

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

*The Gauteng Department of Health is committed to the achievement and maintenance of diversity and employment equity, especially of race, gender and disability. The filling of this post will be done in line with the Employment Equity Plan of the department*

**MANAGEMENT ECHELON**

<b><u>POST 48/199</u></b>	:	<b><u>HEAD CLINICAL UNIT (DENTAL) GRADE1</u></b> Directorate Operative Dentistry
<b><u>SALARY</u></b>	:	R1 550 331 per annum (all inclusive remuneration)
<b><u>CENTRE</u></b>	:	Medunsa Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Registration with HPCSA. Master's degree in Restorative Dentistry (including Prosthodontics). A minimum of 3 years appropriate experience in a specialized field. Must have appropriate clinical skills with special focus in restorative dentistry. Understanding/ proven record of teaching and the development of under and post-graduate curricula. Good/proven research track record including record of publications. Proven administrative and management skills. Excellent interpersonal and communication skills.
<b><u>DUTIES</u></b>	:	General management and administration of the department. Supervision and effective utilization of professional staff. Quality Assurance of clinical governance, teaching learning and associated assessment. General service rendering to patients in the discipline. Research and research supervision. Education and training of undergraduate and postgraduate students. Contribute to and participate in training of other health workers where requested to do so. Promote and stimulate continuing professional development in the department and among health professionals in South Africa. Assist in the implementation of GDoH policies and programmes. Additional.
<b><u>ENQUIRIES</u></b>	:	Dr SA Matjila Tel 012 521 3079
<b><u>APPLICATIONS</u></b>	:	Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms EM Shibambo
<b><u>NOTE</u></b>	:	Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . 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. The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria
<b><u>CLOSING DATE</u></b>	:	15 December 2017
<b><u>POST 48/200</u></b>	:	<b><u>MEDICAL SPECIALIST REF NO: HRM 79/2017</u></b> Directorate: Psychiatry
<b><u>SALARY</u></b>	:	R991 857 per annum plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	MBChB with either Mmed (Psych) or FF Psych qualification. Registration with the HPCSA as independent practitioner is compulsory Five years' experience as a psychiatrist would be a recommendation
<b><u>DUTIES</u></b>	:	Service delivery at the Psychiatry Unit, Ward 2.1 Steve Biko Academic Hospital (in and out patient care) including 72 hours observation. After hour's service as per contract including over weekends and during public holidays as arranged with the head of the clinical unit. Delivering of consulting liaison psychiatry service to all departments of the Steve Biko Academic Hospital and the Department of Family Medicine at Tshwane District Hospital. Involvement in pre - graduate and post – graduate training of medical students as well as students from other disciplines. Involvement in academic as well as commercial research. Additional service delivery as decided upon by the Department from time to time
<b><u>ENQUIRIES</u></b>	:	Prof. GP Grobler Tel: (012) 354 3191
<b><u>APPLICATIONS</u></b>	:	to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 15 December 2017

**OTHER POSTS**

**POST 48/201** : **REGISTRAR (MEDICAL) REF NO: 002064**  
 Directorate: Anaesthesiology, General Surgery, ENT, Ophthalmology, Neurosurgery, Urology, Orthopaedics, Paediatrics, Neurology, Internal Medicine, Obstetrics & Gynaecology, Dermatology, Radiology, Emergency Unit

**SALARY** : R736 425 – R770 061 per annum (all inclusive package)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : MBChB qualification. Registration as an Independent medical practitioner with the HPCSA. Recommendations: Successful completion of the Colleges of Medicine Part 1 examination is a strong recommendation. Applicable post graduate diploma or other qualification.

**DUTIES** : Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Rotation through hospitals and units associated with the University of Pretoria. Participate in departmental activities in relation to teaching and research. The candidate will have to complete a research project as required by the HPCSA for registration. The candidate will have to maintain a logbook and a portfolio of learning as required by the Colleges of Medicine of South Africa.

**ENQUIRIES** : Dr. L. Mokwene, Tel No (012) 318-7040 / Dr. K.M. Htwe, Tel No (012) 318-6502

**APPLICATIONS** : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gauteng.gov.za](http://www.gauteng.gov.za)

**NOTE** : Applications: This Is An Open Advertisement And Posts Will Be Filled On A Continuous Basis From The Time Of Advertising Up To The Closing Date Of 31 March 2018. Medical Surveillance Will Be conducted on the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Correspondence will be limited to shortlisted candidates only; if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE** : 31 March 2018

**POST 48/202** : **DENTIST GRADE 1/2/3**  
 Directorate Diagnostics and Careline

**SALARY** : Grade 1 R714 819 per annum (all inclusive remuneration)  
 Grade 2 R842 028 per annum (all inclusive remuneration)  
 Grade 3 R977 199 per annum (all inclusive remuneration)

**CENTRE** : Medunsa Oral Health Centre  
**REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a dentist in the category Independent Practice. Minimum of 4 years appropriate experience as a dentist after registration with HPCSA. Postgraduate Diploma in Endodontics/ Prosthodontics/General Dentistry/ Aesthetics/Community Dentistry. Experience in clinical supervision in different clinical training platforms. MSc/ MDS Degree in restorative dentistry disciplines will be an added advantage

- DUTIES** : Service rendering in the Emergency Clinic. Student supervision in the Integrated Clinical Dentistry/ Operative Dentistry/ Community Outreach, as well as in other sections within Medunsa Oral Health Centre as deemed necessary.
- ENQUIRIES FOR ATTENTION APPLICATIONS** : Dr SA Matjila Tel 012 521 3079  
: Ms EM Shibambo  
: Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001.
- 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. Additional: The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.
- CLOSING DATE** : 15 December 2017
- POST 48/203** : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: REFS/ 002105**  
Directorate: Nursing Division: Emergency Short Stay Area (264)
- SALARY CENTRE REQUIREMENTS** : R499 953. per annum (plus benefits)  
: Charlotte Maxeke Johannesburg Academic Hospital  
: Basic R25 qualification (diploma / degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing in Trauma / Critical care qualification with 1 year duration, accredited with SANC in Nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Trauma & Emergency care or Critical Care Nursing. Computer literacy will be an added advantage.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.
- ENQUIRIES APPLICATIONS** : Ms. D.A Ramoshu, Tel (011) 488 3633  
: Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security

		clearance processes. Successful candidates will undergo a medical screening test.
<b><u>CLOSING DATE</u></b>	:	22 December 2017
<b><u>POST 48/204</u></b>	:	<b><u>NURSING SERVICES MANAGER</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R499 953 plus benefits Medunsa Oral Health Centre Basic R425 qualification in nursing, Degree/Diploma in general nursing, Diploma in Nursing Administration. Nursing Education will be an added advantage. A minimum of 8-years appropriate/recognizable experience as professional nurse with South African Nursing Council in general nursing. At least 3-years of the period referred above must be appropriate / recognizable experience at management level in hospital situation. Proof of paid up SANC 2017 receipt, proof of service records. Computer literacy (MS Excel, MS Outlook, MS PowerPoint), driver's license will be an added advantage. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patients' Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive and assertive.
<b><u>DUTIES</u></b>	:	Delegate, supervise and coordinate provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (inter-professional, inter-sectorial and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure proper utilization of human resources, financial and physical resources. Manage human resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr SA Matjila Tel 012 521 3079 Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms EM Shibambo Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . 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.
<b><u>CLOSING DATE</u></b>	:	15 December 2017
<b><u>POST 48/205</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) NIGHT SUPERVISOR REF NO: J/122017</u></b> Directorate: Nursing Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R394 665. per annum (plus benefits) Jubilee District Hospital Basic qualification that allows registration with the SANC as a Professional Nurse (i.e. diploma /degree) a diploma /degree in management will be an added advantage. Certified copies of the following: Basic Qualification Certificate, SANC Registration Certificate, Current SANC receipt. A minimum of 7 years appropriate experience after registration as a Professional Nurse. Operational management skills. Ability to interact with diverse stakeholders and health care users and givers. Problem-solving skills, report writing, planning and organizing skills.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate 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 and

rehabilitation. Maintain a constructive working relationship with nursing and others stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures. Manage proper utilization of human financial and physical resources. Overall supervisor of nursing services during the night. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment)

**ENQUIRIES APPLICATION** : Ms.Ngwenya T.N- Senior Nursing Manager (012)717 9398  
 : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital

**NOTE** : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

**CLOSING DATE** : 15 December 2017

**POST 48/206** : **VICTIM EMPOWERMENT PROGRAMME MANAGER REF NO: REFS/002075**  
 Directorate: Forensic Medical Services

**SALARY** : R341 322 – 395 685 per annum (SW- GR 3) (plus benefits)  
 R 419 784 – 516 279 per annum (SW- GR 4) (plus benefits)

**CENTRE REQUIREMENTS** : Clinical Forensic Medical Services  
 : Grade 12 Certificate and an appropriate degree in Social worker plus minimum of 10-20 years working experience. Must be registered with South African Council for Social Service Professionals (SACSSP). Must have drivers licence and computer literacy. Good communication skills, Organizing Planning, Time management and interpersonal skills. Must have a valid drivers' licence.

**DUTIES** : To provide/ review policy guidelines in respect of Victim Empowerment and Trafficking in Person. To manage VEP& TIP programmes from provincial office. To conduct/ coordinate training and capacity building on policy, strategy, procedures and guidelines regarding the VEP& TIP programmes. To coordinate National and International celebrations such as Victim's Right Week and Trafficking in Person Week. Attendance and participation in mandated meetings. Promote and coordinate the strategy and programmes through inter-sectoral networking and collaboration. Engage in continuous professional development such as the attendance of relevant trainings, workshops and conferences.

**ENQUIRIES APPLICATIONS** : Ms P Thango Tel: (011) 241 5750 Ext. 6303  
 : must be submitted at Forensic Pathology Service, 11 Diagonal Street, 13 floor, reception or can be posted to Forensic Pathology Service, P O Box 7128, Johannesburg, 2000.

**NOTE** : Successful candidate will be subjected to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993. Security clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualifications. Application to be submitted on Z83 form, Curriculum Vitae (CV), certified copies of Qualifications and certified ID copy

**CLOSING DATE** : 08 December 2017

**POST 48/207** : **ASSISTANT DIRECTOR (FACILITY MANAGEMENT) REF NO: REFS/002061 X 1 POST**  
 Directorate: Forensic Pathology Service  
 (This is a re – advertisement, all candidates who have previously applied must apply again)

**SALARY** : R334 545 – R 394 065 per annum (plus benefits)

**CENTRE REQUIREMENTS** : Pretoria FPS  
 : A recognised three (3) year Degree/National Diploma with minimum three (3) years' experience in management and/or Grade 12 certificate with a minimum of six (6) years' experience in management preferably in public service. Computer literacy and a valid driver's license are compulsory. Knowledge and understanding of all Legislative Frameworks governing Public Service. Overall knowledge of Government's transformation policies and priorities is a necessity. Excellent communication, interpersonal, reporting and writing skills. Extensive knowledge of Forensic Medical Services. Knowledge and understanding of Job description development, implementation and review.

**DUTIES** : Manage and administer the Forensic Pathology Service facility with a view to provide efficient and effective service to the public. Ensure effective, efficient and economical development of personnel; provide teaching and advice to

Forensic Officers with a view to eliminate any implementation barriers. Discipline Management within the facility. Collate and analyze information obtained to provide the required statistics and quarterly reports. Prepare budgets for the relevant financial year. Give evidence in Courts whenever required. Provide assistance to other FPS facilities and Managers in cases of disaster and major incidents. Ensure monthly submission of reports.

- ENQUIRIES** : Mr J Louw (012) 301 1707
- APPLICATIONS** : applications must be forwarded to Forensic Medical Services, No. 11 Diagonal Street 13<sup>th</sup> floor, reception area or can be posted to Forensic Medical Services P.O Box 7128, Johannesburg 2000.
- NOTES** : The successful candidate will be subjected to OHS medical surveillance as required in the HBA regulations within the OHS Act, 85 of 1993. A security clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualifications will be conducted. Applications to be submitted on Z83 form, Curriculum vitae (CV), certified copies of Qualifications, and certified ID copy
- CLOSING DATE** : 08 December 2017
- POST 48/208** : **DIAGNOSTIC RADIOGRAPHER GRADE 1/2/3**  
Directorate Maxillofacial and Oral Radiology
- SALARY** : Grade 1 R 281 148 per annum plus benefits  
Grade 2 R 331 179 per annum plus benefits  
Grade 3 R 390 123 per annum plus benefits
- CENTRE** : Medunsa Oral Health Centre
- REQUIREMENTS** : The applicant is required to be registered with the HPCSA and has to hold a B rad Degree or a National Diploma in Radiography. He/she should have at least 5 years practical experience in a South African Radiology Department, have managerial and interpersonal skills as well as good computer skills. Experience in teaching and training of routine radiographic dental techniques, knowledge of sophisticated digital techniques such as CBCT, a tertiary education qualification and research experience.
- DUTIES** : The successful candidate will be expected to perform the following duties: Radiographic patient service rendering, effectively manage radiation control and keep up with radiation control legislation, general management of Radiographic equipment and assets, teaching and practical training of students, quality and infection control.
- ENQUIRIES** : DR N Nzima Tel 012 521 3370
- APPLICATIONS** : Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001
- FOR ATTENTION** : Ms EM Shibambo
- 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.
- CLOSING DATE** : 15 December 2017
- POST 48/209** : **FORENSIC PATHOLOGY OFFICER REF NO: REFS/002060**  
Directorate: Forensic Pathology Services
- SALARY** : R183 558 per annum (plus benefits), R 397 per month (Danger allowance) & R594 per month (Special allowance)
- CENTRE** : Sebokeng FPS
- REQUIREMENTS** : Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver's licence minimum Code C1 with Public Driver's Permit. Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.
- DUTIES** : Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property

from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribing and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

**ENQUIRIES APPLICATIONS** : Mr P Denner Tel: (016) 988 9720  
 : applications must be submitted at Forensic Pathology Service, 11 Diagonal Street, 13 floor, reception or can be posted to Forensic Pathology Service, P O Box 7128, Johannesburg, 2000.

**NOTE** : Due to job inherent requirements of the post, shortlisted candidates will be subjected to a computer literacy test (MS-Word, Excel PowerPoint) and driving skills test. Successful candidate will be subjected to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993. Security clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualifications. Application to be submitted on Z83 form, Curriculum Vitae (CV), certified copies of Qualifications and certified ID copy

**CLOSING DATE** : 08 December 2017

**POST48/210** : **FORENSIC PATHOLOGY OFFICER REF NO: REFS/002073**  
 Directorate: Forensic Pathology Services

**SALARY** : R183 558 per annum (plus benefits), R 397 per month (Danger allowance) & R594 per month (Special allowance)

**CENTRE REQUIREMENTS** : Springs FPS  
 : Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver's licence minimum Code C1 with Public Driver's Permit. Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.

**DUTIES** : Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribing and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

**ENQUIRIES APPLICATIONS** : Mr G Mashego Tel: (011) 811 9652  
 : Application must be submitted at Forensic Pathology Service, 11 Diagonal Street, 13 floor, reception or can be posted to Forensic Pathology Service, P O Box 7128, Johannesburg, 2000.

**NOTE** : Due to job inherent requirements of the post, shortlisted candidates will be subjected to a computer literacy test (MS-Word, Excel PowerPoint) and driving skills test. Successful candidate will be subjected to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993. Security clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualifications. Application to be submitted on Z83 form, Curriculum Vitae (CV), certified copies of Qualifications and certified ID copy.

**CLOSING DATE** : 08 December 2017

**POST 48/211** : **OPERATOR CSSD REF NO: HRM 78/2017**  
 Directorate: Nursing

**SALARY** : R127 851 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12 or equivalent. Good interpersonal relations and communication skills. Must be able to cope with the physical demands of the position. Be able

- to work in a team and under pressure. Willing to work shifts, weekends, Public holidays and nights.
- DUTIES** : Responsible to ensure that instruments and equipment received are complete and in good working order. Responsible for cleaning, packing and autoclaving of instruments, and non-instrument packs. Packing and autoclaving of various toweling, gowns and small packs. Effective handling of cooled down items to be packed in sterile store area. Effective utilization of human and financial resources. Adhere to safety regulations. Maintain growth \ethical standards and self-development. Perform duties as required per job description, and working schedule. Maintenance of general hygiene and tidiness of the unit
- ENQUIRIES** : Mrs. AM Mowayo Tel: (012) 354 1300
- APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 15 December 2017

#### **DEPARTMENT 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** : 08 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. 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 POSTS**

- POST 48/212** : **JUNIOR FORENSIC INVESTIGATOR X 4**  
Directorate: Forensic
- SALARY** : R281 418. per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric/ Grade 12, Degree or diploma in Law or Forensic Investigation or any other related degree or Diploma, CFE would be advantageous, minimum of 1-2 years' experience in forensic investigation or law enforcement. Valid driver's license. Successful candidates will be required to undergo a security vetting process. Ability to prioritise competing responsibilities as per their urgency and importance. An ability to interact effectively with people. Attention to detail.



Problem Solving. Experience in conducting forensic and or fraud investigations. Ability to develop and execute investigative work plans. Ability to analyse and recognise. Evidence in financial records and supporting source documents. Knowledge of and experience in criminal law procedure, law of evidence. Knowledge and understanding of PFMA; Treasury Regulations Protected Disclosure Act; Prevention and combating of corrupt activities Act; Report Writing. Conflict Management. Assertiveness. Self-motivated. Work ethics and integrity

- DUTIES** : Conduct investigation on allegation of fraud and corruption and all other related matters within Gauteng Provincial Government. Provide reports and presentation of investigative results. Liaise with various law enforcement agencies on all matters of criminal investigations on behalf of the department. Develop and maintain wide variety of public and private sources of information to support investigation function. Implement the investigations in terms of the approved case management plan and project plan. Implement the investigation strategies of the unit as and when directed to do so by the supervisor. Conduct case review on case assignment for request for investigation. Identify potential areas of fraud. Vulnerability and report on same to the supervisor. Conduct interviews with regard to the investigation. Take statements from witnesses in the execution of the investigations. Develop and follow leads on all areas of investigation; Gather information and facts; Research records; Analyze and evaluate information. Input and Maintain Information in the Incident Reporting and Case Management System (CMS). Prepare narrative reports; Prepare statistical reports. Travel to field offices for investigative or information purposes, as requested by the oversight manager.
- ENQUIRIES** : Ms. Baleseng Sedibe 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, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Ms Boitshoko Khutsoane, Tel- (011) 355 7700 or posted to- Private Bag X35, Johannesburg, 2000
- CLOSING DATE** : 15 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 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). 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 .Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

#### **OTHER POST**

- POST 48/213** : **SENIOR ADMINISTRATIVE OFFICER: CUSTOMER CARE AND OFFICE ADMINISTRATION REF NO: SD/2017/11/09**
- SALARY** : R281 418 per annum plus benefits
- CENTRE** : Johannesburg Head Office
- REQUIREMENTS** : A three year National Diploma/Bachelor's Degree in Office Administration with a minimum of 2-3 years' experience in this post's key performance areas and experience in a high level office or Grade 12 with 10 years' experience post's key performance areas and experience in a high level office. Professional high level minute taking and recording procedures. Good knowledge and understanding of legislation, policies, processes and procedure governing Public Service administration. Effective and excellent people skills, communication, project management, planning and organizing, excellent business and report writing skills. Knowledge of Supply Chain Management. Computer Literate. Extensive experience in the use of Microsoft Word and Excel

**DUTIES**

: Manage the overall Complaints and Queries Management in the Office of the HOD in conjunction with Regional Offices. Manage and coordinate the Premiers Hotline Queries. Coordinate the management of all incoming and outgoing responses. Establish and maintain effective database of queries and complaints. Manage and coordinate monthly Complaints and Queries Management meetings. Manage monthly reporting on Complaints and Queries as per the Annual Performance Plan. Attend to all 'walk in' customer related Queries. Establish and maintain 'walk in' registers. Produce monthly progress reports on complaints and queries. Analyze complaints and queries patterns and trends to inform strategic planning. Manage all administrative duties related to the handling of queries.

**ENQUIRIES**

: Ms B Khutsoane Tel no: (011) 355 7805