure reports and develop the unit's operational plan. Develop staff performance contracts and conduct quarterly reviews.

**ENQUIRIES** : Mr. 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** : 20 October 2017

**POST 40/34** : **CLINICAL PSYCHOLOGY**  
Clinical Psychologist Grade 1: REFS: CM/CP/G1  
Clinical Psychologist Grade 2: REFS: CM/CP/G2  
Clinical Psychologist Grade 3: REFS: CM/CP/G3  
Directorate: Clinical Psychology

**SALARY** : Clinical Psychologist Grade 1, Salary: R633 589 per annum (ALL –inclusive package).  
Clinical Psychologist Grade 2, Salary: R746 466 per annum (ALL –inclusive package).  
Clinical Psychologist Grade 3, Salary: R866 372 per annum (ALL –inclusive package)

**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Clinical Psychologist Grade 1: Salary: R633 702 per annum (ALL –inclusive package). Requirements: Appropriate Qualifications that allow registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Psychologist in a relevant registration category e.g (clinical, counselling, education, industrial, research psychology) and proof of current registration (RSA: No experience required after registration with the HPCSA as a Psychologist in respect of RSA qualified who performed community service in a relevant profession as required in South Africa, one year's relevant experience required after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa.  
Clinical Psychologist Grade 2: Salary: R 746 466 per annum (ALL –inclusive package). Requirements. Appropriate Qualifications that allow registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Psychologist in a relevant registration category e.g (clinical, counselling, education, industrial, research psychology) and proof of current registration (RSA: A minimum of 8 years relevant experience required after registration with the HPCSA as a Psychologist in respect of RSA qualified who performed community service in a relevant profession as required in South Africa, a minimum of 9 years relevant experience required after registration with the

HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Clinical Psychologist Grade 3: Salary: R866 310 per annum (ALL –inclusive package) Appropriate Qualifications that allow registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Psychologist in a relevant registration category e.g (clinical, counselling, education, industrial, research psychology) and proof of current registration (RSA: A minimum of 16 years relevant experience required after registration with the HPCSA as a Psychologist in respect of RSA qualified who performed community service in a relevant profession as required in South Africa, a minimum of 17 years relevant experience required after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa.

**ENQUIRIES  
APPLICATIONS**

: Dr. O. Ubogu Tel: 011 488 3710  
 : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE**

: 30 April 2018, this is an open advertisement and posts will be filled on a continuous basis from the date advertising up to the closing date in all Departments where posts exists

**POST 40/35**

: **PHARMACIST**  
 Pharmacist Grade 1: REFS: CM/P/G1  
 Pharmacist Grade 2: REFS: CM/P/G2  
 Pharmacist Grade 3: REFS: CM/P/G3  
 Directorate: Pharmacist

**SALARY**

: Pharmacist Grade 1, Salary: R615 945 per annum (ALL –inclusive package).  
 Pharmacist Grade 2, Salary: R673 494 per annum (ALL –inclusive package).  
 Pharmacist Grade 3, Salary: R736 425 per annum (ALL –inclusive package)

**CENTRE  
REQUIREMENTS**

: Charlotte Maxeke Johannesburg Academic Hospital  
 : Pharmacist Grade 1: Salary: R615 945 per annum (ALL –inclusive package). Basic qualification accredited with the South African Pharmacy Council (SACP). Registration with the SAPC as a Pharmacist and proof of current registration (RSA: No experience required after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed community service in a relevant profession as required in South Africa), (Foreigner: One year relevant experience after registration as a Pharmacist with a recognised Foreign Health Professional Council in respect of Foreign qualified employees of whom it is not required to perform community service as required in South Africa.  
 Pharmacist Grade 2: Salary: R673 494 per annum (ALL –inclusive package). Basic qualification accredited with the South African Pharmacy Council (SACP). Registration with the SAPC as a Pharmacist and proof of current registration (RSA: Minimum of 5 years relevant experience after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed community service in a relevant profession as required in South Africa), (Foreigner: A minimum of 6 years relevant experience after registration as a Pharmacist with a recognised Foreign Health Professional Council in respect of Foreign qualified employees of whom it is not required to perform community service as required in South Africa.  
 Pharmacist Grade 3: Salary: R736 425 per annum (ALL –inclusive package) Basic qualification accredited with the South African Pharmacy Council (SACP). Registration with the SAPC as a Pharmacist and proof of current registration (RSA: Minimum of 13 years relevant experience after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed community service in a relevant profession as required in South Africa), (Foreigner: A minimum of 14 years relevant experience after registration as a Pharmacist with a recognised Foreign Health Professional

		Council in respect of Foreign qualified employees of whom it is not required to perform community service as required in South Africa.
<b><u>ENQUIRIES</u></b>	:	Dr. O. Ubogu Tel: 011 488 3710
<b><u>APPLICATIONS</u></b>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	30 April 2018, this is an open advertisement and posts will be filled on a continuous basis from the date advertising up to the closing date in all Departments where posts exists
<b><u>POST 40/36</u></b>	:	<b><u>ASSISTANT MANAGER AREA NURSING SPECIALITY:</u></b> <b><u>(DAY &amp; NIGHT) OBSTETRICS &amp; GYNAE</u></b> Directorate: HEALTH
<b><u>SALARY</u></b>	:	R546 315- R 614 874 per annum
<b><u>CENTRE</u></b>	:	Pholosong Hospital
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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)
<b><u>ENQUIRIES</u></b>	:	Ms KF Mabuza, Tel No; (011) 812 5000
<b><u>APPLICATIONS</u></b>	:	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
<b><u>NOTES</u></b>	:	The institution reserves the right not to fill the post
<b><u>CLOSING DATE</u></b>	:	20 October 2017
<b><u>POST 40/37</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING SPECIALITY UNIT: OBSTETRICS &amp; GYNAE</u></b> Directorate: Health
<b><u>SALARY</u></b>	:	R 499 953 – R 562 698 per annum
<b><u>CENTRE</u></b>	:	Pholosong Hospital
<b><u>REQUIREMENTS</u></b>	:	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 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

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

**POST 40/38** : **OPERATIONAL MANAGER NURSING SPECIALITY UNIT ICU**  
 Directorate: Health

**SALARY** : R 499 953 – 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 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

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

**POST 40/39** : **OPERATIONAL MANAGER NURSING: SPECIALTY UNIT PNB3 NEONATAL & PEADIATRIC DEPARTMENT (1 POST)**  
 Directorate: Health

**SALARY** : R 499 953 – 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 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.
<b><u>ENQUIRIES</u></b>	:	Ms KF Mabuza, TEL No; (011) 812 5000
<b><u>APPLICATIONS</u></b>	:	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
<b><u>NOTE</u></b>	:	The institution reserves the right not to fill the post.
<b><u>CLOSING DATE</u></b>	:	20 October 2017
<b><u>POST 40/40</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING: SPECIALTY UNIT PNB3 ACCIDENT AND EMERGENCY UNIT</u></b> Directorate: Health
<b><u>SALARY</u></b>	:	R 499 953 – R 562 698 per annum
<b><u>CENTRE</u></b>	:	Pholosong Hospital
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms KF Mabuza, TEL No; (011) 812 5000
<b><u>APPLICATIONS</u></b>	:	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
<b><u>NOTE</u></b>	:	The institution reserves the right not to fill the post.
<b><u>CLOSING DATE</u></b>	:	20 October 2017
<b><u>POST 40/41</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING GENERAL MEDICAL WARD.</u></b> Directorate: Health
<b><u>SALARY</u></b>	:	R 394 665 – R 444 195 per annum
<b><u>CENTRE</u></b>	:	Pholosong Hospital
<b><u>REQUIREMENTS</u></b>	:	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
<b><u>DUTIES</u></b>	:	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
<b><u>ENQUIRIES</u></b>	:	Ms KF Mabuza, TEL No; (011) 812 5000
<b><u>APPLICATIONS</u></b>	:	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
<b><u>NOTE</u></b>	:	The institution reserves the right not to fill the post
<b><u>CLOSING DATE</u></b>	:	20 October 2017

<b><u>POST 40/42</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING GENERAL OPD.</u></b> Directorate: Health
<b><u>SALARY</u></b>	:	R 394 665 – R 444 195 per annum
<b><u>CENTRE</u></b>	:	Pholosong Hospital
<b><u>REQUIREMENTS</u></b>	:	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
<b><u>DUTIES</u></b>	:	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
<b><u>ENQUIRIES</u></b>	:	Ms KF Mabuza, TEL No; (011) 812 5000
<b><u>APPLICATIONS</u></b>	:	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
<b><u>NOTE</u></b>	:	The institution reserves the right not to fill the post.
<b><u>CLOSING DATE</u></b>	:	20 October 2017
<b><u>POST 40/43</u></b>	:	<b><u>OPERATIONAL MANAGER: NIGHT SUPER REFS/001738</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R394 665 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Edenvale General Hospital
<b><u>REQUIREMENTS</u></b>	:	Degree / Diploma in General Nursing and Midwifery or Basic R425 qualification in nursing that allows registration with the South African Nursing Council as professional nurse. Degree/ Diploma in Nursing Administration/ health Care Management will be an added advantage. Current SANC receipt. Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing
<b><u>DUTIES</u></b>	:	Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the units. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the units adhere to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery both during day and night.
<b><u>ENQUIRIES</u></b>	:	Mr. TM. Rankhumise (Tel No: (011) 321 6002
<b><u>APPLICATIONS</u></b>	:	The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank). Or may apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> .
<b><u>CLOSING DATE</u></b>	:	20 October 2017
<b><u>POST 40/44</u></b>	:	<b><u>MAMMOGRAPHY RADIOGRAPHER</u></b> Grade 1: REFS: CM/MR/G1 Grade 2: REFS: CM/MR/G2 Grade 3: REFS: CM/MR/G3 Directorate: Mammography Radiographer
<b><u>SALARY</u></b>	:	Mammography Radiographer Grade 1, Salary: R351 516 per annum (ALL – inclusive package). Mammography Radiographer Grade 2, Salary: R414 069 per annum (ALL – inclusive package). Mammography Radiographer Grade 3, Salary: R487 752 per annum (ALL – inclusive package)
<b><u>CENTRE</u></b>	:	Charlotte Maxeke Johannesburg Academic Hospital

- REQUIREMENTS** : Mammography Radiographer Grade 1: Salary: R351 516 per annum (ALL – inclusive package). An appropriate qualification that allows for the required registration with the Health Professions Council of South Africa in Nuclear Medicine Radiography, Ultrasound Radiography. Registration with HPCSA in Nuclear Medicine Radiography/ ultrasound Radiography. 4 years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer. Mammography Radiographer Grade 2: Salary: R 414 069 per annum (ALL – inclusive package). An appropriate qualification that allows registration with the Health Profession Council of South Africa in nuclear medicine radiographer/ ultrasound radiography. Registration with the HPCSA in nuclear medicine radiography/ ultrasound radiography. 14 years appropriate experience after registration with HPCSA as a diagnostic radiographer, of which 10 years must be after registration in nuclear medicine/ ultrasound radiography. Mammography Radiographer Grade 3: Salary: R487 752 per annum (ALL – inclusive package). An appropriate qualification that allows for the required registration with the Health Profession Council of South Africa (HPCSA) in nuclear medicine radiography/ultrasound radiographer. 24 years appropriate experience after registration with the HPCSA as a diagnostic radiographer, of which 20 years must have been after registration in nuclear medicine radiography/ ultrasound radiography.
- ENQUIRIES** : Dr. O. Ubogu Tel: 011 488 3710
- APPLICATIONS** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 30 April 2018, this is an open advertisement and posts will be filled on a continuous basis from the date advertising up to the closing date in all Departments where posts exists
- POST 40/45** : **RADIATION ONCOLOGY RADIOGRAPHER**  
Grade 1: REFS: CM/ROR/G1  
Grade 2: REFS: CM/ROR/G2  
Grade 3: REFS: CM/ROR/G3  
Directorate: Radiation Oncology Radiographer
- SALARY** : Radiation Oncology Radiographer Grade 1, Salary: R351 516 per annum (ALL –inclusive package).  
Radiation Oncology Radiographer Grade 2, Salary: R414 069 per annum (ALL –inclusive package).  
Radiation Oncology Radiographer Grade 3, Salary: R487 752 per annum (ALL –inclusive package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Radiation Oncology Radiographer Grade 1: Salary: R351 516 per annum (ALL –inclusive package). An appropriate qualification that allows for the required registration with the Health Professions Council of South Africa in Nuclear Medicine Radiography, Ultrasound Radiography. Registration with HPCSA in Nuclear Medicine Radiography/ ultrasound Radiography. 4 years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer. Radiation Oncology Radiographer Grade 2: Salary: R 414 069 per annum (ALL –inclusive package). An appropriate qualification that allows registration with the Health Profession Council of South Africa in nuclear medicine radiographer/ ultrasound radiography. Registration with the HPCSA in nuclear medicine radiography/ ultrasound radiography. 14 years appropriate experience after registration with HPCSA as a diagnostic radiographer, of which 10 years must be after registration in nuclear medicine/ ultrasound radiography. Radiation Oncology Radiographer Grade 3: Salary: R487 752 per annum (ALL –inclusive package). An appropriate qualification that allows for the required registration with the Health Profession Council of South Africa (HPCSA) in

- nuclear medicine radiography/ultrasound radiographer. 24 years appropriate experience after registration with the HPCSA as a diagnostic radiographer, of which 20 years must have been after registration in nuclear medicine radiography/ ultrasound radiography.
- ENQUIRIES APPLICATIONS** : Dr. O. Ubogu Tel: 011 488 3710
- : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 30 April 2018, this is an open advertisement and posts will be filled on a continuous basis from the date advertising up to the closing date in all Departments where posts exists
- POST 40/46** : **NUCLEAR MEDICINE RADIOGRAPHER**  
 Grade 1: REFS: CM/NMR/G1  
 Grade 2: REFS: CM/NMR/G2  
 Grade 3: REFS: CM/NMR/G3  
 Directorate: Nuclear Medicine Radiographer
- SALARY** : Nuclear Medicine Radiographer Grade 1, Salary: R351 516 per annum (ALL –inclusive package).  
 Nuclear Medicine Radiographer Grade 2, Salary: R414 069 per annum (ALL –inclusive package).  
 Nuclear Medicine Radiographer Grade 3, Salary: R487 752 per annum (ALL –inclusive package)
- CENTRE REQUIREMENTS** : Charlotte Maxeke Johannesburg Academic Hospital  
 : Nuclear Medicine Radiographer Grade 1: Salary: R351 516 per annum (ALL –inclusive package). An appropriate qualification that allows for the required registration with the Health Professions Council of South Africa in Nuclear Medicine Radiography, Ultrasound Radiography. Registration with HPCSA in Nuclear Medicine Radiography/ ultrasound Radiography. 4 years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer.  
 Nuclear Medicine Radiographer Grade 2: Salary: R 414 069 per annum (ALL –inclusive package). An appropriate qualification that allows registration with the Health Profession Council of South Africa in nuclear medicine radiographer/ ultrasound radiography. Registration with the HPCSA in nuclear medicine radiography/ ultrasound radiography. 14 years appropriate experience after registration with HPCSA as a diagnostic radiographer, of which 10 years must be after registration in nuclear medicine/ ultrasound radiography.  
 Nuclear Medicine Radiographer Grade 3: Salary: R487 752 per annum (ALL –inclusive package). An appropriate qualification that allows for the required registration with the Health Profession Council of South Africa (HPCSA) in nuclear medicine radiography/ultrasound radiographer. 24 years appropriate experience after registration with the HPCSA as a diagnostic radiographer, of which 20 years must have been after registration in nuclear medicine radiography/ ultrasound radiography.
- ENQUIRIES APPLICATIONS** : Dr. O. Ubogu Tel: 011 488 3710
- : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 30 April 2018, this is an open advertisement and posts will be filled on a continuous basis from the date advertising up to the closing date in all Departments where posts exist

**POST 40/47** : **ULTRASOUND RADIOGRAPHER**  
Grade 1: REFS: CM/UR/G1  
Grade 2: REFS: CM/UR/G2  
Grade 3: REFS: CM/UR/G3  
Directorate: Ultrasound Radiographer

**SALARY** : Ultrasound Radiographer Grade 1, Salary: R351 516 per annum (ALL – inclusive package).  
Ultrasound Radiographer Grade 2, Salary: R414 069 per annum (ALL – inclusive package).  
Ultrasound Radiographer Grade 3, Salary: R487 752 per annum (ALL – inclusive package)

**CENTRE REQUIREMENTS** : Charlotte Maxeke Johannesburg Academic Hospital  
: Ultrasound Radiographer Grade 1: Salary: R351 516 per annum (ALL – inclusive package). An appropriate qualification that allows for the required registration with the Health Professions Council of South Africa in Nuclear Medicine Radiography, Ultrasound Radiography. Registration with HPCSA in Nuclear Medicine Radiography/ ultrasound Radiography. 4 years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer.  
Ultrasound Radiographer Grade 2: Salary: R 414 069 per annum (ALL – inclusive package). An appropriate qualification that allows registration with the Health Profession Council of South Africa in nuclear medicine radiographer/ ultrasound radiography. Registration with the HPCSA in nuclear medicine radiography/ ultrasound radiography. 14 years appropriate experience after registration with HPCSA as a diagnostic radiographer, of which 10 years must be after registration in nuclear medicine/ ultrasound radiography.  
Ultrasound Radiographer Grade 3: Salary: R487 752 per annum (ALL – inclusive package). An appropriate qualification that allows for the required registration with the Health Profession Council of South Africa (HPCSA) in nuclear medicine radiography/ultrasound radiographer. 24 years appropriate experience after registration with the HPCSA as a diagnostic radiographer, of which 20 years must have been after registration in nuclear medicine radiography/ ultrasound radiography.

**ENQUIRIES APPLICATIONS** : Dr. O. Ubogu Tel: 011 488 3710  
: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 30 April 2018, this is an open advertisement and posts will be filled on a continuous basis from the date advertising up to the closing date in all Departments where posts exist

**POST 40/48** : **PROFESSIONAL NURSE PNB-1 REFS/001742**  
Directorate: Nursing

**SALARY** : R340 431 per annum (plus benefits)  
**CENTRE** : Edenvale General Hospital  
**REQUIREMENTS** : Degree / Diploma in General Nursing and Midwifery or Basic R425 qualification in nursing that allows registration with the South African Nursing Council as professional nurse. Current SANC receipt. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in one of the specialties. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

**DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele).

**ENQUIRIES** : Ms. Salome Msimanga, Tel No: (011) 321-6188  
**APPLICATIONS** : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, Closing date is as of below at 15:00. Or may apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**CLOSING DATE** : 20 October 2017

**POST 40/49** : **ASSISTANT DIRECTOR: PATIENT ADMINISTRATION REF NO: HRM 67/2017**  
 Directorate: Admin & Logistic

**SALARY** : R334 545 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 Pottering 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 of 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** : Mr. 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** : 20 October 2017

**POST 40/50** : **ASSISTANT DIRECTOR- FACILITY MANAGEMENT UNIT (FMU)**  
 Directorate: Administration

**SALARY** : R 334 545.00 per annum (plus benefits)  
**CENTRE** : Kopanong Hospital  
**REQUIREMENTS** : 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. Qualification in project management will be an advantage. Candidate must have knowledge of facility management, inspection, presentation and analytical skills. Have an understanding of managing Facility management services in a hospital environment. Knowledge of National Building Regulations will be an added advantage. Good financial management skills

and conflict management. Be literate in computer, MS Excel and Power Point. Be excellent in 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, accommodation, garden Services, cleaning, security, waste management and DID – Artisans (electrical, mechanical, building, Plumbing and carpentry). Supervise and manage resources in Facility Management Unit. Ensure Communicating and liaising with the relevant inspectors and staff from DID and Central Office infrastructure. Attend FMU and DID meetings and compile weekly, monthly and quarterly report. Participate in inter and Intradepartmental committees that deals with FMU issues. Be responsible for performance, appraisal and development of staff. Ensure achievement of strategic objectives of the component by ensuring Suitable Infrastructure and day to day maintenance budget by monitoring and reporting expenditure. Ensure The Implementation of FMU practices, 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 and strategic planning. Attend to human Resource matters; do record keeping and statistics, compile and submit reports. Plan and implement Training programs for staff. Perform any duties as delegated by management.
- ENQUIRIES** : DR A M Kgomojoo 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.
- NOTE** : people with disabilities are encouraged to apply. Medical surveillance will be done to successful candidate. If you did not hear from us within three months please consider your application unsuccessful.
- CLOSING DATE** : 13.October.2017
- POST 40/51** : **DIETICIAN**  
Grade 1: REFS: CM/D/G1  
Grade 2: REFS: CM/D/G2  
Grade 3: REFS: CM/D/G3  
Directorate: Dietician
- SALARY** : Dietician Grade 1, Salary: R281 148 per annum (ALL –inclusive package).  
Dietician Grade 2, Salary: R331 179 per annum (ALL –inclusive package).  
Dietician Grade 3, Salary: R390 123 per annum (ALL –inclusive package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Dietician Grade 1: Salary: R281 148 per annum (ALL –inclusive package).  
Appropriate qualification that allows for the required registration with the HPCSA in the relevant profession where applicable. None after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Services as required in South Africa. One year relevant experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.  
Dietician Grade 2: Salary: R 331 179 per annum (ALL –inclusive package).  
Appropriate qualification that allows for the required registration with the HPCSA in the relevant profession where applicable. Minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.  
Dietician Grade 3: Salary: R390 123 per annum (ALL –inclusive package).  
Appropriate qualification that allows for the required registration with the HPCSA in the relevant profession. Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession in respect of foreign qualified employees, of

- whom it is not required to perform Community Service as required in South Africa.
- ENQUIRIES APPLICATIONS** : Dr. O. Ubogu Tel: 011 488 3710  
 : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 30 April 2018, this is an open advertisement and posts will be filled on a continuous basis from the date advertising up to the closing date in all Departments where posts exists
- POST 40/52** : **OCCUPATIONAL THERAPIST**  
 Grade 1: REFS: CM/OT/G1  
 Grade 2: REFS: CM/OT/G2  
 Grade 3: REFS: CM/OT/G3  
 Directorate: Occupational Therapist
- SALARY** : Occupational Therapist Grade 1, Salary: R281 148 per annum (ALL –inclusive package).  
 Occupational Therapist Grade 2, Salary: R331 179 per annum (ALL –inclusive package).  
 Occupational Therapist Grade 3, Salary: R390 123 per annum (ALL –inclusive package)
- CENTRE REQUIREMENTS** : Charlotte Maxeke Johannesburg Academic Hospital  
 : Occupational Therapist Grade 1: Salary: R281 148 per annum (ALL –inclusive package). Appropriate qualification that allows for the required registration with the HPCSA in the relevant profession where applicable. None after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Services as required in South Africa. One year relevant experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.  
 Occupational Therapist Grade 2: Salary: R 331 179 per annum (ALL –inclusive package). Appropriate qualification that allows for the required registration with the HPCSA in the relevant profession where applicable. Minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.  
 Occupational Therapist Grade 3: Salary: R390 123 per annum (ALL –inclusive package). Appropriate qualification that allows for the required registration with the HPCSA in the relevant profession. Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
- ENQUIRIES APPLICATIONS** : Dr. O. Ubogu Tel: 011 488 3710  
 : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening

- test. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 30 April 2018, this is an open advertisement and posts will be filled on a continuous basis from the date advertising up to the closing date in all Departments where posts exists
- POST 40/53** : **PHYSIOTHERAPIST**  
 Grade 1: REFS: CM/PT/G1  
 Grade 2: REFS: CM/PT/G2  
 Grade 3: REFS: CM/PT/G3  
 Directorate: Physiotherapist
- SALARY** : Physiotherapist Grade 1, Salary: R281 148 per annum (ALL –inclusive package).  
 Physiotherapist Grade 2, Salary: R331 179 per annum (ALL –inclusive package).  
 Physiotherapist Grade 3, Salary: R390 123 per annum (ALL –inclusive package)
- CENTRE REQUIREMENTS** : Charlotte Maxeke Johannesburg Academic Hospital  
 : Physiotherapist Grade 1: Salary: R281 148 per annum (ALL –inclusive package). Appropriate qualification that allows for the required registration with the HPCSA in the relevant profession where applicable. None after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Services as required in South Africa. One year relevant experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.  
 Physiotherapist Grade 2: Salary: R 331 179 per annum (ALL –inclusive package). Appropriate qualification that allows for the required registration with the HPCSA in the relevant profession where applicable. Minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.  
 Physiotherapist Grade 3: Salary: R390 123 per annum (ALL –inclusive package). Appropriate qualification that allows for the required registration with the HPCSA in the relevant profession. Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
- ENQUIRIES APPLICATIONS** : Dr. O. Ubogu Tel: 011 488 3710  
 : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 30 April 2018, this is an open advertisement and posts will be filled on a continuous basis from the date advertising up to the closing date in all Departments where posts exists
- POST 40/54** : **PODIATRIST**  
 Grade 1: REFS: CM/PD/G1  
 Grade 2: REFS: CM/PD/G2  
 Grade 3: REFS: CM/PD/G3

Directorate: Podiatrist

- SALARY** : Podiatrist Grade 1, Salary: R281 148 per annum (ALL –inclusive package).  
Podiatrist Grade 2, Salary: R331 179 per annum (ALL –inclusive package).  
Podiatrist Grade 3, Salary: R390 123 per annum (ALL –inclusive package)
- CENTRE REQUIREMENTS** : Charlotte Maxeke Johannesburg Academic Hospital  
: Podiatrist Grade 1: Salary: R281 148 per annum (ALL –inclusive package).  
Appropriate qualification that allows for the required registration with the HPCSA in the relevant profession where applicable. None after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Services as required in South Africa. One year relevant experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.  
Podiatrist Grade 2: Salary: R 331 179 per annum (ALL –inclusive package).  
Appropriate qualification that allows for the required registration with the HPCSA in the relevant profession where applicable. Minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.  
Podiatrist Grade 3: Salary: R390 123 per annum (ALL –inclusive package).  
Appropriate qualification that allows for the required registration with the HPCSA in the relevant profession. Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
- ENQUIRIES APPLICATIONS** : Dr. O. Ubogu Tel: 011 488 3710  
: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 30 April 2018, this is an open advertisement and posts will be filled on a continuous basis from the date advertising up to the closing date in all Departments where posts exists
- POST 40/55** : **SPEECH THERAPIST / AUDIOLOGIST**  
Grade 1: REFS: CM/STA/G1  
Grade 2: REFS: CM/STA/G2  
Grade 3: REFS: CM/STA/G3  
Directorate: Speech Therapist / Audiologist
- SALARY** : Speech Therapist/ Audiologist Grade 1: Salary: R281 148 per annum (ALL – inclusive package).  
Speech Therapist/ Audiologist Grade 2: Salary: R331 179 per annum (ALL – inclusive package).  
Speech Therapist/ Audiologist Grade 3: Salary: R390 123 per annum (ALL – inclusive package)
- CENTRE REQUIREMENTS** : Charlotte Maxeke Johannesburg Academic Hospital  
: Speech Therapist/ Audiologist Grade 1: Salary: R281 148 per annum (ALL – inclusive package). Appropriate qualification that allows for the required registration with the HPCSA in the relevant profession where applicable. None after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of RSA qualified

employees who performed Community Services as required in South Africa. One year relevant experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Speech Therapist/ Audiologist Grade 2: Salary: R 331 179 per annum (ALL – inclusive package). Appropriate qualification that allows for the required registration with the HPCSA in the relevant profession where applicable. Minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.

Speech Therapist/ Audiologist Grade 3: Salary: R390 123 per annum (ALL – inclusive package). Appropriate qualification that allows for the required registration with the HPCSA in the relevant profession. Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

- ENQUIRIES** : Dr. O. Ubogu Tel: 011 488 3710
- APPLICATIONS** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 30 April 2018, this is an open advertisement and posts will be filled on a continuous basis from the date advertising up to the closing date in all Departments where posts exists
- POST 40/56** : **OCCUPATIONAL THERAPIST REF: CCRC OCC 09/01**  
Directorate: Allied
- SALARY** : Grade 1 R281148 per annum  
Grade 2 R331179 per annum  
Grade 3 R390123 per annum
- CENTRE** : Cullinan Care and Rehabilitation Centre
- REQUIREMENTS** : Bachelors of Occupational Therapy or Degree in Occupational Therapy. Registration with (HPCSA) Health Professions Council of South Africa as Occupational Therapist. Proof of current registration with (HPCSA) should have experience and knowledge of the intellectually and physically impaired. Excellent communication and leadership skills. Thorough knowledge, understanding and application of legislation and policies relating to occupational therapy. Good verbal and writing skills, computer skills and good interpersonal skills.
- DUTIES** : Patient care execution of appropriate treatment as guided by occupational therapy standards. Follow policies and guidelines related to occupational therapy services .Administrative duties. Supervision of Occupational Therapy Technicians. Assist with programmes for the mentally and physically impaired. Participate in meetings of the multi-disciplinary committee. Undertake management and administrative tasks.
- ENQUIRIES** : Mr. NP Mabaso Tel No. 012 734 7000
- APPLICATIONS** : Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag x 1005, Cullinan, 1000
- CLOSING DATE** : 20 October 2017

- POST 40/57** : **SOCIAL WORKER**  
 Social Worker Grade 1: REFS: CM/SW/G1  
 Social Worker Grade 2: REFS: CM/SW/G2  
 Social Worker Grade 3: REFS: CM/SW/G3  
 Directorate: Social Worker
- SALARY** : Social Worker Grade 1, Salary: R226 686 per annum (ALL –inclusive package).  
 Social Worker Grade 2, Salary: R278 784 per annum (ALL –inclusive package).  
 Social Worker Grade 3, Salary: R341 322 per annum (ALL –inclusive package)
- CENTRE REQUIREMENTS** : Charlotte Maxeke Johannesburg Academic Hospital  
 : Social Worker Grade 1: Salary: R226 686 per annum (ALL –inclusive package). Formal tertiary qualification in a social work, (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the SACSSP as a Social Worker.  
 Social Worker Grade 2: Salary: R 278 784 per annum (ALL –inclusive package). Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with SACSSP. Registration with the SACSSP as a Social Worker. A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP.  
 Social Worker Grade 3: Salary: R341 322 per annum (ALL –inclusive package). . Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with SACSSP. Registration with the SACSSP as a Social Worker. A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP.
- ENQUIRIES APPLICATIONS** : Dr. O. Ubogu Tel: 011 488 3710  
 : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 30 April 2018, this is an open advertisement and posts will be filled on a continuous basis from the date advertising up to the closing date in all Departments where posts exists
- POST 40/58** : **STATE ACCOUNTANT (1 POST) REF NO: 700**  
 Directorate: Finance
- SALARY** : R 226 611.00 per annum (plus benefits)  
**CENTRE** : Kopanong Hospital  
**REQUIREMENTS** : Diploma or Degree in Finance with three year’s relevant experience / Grade 12 with five Year’s relevant experience. Know the financial and accounting processes. Be able to understand, interpret And correctly apply financial policy and prescripts. Must be computer literate and have a sound knowledge Of the PFMA and Treasury Regulations. Know PAAB System, SAP and E-Receipt. Be able to liaise effectively with clients and communicate with all stakeholders. Be oriented towards teamwork, receptive to Work related issues and be able to work under pressure.
- DUTIES** : Oversee expenditure and revenue unit. Compile financial statements monthly. Clear the suspense Accounts. Compile BAS/Persal, BAS/Medsas, BAS/SAP and parking and accommodation reconciliations. Ensure timely payments of suppliers and that revenue targets are achieved. Improve debt recovery system. Ensure that bad debts are written off. Compile journals and do corrections and comply with the set Deadlines
- APPLICATIONS** : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months must be submitted to: The HR Manager, Kopanong Hospital, 2 Casino Road, Duncanville, or Posted to P/Bag x031, Vereeniging, 1930.

**NOTES** : People with disabilities are encouraged to apply. Medical surveillance will be done to successful candidate. If you did not hear from us within three months regard your application unsuccessful.

**ENQUIRIES** : Ms S Mokoena, Tel No: (016) 428-7093

**CLOSING DATE** : 13 October 2017

**POST 40/59** : **FOOD SERVICE MANAGER (1 POST)**  
Directorate: Food Services

**SALARY** : R 226 611.00 per annum (plus benefits)

**CENTRE** : Kopanong Hospital

**REQUIREMENTS** : Grade 12 plus 5 years relevant experience or a National Diploma or B Tech in Food Service Management / Food and Beverage Management, with three years' relevant experience. SKILLS: Leadership, managerial, communication, catering, financial, interpersonal, problem solving and computer Skills. Be able to work under pressure. Knowledge and understanding of all the food service systems and Committed to deliver a quality and excellent customer service. Adhere to prescribed guidelines, policies and Procedures related to food service. A valid driver's license will be an advantage.

**DUTIES** : Manage food service activities related to Human Resource and Supply Chain Production. Serve and control patient's meals. Fulfil hygiene, Quality and Safety requirements relating to food services. Assist with Student training in the unit. Manage performance of staff. Attend meetings and produce reports.

**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.

**NOTES** : People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidates. If you did not hear from us within three months, please consider your application Unsuccessful.

**ENQUIRIES** : Ms Morule TB Tel No: (016) 428-7086

**CLOSING DATE** : 13 October 2017

**POST.40/60** : **ADMINISTRATION OFFICER: REF-001726**  
Directorate: Logistics

**SALARY** : R226 611- 266 943 per annum (plus benefits)

**CENTRE** : Carletonville Hospital

**REQUIREMENTS** : Minimum of grade 12 or equivalent with 3 years relevant working experience. Computer literacy with practical knowledge of micro soft office. Have a valid driver's licence. Must have an ability to plan, organise, supervise, inspect and evaluate work of subordinates. Good verbal and written communication skills. Have good interpersonal and supervisory skills. Have an understanding of National Core Standards and Batho Pele Principles.

**DUTIES** : Manage the cleaning services, linen, transport, security and property caretakers. Ensure a clean and hygienic environment in and around the hospital, develop and monitor cleaning schedules and checklists. Ensure compliance with the National Core Standards and cleaning policies. Manage performance and development of staff. Ensure that personnel under his/her supervision are adhering to their duties. Ensure that transport is allocated for official trips only. Ensure safety and security of staff and patients in the hospital. Ensure availability of clean linen in the wards. Perform any other official duties delegated by the supervisor. Comply with the legislative prescripts of the department.

**APPLICATIONS** : Application should be submitted at Carletonville Hospital or mailed to the following address, Corner Falcon and Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private bag x2023, Carletonville, 2500. 2500 or apply on line at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**ENQUIRIES** : Mr. C. Maseko Tel No: 018 788 1703

**NOTE** : The employer reserves the right to fill or not to fill the post. People with disabilities are encouraged to apply. Application must be submitted on a Z83 forms, copy of CV, certified copy of Identity document and Qualifications to be attached. Failure to do so will lead into disqualification

**CLOSING DATE** : 13 October 2017 16:00:00 PM

<b><u>POST 40/61</u></b>	:	<b><u>PROFESSIONAL NURSE – GENERAL (5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R 226 083.00 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Kopanong Hospital (MDR UNIT)
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration With the SANC as a Professional nurse and midwife. Current registration with the SANC as a professional Nurse must be available. Knowledge of nursing care processes and procedures, nursing statutes and other Applicable legislations. Be computer literate. Good communication skills, both verbal and written. Able to function as part of a team. Manage workplace discipline. In-depth knowledge and understanding of the National Core Standards, Batho Pele principles, Ministerial Priorities and Patients' rights.
<b><u>DUTIES</u></b>	:	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. Promote quality of nursing care as directed by the professional Scope of practice and standards as determined by the relevant health facility. Demonstrate effective Communication with patients, supervisors and other clinicians, including report writing when required. Work As part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively and 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. 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.
<b><u>APPLICATIONS</u></b>	:	Fully completed Z83, CV, certified copies of ID and qualifications not older than three months must be submitted to: The HR OFFICE, Kopanong Hospital, 2 Casino Road, Duncanville, or Posted to P/Bag X031, Vereeniging, 1930.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Pre-employment screening will be conducted to successful candidates.
<b><u>ENQUIRIES</u></b>	:	MS Tshabalala EM, Tel No: (016) 428-7155
<b><u>CLOSING DATE</u></b>	:	13 October 2017
<b><u>POST 40/62</u></b>	:	<b><u>FINANCE CLERK (1 POST)</u></b> Directorate: Finance – Accounts Receivable
<b><u>SALARY</u></b>	:	R 152 862.00 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Kopanong Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or Grade 10 with three years relevant experience. Knowledge of expenditure Management. Well conversant with legislations regulating financial management. Know PFMA and Treasury Regulations. Know SAP System and BAS. Good interpersonal relations, communication skills and good Customer care skill. Be friendly, trustworthy, accurate and computer literacy. Be able to work under Pressure.
<b><u>DUTIES</u></b>	:	Processing supplier payment within 30. Reconciliation of monthly statements and follow up outstanding debits and credits. Responsible for inter departmental claims and for registering of new Suppliers. Responsible for clearance of telephone ledger account. Compile accruals report. All Documentation must be safely kept for audit purposes according to Treasury Regulations and PFMA.
<b><u>APPLICATIONS</u></b>	:	Fully completed Z83, CV, certified copies of ID and qualifications not older than three months must be submitted to: The HR Manager, Kopanong Hospital, 2 Casino Road, Duncanville, or Posted to P/Bag x031, Vereeniging, 1930.
<b><u>NOTES</u></b>	:	People with disabilities are encouraged to apply. Medical surveillance will be done to successful candidate. If you did not hear from us within three months regard your application unsuccessful.
<b><u>ENQUIRIES</u></b>	:	Ms I Koekemoer, Tel No: (016) 428-7087
<b><u>CLOSING DATE</u></b>	:	13 October 2017

**POST 40/63** : **FINANCE CLERK (1 POST)**  
 Directorate: Finance – Accounts Payable

**SALARY** : R 152 862.00 per annum (plus benefits)  
**CENTRE** : Kopanong Hospital  
**REQUIREMENTS** : Grade 12 or Grade 10 with three years relevant experience. Know of revenue collection. Well conversant with legislations regulating financial management. Know PFMA and Treasury Regulations. Know PAAB System and E-Receipt. Good interpersonal relations, communication skills and good customer Care. Be friendly, trustworthy, accurate and computer literacy. Be able to work under pressure.

**DUTIES** : Open tracing files. Follow up on outstanding payments. Update patient's accounts status. All Documentation must be safely kept for audit purposes according to Treasury Regulations and PFMA. Receive outstanding accounts from Billing Department. Remind debtors and Medical Aids of their outstanding accounts through telephone. Ensure all steps were taken to recover outstanding debts. Ensure that debts due to be written off are done in line with the requirements of the policy.

**APPLICATIONS** : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months must be submitted to: The HR Manager, Kopanong Hospital, 2 Casino Road, Duncanville, or Posted to P/Bag x031, Vereeniging, 1930.

**NOTES** : 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 regard your application unsuccessful.

**ENQUIRIES** : Ms I Koekemoer, Tel No: (016) 428-7087  
**CLOSING DATE** : 13 October 2017

**POST 40/64** : **ADMINISTRATION CLERK (1 POST)**  
 Directorate: Patient Activity

**SALARY** : R 152 862.00 per annum (plus benefits)  
**CENTRE** : Kopanong Hospital  
**REQUIREMENTS** : Grade 12 or equivalent / or Grade 10 with three years' relevant experience. Be able to work under pressure. Be able to read, write and communicate effectively. Be computer literate. Good customer service. Be prepared to work shifts, night duty and public holidays and also rotate. Exposure or experience in patient Activity will be an advantage

**DUTIES** : Carry out administrative duties in accordance with guidelines and prescripts. Perform a variety of duties that is related to patient registration and records. Accurate and correct capturing of patient data both electronically and manually must be done, (personal details, supporting documents and correct classification). Retrieve and file of patient clinical records. Perform cashier duties (patient fees cash collection). Maintain proper and regular update of patient data

**APPLICATION** : Fully Completed Z83, CV, certified copies of ID and qualifications not older than three months Must be submitted to: Kopanong Hospital, 2 Casino Road, Duncanville, HR office, or posted to P/bag x031, Vereeniging, 1930.

**NOTE** : people with disabilities are encouraged to apply. If you did not hear from us within Three months regard your application unsuccessful. The institution reserves the right not to fill the post. Medical Surveillance will be conducted to successful candidate.

**ENQUIRIES** : MS LP Phaswana Tel No: (016) 428-7111  
**CLOSING DATE** : 13 October 2017

**POST 40/65** : **HUMAN RESOURCE CLERK REF NO: REFS/001755**  
 Directorate: Administration and Support Service

**SALARY** : R 152 862.00 per annum (plus benefits)  
**CENTRE** : Rahima Moosa Nursing College  
**REQUIREMENTS** : A Grade 12 with a minimum of 1-2 years' relevant experience in Human Resource Management. Qualification in Human Resource Management will be added as an advantage. Computer literacy in Microsoft Office suite. Excellent communication and good interpersonal skills. Ability to work independently and under pressure. Business writing skills. Must have knowledge of persal and HR policies. Driver's License will be added as an advantage.

<b><u>DUTIES</u></b>	:	Handle correspondence to and from GDF (GSSC) and personnel enquires. Perform Human Resource administration functions such as recruitment and selection, transfers, termination of service, leave Management, PILLIR, HR delegation (statistics) report, PMDS and filling all HR documents.
<b><u>APPLICATIONS</u></b>	:	All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, and Coronationville or posted to Private Bag x116, Melville, 2109 or apply online at: <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>ENQUIRIES</u></b>	:	Mr. J Machaba (011) 247- 3300/45
<b><u>NOTES</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	20 October 2017
<b><u>POST 40/66</u></b>	:	<b><u>STAFF NURSE GRADE 1 (5 POSTS)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R150 819.00 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Kopanong Hospital (MDR UNIT)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus a qualification that allows registration with SANC as a Staff Nurse. Candidate must have current registration receipt as a Staff Nurse. Candidate must have basic communication and writing skills. Be able to function as part of a team.
<b><u>DUTIES</u></b>	:	Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient's needs, requirements and expectations.
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	people with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Pre-employment Screening will be conducted to successful candidates.
<b><u>ENQUIRIES</u></b>	:	MS Tshabalala EM, Tel: (016) 428 7155
<b><u>CLOSING DATE</u></b>	:	13 October 2017
<b><u>POST 40/67</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 (4 POSTS)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R116 625.00 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Kopanong Hospital (MDR UNIT)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus a qualification that allows registration with SANC as a Nursing Assistant. Candidate must have current registration receipt as a Nursing Assistant. Candidate must have elementary communication and writing skills. Be able to function as part of a team.
<b><u>DUTIES</u></b>	:	Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate elementary communication with

patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient's needs, requirements and expectations.

**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.

**NOTE** : people with disabilities are encouraged to apply. If you did not hear from us within three months please consider your application unsuccessful. Pre-employment Screening will be conducted to successful candidates.

**ENQUIRIES** : MS Tshabalala EM, Tel: (016) 428 7155

**CLOSING DATE** : 13 October 2017

**POST 40/68** : **DARKROOM OPERATORS REFS/001746**  
Directorate: X-Ray

**SALARY** : R90 234 per annum (plus benefits)

**CENTRE** : Edenvale Regional Hospital

**REQUIREMENTS** : Grade 10/12 and be computer literate. Ability to work under pressure and respect time frames. Be people oriented and be good eye-sight to see in semi-dark conditions of the darkroom. Healthy lungs as the chemicals have fumes. Be able to work over weekends and public holidays.

**DUTIES** : Always be present to do processing of x-ray films from different x-ray rooms. Ensure that the darkroom is neat and tidy. Check that the processors are in working order and run a few films to warm them up in the morning. Knowledge of chemicals and how to fill them in the drums. Removal of fixer drums from the darkroom when full to the chemical storeroom for collection by recycling company. In the morning wipe the rollers with a damp cloth to remove white marks. Cleaning of cassettes and screens once a week. Films and chemicals to be stored in a way that the old films are used first, the expiry date to be checked. Chemicals and Films stock registration and control from store room recycling of old x-ray envelopes when the need arises. Enter patients in computer for laser printer. Report any abnormality in the darkroom/ processors to the Radiographers. Follow the precautionary measures in line with Occupation Health and Safe measure when working with chemicals. Take reasonable instructions by supervisor. Assist with clerical functions when there is departmental need.

**ENQUIRIES** : Mr. B.G Filda (Tel: (011) 321-6064

**APPLICATIONS** : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale. Those who applied previously are welcomed to reapply. Closing date is as of below at 15:00. Or may apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) .

**NOTES** : Those who applied previously are welcomed to re-apply and certification dates should not be more than three (3) months old.

**CLOSING DATE** : 20 October 2017

**POST 40/69** : **CLEANER REF NO: REFS/001747**  
Support service

**SALARY** : R90 234. Per annum (plus benefits)

**CENTRE** : Edenvale Regional Hospital

**REQUIREMENTS** : Minimum qualification, Abet or grade 10. Grade 12 will be advantageous. 2 years cleaning experience. Hospital cleaning experience will be advantageous. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable Poses physical strength and to cope with physical demands of the position. Be able to work as a team. Provide leadership. Minimum qualification: Abet or grade 10/12 with applicable food service/ cleaning experience. Hospital experience/ exposure will be an added advantage. Poses good communication skills, able to work shifts including weekends and public holidays. Be able to rotate and work shifts within department. Be able to work as a team.

**DUTIES** : Clean bathrooms, showers, toilets, wards or departments, passages, and waiting areas. Dust, wash, scrub and polish floors, walls, window, stairs, fire escapes, side walls etc. Clean equipments, clean and wash dust bins and remove waste including medical waste and adhere to Health care waste management policy. Operate heavy duty cleaning machine. Be prepared to rotate within the scope of work and assist in messenger duties. Counting clean and soiled linen. Collecting food trolleys. Dishing meals and cleaning utensils as per Infection control prescript.

**ENQUIRIES** : Mr. S Msibi 011 321-6160

**APPLICATIONS** : The institution reserves the right not to fill this post. Fully completed Z83, CV, certified copies of ID and qualifications should be submitted to: Human Resource Office, Edenvale Regional hospital, Modderfontein Road, Edenvale, 1610 or posted to Hr Office Edenvale hospital, Private Bag x 1005, Edenvale, 1610 Or may apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) .

**CLOSING DATE** : 20 October 2017

**POST 40/70** : **PORTERS (2 POSTS) REFS/001748**  
Directorate: Support

**SALARY** : R90 234 per annum (plus benefits)

**CENTRE** : Edenvale General Hospital

**REQUIREMENTS** : Minimum requirement, Grade 10 or grade 12 or equivalent. Hospital experience. Applicants who participated previously and current programme of internship, learn ship and EPWP within the department are also encouraged to apply. Willingness to learn. Interpersonal relationship skills and telephone etiquette. Ability to work in a team or independently. Be able to work shifts and on public holidays

**DUTIES** : Accompanying patients on wheelchairs and stretchers to various service stations. Offloading patients from ambulances and private cars and transporting them to casualty or the wards. Ensure that stretchers and wheelchairs are washed daily. Removing of deceased persons and taking them to the Mortuary. Completion of the ambulance book with the patients' details. Ensuring that mortuary register is fully completed and accurately. Report broken equipment's to the shift leader. Be able to work shifts and on public holidays.

**ENQUIRIES** : Ms. B. Magawu, Tel No: (011) 321-6035 or Mr J. Segabutla Tel no (011) 321 6078

**APPLICATIONS** : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, Closing date is as of below at 15:00. Or may apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**CLOSING DATE** : 20 October 2017

**POST 40/71** : **LAUNDRY WORKER REFS/001749**  
Directorate: Laundry

**SALARY** : R90 234 per annum (Plus benefits)

**CENTER** : Edenvale Regional Hospital

**REQUIREMENTS** : Minimum requirement, Grade 10 Grade 12 or Equivalent with Laundry Experience. Hospital experience will be added a good advantage. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently. Applicants who participated current and previous in the programme of internship, learner ship and EPWP within the department are also encourage to apply.

**DUTIES** : Clean laundry area and laundry machines; be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients except Edenvale hospital. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor.

**ENQUIRIES** : Mr. M. Leshabane Tel: 011 321 6075

**APPLICATIONS** : The institution reserves the right not to fill this post. Fully completed Z83, CV, certified copies of ID and qualifications should be submitted to: Human

Resource Office, Edenvale Regional hospital, Modderfontein Road, Edenvale, 1610 or posted to Hr Office Edenvale hospital, Private Bag x 1005, Edenvale, 1610 Or may apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**CLOSING DATE** : 20 October 2017

**POST 40/72** : **LECTURE GRADE 1 (PND 1/2) PROFESSIONAL NURSE: QUALITY ASSURANCE REF NO: REFS/001753**  
Directorate: Nursing education and Training

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

**CENTRE REQUIREMENTS** : Rahima Moosa Nursing College  
PND1 minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse. 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. Minimum of 1 year appropriate experience as a Quality Assurance Officer, Registered with SANC as a General Nurse and Midwife, Must have an R212 or R48 qualification, A Qualification in Quality Assurance will be an added advantage, with a track record of transferability of the post applied for. A code 8 Drivers' License. Computer literacy (Word, PowerPoint, and Excel).The Post is allocated at Rahima Moosa Nursing College.

**DUTIES** : Coordinate the activities of Quality Assurance, Organize and participate in quality assurance audits, implement continuous QA improvement programs focusing on academic standards, implement complaints, compliments, and suggestion procedures in relation to national core standards, Develop, coordinate and implement the plan to correct the gaps, or challenges identified during audits, support the college mission to promote the image and standards of the institution, Evaluate the institution and institutional process to meet the accreditation criteria for SANC and CHE.

**APPLICATIONS** : All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109 Human Resource Department or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**ENQUIRIES NOTES** : Mrs. N. Buthelezi - (011) 247- 3303-3300  
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.

**CLOSING DATE** : 20 October 2017

#### **DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

**CLOSING DATE** : 21 October 2017, 12H00 No late applications will be considered.

**NOTE** : Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing

generic management and development for SMS posts. For Senior Management Service positions, preference will be given to female candidates to achieve equity targets in line with the approved remedial equity Action Plan. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s).

#### OTHER POSTS

- POST 40/73** : **ASSISTANT DIRECTOR/SENIOR INVESTIGATOR (REF: REFS/001761)**
- SALARY** : R334 545.00 per annum  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Applicants must be in possession of a 3 year National Diploma/Degree in Law or Public Management and Administration or an equivalent NQF level 7 qualification in the related field. A valid driver's licence and willingness to travel are essential. 3 years' experience in investigation or similar discipline with responsibilities of performing fraud or corruption investigations. Certified Fraud Examiners (CFE) designated by the Association of Certified Fraud Examiners (ACFE) would be an advantage. Competencies: Management skills, Leadership skills, Human resource management. Communications skills, writing skills, results/quality management, innovation/continuous improvement, problem solving skills.
- DUTIES** : The incumbent of the position will be responsible for a wide variety of tasks which include, but not limited to the following: Provide assistance to the Directorate: Anti-Fraud and Corruption Unit in initiating proactive and reactive investigations; Provide assistance in drawing up investigation plans; Investigate cases allocated for investigation; Provides investigations monthly and quarterly reports and investigative results which enable and support fraud risk management decision-making and prevent reoccurrence of fraud and corruption; Provide assistance in referring and/or reporting cases which require disciplinary action and/or reporting cases to law enforcement agencies which require criminal prosecution; Liaison with law enforcement agencies in the investigation and prosecution of criminal matters Work independently and achieve superior results with little supervision. Give evidence in the disciplinary hearing, criminal and civil proceedings; Provide assistance in ensuring compliance with the guidelines and policies of the Department to prevent fraud, corruption. Perform other duties and responsibilities assigned from time to time by senior management
- ENQUIRIES** : Mr. M Radebe Tel No- (011) 355 - 4587.  
**APPLICATIONS** : Please apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- POST 40/74** : **ASSISTANT DIRECTOR: QUANTITATIVE NEEDS RESEARCH (REF: REFS/001760)**
- SALARY** : R334 545.00 per annum  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Applicants must be in possession of a 3 year recognised Bachelor's Degree or an equivalent qualification (NQF Level 7) in a Quantitative Numerical discipline/ Statistics/Mathematics/Economics or related field. A Postgraduate Degree will be an added advantage. Valid Driver's license is a requirement. Competencies: Good command and experience in quantitative research. Statistical analysis skills. Working knowledge or conceptual understanding in critical analysis of human settlements legislation and policies. An understanding of the operations of the housing sector and its challenges in general. Computer literacy, good communication skills (written and verbal). Co-ordination, report writing and interpersonal skills. Ability to identify research gaps in the sector, including the ability to conceptualise new research themes and policy initiatives.
- DUTIES** : Conceptualising research themes, undertaking research investigations and analysis. Collecting and processing reliable data. Critically analysing and interpreting data to draw clear practical conclusions for human settlements. Disseminating research findings and information to various stakeholders in the province and sector. Leading in material layout, editing and publication of completed research work. Providing background research and information for defining the research agenda. Ensuring progressive management of the research function within the Directorate. Attending inter-sectoral summits, conferences and forums. Providing inputs as requested on housing related

issues. Planning, organising and hosting the Gauteng, Policy, Research and Strategy forum. Compiling research reports in line with acceptable research methodologies and quality standards. Reporting back on tasks, allocating resources and identifying required budget for research projects outlined in the annual operational plan. Developing and executing project plans. Providing key administrative and logistical support for critical projects. Identifying possible research funding sources. Identifying possible partnerships for effective human settlements development and implementation.

<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Lungile Mtshali - (011) 355 - 4157 Please apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>POST 40/75</u></b>	:	<b><u>PERSONAL ASSISTANT: OFFICE OF THE HOD (Ref: Refs/001759)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R226 611.00 per annum Johannesburg Matric plus Secretarial Diploma/ Public Administration Diploma/NQF Level 5 or equivalent qualification 3 - 5 years' experience in rendering support services to a Senior Manager. Competencies- language skills and strong interpersonal skills; good telephone etiquette; high level computer skills, language skills, organizing and writing skills, detail orientated, time management, communication and conflict handling skills.
<b><u>DUTIES</u></b>	:	Provide a professional secretariat support function; general office administration, which includes but not limited to: receive telephone calls and exercise discretion; handle queries; perform advanced typing; liaise with key customers and stakeholders; ensure effective flow of information and documents to and from the unit. Diary management: arrange and schedule meetings; confirm appointments; preparation of agendas and record keeping of meetings; book venues and handle logistical arrangements for meetings and workshops. Report writing; manage the overall procurement processes for the unit; coordinate and administer payment of service providers; manage monthly expenditures on goods procured and handling of petty cash; manage the leave register and telephone accounts for the unit and ensure the safekeeping of all documentation in the office in line with relevant legislation and policies; develop and manage a register of all incoming and outgoing documents in line with the business objectives of the Department and, conduct follow-ups with reports. Be proficient in the use of Microsoft applications such as excel, power point, word, Outlook.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Ntshepiseng Moloi - (011) 355 - 4512 Please apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>POST 40/76</u></b>	:	<b><u>PERSONAL ASSISTANT: REGIONAL COORDINATION, URBAN RENEWAL PROGRAMME AND SPECIAL PROJECTS (REF: REFS/001758)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R226 611.00 per annum Johannesburg Matric plus Secretarial Diploma/ Public Administration Diploma/NQF Level 5 or equivalent qualification 3 - 5 years' experience in rendering support services to a Senior Manager. Competencies- language skills and strong interpersonal skills; good telephone etiquette; high level computer skills, language skills, organizing and writing skills, detail orientated, time management, communication and conflict handling skills.
<b><u>DUTIES</u></b>	:	Provide a professional secretariat support function; general office administration, which includes but not limited to: receive telephone calls and exercise discretion; handle queries; perform advanced typing; liaise with key customers and stakeholders; ensure effective flow of information and documents to and from the unit. Diary management: arrange and schedule meetings; confirm appointments; preparation of agendas and record keeping of meetings; book venues and handle logistical arrangements for meetings and workshops. Report writing; manage the overall procurement processes for the unit; coordinate and administer payment of service providers; manage monthly expenditures on goods procured and handling of petty cash; manage the leave register and telephone accounts for the unit and ensure the safekeeping of all documentation in the office in line with relevant legislation and policies; develop and manage a register of all incoming and outgoing documents in line with the business objectives of the Department and, conduct

**ENQUIRIES**  
**APPLICATIONS**

follow-ups with reports. Be proficient in the use of Microsoft applications such as excel, power point, word, Outlook.  
: Mr. Sthenjwa Ngcobo - (011) 355 - 4213  
: Please apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)