

**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** : Applications should be submitted strictly online at [www.gauteng.gov.za](http://www.gauteng.gov.za)  
Applications must be submitted on a duly online completed Z83 form
- FOR ATTENTION** : Human Capital management
- CLOSING DATE** : 04 December 2017
- NOTE** : 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment.

**MANAGEMENT ECHELON**

- POST 46/364** : **DIRECTOR – REFS/ 001985**  
Directorate: Information Communication and Technology Services
- SALARY** : R948 174. (all inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus NQF Level 7 in Computer Engineering or other qualifications at NQF 7 in line with computer technology. A post graduate qualification will serve as added advantage. A minimum of 5 years experience at middle managerial level within the government context. Competencies: Strategic thinking; project management; leadership and team-building; ability to work across teams; analytical/technical mindset; A Valid driver's licence.
- DUTIES** : Align the department's information management, information systems and information technology strategy with the strategic direction, management plans and the business processes of the department considering the strategic direction of Government. Establish an information plan and operational plans to give effect to the strategic direction and management plans of the department. Develop departmental supporting information management and information technology policies, strategies, standards, guidelines, best practices, procedures and regulations derived from the prescripts, legislation, regulations, cabinet resolutions, strategies, policies, norms, standards and procedures developed by the Government Information Technology Officers' Council (GITOC) and DPSA. Facilitate the implementation of and adherence to such. Represent the Department at the GPG CIO Council. Promote effective management of information and information technology as enabler of a strategic resource. Create an enabling environment for users to perform their functions more effectively and efficiently. Control of the Memorandum of Understanding and Service Level Agreement with the GDF and other suppliers of information management and information technology goods and services. Utilisation of security mechanisms and ensure compliance to the relevant regulatory framework. Develop and train staff members in the department in relevant information technology matters. Manage the Directorate and its Sub-Directorates. Oversee the management of the ICT in Infrastructure. Manage ICT Security requirements. Oversee the development, implementation and review of the Information Knowledge Management (IKM)

		Strategy in line with the service delivery requirements in the Department. Manage ICT Risk and attend to all ICT risk matters as identified.
<b><u>ENQUIRIES</u></b>	:	Mr R Nkabinde, tel (011) 3554255
<b><u>POST 46/365</u></b>	:	<b><u>DIRECTOR – REFS/ 001983</u></b> Directorate: Human Capital Management (HCM)
<b><u>SALARY</u></b>	:	R948 174.00 (all inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Matric plus NQF level 7/ Bachelor's Degree in Human Resource Management/Public Management or equivalent qualification. Coupled with a minimum of 5 years' experience at middle managerial level in Human Resource Management level in the Public Service. Competencies: Knowledge and understanding of Human Resource Administration, Employee Relations, Employee Health and Wellness Programmes, Human capital Utilisation & Development and Organisational Design and Human Resource Planning; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; Honesty and Integrity. Knowledge: knowledge and understanding of legislative and Policy framework governing the Human Resource Management in the Public Service, knowledge and understanding of Human Resources Mechanisms, Institutional processes and systems regulating the practice of Human Resources in the Public Service and understanding of Departmental Strategic focus and Human Resource priorities. Skills: Strategic Management skills, Project Management skills, Financial Management skills, Conflict management skills, Interpersonal Skills, Planning and Organizing skills, Leadership Skills, Coordination Skills, Facilitation Skills, Analytical Skills and Knowledge Management skills. A Valid driver's licence.
<b><u>DUTIES</u></b>	:	Oversee the implementation of Service Benefits and conditions of service in the Department. Oversee the alignment of Service Benefits and Conditions of Service to the Departmental Human Resource Plan. Oversee expenditure on compensation of employees budget in the component. Oversee the implementation of Human Resource Policies, PSCBC Resolutions and other regulatory documents governing the implementation of Service Benefits and Conditions of Service. Manage Human Capital Management (HCM) risk and attend to all Human Capital Management (HCM) risk matters as identified. Oversee the roll out of Operational Plans for implementation and monitoring of Service Benefits and Conditions of Service. Provide Strategic coordination for the component. Oversee the design, implementation and review of Departmental Human Resource Development Plan. Oversee the alignment of Human Resource Development Plan to the Departmental Strategic Plan and Service Delivery model, priorities and objectives. Oversee budget allocations and expenditure monitoring on Human Resource Development programmes and activities in the Department. Oversee the implementation of Legislative and Policy framework in Human Resource Development functions. Oversee the roll out of Human Resource Development Projects in the Department. Provide Strategic leadership on the overall performance of the component's programmes and activities. Oversee the design, implementation and review of Labour Relations and Employee Health and Wellness model in the Department. Oversee the allocation of resources in the provision of Labour Relations and Employee Health and Wellness functions in the Department. Oversee budget allocations and expenditure patterns in Labour Relations and Employee Health and Wellness functions and activities. Oversee the implementation of Legislative and Policy framework governing Labour Relations and Employee Health and Wellness functions in the Department. Provide Strategic leadership on the overall performance of the component's programmes and activities. Oversee the implementation of Organizational Development functions in the Department. Oversee the allocation of resources in the provision of Organizational Development functions in the Department. Oversee budget allocations and expenditure patterns in Organizational Development functions. Oversee the implementation of Legislative and Policy framework

governing Organizational Development functions in the Department. Oversee the roll out of Organizational Development projects in the region. Provide Strategic leadership on the overall performance of the component's programmes and activities. Oversee the design, implementation and review of Departmental Recruitment Strategy. Oversee the design, consultation and implementation processes of Recruitment policies. Oversee the design, implementation, monitoring and evaluation of Employment Equity Plan. Oversee the alignment of Recruitment Strategy to Departmental Strategic objectives and priorities. Oversee the preparation and submission of programme performance reports for the Directorate. Manage staff performance, leave, training and development. Manage the preparation and submission of all reports. Manage the deployment and utilization of resources.

- ENQUIRIES** : Mr R Nkabinde, tel (011) 3554255
- POST 46/366** : **DIRECTOR – REFS/ 001987**  
Directorate: Transformation Programmes
- SALARY CENTRE REQUIREMENTS** : R948 174. (all inclusive package)  
: Johannesburg  
: Matric plus NQF level 7/ Bachelor's Degree in Gender, Youth and Disability Mainstreaming/ Public Management and Development/ or related qualification. Coupled with a minimum of 5 years experience at middle managerial level in Gender, Youth and Disability (GEYODI) Mainstreaming environment in the Public Service. Competencies: Knowledge and understanding of interrelation between internal and external transformation programmes; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; and Honesty and Integrity. Knowledge: understanding of legislative and Policy framework governing Gender, Youth and Disability Mainstreaming in the Public Service, understanding of Gender, Youth and Disability Mainstreaming Programmes, processes, systems and procedures in the Public Service and understanding Departmental policy mandates, priorities, objectives and Service Delivery Model. Skills: Strategic Management skills, Project and Programme Management skills, Financial Management skills, People Management and Empowerment skills, Client Orientation and customer focused skills, Service Delivery Innovation skills, Strategic Reporting skills, Facilitation Skills, Analytical Skills, Evaluation skills and Monitoring. A Valid driver's licence.
- DUTIES** : Manage internal & external transformation Programme risk and attend to all risk matters as identified. Conduct an analysis on the status of Gender, Youth and Disability Mainstreaming policies, procedures, structures and budgets internally and externally within the Department as well as monitor and provide support on Transformation within municipalities. Develop recommendations on addressing Gender, Youth and Disability Mainstreaming gaps in the Department. Monitor the implementation of mainstreaming recommendations. Facilitate the development of Gender, Youth and Disability Mainstreaming structures and processes. Align Mainstreaming targets and plans to the Departmental budget. Develop internal and external Departmental Gender, Youth and Disability Mainstreaming Action Plans. Manage the implementation of Departmental Gender, Youth and Disability Mainstreaming Action Plans. Monitor the implementation of Departmental Gender, Youth and Disability Mainstreaming Action Plans. Evaluate the impact, outputs and outcomes of Departmental Gender, Youth and Disability Mainstreaming. Manage the advocacy of Departmental Gender, Youth and Disability Mainstreaming Programme. Review the Departmental Gender, Youth and Disability Mainstreaming Programme. Monitor compliance of Departmental Programmes to Gender, youth and disability mainstreaming targets, policies and action plans. Identify gaps in compliance and design corrective action. Monitor the implementation of corrective action on Departmental Programmes. Manage the preparation and submission of quarterly, bi-annual and annual Gender, Youth and Disability Mainstreaming reports. Manage the preparation and submission of Gender, Youth and Disability Mainstreaming ad-hoc oversight reports to the Office

of the Premier, Provincial Legislature, Commission on Gender Equality and other oversight bodies. Manage Directorate's budget and expenditure. Manage the Directorate's performance. Manage staff performance, development, leave and discipline.

**ENQUIRIES** : Mr R Nkabinde, tel (011) 3554255

#### **DEPARTMENT OF E-GOVERNMENT**

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

**APPLICATIONS** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**CLOSING DATE** : 01 December 2017

**NOTE** : Gauteng Department of e-Government, is inviting, strategic and innovative thinkers, who are technocrats, to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region, and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure.

#### **OTHER POST**

**POST 46/367** : **ASSISTANT DIRECTOR- CONSULTANT ERP (BASIS) – REF NO: 001992**  
Directorate: Applications Competency Centre

**SALARY CENTRE** : R417 552. Per annum (plus benefits)  
Johannesburg

**REQUIREMENTS** : Matric plus a SAP BASIS Certification / Academy completion required. 1-2 years comprehensive BASIS knowledge and experience required. 1+ years' experience as part of an ERP / IT project implementation required. Relevant IT experience (MS Server + SQL) favourable.

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

**ENQUIRIES** : Ms. Portia Makotwane Tel No (011) 689 8898.

#### **DEPARTMENT OF HEALTH**

**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 or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**FOR ATTENTION** : Dr M.P. Selepe

**CLOSING DATE**  
**NOTE**

: 01 December 2017  
: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV 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.

**ERRATUM: Gauteng Department of Health:** Kindly note the post for Driver Ref: WOHC/11/2017, it was advertised in DPSA Vacancy 45 of 2017 with the incorrect **Note**. The correct **Note** reads as follows: No faxed /E-mailed applications will be accepted. Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates. Applications without proof of the necessary documents will be disqualified. Enquiries: Ms A Tonisi Tel No: (011) 488 4898/4850

**MANAGEMENT ECHELON**

**POST 46/368**

: **HEAD CLINICAL DEPARTMENT: MEDICAL GRADE 1 (1 POST) REF NO: CHBAH56**  
: Directorate: Radiology (This is the re-advertisement previous applicants are encourage not to apply).

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R1 938 279 per annum (All-inclusive package)  
: Chris Hani Baragwanath Academic Hospital  
: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist: Radiologist. Registration with the HPCSA as Medical Specialist: Radiologist. A Minimum of 3 years appropriate experience in Radiology after registration with HPCSA as a Medical Specialist: Radiologist. Management experience. Computer literacy (Ms Word, Ms Excel, PowerPoint). Experience in administration, finance, education, research and special interest or expertise in a branch of the specialty. This experience should be in terms of clinical service provision, teaching, administration and research. Additional recognizable clinical and departmental administration plus qualifications/training in radiological specialties, a higher degree in the Health Science (Master's) other than the degree for specialization and experience in the

Public Sector will be an advantage. Sound knowledge of government regulations, policies and acts. The ability to interpret and implement policies. Administrative and management knowledge. Project management skills. Teambuilding, people and interpersonal relations skills. Communication skills (verbal and written) Organizational, problem-solving and interventional skills. Highly motivated and enthusiastic to contribute to the radiology care and services. The ability to work under pressure, lead transformational change in a complex environment and the ability to manage change in the department.

**DUTIES**

: Co-ordinate, manage and administer efficient and cost-effective radiology services at the institution. Encourage and foster research within the department. Manage and monitor appropriate and relevant undergraduate and postgraduate teaching and training within radiology. Foster appropriate subspecialty development within the department. Promote staff development and where possible to further the aims of the faculty of sciences and the department of radiology. Encourage collaboration between the departments within the teaching complex. Ensure that clinical teaching and supervision of medical staff are of adequate standards. As part of the university's responsibility, provide sufficient and quality teaching to undergraduates and medical students. Set norms and standards for the maintenance of service delivery and quality outputs in the department. Ensure that the strategic plan and turnaround strategy of the hospital is implemented and be part of the executive management team in the hospital. Manage and provide leadership in delivery of clinical services to patients referred to the hospital for radiological problems. Perform clinical duties in areas of personal special interest and expertise. See to it that that quality assurance, including clinical audit, is conducted in the department in line with national core standards. Lead the department of radiology of Chris Hani Baragwanath Academic Hospital, in line with the strategic goals set by the National and Provincial Departments of Health and the Chief Executive Officer of the Hospital. Participate in the management of activities of Chris Hani Baragwanath Academic Hospital as a whole and attend all applicable management meetings. Participate in university academic management activities, including membership of committees in the Faculty of Health Sciences as a whole and in the university's Department of Radiology. Lead and participate in national and international efforts to advance aspects of radiology, both in research and advocacy. Examine and provide examiners for degree and diploma programmes and fellowships in radiology in other universities and colleges in South Africa. Ensure that appropriate, ethical and quality research is performed in the department as part of a wider agenda to explore improvements in healthcare in the hospital area and South Africa as a whole, with publication of the results in peer-reviewed scientific journals. Provide clinical support and outreach to referring hospitals, community health centers and clinics in the Chris Hani Baragwanath Academic hospital health cluster. Ensure the employment of the previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Perform commuted overtime as per departmental requirement. Contribute to radiology planning, budgeting and procurement processes as well as monitoring and evaluation. Be immediately accountable in the execution of duties jointly to the Director Clinical Support of Chris Hani Baragwanath Academic Hospital and to the Academic Head in de Department of Radiology at the University for the Witwatersrand. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES  
NOTE**

: Dr M.P. Selepe Tel No: (011) 933 8154  
 : This is a joint appointment between Chris Hani Baragwanath Academic Hospital and the University of the Witwatersrand

**POST 46/369**

: **MEDICAL HEAD CLINICAL UNIT IN ORTHOPEDICS REF NR: SEB-MED-03**  
 Directorate: Orthopedics

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 550 331. Per annum (All-inclusive package)  
 : Sebokeng Hospital  
 : A degree (MBCHB) or equivalent, Registration with HPCSA as a Medical Specialist in Orthopedics. Proof of current registration with HPCSA as medical Specialist in Orthopedics. 3 (three) years post registration experience as a Medical Specialist Grade 1 in Orthopedics. A minimum of 3 years appropriate experience in

- arthroplasty after registration with the HPCSA as a Medical Specialist in Orthopedics, Appropriate teaching and learning skills and Demonstrate research skills. 5 (Five) years management experience will be an added advantage
- DUTIES** : An in-depth knowledge of the functioning of Orthopedic department, Ability to perform appropriate specialized procedures within the field of expertise, Assessment, diagnosis and management of patients within the field of expertise, Proven academic capabilities and training experience, Sound knowledge of management and human resources, Sound knowledge of current health and public service legislation and policies, Good Communication and supervisory skills, Ability to work within a team, Stress tolerance and self-confidence, Capability to build and maintain relationships, Leadership and decision making skills, Management of designated areas of responsibility within the Orthopedic Department at Sebokeng Hospital, Conducting of clinics, ward rounds and consultations to other disciplines, Drawing up of protocols for patients and ward/clinic management, Performance of procedures relevant to the discipline, Supervision of / participation in post graduate and undergraduate training, Participation in the academic programs of the department, Conducting relevant research within the department of Orthopedic, Performing regular audits of the department, Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Orthopedic services in the district, Providing consultative support services to peripheral institutions as part of the department's outreach program
- ENQUIRIES** : Dr Ngcwabe Z Tel No: 016 930 3300
- APPLICATIONS** : Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.On line applications cannot be accommodated due to system challenges
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents) . The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed). Certification should not be more than 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. People with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment
- CLOSING DATE** : 24.November.2017
- POST 46/370** : **CHIEF DIRECTOR: LEGAL SERVICES REF NO: CD LS/11/2017**
- SALARY** : R1 127 334 per annum (all-inclusive remuneration package of which a portion could be structured according to the incumbent's needs).
- CENTRE** : Central Office, Johannesburg
- REQUIREMENTS** : An LLB or any SA recognised Degree in Law at NQF 7 level, as recognised by SAQA and a minimum of 5 years' experience in a senior management position in a legal environment. Admission as an Attorney and admitted Advocate will be an added advantage. The incumbent of this post should also preferably be in possession of vast managerial skills and experience and sound knowledge and experience of medico-legal issues. Experience in the field of medical negligence will be an added advantage. He/ she will be responsible for co-ordinating the provision of legal services to the Gauteng Health Department and for all staff within the Chief Directorate. Leadership in the transformation and management of legal services. Setting annual objectives for the unit. Manage the Chief Directorate's budget. Responsible for implementation and monitoring of key objectives of the unit. Operational, resource and financial management related to the function. Performance appraisal of staff within the unit. The incumbent will report directly to the Head of Department.
- DUTIES** : Develop Litigation Strategy, and monitor the framework, norms and standards for adequate compliance with legal and regulatory provisions throughout the department. Facilitate the development and implementation of appropriate legislative and regulatory instruments. Provide legal advice and support to the department. Represent the department with respect to legal matters, including on

litigation. Provide legal assistance in the drafting of documents such as contracts, guarantees, agreements etc. Execute judicial acts and settlements. Support the Departmental law process and policy process undertaken by the MEC, HOD and line managers. Ensure that a professional legal support service is provided to the MEC, HOD and other officials in exercising of their statutory and administrative responsibilities within the health fraternity. Monitor the implementation and provide advice on the interpretation and application of all pieces of legislation. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organisations with respect to legal matters. Facilitate legal research and opinion. Develop, implement and monitor legal strategies in respect of the functional responsibility of the division. Monitor legislative developments locally and internationally in order to assist the Department. Provide legitimate power and execute judicial service acts and settlements. Manage legal resource centre and legal information management.

**ENQUIRIES** : Ms S.P.M. Baloyi, Tel no. (011) 355 3412  
**APPLICATIONS** : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book copy or smartcard, professional body and driver's licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified.

**CLOSING DATE** : 01 December 2017  
**NOTE** : The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. NB: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

**POST 46/371** : **MEDICAL SPECIALIST GRADE 1 UROLOGY REF NR: SEB-MED-04**  
 Directorate: Urology

**SALARY** : R991 857. Per annum (All-inclusive package)  
**CENTRE** : Sebokeng Hospital  
**REQUIREMENTS** : A degree (MBCHB) or equivalent. Registration with HPCSA as a Medical Specialist in Urology. Proof of current registration with HPCSA as medical Specialist in Urology. 2 (Two) years post registration experience as a Medical Specialist Grade 1 in Urology. Two years management experience will be an added advantage.

**DUTIES** : An in-depth knowledge of the functioning of Urology department. Ability to perform appropriate specialised procedures within the field of expertise. Assessment, diagnosis and management of patients within the field of expertise. Proven academic capabilities and training experience. Sound knowledge of management and human resources. Sound knowledge of current health and public service legislation and policies. Good Communication and supervisory skills. Ability to work within a team. Stress tolerance and self-confidence. Capability to build and maintain relationships. Leadership and decision making skills. Management of designated areas of responsibility within the Urology Department at Sebokeng Hospital. Conducting of clinics, ward rounds and consultations to other disciplines. Drawing up of protocols for patients and ward/clinic management. Performing regular audits of the department. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Urology services in the district.



- Providing consultative support services to peripheral institutions as part of the department's outreach program.
- ENQUIRIES** : Dr Mashele OP Tel No: 016 930 3301
- APPLICATIONS** : Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.On line applications cannot be accommodated due to system challenges
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed).. Certification should not be more than 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 please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment
- CLOSING DATE** : 24.November.2017
- POST 46/372** : **DIRECTOR: LABOUR RELATIONS MANAGEMENT REF NO: D LRM/11/2017**  
Directorate: Labour Relations Directorate
- SALARY** : R948 174 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual's needs).
- CENTRE** : Central Office, Johannesburg
- REQUIREMENTS** : A SAQA recognised NQF level 7 tertiary qualification in Labour Relations Management. Five (5) years' experience at middle management level. Proven experience in a leadership and management position. Knowledge of relevant prescripts governing labour relations in the public service Valid driver's licence and computer literacy. Be motivated and prepared to work long hours and travel extensively. A post-graduate qualification in Labour Law or equivalent will be an added advantage.
- DUTIES** : Strategic leadership and management of the Labour Relations Directorate. Establish the framework for a responsive and effective labour relations management system. Develop norms and standards relating to misconduct and discipline. Monitor compliance on all disciplinary procedures. Monitor compliance with both precautionary suspension and appeals. Establish and attend all structures of collective bargaining in terms of multilateral and bilateral meetings. Build relations with Trade Unions, Collective Bargaining Chambers and at Council meetings and Employer Caucuses. Provide province wide advocacy role and support on the management of grievances. Provide a dispute resolution function between the Bargaining Council, the Department and Institutions. Represent the Department in the dispute resolution structures of the Bargaining Council or CCMA. Provincial support on the interpretation and application of collective agreements. Provide technical input into training on labour relations matters, including disciplinary norms and standards. Manage provision of support on conflict management and grievance resolution. Develop Departmental Labour Relations information system and reporting. Liaise with the National Department of Health, the Office of the Premier and all other Departments on issues of labour relations. Manager should be able to support on labour relations at a strategic management level. Stakeholder management. Project management. Manage a team, including financial management of the Directorate. Consult and negotiate with Trade Unions. Maintain good relations with the Trade Unions. Facilitate all transformation programmes of the Department.
- ENQUIRIES** : Ms S.P.M. Baloyi,Tel. No: (011) 355 3412
- APPLICATIONS** : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book copy or smartcard, professional body and driver's licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified.
- NOTE** : The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be

subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. NB: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

**CLOSING DATE** :

01 December 2017

#### OTHER POSTS

**POST 46/373** :

**MEDICAL OFFICER GRADE 1-3 REF NO: FERH/MO02**

Directorate: Obstetrics & Gynaecology

**SALARY** :

Grade 1: R736 425 – R793 341 per annum (all-inclusive package)

Grade 2: R842 028 – R920 703 per annum (all-inclusive package)

Grade 3: R977 199 – R1 221 723 per annum (all-inclusive package)

**CENTRE** :

Far East Rand Hospital

**REQUIREMENTS** :

MBChb or recognised equivalent qualification. Registered with HPCSA as a medical practitioner and post community service medical practitioner. Working experience in labour ward, doing Caesarean section, having surgical and aesthetic skills will be added advantage.

**DUTIES** :

The incumbent will be responsible for interview, investigate, diagnose and oversee the treatment of patients, attend including chronic medical ailments/conditions, obstetrics and gynaecological emergencies. Perform caesarean sections, reduce serious adverse events emanating from labour process. Supervise midwives in the labour ward complex. Ensure good maternal and prenatal care. Thrive for ZERO maternal deaths. Address all avoidable factors that contribute to maternal morbidity & mortality. Overall of obstetrics & gynaecology patients in a regional hospital, antenatal, intrapartum and postnatal patients Trauma & Emergency unit. Supervising junior doctors (undergraduate's students, interns and community service doctors). Willing to do commuted overtime.

**ENQUIRIES** :

Dr A. Mthunzi, Tel. No: 011 812 8546

**APPLICATIONS** :

Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs

**NOTE** :

Applications must be submitted on Z83 form, CV, certified Copies ID and qualifications to be attached A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

**CLOSING DATE** :

24 November 2017

**POST 46/374** :

**PHARMACY SUPERVISOR GRADE 1 (1 POST) REF NO: CHBAH59**

Directorate: Pharmacy

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

**SALARY** :

R736 425 per annum (all-inclusive remuneration package, of which a portion could be structured according to the Individual's needs).

- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration. A minimum of 3 years' appropriate experience required after registration as Pharmacist with the SAPC.
- DUTIES** : Unit manager within the pharmacy. Supervision of medicine purchase, storage, distribution and control. Control of schedule 6 medicines and substances. Supervision of medicines pre-packing, manufacturing and compounding processes. Provisioning of high quality pharmaceutical care. Project management. Human resources management, staff training, staff appraisals and supervision of work teams in the pharmacy. Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Supervisory, planning and organizing skills. Ability to work as a member for a multidisciplinary team. Ability to act with tact and discretion. High level of reliability. Ability to maintain confidentiality. Must be able to work under pressure and take initiative. Must be self-motivated. Knowledge of budget planning as well as the Public Finance and Management Act. Deputize for the responsible pharmacist /pharmacy manager when necessary. Adhere to all pharmacy policies and procedures. Adhere to timelines. Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
- ENQUIRIES** : Mr. L Maswabi (011) 933 9864/0327
- 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 or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- FOR ATTENTION** : Mr. L Maswabi
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents) The completed and signed form should be accompanied by a recently updated CV 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** : 01 December 2017

- POST 46/375** : **ASSISTANT MANAGER (SPECIALTY) 2 X POSTS – REF NO: HRM 09/2017**  
Directorate: Nursing Services
- SALARY** : R546 315. Per annum (plus benefits) Day and Night Duty  
**CENTRE** : Sterkfontein Hospital  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Must have Nursing Administration and Advanced Psychiatric Qualifications. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. 6 years of the period above must be recognizable/appropriate experience in psychiatry after obtaining the advanced psychiatric qualification. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of SCM and HRM procedures, the MHCA 17 of 2002, public sector relevant legislative frameworks. Strong management, leadership, sound interpersonal and good communication skills. Computer literacy and a valid driver's license and current registration with SANC. Ability to drive and implement change.
- DUTIES** : To supervise comprehensive, quality nursing care programs according to the needs of the patient based on Batho Pele Principles; Patients' Rights Charter and National Core Standards. Manage effectively the utilization and supervision of resources and assist in recruitment and mentoring of nurses. Develop nursing policies and procedures to enhance quality nursing care and management. Ensure effective implementation of the HR and SCM policies in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance. Take extra-mural assignments as may be delegated by the Nursing Service Manager or CEO. Assist in career planning and development of nursing staff. Conduct clinical audits at the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in her absence. Take charge of the hospital during the day, night, public holidays and weekends.
- ENQUIRIES** : Ms. M.M. Sono, Tel. No: (011) 951-8202  
**APPLICATIONS** : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
- CLOSING DATE** : 01 December 2017
- POST 46/376** : **OPERATIONAL MANAGER: NURSING SPECIALITY IN SURGERY (PN-B3) (1 POST) REF NO: CHBAH58**  
Directorate: Nursing Services
- SALARY** : R499 953 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 post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty (Oncology wards) after obtaining the one (1) year post-basic qualification in Oncology Nursing Science. Competencies/Knowledge/Skills: Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework.

Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards

- 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 or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- FOR ATTENTION** : Ms D.F. Ngidi
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents) The completed and signed form should be accompanied by a recently updated CV 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.
- CLOSING DATE** : 01 December 2017
- POST 46/377** : **OPERATIONAL MANAGER (SPECIALITY NURSING – LABOUR WARD PNB 3 - REFS/001975**  
Directorate: Nursing Department
- SALARY** : R499 953 per annum (plus benefits)
- CENTRE** : Pretoria West Hospital
- REQUIREMENTS** : Registration with the SANC as Professional Nurse with a post basic qualification of Advanced Midwifery. A minimum of at least 9 years appropriate/recognizable experience in midwifery after registration as a Professional Nurse with SANC. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant speciality.

- DUTIES** : Knowledge and understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and other clinicians, including report writing when required, display concern for patients, promoting and advocating proper care. Work as part of a multi-disciplinary team to ensure good nursing care, and work co-operatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.
- ENQUIRIES** : Ms HMM Strydom Tel: No: (012) 380 1206
- APPLICATIONS** : Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, council receipt and ID
- CLOSING DATE** : 01 December 2017
- POST 46/378** : **OPERATIONAL MANAGER (SPECIALTY UNIT) 1 x POST – REF NO: HRM 08/2017**  
Directorate: Nursing Services
- SALARY** : R465 939 – R524 415. Per annum (plus benefits)
- CENTRE** : Sterkfontein Hospital
- REQUIREMENTS** : Appropriate Diploma/degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse. A post basic qualification in Advanced Psychiatry which is one year and accredited with SANC. A minimum of 9 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in General Nursing. At least five years of the period above must be appropriate/recognized experience in Psychiatry after obtaining the advanced psychiatric qualification. Proof of current registration with SANC. Sound interpersonal, good communication and leadership skills. Knowledge of Mental Health Care Act, PFMA and other Public Sector Regulations and legislative framework. A valid driver's license.
- DUTIES** : Deputize for Nursing Managers in their absence and take charge of the hospital after hours, at night, during weekends and Public Holidays. Demonstrate basic understanding of Human Resource Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and Supply Chain Management procedures. Ensure effective and efficient coordination and integration of Quality specialized nursing care through compliance to Batho Pele Principles, Mental Health Care Act procedures and Quality Assurance Standards. Participate in staff development, uphold the nursing strategy and compile reports. Preferably female applications to meet equity in the Institution.
- ENQUIRIES** : Ms. M.M. Sono, Tel. No: (011) 951-8202
- APPLICATIONS** : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
- CLOSING DATE** : 01 December 2017
- POST 46/379** : **OPERATIONAL MANAGER NURSING GR 1: (GENERAL) CCMT REFS/001944 (1 POST)**  
(Re-Advertisement)  
Directorate: Nursing
- SALARY** : R394 665 – 444 195. Per annum (plus benefits)
- CENTRE** : Carletonville Hospital
- REQUIREMENTS** : Basic R425/R683 qualification i.e. Diploma/Degree in General, Psychiatry, Community and Midwife/Diploma in General Nursing. Proof of current registration with the SANC as professional nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional

Nurse with the SANC in General Nursing. Recognizable certificate in NIMART, PMTCT, TB/MDR and experience in nursing in clinical (HAST) setting will be an added advantage. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues, including more complex report writing when required. Basic computer skills. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Able to develop contacts, build and maintain networks with professional relations in order to enhance service delivery. Demonstrate basic computer literacy. Display strong leadership abilities and problem solving skills. Knowledgeable in legal requirements in public health care sector. Ability to take charge and make appropriate independent decisions.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing care as directed by the professional scope practice and nursing standards as determined by the facility. Facilitate and oversee the development of operational/business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management the wellness program ( Management of ARV care and provide holistic health care to HIV infected patients/family).Facilitate and support Facilitate and support the implementation of the HAST programme. Work as part of the multidisciplinary team to ensure good nursing care. Facilitate, coordinate and implement national, provincial and regional legislation regarding the comprehensive management of HIV/ AIDS. Implement Quality Assurance standards and other mandatory priorities related to HAART management. Monitor utilization of Financial and Human resources. Participate in TB screening activities. Conduct periodic audits (e.g. adherence to guidelines and protocols) and develop quality improvement plan. Maintain professional /ethical standards and self-development, promoting the image of the nursing profession and the hospital. Provision of effective support to nursing service: do relief duties (calls) as required by the service

**ENQUIRIES** : Mrs M Matandela Tel no (018) 788 1704  
**APPLICATIONS** : Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Manager, Carletonville Hospital, Private bag x 2023, Carletonville, 2500 or apply on [line at www.gautengonline.gov.za](http://www.gautengonline.gov.za)

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

**CLOSING DATE** : 24 November 2017

**POST 46/380** : **OPERATIONAL MANAGER (GENERAL NURSING) PN-A5 REFS/001974**  
 Directorate: Nursing Department

**SALARY** : R394 665 per annum (plus benefits)  
**CENTRE** : Pretoria West Hospital

**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 that is diploma/degree in Nursing as a Professional Nurse. A minimum of 7 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing and a minimum of 2 years verified experience in Casualty Department. Good communication and sound interpersonal skills. Knowledge: An understanding of all Nursing Legislation and Health Act.

**DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care. Maintain constructive working relationships with nursing and other stake holders i.e interprofessional and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of casualty nursing guidelines; practices, standards and procedures. Manage and monitor proper utilization of human; financial and physical resources. Maintain professional growth/ethical standards and development of self and subordinates.

**ENQUIRIES** : Ms HMM Strydom Tel: No: (012) 380 1206  
**APPLICATIONS** : Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West

Hospital, HR Department, Private Bag X02, Pretoria West. 0117 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**NOTE** : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, council receipt and ID

**CLOSING DATE** : 01 December 2017

**POST 46/381** : **PROFESSIONAL NURSE SPECIALITY (PNB 1) 1 POST REF NO: Refs/001935**  
Directorate: Nursing

**SALARY** : R340 431 per annum (plus benefits)

**CENTRE** : Helen Joseph Hospital

**REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in the relevant specialty. A minimum of 1years' appropriate/ recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 1year's of the period referred to above must be appropriate/ recognizable experience working in Trauma and Emergency / ICU unit obtaining the one year post-basic qualification in the relevant specialty. Good communication skills, verbal and written, understanding of National Core Standard, able to work under pressure.

**DUTIES** : Provide direction and supervision for the implementation of the nursing care plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human material and physical resources efficiently and effectively. Manage PMDS of the subordinates. Maintain professional growth/ethical standards and development of self and subordinates.

**ENQUIRIES** : Ms. TG Baloyi Tel No: (011) 489 0896

**APPLICATIONS** : Applications should be submitted at Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department

**NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS Act 85 of 1993. Please note that employment vetting is mandatory

**CLOSING DATE** : 23 November 2017

**POST 46/382** : **PROFESSIONAL NURSE GR 1: SPECIALITY (OPERATING THEATRE) REFS NO-001979**  
Directorate: Nursing

**SALARY** : R340 431 – 394 665 per annum (plus benefits)

**CENTRE** : Carletonville Hospital

**REQUIREMENTS** : Basic R425/R683 qualification i.e. Diploma/ Degree in General, Psychiatry, Community and Midwife/ Diploma in General Nursing. Proof of current registration with the SANC as professional nurse. A post basic nursing qualification with a duration of at least one year accredited with the SANC in terms of Government Notice No R212 in operating theatre. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with the SANC in General Nursing. Competencies: leadership, management, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display a concern for patients, promoting advocacy and facilitating proper treatment and care including



- awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele). Knowledge of nursing legislation and related legal and ethical nursing practices.
- DUTIES** : Provision of optimal holistic specialized nursing care with set standards and within a professional/legal framework. Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationships with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Work as part of multi-disciplinary team to ensure good nursing care. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Participate in training and research. Implement and promote Quality Assurance, Infection Prevention and Control and Occupational Health and Safety principles.
- ENQUIRIES** : Mrs.M.Matandela, Tel No: 018 788 1704
- APPLICATIONS** : The employer reserves the right to fill or not fill the post. People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification
- NOTE** : Applications should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500 or apply on line at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 24 November 2017, 16:00
- POST 46/383** : **PROFESSIONAL NURSE: SPECIALITY GR 1 (TRAUMA AND EMERGENCY)**  
**REFS NO: 001980**  
Directorate: Nursing
- SALARY** : R340 431 – 394 665 per annum (plus benefits)
- CENTRE** : Carletonville Hospital
- REQUIREMENTS** : Basic R425/R683 qualification i.e. Diploma/ Degree in General, Psychiatry, Community and Midwife/ Diploma in General Nursing. Registration certificate as a Professional Nurse and proof of current registration (2017 annual practicing certificate) with the SANC. A post basic nursing qualification with a duration of at least one year accredited with the SANC in terms of Government Notice No R212 in trauma and emergency. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with the SANC in General Nursing. Competencies: leadership, management, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display a concern for patients, promoting advocacy and facilitating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele). Knowledge of nursing legislation and related legal and ethical nursing practices.
- DUTIES** : Provision of optimal holistic specialized nursing care with set standards and within a professional/legal framework in area of specialty. Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationships with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Work as part of multi-disciplinary team to ensure good nursing care. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Participate in training and research. Implement and promote Quality Assurance, Infection Prevention and Control and Occupational Health and Safety principles.
- ENQUIRIES** : Mrs.M.Matandela, Tel No: 018 788 1704
- APPLICATIONS** : Applications should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500 or apply on line at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : The employer reserves the right to fill or not fill the post. People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV,

		certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification.
<b><u>CLOSING DATE</u></b>	:	24 November 2017, 16:00
<b><u>POST 46/384</u></b>	:	<b><u>PROFESSIONAL NURSE (SPECIALITY) X 10 REF NO: REFS/001976</u></b> Directorate: Nursing (Psychiatric / Accident and Emergency / Theatre / Maternity / Neonatal / Paediatric)
<b><u>SALARY</u></b>	:	R340 431. Per .annum. (Plus benefits)
<b><u>CENTRE</u></b>	:	Tambo Memorial Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the SANC in terms of Government Notice 425 (ie. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice no. R212 in the relevant speciality. A minimum of 4 years appropriate / recognisable experience in nursing, after registration as a Professional Nurse with the SANC in General Nursing. At least 2 years' experience working in Psychiatric / Accident and Emergency / Theatre / Maternity / Neonatal / Paediatric unit with duration of at least 1 year Post Basic Qualification in above mentioned specialities. Good communication skills, verbal and written; understanding of National Core Standards; able to work under pressure.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialised nursing care with set standards and within a Professional Legal Framework. Effective utilization of resources, participation in training and research. Provision of support to nursing service. Maintain professional / growth / ethical standards and self-development. Work as part of Multi-Disciplinary team to ensure good nursing care that is cost effective, equitable and efficient manner. Adherence to quality assurance standards.
<b><u>ENQUIRIES</u></b>	:	Ms. Ndlovu (Psychiatric), Ms. N. Prince (Accident and Emergency), Ms. J. Phaswana (Operating Theatre), Ms. Mogudi (Paediatric and Neonatal) and Ms. Mohlabane (Maternity). Tel no (011) 898 8314
<b><u>NOTE</u></b>	:	Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1460, Physical address: Railway Street, Boksburg, 1460 or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	24 November 2017
<b><u>POST 46/385</u></b>	:	<b><u>DIAGNOSTIC RADIOGRAPHER GRADE 1 REFS NO-001981 (1POST)</u></b> Directorate: Medical and allied
<b><u>SALARY</u></b>	:	R281 148 – 321 462 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Carletonville Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum Requirements: National Diploma in Diagnostic Radiography/ BRAD. Current registration with HPCSA. . Knowledge of ALARA principles, Batho Pele Principles and National Core Standards. Good communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	To produce x-ray images according to the prescribed protocol, Radiation Control measure and Medico-Legal requirements. To ensure Radiographic services comply with Radiation Control legislation. Assist in the supervision and management of the training of Community Service Radiographers. To assist in the provision of an after hour service. Participate in CPD programmes as required by the HPCSA. Knowledge of ALARA principles and National Core Standards. Assist in Quality Assurance tests and programmes. Be able to work independently as well as being a team worker. To ensure provision of efficient and effective radiographic services. Good communication and interpersonal skills.
<b><u>ENQUIRIES</u></b>	:	Mrs.H.Mabanga, Tel No: 018 788 1743
<b><u>APPLICATIONS</u></b>	:	Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500 or apply on line at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>NOTE</u></b>	:	The employer reserves the right to fill or not fill the post People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification.

**CLOSING DATE** : 24 November 2017, 16:00

**POST 46/386** : **FINANCIAL CONTROLLER (Level 7) 1 (1 POST) REF NO: CHBAH57**  
Directorate: Finance (Revenue).

**SALARY** : R226 611 – R266 943 per annum (plus benefits)

**CENTRE** : Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS** : Grade 12 with 3 years' experience in revenue. Computer literacy (Ms Word and Ms Excel). Must have experience in MEDICOM, BAS and e: SAP Systems. Knowledge and understanding of the PFMA, ICD 10 coding, Uniform Patient Fee Schedule, Treasury Regulation and Administrative Procedure Manual. Must be able to plan organize and coordinate the activities of the section. Experience in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. Sound organization skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative and work independently. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of the Batho Pele Principles and Knowledge of Labour Relations processes. Exposure to Basic Accounting System will be an added advantage will be an added advantage.

**DUTIES** : Supervise staff responsible for billing of self-funded, private and externally funded patients in accordance with UPFS system. Responsible for cash and debt management units. Ensuring compliance in terms of banking processes and see to it that all the correspondences needed by the auditors are in place , write offs and payment allocations. Responsible for vendor management in ensuring that bills are settled and followed-up on outstanding payments in accordance with Procedure Manual Part 5. Plan, organize and coordinate the activities of the section. Responsible for the development, evaluation and management of staff to promote productivity. Compile annexure F (Patient Fee Transaction Statement), reconciliation of revenue register receipts and deposit with BAS (Acc.no. 1), account no. 2 (Patient monies), donation reconciliations and other revenue reports. Ensure that revenue target is met. Perform any other reasonable tasks. Maintenance of user-friendly office. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

**ENQUIRIES** : Ms D. Hlongwane or Ms T.C. Mbabane (011) 933-8541/8315

**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 or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**FOR ATTENTION** : Ms D. Hlongwane or Ms T.C. Mbabane

**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents) The completed and signed form should be accompanied by a recently updated CV 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** : 01 December 2017
- POST 46/387** : **HELPDESK/ CALL CENTRE SUPERVISOR, REF NO: REFS/001948**  
Directorate: Information Communication Technology (I.C.T)
- SALARY CENTRE REQUIREMENTS** : R226 611 per annum (plus benefits)  
: Johannesburg, Central Office  
: Post Matric I.T/Computer Science ITIL/ Corbit qualification. Helpdesk / Service desk certification. Minimum of 5 years continuous experience as a Desktop Technician or 6 years continuous experience as the I.T Helpdesk or service desk environment. Comptia/ Microsoft A+ or N+ or MCSE Certification. Knowledge of operating and application systems (UNIX, Linux, Windows 8, MS Office 2010 or latest and Vista). Sound knowledge of Microsoft Products. 24/7 rotational basis. Customer orientated.
- DUTIES** : Provide all sites I.T first line support. Web/Server/Network Administration. Troubleshooting GPG network (network points, hubs, switches, etc.). Troubleshooting of network technology. Supervision of staff and record keeping. Perform server and Active Directory Support. Report writing and record keeping. Training of staff & Sub-ordinates. Log calls for all applications /softwares used by Gauteng Health/GPG staff. Perform any other task/job deemed appropriate or assigned by supervisor/manager. Manage/supervise, monitor administrative duties and report generations.
- ENQUIRIES APPLICATIONS** : Mr. Tebogo Raditshemega, Tel (011) 241 5756  
: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, or apply online by visiting [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : Attach certified copies of your qualifications, identity book copy or smartcard, professional body and driver's licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified
- CLOSING DATE** : 01 December 2017
- POST 46/388** : **PROFESSIONAL NURSE GRADE 1(GENERAL) MATERNITY: REFS NO-001977 (3 POSTS)**  
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R226 083 – 262 092 per annum (plus benefits)  
: Carletonville Hospital  
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425/equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration certificate with the SANC as Professional Nurse and proof of current registration. Competencies: Leadership, Management and Communication skills. Display concern for patients, promoting and advocating proper treatment and care

- including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele Principles). Ability to take charge and make appropriate independent decisions. Knowledge of grievance and disciplinary procedure. Knowledge of infection prevention and control and occupational health and safety practices. Understanding of National Core Standards.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the facility. Promote quality of nursing care. Work as part of the multidisciplinary team to ensure quality nursing care. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care, utilization of human, material and physical resources. Provide direction and supervision for implementation, monitoring and evaluation of nursing care plan (clinical practice/quality nursing care). Submit reports and statistics Implement and promote Quality Assurance, Infection Prevention and Control and Occupational Health and Safety principles. Work shifts. Maintain professional, ethical standards and self-development, promoting the image of the nursing profession and the hospital.
- ENQUIRIES** : Mrs.M.Matandela, Tel No: 018 788 1704
- APPLICATIONS** : Applications should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500 or apply on line at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification The employer reserves the right to fill or not fill the post. People with disabilities are encouraged to apply
- CLOSING DATE** : 24 November 2017, 16:00
- POST 46/389** : **ENROLLED NURSING ASSISTANT GRADE 1 (12 POSTS) – REF NO: HRM 07/2017**  
Directorate: Nursing
- SALARY** : R116 625. per annum
- CENTRE** : Sterkfontein Hospital
- REQUIREMENTS** : Grade 12 or equivalent qualification. Certificate as Enrolled Nursing Assistant. Current registration with the South African Nursing Council. At least 2 years' experience working as ENA. Passion for working with mentally ill patients. Ability to work within a team, good interpersonal and communication skills. Knowledge of the National Core Standards, Public Service Regulations and Patient Rights Charter. Previous Psychiatric experience will be an added advantage.
- DUTIES** : Assist patients with activities of daily living, i.e. maintain good hygiene, nutrition, measure and record vital signs. Assist with the preparation of patients for diagnostic surgical and other medical procedures. Escort patients for clinical procedures. Maintain professional conduct as required by the Public Service Code of Conduct and SANC. Attend in-service training as required. Preferably male nurses of any race, to meet equity and address the needs of the patients.
- ENQUIRIES** : Ms. M.M. Sono, Tel. No: (011) 951-8202
- APPLICATIONS** : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications and valid driver's licence to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
- CLOSING DATE** : 01 December 2017
- POST 46/390** : **NURSING ASSISTANT GRADE 1 REF NO: 001978**  
Directorate: Nursing
- SALARY** : R116 625 – 131 265 per annum (plus benefits)
- CENTRE** : Carletonville hospital
- REQUIREMENTS** : Qualification that allows registration with the SANC as Nursing Assistant. Proof of current registration with the SANC as nursing assistant. Experience or no experience in nursing after registration with SANC as Nursing Assistant.

- Demonstrate basic communication with patients, supervisors and other clinicians. Display a concern for patients, promoting advocacy and facilitating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele Principles). Knowledge of nursing legislation and related legal and ethical nursing practices.
- DUTIES** : Assist and support patients with activities of daily living (physical care) and self-care. Provide elementary nursing care in accordance with the scope of practice. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Provide health education to patients, family and community to promote health. Maintain constructive working relationships with nursing and other stakeholders. Utilize material and physical resources efficiently and effectively. Work as part of multi-disciplinary team to ensure good nursing care. Maintain professional growth/ethical standards and self-development. Implement and promote Quality Assurance, Infection Prevention and Control and Occupational Health and Safety principles.
- ENQUIRIES** : Mrs M.Matandela, Tel No: 018 788 1704
- APPLICATIONS** : The employer reserves the right to fill or not fill the post. People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification
- NOTE** : Applications should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500 or apply on line at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 24 November 2017
- POST 46/391** : **MACHINE OPERATOR REF NO: REFS/001984**  
Directorate: Nursing training and education
- SALARY** : R107 886. per annum (plus benefits)
- CENTRE** : Rahima Moosa Nursing College
- REQUIREMENTS** : Minimum qualification of Grade 10 or Lever 4 ABET qualification with a minimum of 6 months -1 year experience, ability to communicate in more than one official language, passion for work, knowledge of customer care, self-motivated to work in a team, must be able to accept responsibility and complete work with acceptable pressure, be able to maintain confidentiality. Basic computer literacy would be an added advantage.
- DUTIES** : Photocopy documents as requested, fill in a photocopying form and provide all necessary information, binding, shredding and laminating documents as requested, check machine readings every morning before using the machine and every afternoon before switching off the machine , inform the supervisor of any problems, ensure that the is an adequate supply of paper, toner and ink as required, record all Photostatting in register, balance the register at the end of every month and submit the figures to the supervisor, control economical usage of paper ,register all documents before it is sent to the GDF (GSSC) ,receive and post mails receive and send faxes.
- ENQUIRIES** : Mr. L. Rasebotsa Tel No: (011) 247 3300/43
- APPLICATIONS** : All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, and Coronationville or posted to Private Bag x116, Melville, 2109 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : State all your competencies, training and knowledge in your C.V. Certification stamp must not be more than three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.
- CLOSING DATE** : 24 November 2017

## DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

- APPLICATIONS** : Please apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 08 December 2017, 12H00 No late applications will be considered.  
**NOTE** : Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s). Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts.

### MANAGEMENT ECHELON

- POST 46/392** : **DIRECTOR- SERVICE DELIVERY (REF NO: REF/001986)**  
**SALARY** : R948 174. Per Annum (All package inclusive)  
**CENTRE** : Johannesburg Region  
**REQUIREMENTS** : Grade 12 plus NQF Level 7/Degree in Public Administration. 7 – 10 years relevant experience in a Housing delivery environment and Housing Subsidy Administration and Customer Relations Management. A valid driver's licence. Competencies: Sound Management and leadership skills; Strategic Management skills; Customer Relations Management Skills; Conflict Management Skills and Cooperative Governance.  
**DUTIES** : Managing and overseeing the administration of housing Subsidy, Allocation and Beneficiary Administration on a daily basis; manage and oversees the approval process of Housing Subsidy, Allocation and Beneficiary Administration; manage and oversees the overriding process on the HSS on a regular basis and manage the processing of rejections of housing Subsidy Applications, Ensure strategic Direction, leadership and management in the Service delivery Unit. Ensure cooperative governance in the business Unit. Manage the Performance Management System for reporting staff.  
**ENQUIRIES** : Mr. Keith Khoza - (011) 355 - 4275.

### 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** : 01 December 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 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 46/393** : **SENIOR BUYER: TRANSVERSAL SOURCING**  
 Directorate: Provincial Supply Chain Management  
 (This a re-advert, Candidates who have previously applied for this post need not re-apply, as their applications will be considered.)
- SALARY CENTRE REQUIREMENTS** : R281 418. Per annum, (plus benefits)  
 : Johannesburg  
 : 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

#### 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, Zanele Mbeki Frail Care Centre, 3 Vlakfontein Road, Dunnotar, 1496. Dr Fabian and Florence Ribeiro Treatment Centre Sonderwater Prison, Cullinan.
- CLOSING DATE** : 01 December 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.

**ERRATUM: Gauteng: Department of Social Development:** Kindly note that the post of Senior Administration Officer: Office Administration Ref No: SD/2017/11/09 that was published in Vacancy Circular 45 dated 10 November 2017, has been withdrawn., The post of Senior Administration Officer: Monitoring and Evaluation Ref: SD/2017/11/11 was advertised with the incorrect requirements , The correct requirements reads as follows : A three year National Diploma/ Bachelor's Degree in Monitoring and Evaluation with 2-3 years' experience in Performance Monitoring and Evaluation environment or Grade 12 with more than 10 years' experience. A valid driver's license. Good Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Performance Monitoring and Evaluation functions in the Public Service. Knowledge and understanding of Departmental Monitoring and Evaluation systems, processes and procedures. Skills and Competencies: Good planning and coordinating, Analytical, report writing, communication, team working, monitoring and evaluation, computer and interpersonal relations skills. Honest and innovation individual, and also the post of Senior Administration Officer: Internal Control Ref No: SD/2017/11/08 was advertised with the incorrect post name and requirements, The correct post name reads as follows: Senior Administration Officer: Internal Control X2 REF NO: SD/2017/11/08 and the requirements reads as follows: A three year National Diploma/Degree in the field of internal Auditing. Experience in Internal Control environment will be an added advantage. A valid code B driver's license. Basic knowledge and understanding of PFMA and Treasury regulations. Skills and Competencies: Analytical, communication, interpersonal, planning and organising and coordination skills. Honesty and integrity.

#### OTHER POST

<b><u>POST 46/394</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALITY PHC X3/ PSYCHIATRY X5 REF NO: SD/2017/11/26</u></b>
<b><u>SALARY CENTRE</u></b>	:	R340 431- R 514 962 per annum (within the OSD framework) Zanele Mbeki Frail Care Centre x2 Dr Fabian and Florence Ribeiro Treatment Centre x6
<b><u>REQUIREMENTS</u></b>	:	A Diploma/Degree in Nursing or equivalent qualification plus qualification in Primary Health Care(PHC)/ Psychiatric Nursing that allows registration with the South African Nursing Council with 7 years' experience as a Professional Nurse. Submission of valid proof of registration with the council. Knowledge and understanding of legislative and policy mandates regulating nursing practice, processes and procedures applicable in the Institution Skills and Competencies:. Project management, Communication, analytical, monitoring and evaluation, supervision, people management, inter-personal as well as leadership skills. Personal attributes: Professionalism, responsiveness, proactive, team player, caring and supportive.
<b><u>DUTIES</u></b>	:	Develop and manage nursing plan. Implement standard practices, criteria and indicators for quality nursing. Participate in auditing quality of nursing and health care. Practice nursing and health care in accordance with regulatory framework. Maintain a professional and ethical practice and implement patient care standards, policies and procedures. Maintenance of a constructive working relationship with other stakeholders, health teams, organisation and special interest groups. Manage nursing staff performance, development, leave plans and disciplinary matters

**ENQUIRIES**

: Ms Z Nhlapo Tel: (011) 817 7303 Zanele Mbeki-Ms K Lekalakala Tel: (012) 734 8319 Dr Fabian and Florence Ribeiro.