

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**NOTE** : 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.

**Erratum** : Kindly note that the post for Medical Technologist Grade I,II,III (**University of Pretoria**) that was advertised on DPSA Circular 42/37 with notch R312,039.00 – R432,987.00 per annum was incorrect. The correct notch is R281, 148.00 – R473, 445.00 per annum (plus benefits). Enquiries Mrs M van Heerden. Closing date 03 November 2017.

**MANAGEMENT ECHELON**

**POST 43/121** : **HEAD OF CLINICAL UNIT: OBSTETRICS AND GYNAECOLOGY**  
Directorate: Medical

**SALARY** : R 1,550,331. 00– R1, 645, 464.00 (Grade 1) All-inclusive package  
R 1,695,210. 00 - 1,853,601.00 (Grade 2) All-inclusive package

**CENTRE REQUIREMENTS** : Leratong Hospital  
: An Appropriate qualification in Obstetrics and Gynaecology (MMED, FCS - Obstetrics and Gynaecology) Current registration with HPCSA as Medical Specialist

**DUTIES** : Running the Department of Obstetrics and Gynaecology in an effective manner .Provision of Quality cost effective 24 hours Obstetrics and Gynaecology service in keeping with Batho- Pele Principles. Responsible for training and guidance of Medical Officers, Medical Interns, Community Service Medical Officers, Medical Students and other categories in the department of Obstetrics and Gynaecology. Ensure that the department is compliant to National Core Standards. Maintain accurate and appropriate medical records in accordance to Legal and Ethical requirement. Coordinate and compile Medico Legal reports and attend to all legal issues pertaining to the Department of Obstetrics and Gynaecology. Develop Operational Plans, Quarterly and Annual Report of the Department. Ensure accuracy of the statistics. Manage the recruitment of doctors in the Department of Obstetrics and Gynaecology. Perform Clinical Audits. Conduct Departmental Mortality and Morbidity meetings. Liaise with the cluster stakeholders and ensure efficient sub cluster outreach to Distric Hospitals

**ENQUIRIES APPLICATIONS** : Dr. R Panzu Tel: (011) 411 3508  
: Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740, or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 10 November 2017

**POST 43/122** : **CLINICAL MANAGER CAUSALITY**  
Directorate: Medical

**SALARY** : R 1,052,712– R 1,168,350 (Grade 1) All-inclusive package

**CENTRE REQUIREMENTS** : Leratong Hospital  
: Appropriate qualification that allows registration with the HPCSA AS Medical Practitioner. Registration with the HPCSA as a Medical Practitioner. A minimum of 4 years' appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Post-graduation qualification in Health Management / I TLS/ ACLS and/ or PALS will be an added advantage.

**DUTIES** : Organize and manage the smooth running of all aspects of the Casualty Department. Attend and manage patients at Casualty in accordance with Departmental Standards Treatment Guidelines. Ensure that all necessary procedures are performed in Casualty. Ensure the presence of protocols. Ensure that discharge summaries and ICD 10 codes are provided for all discharges. Support and mentoring of junior doctors and Medical Interns. Timeously completion of death certificates and other official documents. Be willing to perform tasks delegated over and above the normal duties allocated.

Attending management meetings. Attend and participate in Referral Task Team meetings. Ensure M&M meetings in casualty are in place. Liaise with other relevant departments to ensure a smooth interface of Patient Care. Manage the PMDS contracting and evaluation of casualty medical staff. Implementation and monitoring of the strategic Goals and Objectives of the Department of Health including the 6 Ministerial Quality Priorities. Know and advance the MDG's pertaining to your discipline. Always portray a positive attitude in accordance with Batho Pele Principles. Adhere to the National Core Standards. Adhere to Infection Control Protocols. Be available to serve on any Committee as requested. Knowledge of relevant statutory provisions inter alia Public Service Code of Conduct, Public Service Act, Labour Relations Act and the National Health Act amongst others

- ENQUIRIES** : Dr. R Panzu Tel: (011) 411 3508
- APPLICATIONS** : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740, or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : 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.
- CLOSING DATE** : 10 November 2017
- POST 43/123** : **MEDICAL SPECIALIST**  
Directorate: Medical
- SALARY** : R 991,857.00- R 1052,712.00 (Grade 1)  
R1 134,069.00 – R1 203, 666.00 (Grade 2)  
R 1 316, 136.00 – R 1 645, 464.00 (Grade 3) All-inclusive package
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : appropriate qualification as a Specialist in Paediatrics (MMED/ FCS.SA). Current registration with HPCSA as a Specialist in Paediatrics. Appropriate Knowledge and experience as a Paediatrics
- DUTIES** : Provision of 24 hour Paediatric services. Manage critically ill patients in the Neonatal ICU. Participate in Commuted Overtime. Supervision and training of Medical Officers, Community Service Medical Officers and Medical Interns. Assist the HOD in ensuring the Department's compliance to National Core Standards. Ensure proper and curate record keeping as legally and ethically require. Ensure effective outreach to District Hospital in the West Rand. Assist the Clinical Head with Administration responsibilities. Provision of Quality cost effective 24 hour's service in keeping with Batho Pele Principles. Perform Clinical Audits and participate in and conduct M&M
- APPLICATIONS** : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740, or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : 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.
- CLOSING DATE** : 10 November 2017
- POST 43/124** : **SPECIALIST GENERAL SURGERY**  
Directorate: Medical
- SALARY** : R 991,857- R 1052,712 (Grade 1)  
R1 134,069 – R1 203, 666 (Grade 2)  
R 1 316, 136 – R 1 645, 464 (Grade 3) All-inclusive package
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Appropriate qualification as a Specialist in General Surgery (MMED/ FCS.SA). Current registration with HPCSA as a Specialist in General Surgery. Appropriate experience as a Specialist in General surgery.
- DUTIES** : Provision of 24 hours clinical services in General Surgery and Trauma. Manage critical ill surgical patients admitted in intensive care. Participate in commuted overtime. Supervision and training of medical officers, Community

service Medical officers and Medical Interns. Assist the HOD in assuring the Department is compliant to National Core Standards. Ensure proper and accurate record keeping as legally and ethically expected. Ensure effective outreach to District Hospital in the West Rand. Assist the Clinical Head of department in General Surgery with administrative duties when required. Provision of Quality cost effective 24 hours service in keeping with Batho Pele Principles. Ensure that the Department is compliant to National Core Standards. Perform Clinical Audits and participate in and conduct M&M.

**ENQUIRIES APPLICATIONS** : Mr G J Dube Tel: (011) 411 3531  
 : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740, or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**NOTE** : 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.

**CLOSING DATE** : 10 November 2017

**POST 43/125** : **SPECIALIST GENERAL SURGERY**  
 Directorate: Medical

**SALARY** : R991.857- R 1052.712 (Grade 1)  
 R1 134,069 – R1 203, 666 (Grade 2)  
 R 1 316, 136 – R 1 645, 464 (Grade 3) All-inclusive package

**CENTRE REQUIREMENTS** : Leratong Hospital  
 : appropriate qualification as a Specialist in Anaesthesiologist (MMED/ FCS.SA). Current registration with HPCSA as a Specialist in Anaesthesiologist. Appropriate Knowledge and experience as a Specialist in Anaesthesiology.

**DUTIES** : Administer Anaesthesia to patients in various surgical disciplines. Manage critical ill patients in the Intensive Care Unit. Participate in Commuted Overtime. Supervision and training of Medical Officers, Community Service Officers and Medical Interns. Assist the HOD in ensuring the Departments compliance to National Core Standard. Ensure proper and accurate record keeping as legally and ethically required. Ensure effective outreach to District Hospital in West Rand. Assist the Clinical Head on Anaesthesia with Administration responsibilities. Provision of Quality cost effective 24 hours service in keeping with Batho Pele Principles. Ensure that he Department is compliant to National Core Standards. Preform Clinical Audits and participate in and conduct M&M.

**ENQUIRIES APPLICATIONS** : Dr. R Panzu Tel: (011) 411 3508  
 : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740, or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**NOTE** : 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.

**CLOSING DATE** : 10 November 2017

**OTHER POSTS**

**POST 43/126** : **MEDICAL OFFICER (CASUALTY; OBSTETRICS AND GYNECOLOGY; SURGERY; ANESTHESIA; ORTHOPEDIC; OPHTHALMOLOGY; PAEDIATRICS; INTERNAL MEDICINE; PSYCHIATRY; RADIOLOGY)**

**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** : Leratong Hospital

- REQUIREMENTS** : 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. Phanzu : (011) 411 3508
- NOTE** : 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** : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740, or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 31 March 2018
- POST 43/127** : **REGISTRAR**  
Directorate: Community Dentistry
- SALARY** : R736 425 – 770 061 per annum (All-inclusive package)
- CENTRE** : University of Pretoria Oral Health Centre
- REQUIREMENTS** : BChD or equivalent qualification. Registered with the HPCSA as a Dentist in the category of Independent Practice. At least two years general dental practice experience. Recommendations: A good academic record, teaching experience, additional qualifications and/or research publications. Proven interest in the field of community dentistry and the ability to work with communities is necessary.
- DUTIES** : The successful candidate will be expected to carry out responsibilities and requirements necessary for the completion of the MChD degree for Community Dentistry. The duties include the teaching and supervision of undergraduate students, supervision of undergraduate students on outreach activities, research undertaking and other departmental activities that may be assigned to the candidate by the head of the department.
- ENQUIRIES** : Prof A Bhayat. Tel. No: 012 319 2299
- APPLICATIONS** : Quoting the relevant reference number. Direct applications to Ms. Ina 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 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** : 10 November 2017
- POST 43/128** : **MEDICAL OFFICER**  
Directorate: Health Department
- SALARY** : R736.425- R 793.341 (Grade 1)  
R842, 028 – R920, 703 (Grade 2)  
R 977, 703 – R 1221, 723(Grade 3)  
All-inclusive package
- CENTRE** : Leratong Hospital

<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with HPCSA as a Medical Officer and proof of current registration.
<b><u>DUTIES</u></b>	:	Render Medical service within the institution. Conduct comprehensive file audit and research. Share the findings and advise the hospital Management Team with the aim of decreasing patient safety incidents and litigation cases. To co-ordinate the quality assurance team in the hospital by ensuring effective management of Patient safety incidents according to national core standard compile medico legal reports. Timeous acknowledgement of complaints, Timeous submission of reports to provincial Quality Assurance Department Communicate adequately with complainants and their legal advisors to lead the quality assurance committee and participate actively in all other relevant hospital committee. To be an effective member of the Hospital Management Team
<b><u>ENQUIRIES</u></b>	:	Dr. R Panzu Tel: (011) 411 3508
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740, 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 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.
<b><u>CLOSING DATE</u></b>	:	01 April 2018
<b><u>POST 43/129</u></b>	:	<b><u>PHARMACIST</u></b> Directorate: Pharmacy
<b><u>SALARY</u></b>	:	R 615,945.00 – R 653,742.00 (Grade 1) R 673,494.00 - R 714, 819.00 (Grade 2) R 736,425.00 – R 781,611.00 (Grade 3)
<b><u>CENTRE</u></b>	:	Leratong Hospital
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree/Diploma in Pharmacy. Registration with SAPC as a pharmacist: the following will be an added advantage. Basic computer skills. Good interpersonal relations and communication skills Customer focus and responsiveness. Good technical work skills. Time management skills. Good analytical skills. Embedded knowledge regarding GPP/GMP and DSM
<b><u>DUTIES</u></b>	:	Provision of pharmaceutical care Compounding, manufacturing and manipulation of medicine. Purchase and supply/distribution of medicine. Provision of information. Register as a tutor and assist with training of staff and PMDS assessments. Recording and reporting and the maintenance of documents. Promote public health. Project management to promote research and development. Understand, implement, apply and adhere to relevant policies including Lean Management and legislation relating to pharmacy and NDOH to ensure a quality, cost effective service. Carry out any lawful instruction / delegation issued by the supervisor
<b><u>ENQUIRIES</u></b>	:	Mrs Farahnaz Lahri – (011) 411 3882
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740, 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 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
<b><u>CLOSING DATE</u></b>	:	31 March 2018
<b><u>POST 43/130</u></b>	:	<b><u>ASSISTANT MANAGER QUALITY ASSURANCE</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R 499,963.00 – R 579,579.00 (Grade 1)
<b><u>CENTRE</u></b>	:	Leratong Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic Diploma/Degree accredited with the SANC in terms of R425 or equivalent qualification that allows registration with SANC as a professional Nurse. A minimum of 07 years appropriate/recognised experience in nursing after registration as professional Nurse with SANC in General Nursing. At least

<b><u>DUTIES</u></b>	:	3 years of the above must be appropriate and recognisable experience at management level. Report writing and Communication skills. Plan, Implement, Monitor and evaluate N.C.S in the institution. Manage a programme of customer care in the hospital which entails complaints management, client Patient Experience of care, Patient Safety incidence and Khanyisa Service excellence awards. Manage the accreditation programme for the hospital in line with the National Core Standard. (N.C.S). Manage the clinical audit system which will include reporting and investigation of SAE/PSI. Establish a system to follow up institutional quality report and responses. Liaise with Central and Regional office re quality Management matters. Analyse and interpret institutional quality report and make recommendation for improvements. Organize and participate in quality audits in institution. Serve on the Quality Assurance Committee of the institution. Effective management of Human and Material Resource in Line with PFMA. Oversight of infection Prevention and Control programme. Coordinates QA, Ethics Committee-Clinical risk and Redress Meetings. Participate in managing quality improvement project etc. LEAN Management
<b><u>ENQUIRIES</u></b>	:	Mrs M. Khoza Tel: (011) 411 3502
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740, 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 on a Z83 form with a C.V, Certified copies of I.D. SANC 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
<b><u>CLOSING DATE</u></b>	:	10 November 2017
<b><u>POST 43/131</u></b>	:	<b><u>ASSISTANT MANAGER SURGICAL WADS</u></b> Directorate: nursing
<b><u>SALARY</u></b>	:	R 499.963.00 – R 579,579.00 (Grade 1)
<b><u>CENTRE</u></b>	:	Leratong Hospital
<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in Nursing accredited with SANC in terms of R 425 or equivalent that allows registration with S.A.N.C as a Professional General Nurse. Minimum 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing at least 3years of the above must be appropriate and recognisable experience at management level
<b><u>DUTIES</u></b>	:	Provide effective leadership and supervision in line with all relevant prescripts & legislation. Delegate, supervise and coordinate the provision of effective and efficient nursing care to patients/ service users in the area of function in line with Department mandates, and LEAN management principles. Initiate and participate in health promotion to ensure consistent communication of relevant accurate comprehensive information on health care. Develop, establish and maintain constructive working relationship with nursing and other stakeholders. Inter-professional, inter-sectorial and multidisciplinary team. Participate in the analyses, formulation and implementation of nursing guidelines practice, standards and procedure and Quality improvement initiatives. Human Resource Management. Monitor and ensure utilization of financial resources. Ensure compliance with National Core Standards. Compliance with Performance Management and Development System. Participating in after hours and night supervision shifts as delegated. Implemented relevant recommendations and priorities of the National Strategic plan for Nurse Education, Training and Practice
<b><u>ENQUIRIES</u></b>	:	Mrs M. Khoza Tel: (011) 411 3502
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740, 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 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.
<b><u>CLOSING DATE</u></b>	:	03 November 2017

**POST 43/132** : **OPERATIONAL MANAGER NURSING: PAEDIATRICS REF NO: HRM 74/2017**  
 Directorate: Nursing

**SALARY** : R499 953 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year in Child Nursing Science. A minimum of 9 years appropriate \ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma/degree in Nursing Management will be an added advantage. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate \ recognizable experience after obtaining the one year post basic qualification in Child Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary, Computer literate. Verified proof of experience. .Service certificates compulsory, South African Nursing Council annual practicing certificate. Valid EB driver's license.

**DUTIES** : Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional \legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth\ethical standards and development of self and subordinates

**ENQUIRIES** : Mrs. AM Mwayo Tel: (012) 354 1300  
**APPLICATIONS** : Applications should be submitted 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

**NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications 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** : 10 November 2017

**POST 43/133** : **OPERATIONAL MANAGER NURSING: MEDICAL ONCOLOGY REF NO: HRM 75/2017**  
 Directorate: Nursing

**SALARY** : R499 953 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year in Oncology. Nursing Science. A minimum of 9 years appropriate \ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma/degree in Nursing Management will be an added advantage. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate \ recognizable experience after obtaining the one year post basic qualification in Oncology Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary, Computer literate. Verified proof of experience. Service certificates compulsory, South African Nursing Council annual practicing certificate. Valid EB driver's license.

**DUTIES** : Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional \legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth\ethical standards and development of self and subordinates.

**ENQUIRIES** : Mrs. AM Mwayo Tel: (012) 354 1300  
**APPLICATIONS** : Applications should be submitted 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.

**NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications 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** : 10 November 2017

**POST 43/134** : **OPERATIONAL MANAGER NURSING (MARTENITY OBSTETRIC UNIT)**  
**REFERENCE: 001860**  
Directorate: Nursing

**SALARY** : R499 953 – R562 698 per annum (Plus Benefits)  
**CENTRE** : West Rand District Health - Region A (1 Post)  
**REQUIREMENT** : Basic R425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A minimum of 9 years appropriate experience in nursing after registration as a Professional nurse with SANC. At least 5 years of period referred above should be appropriate/ recognized experience after obtaining the 1 year post basic diploma. A post basic nursing qualification with duration of at least 1 year accredited with the SANC in advanced Midwifery. Driver's license. Must be computer literate.

**DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) and promote quality of nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Demonstrate basic understanding of HR and financial policies and practices. Ensure performance management of staff. Effective leadership in managing discipline and conflict resolution. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the units adhere to Ministerial priorities, the principles of Batho Pele and Patient's Right Charter. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Demonstrate basic computer literacy as a support tool to enhance service delivery. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the National core standards. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multi-disciplinary teams within the unit. Ensure effective and efficient coordination and integration of quality Health Care. Perform any other delegated duties.

**ENQUIRIES** : Mrs Cele N.B. (018) 787 9907  
**APPLICATIONS** : Applications should be delivered to West Rand District Health,Cnr. Vlei & Luipaard street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**NOTES** : Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. Salary will be determined in line with OSD Resolution. NB: The incumbent will be subject to a pre-screening process.

**CLOSING DATE** : 09 November 2017

**POST 43/135** : **OPERATIONAL MANAGER (SPECIALITY) PN-B3 1 POST REF NO: J/052017 PAEDIATRICS NURSING**  
Directorate Nursing

**SALARY** : R499 953  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : Basic Diploma /Degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic qualification, with duration of at least 1 Year accredited with the SANC in Paediatric Nursing. A minimum of 9 Years appropriate /recognisable 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 /recognisable experience after obtaining the 1 year post basic qualification in Paediatric Nursing Science. Management skills, Communication skills, Report Writing skills, Conflict Management skills, Interpersonal skills, Planning and Organising skills, Leadership skills, Analytical skills. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment) .Certified copies of SANC registration certificates, current SANC receipt and ID Copy.

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

**ENQUIRIES** : Senior Nursing Manager –Ms Ngwenya T.N (012)7179398



- APPLICATIONS** : All applications must be forwarded to: Jubilee District Hospital, Human Resources , Private Bag x449,hammanskraal 0400 Or Hand Delivered At Jubilee District Hospital.
- NOTE** : Applications Must Be Completed Fully On A Z83 Form. Certified Copies of All Required Documents Must Be attached .No copy of a copy. Clear indication of the post and reference number that is being applied for must be indicated on your z83.A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualification and ID must be attached.
- CLOSING** : 10 November 2017
- POST 43/136** : **OPERATIONAL MANAGER (SPECIALITY) PN-B3 1 POST REF NO: J/062017 CRITICAL CARE NURSING**  
Directorate Nursing
- SALARY** : R499 953 Per annum  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : Basic Diploma /Degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic qualification, with duration of at least 1 Year accredited with the SANC in Critical Care Nursing. A minimum of 9 Years appropriate /recognisable 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 /recognisable experience after obtaining the 1 year post basic qualification in Critical Care Nursing Science. Management skills, Communication skills, Report Writing skills, Conflict Management skills, Interpersonal skills, Planning and Organising skills, Leadership skills, Analytical skills. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment) .Certified copies of SANC registration certificates, current SANC receipt and ID Copy.
- DUTIES** : Coordinate optimal, Holistic, Specialized nursing care with set standards and within a Professional/legal framework. Manage effectively the supervision and utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth, ethical standards and self-development.
- ENQUIRIES** : Senior Nursing Manager –Ms Ngwenya T.N (012)7179398  
**APPLICATIONS** : All applications must be forwarded to: Jubilee District Hospital, Human Resources, Private Bag x449, Hammanskraal 0400 Or Hand Delivered at Jubilee District Hospital.
- NOTE** : Applications Must Be Completed Fully On A Z83 Form. Certified Copies of All Required Documents Must Be attached .No copy of a copy. Clear indication of the post and reference number that is being applied for must be indicated on your z83.A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualification and ID must be attached.
- CLOSING DATE** : 10 November 2017
- POST 43/137** : **OPERATIONAL MANAGER- PAEDIATRICS OPD**  
Directorate: nursing
- SALARY** : R 394,665.00 – R 444,195.00 (Grade 1)  
R 457,527.00 – R 514,962.00 (Grade 2)  
**CENTRE** : Leratong Hospital  
**REQUIREMENTS** : Diploma/Degree in Nursing accredited with SANC in terms of R 425 or equivalent that allows registration with S.A.N.C as a Professional General Nurse. Minimum 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Relevant discipline specific skills and Competences will be considered.
- DUTIES** : To ensure holistic care to patient is rendered in a cost effective and equitable manner. Co-ordinate and monitor the implementation of nursing care plans and evaluate care. Ensure compliance with Key Priorities and National Core Standards and Quality Improvement Plans. Effective utilization and management of Human Resources. Compliance with performance management and development system. Effective management of Material Resources in Line with PFMA. Maintain professional growth and ethical standards. Ensure compliance with all National Health Priorities and Programs
- ENQUIRIES** : Mrs M. Khoza Tel: (011) 411 3502

- APPLICATIONS** : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740, Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : 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.
- CLOSING DATE** : 03 November 2017
- POST 43/138** : **CLINICAL TECHNOLOGIST REF NO: HRM 76/2017**  
Directorate: Neurophysiology
- SALARY** : R281 148 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : BTech in Clinical Technology - Specialized Category Neurophysiology. Registration with HPCSA as a Clinical Technologist - Specialized Category Neurophysiology. Candidates who will qualify in December 2017 should feel free to apply. Grade 1: One to ten years relevant experience after registration with the HPCSA as Clinical Technologist in Neurophysiology. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA Clinical Technology in respect of SA qualified employees. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees. Professional person with integrity and ability to perform under pressure, independently and in a team. Self-driven and result orientated. Good communication, report writing, presentation and interpersonal skills. Computer literate. Honest, patient, hardworking and reliable. Willingness to train students and present lectures.
- DUTIES** : Provision of specialized Neurophysiology diagnostic and investigative services within the Neurophysiology Unit i.e. Electroencephalography (EEG), Evoked potentials (Visual, Auditory and Somatosensory), Nerve conduction studies, Polysomnography, Multiple Sleep Latency Tests (MSLT) Neonatal EEG recordings. Monitor and maintain equipment. Infection control. Stock management. Teaching. Engage in Continuous Professional Development. Application must submit: A Z83 form certified copy of ID, Certificate of qualifications Certificate of Registration with HPCSA as a Clinical Technologist - Specialized Category Neurophysiology. Proof of progress in completing there thesis and registered as a BTech student. Service certificates are compulsory where applicable.
- ENQUIRIES** : Mrs. A Van Der Merwe Tel: (012) 354 1233
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications 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
- APPLICATIONS** : Applications should be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- CLOSING DATE** : 10 November 2017
- POST 43/139** : **OCCUPATIONAL THERAPIST**  
Directorate: Allied
- SALARY** : R 281,148.00 - R 321,462.00 (Grade 1)  
R 331,179.00 - R351, 516.00 (Grade 2)  
R 356,790.00 – R 378,687.00 (Grade 3)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : 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 39 whom it is not required to perform Community Service as required in South Africa

- ENQUIRIES** : Ms. L Lebopo (011) 411 3579
- APPLICATIONS** : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740, or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : 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.
- CLOSING DATE** : 01 April 2018
- POST 43/140** : **DIETICIAN**  
Directorate: Allied
- SALARY** : R 281,148.00 - R 321,462.00 (Grade 1)  
R 331,179.00 - R351, 516.00 (Grade 2)  
R 356,790.00 – R 378,687.00 (Grade 3)
- CENTRE** : Leratong 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 39 whom it is not required to perform Community Service as required in South Africa
- ENQUIRIES** : Mrs. A Swart: (011) 411 3698
- APPLICATIONS** : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740, or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : 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.

- CLOSING DATE** : 01 April 2018
- POST 43/141** : **ENROLLED NURSE**  
Directorate: Nursing
- SALARY** : R 226,083.00- R 262,092.00 (Grade 1) Plus benefits  
R 278,052.00 - R 322,344.00 (Grade 2) Plus benefits  
R 340,431.00 – R 431,262.00 (Grade 3) plus benefits
- CENTRE REQUIREMENTS** : Leratong Hospital  
: A qualification that allows registration with the S.A.N.C as enrolled Nurse. Communication and interpersonal skills.
- DUTIES** : Development and implementation of basic patient care plans. Provide basic clinical Nursing care. Effective utilization of resources. Maintain of professional growth, ethical standards and development. Compliance with code of conduct. Compliance with all public service legislations and regulations.
- ENQUIRIES APPLICATIONS** : Mrs M. Khoza Tel: (011) 411 3502  
: Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740, or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC 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.
- CLOSING DATE** : 01 April 2018
- POST 43/142** : **PROFESSIONAL NURSE**  
Directorate: Nursing
- SALARY** : R 226,083.00- R 262,092.00 (Grade 1) plus benefits  
R 278,052.00 - R 322,344.00 (Grade 2) plus benefits  
R 340,431.00 – R 431,262.00 (Grade 3) plus benefits
- CENTRE REQUIREMENTS** : Leratong Hospital  
: Basic qualification accredited with SANC in terms of Government Notice R425 i.e Diploma/Degree or equivalent Qualification that allows registration as a Professional Nurse and Midwife : Appropriate and recognisable experience in Nursing as a Professional nurse.
- DUTIES** : Provide direction and supervision of the implementation of nursing plan (clinical practice, quality in patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and healthcare in accordance with laws and regulation relevant to nursing and healthcare. Maintain a constructive working relationship with nursing and other stakeholders. Utilise Human, Material and Physical Resources efficiently and effectively. Compliance with code of conduct. Compliance with all public service legislations and regulations.
- ENQUIRIES APPLICATIONS** : Mrs M. Khoza Tel: (011) 411 3502  
: Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740, or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC 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.
- CLOSING DATE** : 01 April 2018
- POST 43/143** : **DRIVER 1 POST REF NO J/072017**  
Directorate Transport
- SALARY** : R127 851.00 per annum

**CENTRE REQUIREMENTS** : Jubilee District Hospital  
Grade 10 or equivalent with 3-4 years relevant experience. Candidate must have a valid driver's license and a valid PDP. Be prepared to work shifts and public holidays, be able to read and write.

**DUTIES** : Transporting of patients and staff and mail delivery to various institutions. Checking all vehicles faults and report immediately to the supervisor. Complete log books and all relevant transport documentation. Collection of blood products and delivery of blood specimen to and from blood bank. Maintain good work ethics and execute all transport duties as daily authorized. Comply with the performance management and development system (contracting, quarterly reviews and final assessment)

**ENQUIRIES APPLICATIONS** : Mrs. N.M Maseko (012)717 9524/082 554 7869  
Applications should be delivered to West Rand District Health,Cnr. Vlei & Luipaard street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**NOTE** : Applications Must Be Completed Fully On A Z83 Form. Certified Copies Of All Required Documents Must Be attached .No copy of a copy. Clear indication of the post and reference number that is being applied for must be indicated on your z83.A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualification and ID must be attached.

**CLOSING** : 10 November 2017

**POST 43/144** : **AUXILIARY NURSE**  
Directorate: Nursing

**SALARY** : R 116,652.00- R 131,265.00 (Grade 1) plus benefits  
R 138,027.00 - R 155,346.00 (Grade 2) plus benefits  
R 164,796.00 – R 202,092.00 (Grade 3) plus benefits

**CENTRE REQUIREMENTS** : Leratong Hospital  
A qualification that allows registration with the S.A.N.C as enrolled Nursing Assistant.

**DUTIES** : Assist patient with activities of daily living – Physical care. Provide Elementary Clinical Nursing Care. Maintain of professional growth, ethical standards and self-development. Compliance with all code of conduct. Compliance with public service legislations and regulations.

**ENQUIRIES APPLICATIONS** : Mrs M. Khoza Tel: (011) 411 3502  
Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740, or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC 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.

**CLOSING DATE** : 01 April 2018

**POST 43/145** : **QUEUE MARSHALL 2 POSTS REF NO J/082017**  
Directorate Administration and Logistics

**SALARY** : R 90 234.00 per annum

**CENTRE REQUIREMENTS** : Jubilee District Hospital  
Grade 8-10 .Computer literacy. Knowledge of Batho Pele Principles. Record keeping skills and customer service.

**DUTIES** : Control and maintain order in patient waiting area. Managing and controlling queues .Monitor waiting time and record it on appropriate forms. Welcome and sorting patient according to the seriousness of their illness. Attend to patient enquiries .Assist in registering complaints, resolving and referring them to the right unit. Making copies and answering telephone. Issue health information pamphlets and informing clients. Assist in retrieving files in cases of emergencies. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment)

**ENQUIRIES APPLICATIONS** : Ms. Mphela M. (012)717 9355  
Applications should be delivered to West Rand District Health,Cnr. Vlei & Luipaard street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

- NOTE** : Applications Must Be Completed Fully On A Z83 Form. Certified Copies Of All Required Documents Must Be attached .No copy of a copy. Clear indication of the post and reference number that is being applied for must be indicated on your z83.A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualification and ID must be attached.
- CLOSING** : 10 November 2017

**DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

- APPLICATIONS** : Applications should be submitted strictly online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 10 November 2017, 12H00 No late applications will be considered.
- NOTE** : applications 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. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s).online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) 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).

**OTHER POST**

- POST 43/146** : **ASSISTANT DIRECTOR- LABOUR RELATIONS (Ref no: REFS/001858)**
- SALARY** : R334 545.00 per annum
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus NQF level 6 (National Diploma) in Labour Relations. PERSAL Certificate. 3 to 4 years proven experience in the field of Labour Relations. A valid driver's licence. Knowledge of Labour relations, human resource Management, Public Services legislative Framework, Collective Agreement and PSCBC Resolutions. Competencies-Conflict resolution, problem solving, facilitation skills, interpersonal relations, verbal and written communication skills, computer literacy, project management, presentation, conflict management, collective bargaining and case management.
- DUTIES** : Co-ordination and facilitation of grievances, resolutions and management of disciplinary processes within policy requirements and ensure capturing on PERSAL. Conduct analysis on the nature of misconducts and or implement preventative measures. Assist in management of relationship with recognized trade unions and ensure cordial and constructive interaction. Provision of advice to management on labour relations matters, policies and procedures. Monitor the implementation of collective agreements and resolutions. Facilitate labour relations management meetings, participate in conciliation, mediation and arbitration processes. Provision of monthly Labour relations reports and financial misconduct reports to the relevant institutions. Facilitation of training of line managers in handling labour relations matters. Represent the employer in Labour Relations negotiation structure. Manage grievances and dispute resolutions. Manage disciplinary process.
- ENQUIRIES** : Mr. Amukelani Shibambo - (011) 355 - 4832.

**DEPARTMENT OF SOCIAL DEVELOPMENT**

***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** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000
- CLOSING DATE** : 10 November 2017
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B.

Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

#### **OTHER POSTS**

- POST 43/147** : **CHIEF ENGINEER: ELECTRICAL REF NO: SD/2017/10/01**
- SALARY** : R935 172 - R1 773 930 per annum (within the OSD Framework)  
**CENTRE** : Johannesburg Head Office  
**REQUIREMENTS** : A Degree in Engineering with six years' experience post qualification. Registration as a Professional Engineer with ECSA. A valid South African Driver's License. Computer Literate. Skills: Financial, Strategic and People management skills.
- DUTIES** : Develop and maintain technical and functional norms and standards from and engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering. Manage People. Undertake research.
- ENQUIRIES FOR ATTENTION** : Ms E Choshi Tel: (011) 355 7700  
 : Ms E Choshi, Tel- (011) 355 7700
- POST 43/148** : **CHIEF ENGINEER: MECHANICAL REF NO: SD/2017/10/02**
- SALARY** : R935 172 - R1 773 930 per annum (within the OSD Framework)  
**CENTRE** : Johannesburg Head Office  
**REQUIREMENTS** : A Degree in Engineering with six years' experience post qualification. A valid South African Driver's License. Computer Literate. Registered as a Professional Engineer: Mechanical with registration of the Engineering Council of South Africa. Knowledge of the PFMA, DoRA, Treasury regulations, national building standards, occupational health and safety acts and regulations. SKILLS: Financial, Strategic and People management skills.
- DUTIES** : Manage mechanical engineering functional and technical norms and standards in terms of all projects by complying with legal, safety and health requirements. Develop mechanical Engineering policies, procedures and criteria of all infrastructure programmes and projects and prepare commissioning plans from an engineering perspective. Provide infrastructure planning for projects initiation reports, inputs to all As Built Plans and assist with Technical Condition Assessments from engineering perspective. Manage PSPs and Contractors appointed for NPO facilities. Review infrastructure programme and project evaluation and participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Monitor, engage and interact with relevant continuous professional development activities and Bodies/Councils.
- ENQUIRIES FOR ATTENTION** : Ms E Choshi Tel: (011) 355 7700  
 : Ms E Choshi, Tel- (011) 355 7700
- POST 43/149** : **CHIEF ENGINEER: CIVIL/STRUCTURAL REF NO: SD/2017/10/03**
- SALARY** : R935 172 - R1 773 930 per annum (within the OSD Framework)  
**CENTRE** : Johannesburg Head Office  
**REQUIREMENTS** : A Degree in Engineering with 6 years appropriate experience after qualification has been obtained. Registration with the South African Council for Engineering Council as a Professional Chief Engineer: Civil/Structural. Valid driver's licence. Computer literacy
- DUTIES** : Develop and maintain functional and technical norms and standards from an engineering perspective. Manage condition assessment and credibility of technical information. Manage adherence to environmental and occupational health and safety aspects. Investigate proposal for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing

documentation and specifications from an engineering perspective. Prepare the User Asset Management Plan. Make inputs to the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Conduct post project and post occupancy evaluations. Manage people. NB: Preference will be given to Indian, coloured, white and people with special needs (disabilities).

**ENQUIRIES FOR ATTENTION NOTE** : Ms T Mbhense (011 355 7703)  
: Ms T Mbhense Tel- (011 355 7703)  
: Errors & Omissions Expected:

**POST 43/150** : **CHIEF ARCHITECT REF NO: SD/2017/10/04**

**SALARY CENTRE REQUIREMENTS** : R805 806 00 - R1 505 937 per annum (within the OSD Framework)  
: Johannesburg Head Office  
: A Bachelor's Degree in Architecture. Registered as a Professional Architect SACAP with six year's post qualification. Valid driver's Licence. Computer Literacy.

**DUTIES** : Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.

**ENQUIRIES FOR ATTENTION** : Ms S Moloi Tel: (011) 227 0062  
: Ms S Moloi, Tel- (011) 227 0062

**POST 43/151** : **CHIEF QUANTITY SURVEYOR: INFRASTRUCTURE DEVELOPMENT REF NO: SD/2017/10/05**

**SALARY CENTRE REQUIREMENTS** : 805 806 – R1 505 937 per annum (within the OSD Framework)  
: Johannesburg Head Office  
: A Bachelors Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP six year's experience post qualification. Valid Drivers' License. Computer literate.

**DUTIES** : Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs .Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s].Manage people and budgets.

**ENQUIRIES FOR ATTENTION** : Mr O Mkhabela Tel no: (011) 355 7937  
: Mr O Mkhabela, Tel- (011) 355 7937

**POST43/152** : **DEPUTY DIRECTOR: INFRASTRUCTURE PORTFOLIO MANAGEMENT REF NO: SD/2017/10/06**

**SALARY CENTRE REQUIREMENTS** : R657 558 per annum (all-inclusive package)  
: Johannesburg Head Office  
: A Degree in Built Environment with 5 years' middle management experience in the Public Sector portfolio management. A valid South African Driver's License. Registered as a Built Environment Professional with the relevant council will be an added advantage. Knowledge of the PFMA, DoRA, Treasury regulations, national building standards, occupational health and safety acts and regulations. SKILLS: Financial, Strategic and People management skills.

**DUTIES** : Manage the development and updating of all infrastructure policies, norms and standards in line with nationally prescribed policies. Ensure that all planned projects comply with policies, norms and standards. Management and implementation of infrastructure planning in the Department. Management of all land, services, spatial issues, property administration of provincially owned facilities, strategic and people management. NB: Preference will be given to Indians, Coloureds, Whites and People with Disabilities (Differently abled persons)

**ENQUIRIES NOTE** : Mr Z Jaca Tel: (011) 355 7678  
: errors & omissions expected:



