

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

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 FOR ATTENTION CLOSING DATE NOTE :

Applications should be submitted strictly online at www.gautengonline.gov.za
Human Capital management
20 November 2017

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. People with disabilities are encouraged to apply. Applications should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications and Identity. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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.

OTHER POST

POST 44/287 : **6x ASSISTANT DIRECTOR: CDW SUPERVISOR – REFS/ 001890**
Directorate: Community Development

SALARY CENTRE REQUIREMENTS :

R334 545. (Plus benefits)
Johannesburg, West Rand and Tshwane
Matric plus NQF level 6/ National Diploma in Development Work or equivalent qualification, coupled with 3 - 5 years community work experience. Competencies: supervisory skills; management skills; computer skills; communication skills; facilitation skills, problem solving skills, organisational skills, project management skills, secretariat skills, analytical skills, performance and development management skills, public participation skills, public relations and events management skills; knowledge of the PFMA; understanding of the Municipal Structures Act, Municipal Systems Act and Municipal Financial Management Act. A valid driver's licence.

DUTIES :

Supervise the work of Community Development Workers (CDW's) as well as coaching and mentoring; Report to the directorate the work of the CDWs; Convene regular meetings with CDWs for briefing and reporting purposes on progress, problems experienced; Network with high level officials in municipalities and other government departments; Ensure that the unit's budget is aligned to the PFMA; Participate in the design and implementation of strategic plans, vision and operational plans; Align the unit's vision and mission to that of the department; Establish working relations with external stakeholders, all spheres of government and various directorates within the department; Facilitate strategic intervention to ensure efficient service delivery; Compile reports that assist other government departments to identify shortcomings; Manage and coordinate the establishment of Intergovernmental Fora (IGF); Monitor daily and weekly reports from the CDWs and compile monthly, quarterly and annual reports; Advise CDW's on immediate possible solutions to community problems; Offer human resources support to CDWs by identifying their training needs and ensuring that they make use of Employee Assistance Program services when necessary; Compile reports on volatile wards and submit them to the department; Conduct environmental scans in preparation for MEC's imbizos; Network with other government departments on advocacy communication material; Assist in the layout design of the CDW Programme material; Facilitate information dissemination to communities and all government departments; Ensure that door to door targets are met; Compile data gained from door to door visits and submit to all government departments; Secure resources for CDWs e.g. stationary, tracksuits and business cards; Prepare agendas and secure venues for staff cluster meetings.

ENQUIRIES : Mr M Khanyile, tel (011) 355 5051

DEPARTMENT OF HEALTH

- APPLICATIONS** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.
- FOR ATTENTION** : Prof Vangu
- CLOSING DATE** : 17 November 2017
- NOTE** : The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808
- ERRATUM:** Kindly note that the correct address/applications for the posts **Driver REF: J/072017 and Queue Marshall REF: J/ 082017** published in DPSA Circula 43 dated 27 October 2017 should be: APPLICATIONS: All applications must be forwarded to: Jubilee District Hospital, Human Resources, Private Bag x449, hammanskraal 0400 Or Hand Delivered At Jubilee District Hospital. Closing CLOSING DATE: 17.November 2017. Kindly note that post for **Operational Manger Nursing: Peditrics REF NO: HRM 74/2017 and Operational Manger Nursing: Medical Oncology REF NO: HRM 75/2017** That Was Published on Dpsa Circuler 43 Of 2017 Dated 27 October Should Be Titled Operational Managers (For Enquiries Mrs Am. Mowayo Tel No: 012 354 1300)

OTHER POSTS

- POST 44/288** : **DEPUTY DIRECTOR MEDICAL BIOLOGICAL SCIENTIST GRADE 1 (1 POST) REF NO: CHBAH55**
(This is the re-advertisement previous applicants are encourage to apply.)
Directorate: Nursing Services
- SALARY** : R 769 026 per annum (all-inclusive remuneration package, of which a portion could be structured according to the Individual's needs).

**CENTRE
REQUIREMENTS**

: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Appropriate qualification that allows registration with health Professionals Council of South Africa (HPCSA) as a Medical Biological Scientist or a similar regulatory body. A minimum of three (3) years appropriate/ recognizable experience as a Medical Biological Natural Scientist or Professional Scientist with demonstrable skills in advanced diagnostic, quantitative scientific imaging protocols in Nuclear Medicine. Knowledge of the health legislative framework, excellent communication (verbal and written) and interpersonal skills supported by a high level of ethical conduct and integrity to enable effective liaison with staff at all levels within the organization would be further requirements for successful candidature. Mathematical and statistical skills, supported by a strong record of advanced diagnostic protocol development via software Application development for the Nuclear Medicine and/or Radiologic imaging services. Ability to appropriately address the Department of Health's priorities to deliver prompt, non-invasive and accurate patient diagnostic throughputs at minimal patient radiation dosages. Ability to optimize diverse diagnostic challenges presented by this hospital's broad patient referral demographic places and the management of complex clinical case presentations. Skills and knowledge to manage this institution's complex multimodality work environment. Exceptional analytical and interpretation skills with an ability to work under pressure and meet deadlines supported by numeracy and statistical analytical skills. Experience with general database management, Information and Communications and Technology Support Standards, Picture Archiving and Communications Systems and Medical Imaging Standards including the DICOM Standard et al. essential. Experience with teaching and training that emanated from the incumbent's personal research program. Ability to facilitate supervision, training and education of the nuclear medicine clinical staff complements and ensure continued growth and leadership in a complex, at times arduous international field of transformational development. Consequently excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Experience in administrative, financial, educational, research and special interest activities or expertise in a branch of the specialty and a higher degree in the Natural Sciences (M.Sc.), other than the minimum degree to qualify as Medical Natural Scientist or Professional Scientist would be an added advantage. Competencies/Knowledge/Skills: Competencies: Good communication skills (verbal & written), problem solving skills. Good computer skills (MS Word, Excel etc.). Application and interpretation of regulations and other legislative frameworks pertaining to Health, Public Service and Infection Prevention & Control will be an added advantage.

DUTIES

: Ensuring efficient patient service delivery under the Department of Nuclear medicine's clinical corporate governance portfolio with duties incorporating clinical and administrative service. Clinical service delivery management must comprise advanced novel functional imaging protocol development for routine implementation. Management of increased compute processing workloads required for timeous daily clinical reporting is mandatory. The provision of technical support to Executive Management's implementation of National Core Standards. Interdepartmental co-operation inter alia liaison, communication and formal meetings. Contributions to clinical research, collaboration and staff supervision to enhance routine departmental clinical patient beneficence goals must extend to assisting the development of optimal patient treatment planning regimens through mutually beneficial interdepartmental clinical collaborations. Duties to ensure that prescribed Department of Health policies and guidelines are adhered to and must engender support and development of clinical projects aimed at the improvement and maintenance of patient care and advocacy standards. Initiate, implement and manage projects that will be determined from analyses of trends presenting from internal reports, which are aligned with internationally accredited patient treatment goals. Ensure developmental planning to deliver quality improvements to patient services. Contribute to departmental planning, budgetary and a procurement process that is directly related to functional imaging protocol development. Monitoring and evaluating the efficiency of protocol implementations for improvement of patient clinical outcomes. Training as approved by the supervisor forms part of the institutional strategic management imperative. Formal compliance with the Performance Management and Development System is compulsory. (Contracting, quarterly reviews and final assessment).

ENQUIRIES

: Prof Vangu (011) 488-3500

<u>POST 44/289</u>	:	<u>DENTIST/LECTURER GRADE I/II/III</u> Directorate Oral Pathology and Oral Biology
<u>SALARY</u>	:	R714 819 – R1 221 723 per annum (All inclusive package)
<u>CENTRE</u>	:	University of Pretoria Oral Health Centre
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a BChD degree or equivalent qualification and be registered as a dentist in the category Independent practice, with the HPCSA. The applicants must have a proven teaching and service rendering experience in Diagnostic Imaging. Relevant postgraduate studies will be a recommendation.
<u>DUTIES</u>	:	The successful candidate will be involved with undergraduate and postgraduate teaching and training in Diagnostic Imaging, service delivery in Diagnostic Imaging and relevant research. Departmental duties may be assigned to the candidate.
<u>ENQUIRIES</u>	:	Prof. WFP van Heerden Department of Oral Pathology and Oral Biology, Tel. No: 012 319 2629.
<u>APPLICATIONS</u>	:	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 5705. or apply online at: www.gautengonline.gov.za
<u>NOTE</u>	:	Attach certified copies of your qualifications, identity book, curriculum vitae and Z83 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.
<u>CLOSING DATE</u>	:	10 November 2017
<u>POST 44/290</u>	:	<u>EMS COURSE CO-ORDINATOR (X 2 POSTS)</u>
<u>SALARY</u>	:	Grade 4: R448 707 per.annum. (Plus benefits)
<u>CENTRE</u>	:	Lebone College of Emergency Care
<u>REQUIREMENTS</u>	:	B-Tech degree with 3 years after registration with the HPCSA as Emergency Care Practitioner (ECP). Current registration with the Health Professions Council of South Africa (HPCSA). Experience in EMS Education and Training. Qualification as an assessor, facilitator, moderator, Management qualification/ experience and formal education qualifications will be advantageous. Excellent communication and interpersonal skills as well as writing and verbal communication skills in English. Computer literacy in MS Word, Excel and Power Point is mandatory. Valid code C1 driver's licence with PDP.Knowledge and ability to apply Legislation and Policy Framework governing EMS. Candidate must be familiar with Legislation and Regulations governing Human Resources, Public Finance and Procurement Management in the Public Sector.
<u>DUTIES</u>	:	Work within the EMS Education, Training and Development in South Africa. Apply legislation Act, Regulations and Policy framework governing EMS Education and Training e.g. SAQA Act, Skills Development Act, Employment Equity Act. Further Education and Training Act and other key legislation. Ensure that all aspects of the course are aligned with the HPCSA Regulations. Co-ordination of all theoretical and practical components of the course. Management of the quality assurance of all aspects of the course. Liaison and communication with various stakeholders of the College including HPCSA and Local Government. Must be willing to work with learners during experiential learning as per College Policies. On road shifts and inspect/ oversee learners on hospital and road practical phase. Be able to manage formative and summative assessments of learners efficiently and effectively. Ensure all equipment and learning aids are aligned with HPCSA Regulations and sound Education practices. Provide reports to the Principal when required. Must be willing and able to participate in research at the College. Submission of annual report to the Principal. Management of all College staff involved on the course and responsible for performance management of staff and learners.
<u>ENQUIRIES</u>	:	Mr S Sithole. Tel. No: (012) 356 8000

APPLICATIONS : Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.

CLOSING DATE : 24 November 2017

POST 44/291 : **QUALITY ASSURANCE: COORDINATOR REF: Refs/001871**
Directorate: Nursing

SALARY : R 394 665 per annum
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : basic qualifications accredited with SANC in terms of Government Notice. R425 Qualification (i.e. Diploma/Degree in Nursing as a Professional Nurse plus Midwifery. A Minimum of 7 (Seven) years appropriate recognizable experience in Nursing after registration as a Professional Nurse. 2 (Two) years experience and knowledge of quality assurance and National Core Standards for health establishment and related legislation. Basic Computer literacy and Project Management are essential. Ability to collect and analyse data. Evidence of current registration with SANC. Good communication and presentation skills.

DUTIES : Development and maintenance of quality patient care environment that promote patients' rights, batho Pele principle and advocacy and enhance patients satisfaction. Provide leadership to quality assurance committee in the hospital. Ensure proper management of complaints and patients safety incidents in the hospital. Ensure implementation of National Core Standards. Manage clinical audits system. Coordinate the development and implementation of institutional guidelines in line with legislation. Ensure adherence to quality assurance norms and standards in the institution. Coordinate compilation of quality improvement plans and communicate with external and internal stakeholders. Provide leadership in quality assurance unit, staff and customer training and perform all other duties that are delegated by the Supervisor/Manager.

ENQUIRIES : Ms. M.A. Mahlare Tel No: (011) 923 – 2245
APPLICATIONS : Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 OlifantsFontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namane Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

NOTE : The provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtained from any Public Service Department or from the website, which must be completed in full and attach your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. please note that the successful candidate will be subjected to OHS medical Surveillance as required in the HBA regulation within the OHS act 85 of 1993 security And reference

CLOSING DATE : 10 November 2017

POST 44/292 : **CLINICAL PROGRAM COORDINATORS GRADE 1 (INFECTION CONTROL) PN-A5 (1 POST) REF NO: CHBAH54**
Directorate: Nursing Services

SALARY : R 394 665 per annum (Plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years Appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least one (1) year experience of the above period must be recognizable experience in a in a clinical setting. Current registration with the South African Nursing. Competencies/Knowledge/Skills: Competencies: Good communication skills (verbal & written), problem solving skills. Good computer skills (MS Word, Excel etc.). Application and interpretation of regulations and other legislative frameworks pertaining to Health, Public Service and Infection Prevention & Control will be an added advantage.

- DUTIES** : Monitor the compliance to infection prevention and control policy framework and the National Core Standards Project. Effectively manage communicable disease outbreak and prevention programs. Capture information and communicate with the relevant stakeholders. Monitor and analyze trends. Compile and submit reports. Conduct audits and surveillance. Plan and facilitate relevant in-service training in Infection Prevention and Control and Risk management. Actively participate as a member of the Infection Control Committee. Evaluate quality improvement programs and monitor implementation thereof. Conduct risk analysis and formulate preventative programs. Promote compliance to safety standards and programs. Effectively manage communicable disease outbreak and prevention programs and the electronic notification. Ensure compliance to Quality Assurance programs. Facilitate, guide and support Infection Control Committee. Communicate with the relevant internal and external stakeholders to improve service delivery.
- ENQUIRIES** : Ms. D.F. Ngidi (011) 933 9337/0134
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. This is the re-advertisement previous applicants are encourage to apply.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibly of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 17 November 2017
- POST 44/293** : **EMS LECTURER PARAMEDIC (X 4 POSTS)**
- SALARY** : Grade 3: R348 360 p.a. (plus benefits)
Grade 4: R410 355 p.a. (plus benefits)
- CENTRE** : Lebone College of Emergency Care
- REQUIREMENTS** : Grade 3: B-Tech Degree (ECP) that allows registration with the HPCSA as Emergency Care Practitioner, with at least two (2) years post-graduation

experience. Grade 4: B-Tech-degree with 10 years after registration with the HPCSA as ECP. Current registration with the Health Professions Council of South Africa (HPCSA). Training experience is recommended. Excellent communication and interpersonal skills. Verbal/ written communication skills in English. Computer literacy in MS Word, Excel and Power Point is essential. A valid code C1 driver's licence with PDP.

DUTIES : Involvement in all aspects of Education, Training and Development on the courses at the College including facilitation, assessment, moderation and mentorship. Participation in the road shifts during practical phases of the course. Ensure that all aspects of the course are aligned to the relevant Legislation, Regulations and Policies. Participation in the formative and summative assessments processes.

APPLICATIONS : Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.

ENQUIRIES : Ms Z.D. Kubheka.Tel. No: (012) 356 8000

CLOSING DATE : 24 November 2017

POST 44/294 : **RISK MANAGER REFERENCE: REFS/001911**
Directorate: Administration

SALARY : R334 545.per annum (all-inclusive remuneration package)

CENTRE : Helen Joseph Hospital

REQUIREMENTS : Relevant three (3) year tertiary qualification i.e. National Diploma or Degree in Risk Management; Three (3) years' proven extensive experience in - Risk Management and audit environment; Knowledge of PFMA and Treasury Regulations; Knowledge of Corporate Governance King III; MS Word, Excel, Access and MS PowerPoint, MS Outlook; Knowledge of Minimum Security Standard (MISS); Financial Management; Project management; Change & knowledge Management; Extensive experience and exposure in managerial position; Ability to work in a highly pressured environment; Thorough understanding of policy analysis & interpretation..

DUTIES : Develop the business plan in line with the strategic objectives of the department; Conduct risk assessment to identify, describe and analyse the enterprise risks within the hospital; Coordinate and facilitate the development of a risk profile; Develop processes to facilitate the implementation of an institutional risk management policy and strategy; Oversee development and monitor updating of risks registers; Develop guidelines in line with management, procedures, guidelines and policies and ensure the implementation thereof; Manage and co-ordinate risk management committee; Co-ordinate and liaise with various stakeholders; Manage resources (physical, human and financial).

ENQUIRIES : Mr. CD Mogale Tel no: (011) 489 0443

APPLICATIONS : Forms must be delivered to HR Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department. Applicants are requested not to apply on line.

NOTE : Applicants to attach all the necessary documents which are certified in your application including your valid identity document and relevant certificates. Applications without proof of the necessary documents will be disqualified. The appointed employee will be subject to an OHS medical surveillance as required in the HBA regulations within the OHS Act 85 of 1993. Employment verification is mandatory

CLOSING DATE : 17 November 2017

POST 44/295 : **PHARMACIST ASSISTANT GRADE 1 REFERENCE: REFS/001908**
Directorate: Pharmacy Department

SALARY : R183 381.per annum plus benefits

CENTRE : Helen Joseph Hospital

REQUIREMENTS : Registration with SAPC as a Pharmacist Assistant (Post basic). Current proof of valid registration with the SAPC as a Pharmacist assistant (Post Basic). Less than five years' registration with SAPC as Pharmacist Assistant (Post Basic) Basic knowledge of communication and interpersonal skills. Basic knowledge of pharmaceutical process, relevant legislation and policies, record keeping and drug supply management, Work effectively in a team

DUTIES : The incumbent of the post will work under direct/indirect supervision of a Pharmacist. Issue medication to patients and wards as per prescription. Distribution of stock to patients and wards. Repacking, informing patients on

- the correct use of medicine. Receive, read and check prescription for legality, authenticity and validity. Stock control which includes receiving issuing and maintenance of stock, bulk compounding of stock in accordance with good manufacturing practice and Standard Operating Procedures. Advice and support patients and other health care professionals regarding pharmaceutical issues. Perform any other duties delegated by Supervisor/Manager.
- ENQUIRIES** : Mrs. Mdunge, Tel no: (011) 489 0892 or Ms E Henning Tel No: (011) 489 0364.
- APPLICATION** : Applications must be submitted timeously via post or hand delivered to: Helen Joseph Hospital: Human Resource Department, 1 Perth Road, Westdene, Auckland Park, Johannesburg, 2092 The institution reserves the right not to fill the post.
- NOTE** : Applicants must submit a duly completed Z83 form obtainable from any Public Service Department. All applications must be accompanied by a comprehensive CV (with names, addresses and contact numbers of three referees), original certified copies of qualifications, identification documents and proof of current SAPC registration. Application without proof of necessary document will be disqualified. Electronic and email submissions will not be considered. The appointed employee will be subjected to an OHS Medical Surveillance as required in the HBA regulation within the OHS Act 85 of 1993
- CLOSING DATE** : 17 November /2017

PROVINCIAL TREASURY

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



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

OTHER POST

- POST 44/296** : **SENIOR BUYER: TRANSVERSAL SOURCING**
 Directorate: Provincial Supply Chain Management
 (Re-advertisement. This position was previously advertised in circular 33, dated 18 August 2017, post 33/52. Candidates who applied previously are encouraged to re-apply.)

- SALARY** : R281 418 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three year tertiary qualification in National Diploma or Degree in Supply Chain Management or Purchasing Management or related qualifications. 1 – 2 years' experience in procurement and/ or supply chain management. Advanced certificate in Supply Chain Management will be an added advantage. Knowledge of procurement best practices including sourcing strategies. Experience in vendor management and BBBEE/SMME development and understanding of the South African Market.
- DUTIES** : Responsible for contributing to the development of sourcing and procurement strategies for a specific commodity area, and to support the departmental objectives and expenditure budgets by ensuring alignment to overall procurement approach and practices. Responsible for tender management by reviewing tenders and recommending in line with procurement and user strategies. Responsible for ensuring that the procuring goods and services meet user requirements and are within agreed departmental service levels. Responsible for ensuring compliance to Public Sector Supply Chain Management policies and procedures. Analysis of market research information, production and performance reports, for the preparation of management information for decision making on commodity strategies. Provision of technical assistance for complex departmental purchases and service requirements.
- ENQUIRIES** : Ms Tshiamo Sokupha, Tel, No: 011 227 - 9000