

**PROVINCIAL ADMINISTRATION: GAUTENG PROVINCE
DEPARTMENT OF HEALTH**

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.

OTHER POSTS

- POST 01/102** : **MEDICAL SPECIALIST GRADE 1-3 REF NO: 002206**
Directorate: Ophthalmology Unit
- SALARY** : Grade 1 R991 857 – R1 052 712 per annum (all inclusive package);
Grade 2 R1 134 069 – R1 203 666 per annum (all inclusive package);
Grade 3 R1 316 136 – R1 645 464 per annum (all inclusive package)
- CENTRE REQUIREMENTS** : Kalafong Provincial Tertiary Hospital
Grade 12. MBChB qualification. MMed (Ophthalmology) or FC (Ophth)SA. A valid registration with HPCSA as an independent medical practitioner and Ophthalmology Medical Specialist. Medical Specialist Grade 1: No experience required. Medical Specialist Grade 2: 5-years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist. Medical Specialist Grade 3: 10-years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist.
- DUTIES** : Successful candidates will be responsible for the provision of Ophthalmology quality, cost effective clinical services at Kalafong PTH. Responsibilities will include full time clinical service provision including after hours (weekends and weekends). Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate students. Participation in the Ophthalmology academic program in the Steve Biko Academic Hospital ensure proper and accurate record keeping as legally and ethically required. Reporting to the Hospital Medical Manager on service delivery, clinical audits and where necessary quality improvement plans.
- ENQUIRIES APPLICATIONS** : Dr. L.J. Mokwene, Tel. No: (012) 318-7040
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.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV 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: 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** : 19 January 2018
- POST 01/103** : **MEDICAL SPECIALIST GRADE 1-3 REF NO: 002207**
Directorate: Neurosurgery Unit
- SALARY** : Grade 1 R991 857 – R1 052 712 per annum (all inclusive package);
Grade 2 R1 134 069 – R1 203 666 per annum (all inclusive package);
Grade 3 R1 316 136 – R1 645 464 per annum (all inclusive package)
- CENTRE REQUIREMENTS** : Kalafong Provincial Tertiary Hospital
Grade 12. MBChB qualification. MMed (Neurosurgery) or FC (Neurosurg). A valid registration with HPCSA as an independent medical practitioner and Neurosurgery Medical Specialist. Medical Specialist Grade 1: No experience required. Medical Specialist Grade 2: 5-years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist. Medical Specialist Grade 3: 10-

- years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist.
- DUTIES** : Successful candidate will be responsible for the provision of Neurosurgery quality, cost effective clinical services at Kalafong PTH. Responsibilities will include full time clinical service provision including after hours (weekdays and weekends). Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate students. Participation in the Neurosurgery academic program in the Steve Biko Academic Hospital ensure proper and accurate record keeping as legally and ethically required. Reporting to the Hospital Medical Manager on service delivery, clinical audits and where necessary quality improvement plans.
- ENQUIRIES APPLICATIONS** : Dr. L.J. Mokwene, Tel. No: (012) 318-7040
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.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. 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. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment 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 Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 19 January 2018
- POST 01/104** : **MEDICAL SPECIALIST GRADE 1-3 REF NO: 002208**
Directorate: Orthopaedics Unit
- SALARY** : Grade 1 R991 857 – R1 052 712 per annum (all inclusive package);
Grade 2 R1 134 069 – R1 203 666 per annum (all inclusive package);
Grade 3 R1 316 136 – R1 645 464 per annum (all inclusive package)
- CENTRE REQUIREMENTS** : Kalafong Provincial Tertiary Hospital
Grade 12. MBChB qualification. MMed / FCS (Orthopaedics). A valid registration with HPCSA as an independent medical practitioner. Current registration with HPCSA as an Orthopaedic Surgeon. Medical Specialist Grade 1: No experience required, Grade 2: 5-years appropriate experience and Grade 3: 10-years appropriate experience. Proof of interest in research. Publications in peer-reviewed journals.
- DUTIES** : Successful candidates will be responsible for the provision of Orthopaedic quality, cost effective clinical services at Kalafong PTH. Responsibilities will include full time clinical service provision including after hours (weekends and weekends). Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate students and participation in the Orthopaedics academic program. Reporting to the Hospital Medical Manager on service delivery, clinical audits and where necessary quality improvement plans.
- ENQUIRIES APPLICATIONS** : Prof. N.S. Motsitsi, Tel. No: (012) 373-1011
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.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. 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. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment 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. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

- CLOSING DATE** : 19 January 2018
- WEPOST 01/105** : **MEDICAL OFFICER GRADE 1 – 3 ORTHOPEADICS DEPARTMENT (1 POST)**
Directorate: Health
- SALARY** : Grade 1: R 736 425 – R 793 341 per annum
Grade 2: R 842 028 – R 920 703 per annum
Grade 3: R 977 199 – R 1 221 723 per annum
- CENTRE REQUIREMENTS** : Pholosong Hospital
MBCHB Degree. Registration with the HPCSA as an independent medical practitioner. Ability to function independently and be of a multidisciplinary team. Applicant must be solution-orientated and have good decision making skills
- DUTIES** : Render inpatient and outpatient services in the relevant disciplines. A keen interest, experience and courses attended in the relevant clinical fields with will be an added advantage. Commuted Overtime Is Compulsory.
- ENQUIRIES APPLICATIONS** : Dr MK Kpautu, Tel No; (011) 812 5000
Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550
- NOTE** : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post. Employment Verification Is Compulsory For All Applicants.
- CLOSING DATE** : 19 January 2018
- POST 01/106** : **PHARMACIST: X3 POSTS (FLEXI HOURS WORK)**
Directorate: Clinical Services
- SALARY** : Grade 1:R615 945.00-R653 742.00
Grade 2:R673 494.00- R714 819.00
Grade 3:R736 425.00- R781 611.00
- CENTRE REQUIREMENTS** : Dr. George Mukhari Academic Hospital
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. Grade 1: Successful completion of compulsory community service Grade 2: A minimum of five (5) years' relevant experience after registration as Pharmacist with the SAPC. Grade 3: A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC.
- DUTIES** : Work flexible hours from 10:30 am until 7pm. Provision of Pharmaceutical care: Dispensing according to the hospital Standard Operating Procedures. Purchase, storage, supply and distribution of medicine according to Standard Operating Procedures Cytotoxic mixing and control of schedule 5 & 6 substances. Prepacking, manufacturing and compounding of medicine and the supervision thereof. Training and supervision of Pharmacist Assistants & Interns.
- ENQUIRIES APPLICATIONS** : Mrs RV Oladipupo, Tel no: (012) 529-3680
Applications quoting the relevant reference number must be must delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at www.gautengonline.gov.za
- NOTE** : Applications can be submitted on z83 form, obtainable from any Public Service Department or on the internet at:<http://www.info.gov.za/document/forms/employ.pdf> and should be accompanied by a recent updated, comprehensive CV as well as recently certified copies of all qualifications (matric certificate, identity card/document and 2017/18 registration certificate/card with pharmacy council must also be attached). To: www.gautengonline.gov.za Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful.

The employer Reserves the right to fill this position(s). 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

- CLOSING DATE** : 19 January 2018
- POST 01/107** : **ASSISTANT MANAGER AREA NURSING SPECIALITY: (DAY & NIGHT)**
OBSTETRICS & GYNAE REF NO:
Directorate: Health
- SALARY** : R546 315- R 614 874 per annum
CENTRE : Pholosong Hospital
REQUIREMENTS : SANC Registration. Post Basic nursing qualification with duration of at least 1 year accredited with SANC. A minimum of 10 years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate recognizable experience in the specific specialty. At least 3 years of the period referred to above must be appropriate recognizable experience at management level.
- DUTIES** : Demonstrate an in depth understanding of other relevant legal framework such as National Health Act, Public service regulation and Labour Relations Act. Demonstrate an in depth understanding of other relevant legal framework such as National Health Act, Occupational Health and Safety Health, Public Service regulation and Labour Relations Act. Demonstrate an in depth understanding of nursing legislation and related and ethical practices and how this impact on service delivery. Ensure clinical nursing practices by the nursing team/ unit in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality on nursing care as directed by the professional scope of practices and standards as determined by the relevant health facility. Demonstrate an understanding of HR and Financial policies and practices. Demonstrate effective communication with parents, patients, supervisors, other health professionals and junior colleagues, including more complex, writing when required. Work effectively and amicably at supervisory level with person of diverse intellectual, cultural, racial or religious differences. Able to develop a contract, build and maintain a network of professional relates in order to enhance service delivery. Computer literacy (Ms Word or Excel)
- ENQUIRIES** : MS KF Mabuza, Tel No; (011) 812 5000
APPLICATIONS : Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550
- NOTE** : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post. Employment Verification Is Compulsory For All Applicants.
- CLOSING DATE** : 19 January 2018
- POST 01/108** : **AREA MANAGER NURSING (GENERAL) GRADE 1 (REFS/001820)**
Re-advertisement. All applicants who applied before are encouraged to re-apply.
Directorate: Nursing
- SALARY** : R 499 953 per annum
CENTRE : Odi District Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Diploma in Midwifery required. Diploma in Nursing Administration required. Registration with SANC as a professional nurse. Proof of current registration. A minimum of 8 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. At least 2 years of the period referred to above must be appropriate recognizable experience at management level (less than 1 year experience for candidates appointed outside a public service after complying with registration requirements). Experiences as a night supervisor will be an advantage.
- DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patients care through adequate nursing care. Initiate and participate in health promotion to

ensure consistent communication of relevant, accurate comprehensive on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary team work). Manage, monitor and ensure proper utilization of human financial and physical resources. Participate in the analysis, formation and implementation of nursing guidelines, practices, standards and procedures. To work mostly on night as a supervisor, though expected to assist on day where there is a need. Participate in the nursing management team for both day/night. To be part of the nursing management. To act on behalf of Nursing Service Manager (day/night) and all other managers especially on night and after hours. Communication as a skill is highly expected. Expected to recommend, advice, give information in the form of reports, letters, and memos. General and strategic advice, nursing and management support. Maintain professional growth/ethical standards and self -development: SANC, Nurses day involvement, promoting the image of both nursing and hospital.

- ENQUIRIES** : Ms S.J Boshoman (012)725 2312
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
- NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than three months old.
- CLOSING DATE** : 26 January 2018
- POST 01/109** : **OPERATIONAL MANAGER NURSING: SPECIALTY UNIT PNB3 PEADIATRIC DEPARTMENT (1 POST)**
Directorate: Health
- SALARY** : R 499 953 – R 562 698 per annum
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post- Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice R212 in the relevant specialty. A minimum of a 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred above should be appropriate/ recognized experience after obtaining the 1 year post basic diploma in Child Nursing qualification in Peadiatric Specialty. Knowledge of nursing care Policies and Procedures, nursing statutes, and other relevant legal frameworks such as the Nursing Act. National Health Act, Occupational Health and Safety Act, Patients Right Charter, Batho Pele Principles, Public Regulations, Labour Relations Act, Disciplinary Code and Procedure and Grievance Procedure. Good interpersonal relations, good communication (Written and Verbal) Good Conflict and personal management, Financial and Budgetary knowledge, good decision making and problem-solving abilities, computer literacy (Ms Word and Excel) supervisory and leadership skills. Ability to work within a team and a valid driver's license
- DUTIES** : Coordinate optimal, holistic, specialized nursing care with the set standards and within a professional legal framewqork. Manage effectively the supervision and utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ ethical standards and self-development.
- ENQUIRIES** : Ms K F Mabuza, Tel No; (011) 812 5000
- APPLICATIONS** : Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550
- NOTE** : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.
- CLOSING DATE** : 19 January 2018
- POST 01/110** : **CLINICAL PROGRAMME COORDINATOR: INFECTION PREVENTION AND CONTROL REF NO: HRM NURS 01/2018**

Directorate: Nursing

- SALARY** : R394.665.00 (PN-A5-General) per annum (plus benefits)
- CENTRE** : Weskoppies Hospital
- REQUIREMENTS** : Basic R425 qualification, i.e. Diploma / Degree in nursing that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 7 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse and 3 years in Infection control and appropriate 1 year certificate in Infection prevention & Control from a recognized institution. A valid Driver's licence and Computer literacy. Good communication skills. Knowledge of relevant Nursing Legislation and National Core Standards. Knowledge of infection Control and waste management regulations and policy guidelines. Report writing skills. Knowledge of Finance and SCM.
- DUTIES** : Facilitate, coordinate and review National, Provincial and Regional legislation regarding Infection control, waste management policies and protocols and monitoring implementation thereof. Implement and maintain an effective hospital infection control surveillance system in alignment with the infection control policies. Monitor the utilization of financial, human and material resources. Monitor the implementation of continuous training programmes on infection prevention and control. Promotion of awareness, develop and monitor implementation of infection prevention & control and waste management standard operating procedures (SOP). Compile monthly quarterly and annual reports. Ensure that nosocomial infection and outbreaks are investigated and reported. Conduct periodic audits to ensure compliance to infection control and waste management policies. Develop and monitor on-going hand washing hygiene improvement in the hospital. Assist in Quality and OHS matters within the institution. Represent infection prevention & Control and waste management in meetings as required. Participate in committees as delegated. Compliance and adherence to National Core standards.
- ENQUIRIES** : Ms. B Schoonwinkel, Tel. No: (012) 319 9680
- APPLICATION** : To Weskoppies Hospital, Private Bag x113, Pretoria, 0001, or hand delivered to the application box at the entrance to Weskoppies Hospital.
- NOTES** : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications. Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting process.
- CLOSING DATE** : 19 January 2018
- POST 01/111** : **PROFESSIONAL NURSE - SPECIALTY (2 POST) REF: FERH01/PNS2017**
Directorate: Nursing
- SALARY** : Grade 1: R340 431– R394 665 per annum
Grade 2: R418 701– R514 962 per annum
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Basic nursing diploma/degree with Four (4) years' experience as a Professional nurse and post basic diploma in operating theatre with One (1) experience. Registered with South African Nursing Council (SANC).
- DUTIES** : Provision of optimal, holistic specialized theatre nursing care within set standards, professional and legal framework, promotion of scientific high quality nursing care that is cost effective and efficient. Will be a shift leader, planning, organizing, co ordinating and supervising all activities of the team.
- ENQUIRIES** : Ms I.R Masilela, Tel. No: 011 812 8317
- 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, and 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 : 19 January 2018

POST 01/112 : **PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY (PN-B1) REFS NO-002219**
Directorate: Nursing

SALARY : R340 431 – 394 665 per annum (plus benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse. A minimum of four (4) years appropriate /recognizable experience in nursing after registration as a professional nurse with South African Nursing Council in General Nursing. A post-basic qualification in Advanced Midwifery with a duration of at least 1 year accredited with the SANC in terms of Government Notice No R212 in Advanced Midwifery. Registration with South African Nursing Council as a professional nurse and specialist.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Provision of optimal, holistic specialised nursing care within set standards and professional/legal framework. Promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of multi-disciplinary team to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Lead shifts and transfer skills through in-service training including ESMOE training. Effectively manage material resources and ensure adherence to minimum and maximum levels. Effective human resource management through implementation of PMDS. Maintain professional growth /ethical standards and self-development. Participate in training and research.

ENQUIRIES : Mrs. N Mazini Tel: (018) 788 1725
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. 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 www.gautengonline.gov.za

CLOSING DATE : 12 January 2018

POST 01/113 : **CHIEF PERSONNEL OFFICER LEVEL 8 (LATERAL TRANSFER) REF NO: 002209**
Directorate: Human Resources Unit

SALARY : R281 418 – R331 497 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : A minimum of a 3-year National Diploma (NQF level 6) or Degree in Human Resource Management with a minimum of 3-years recruitment experience as a specialised field. Excellent communication (verbal and written). Excellent interpersonal relations and organizational skills. Excellent knowledge and ability to interpret HR policies, prescripts and related legislation. Knowledge of Persal, ability to work with confidential information and under pressure. Excellent ethics demeanour. Driver's license, knowledge of employee relations and experience of National Core Standards will be an added advantage. Computer literacy is essential.

DUTIES : Monitor and coordinate Recruitment and Selection processes including procedure on recruiting foreigners. Implement and execute effective Human Resource functions. Manage and update staff establishment, databases to assist the HRIM section. Formulate advertisements internally and externally. Coordinate and manage employment equity, render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support performance of subordinates. Allocate and control delegated work, provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Implement National Core Standards file and update it regularly. Attend to HR related enquiries.

ENQUIRIES APPLICATIONS : Ms. Z.A. Mdluli, Tel No (012) 318-6686
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.

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. 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. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment 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 Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 19 January 2018

POST 01/114 : **OCCUPATIONAL THERAPIST GRADE 1/2/3 REF NO: HRM 03/2018**
Directorate: Occupational Therapy

SALARY : R 281,148.00 – R 390,123.00 per annum (plus benefits) Salary Will Be In Line With Osd Regulations with regards to years of experience after registration as Independent Practitioner.

CENTRE REQUIREMENTS : Weskoppies Hospital
Degree in Occupational Therapy. Registration with the Health Professional Council. An interest in Mental Health. Experience in Mental Health will be an advantage. Adherence to CPD requirements from HPCSA. Computer literate.

DUTIES : Provide an OT service to adult Mental Health Care users (Acute, Forensic and or Longer stay MHCU). Follow prescribed OT processes in Mental Health such as assessment/s, planning and executing treatment (individual and groups). Execute all patient related administrative tasks according to the standards set by Quality assurance principles. Actively do program planning within the Unit – Acute and Forensic. Do group treatment as planned. Participate in the annual de-institutionalization program. Do general administrative duties. Work effectively in a multi discipline team. Do student training. Participate in the WKH OT department CPD program. Do supervision of OTT/ OTA according to PMDS process.

ENQUIRIES APPLICATION : Ms. H Beetge, Tel. No: (012) 319 9783
Applications must be submitted with a Z83, CV, certified copies of ID, registration at HPCSA and Qualifications to Weskoppies Hospital, Private Bag x113, Pretoria, 0001, or hand delivered to the application box at the entrance to Weskoppies Hospital.

CLOSING DATE : 19 January 2018

POST 01/115 : **HUMAN RESOURCE OFFICER REF: FERH01/HR2017**
Directorate: Recruitment & Selection

SALARY : R226 611– R266 943 per annum
CENTRE : Far East Rand Hospital

<u>REQUIREMENTS</u>	:	Grade 12 with Five (5) years Human resource. In-depth knowledge of Basic conditions of service and public regulations as amended. Legislative frame works/acts. An ability to manage people. Computer literacy. Report writing skills, planning, organizing and ability to work under pressure. A valid driver's licence. Intro to persal certificate is compulsory. Knowledge of staff establishment.
<u>DUTIES</u>	:	Monitor & ensure compliance of recruitment & selection and HR legislative framework. Drafting and placement of adverts in DPSSA and Gauteng online. Prepare requisition forms and ensure that all posts advertised are vacant and funded. Ensure all advertisements deadlines are met. Quality check all the contents of the adverts. Maintain all recruitment databases and all advertised posts. Handling all HR related enquiries and assist daily with recruitments administration of the office. Conduct background checks for all the recommended candidates and draft submission for appointments. Provide secretarial, advisory services during shortlisting's and interviews. Provide advice to management and staff on recruitment and appointment matters. Draft appointment letters and submissions. Doing monthly statistics, Recordkeeping. Ensure that HR data records are kept updated and archived in accordance with relevant procedures and protocols. Management of payrolls. Evaluate performance of subordinates. Maintain confidentiality. Attendance of meetings. Accepting of greater responsibilities when requested. Develop skills of subordinates. Monitor compliance to HR legislative prescripts. Apply disciplinary action. Management and monitoring of institutional staff establishment. Assist in audits and respond to AG.
<u>ENQUIRIES</u>	:	Mr. N.R Moshwani, Tel. No: 011 812 8395
<u>APPLICATIONS</u>	:	Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. 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.
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	19 January 2018
<u>POST 01/116</u>	:	<u>PROFESSIONAL NURSE GRADE 1 – 3: OCCUPATIONAL HEALTH AND SAFETY OFFICER</u> Directorate: health
<u>SALARY</u>	:	Grade 1 R 210 702 – R 244 260 per annum Grade 2 R 259 134 – R 300 414 per annum Grade 3 R 317 271 – R 401 922 per annum
<u>CENTRE</u>	:	Pholosong Hospital
<u>REQUIREMENTS</u>	:	Diploma in General nursing and Midwifery, registered with SANC. A certificate or Diploma in Occupational Health Nursing Science will be an added advantage. Experience in Occupational Health and Safety nursing will also be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, National Health Act, Occupational Health and Safety Act, National Core Standards and Compensation for Occupational Health, Injuries and Decease Act. Report writing skills. Ability to work under pressure and independently. Good interpersonal skills.
<u>DUTIES</u>	:	Administer policies and procedures of Occupational Health and Safety. Manage resources to meet the Department's Occupational Health objectives. Provide OH services to employees that leads to the promotion, protection and restoration of the employees' health within a safe working environment. Comply with statutory requirements, departmental policies, procedures and administrative duties. Develop relevant Occupational Health (OH) PROTOCOLS AND Sop's. Ensure the rendering of Occupational Health and Occupational Injury and Decease services to Pholosong Hospital employees. Establish a referral system for Facilities,

programme development, expansion implementation and making of services. To do operational work such as medical surveillance, management of injury on duty, Management of medical emergency, ergonomics and participate in Disaster management. Work with HR and other stakeholders in the management of absenteeism due to ill health and injury on duty through administration of medicines (post exposure prophylaxis). Plan and budget for OHS. Identify Training needs and develop programmes. Monitor and evaluate programmes. Collect and analyze OHS STATISTICS. Advise management on legislated OHS matters. Ensure promotion of health and well-being through OHS service. Monitor contractors on compliance to OHS standards.

ENQUIRIES : Ms K F Mabuza, Tel No; (011) 812 5000
APPLICATIONS : Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550
NOTE : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.
CLOSING DATE : 19 January 2018
POST 01/117 : **KEYBOARD OPERATING CLERK LEVEL 5 REF NO: 002211**
 Directorate: Internal Medicine Unit

SALARY : R152 862 – R180 063 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : A 3-year completed qualification in Office Management with a minimum of 3-years and more relevant experience which includes administration, secretarial functions and financial administration; or Grade 12 with at least 3-years and more general secretarial, administrative and financial experience. Skills Required: Appropriate language and communication skills for formulating, translating and editing of documents. Good people and communication skills across cultural boundaries and diverse backgrounds. Excellent computer skills. Experience in the system-wide use of Human Resources, Financial Administration and Academic Systems. Sound time management skills. Excellent telephone etiquette. Positive client service orientation. Able to take initiative and to work independently. Added Advantages and Preferences: Post-School Certificate in Business Management and Administration. Pro-active cooperation and support in a team environment. Problem solving and conflict resolution abilities. Able to work accurately under pressure.

DUTIES : Acting as a personal assistant to the Head of Department, assuming responsibility for diary management; scheduling and organising weekly meetings with all stakeholders involved in the department of Internal Medicine; compiling agendas; preparing and circulating minutes; general office management liaising with faculty officials at all levels. Acting as Departmental Secretary, assuming responsibility for providing support services to students and doctor; coordinating the administration of training and examination; coordinating the administrative processes of claims and general documentation; liaising with the HR and administrative staff on behalf of the department. Administration of student matters which include: ensuring the submission and receiving of students' documentation and student records and taking responsibility for the accurate maintenance of marks; administering the placement process of students; maintaining the submission of marks by mentor lecturers. General office management and administrative tasks within the Department, including dealing with enquiries from students and staff; typing of important documents; handling general procurement functions; supporting the Head of the Department with the technical editing of documents; compiling, checking and amending letters.

ENQUIRIES : Prof. D. Van Zyl, Tel No (012) 373-1075
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.

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. 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. Applicants must indicate the post reference number on their applications. Failure to submit the

required documents will result in the application not being considered. Qualifications of candidates recommended for appointment 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. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

- CLOSING DATE** : 19 January 2018
- POST 01/118** : **FINANCIAL CLERK REF: CCRC FIN 12/01**
Directorate Finance
- SALARY** : R152.862 per annum (Level 5)
CENTRE : Cullinan Care and Rehabilitation Centre
REQUIREMENTS : Grade 12 or equivalent with accountancy passed as a subject.0-3 years' experience in finance. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge of BAS, SAP.PPF and recreation fund will be an added advantage .Computer literacy (MS word, Excel and outlook)
- DUTIES** : Receive and record invoices before sending to GDF, Follow up on outstanding payments. Update payments register. Capture allocations of invoices on webcycle.Working in the cashier's office, Capture receipt on BAS System. Capture journals on e-journal system. Issue and replenish petty cash. Issue and monitor PPF, recreation fund .Compile recons and reports and all financial related duties.
- ENQUIRIES** : Ms F Mufamadi Tel No. 012 734 7000
APPLICATIONS : Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000
- CLOSING DATE** : 19 January 2018
- POST 01/119** : **NURSING ASSISTANT GRADE1/2/3 REF NO: HRM NURS 02/2018**
Directorate: Nursing
- SALARY** : R 116,625.00 – R 202,674.00 per annum (plus benefits) (The years of service after registration at SANC will determine the grade)
CENTRE : Weskoppies Hospital
REQUIREMENTS : A qualification that allows registration with the SANC as Enrolled Nursing Assistant. Current registration with SANC and proof thereof. Good interpersonal and communication skills. Experience in a Psychiatric and or Geriatric environment will be an advantage.
- DUTIES** : Assist patients with activities of daily living i.e. maintain good hygiene, nutrition and physical care. Provide elementary clinical nursing care to mental health care users. Maintain professional growth, ethical standards and self-development. Compliance with Code of Conduct. Compliance with Public Service Legislations and Regulations.
- ENQUIRIES** : Ms. B Schoonwinkel, Tel. No: (012) 319 9680
APPLICATION : HR Manager, Weskoppies Hospital, Private Bag X113, Pretoria, 0001, or hand delivered to the application box at the entrance to Weskoppies Hospital.
- NOTES** : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications. Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. In terms of the equity of the hospital, preference will be given to male applicants. Candidates will be subjected to security screening and vetting process.
- CLOSING DATE** : 19 January 2018
- POST 01/120** : **CLEANER (3 POSTS) REFS/002201:**
Directorate: Admin and Support Services
- SALARY** : R90 234 – R 106 290 per annum (plus benefits)
CENTRE : Ga-Rankuwa Nursing College

REQUIREMENTS : Grade 10 or ABET certificate. Grade 12 will be an added advantage. Good interpersonal and communication skills. Ability to operate cleaning equipment and machines.

DUTIES : Cleaning of offices, kitchen, boardroom and classrooms. Dusting and waxing office furniture, sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins and basins. Collect and removing of waste papers. Freshen the office areas. Safekeeping of kitchen utensil. Refilling hand wash liquid soap, toilet papers, hand towels and refreshers. Relieving of each other as and when required. Preparing and serving of breakfast/Lunch for College Committee Meetings such as College Council, Senate etc, when so required by the management of the college. Washing of dishes daily .Opening of offices and classrooms in the morning and closing at the end of the business. Ordering of cleaning material.

APPLICATIONS : All application must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or Posted to Private Bag x 830 Pretoria 0001 or apply online at:www.gautengonline.gov.za .

ENQUIRIES : Mrs. K R, Lekgeu Tel. No: 012 560 0448/50

CLOSING DATE : 19 January 2018

POST 01/121 : **HOUSE WORKER REF NO: TRH 13/2017**
Directorate: Admin & Support

SALARY : R 90 234.00 per annum (plus benefits)

CENTRE : Tshwane Rehabilitation Hospital

REQUIREMENTS : ABET or Grade 12 certificate with experience as Household Worker. Good verbal and written communication skills. Ability to work effectively in a team. Ability to work under pressure. Good communication and interpersonal skills. Meeting deadlines and setting goals. Handle repetitive work.

DUTIES : Serve patients meals/tea according to diet list. Serve clean drinking water for patients. Oversee general cleanliness of the ward. Defrost and cleaning of fridges. Order Linen from linen department. Order cleaning chemicals. Cleaning of patient's bed lockers and cardiac tables. Controlling and securing of cutlery and crockery and all assets. Waste segregation. Overseeing of cleanliness in wards.

ENQUIRIES : Ms E Maritz, Tel. No: (012) 354 – 6113

APPLICATIONS : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

CLOSING DATE : 19 January 2018

POST 01/122 : **PROPERTY CARE TAKER (1) POST REF NO: J/112017**
Directorate Hospital Support Services

SALARY : R90 234 Per Annum Plus Benefits

CENTRE : Jubilee District Hospital

REQUIREMENTS : Abet Level 4 Grade 10 Other Skill Requirements Literate with experience in gardening. Follow instructions. Keeping the grounds clean. At least one year experience in gardening.

DUTIES : Maintain premises and surroundings. Clean Premises and surroundings, Empty dirt bins. Maintain the garden. Watering the garden, Prune and trim flowers and trees, Mow grass .Remove weeds and garden refuse, Apply insecticides. Cultivate the soil for trees and flowers .Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment's and tools .Repair minor defects of gardening equipment and tools.

ENQUIRIES : Mr. A.S Katende Tel: (012) 717 9518 /Cell No: 082 3622387

APPLICATIONS : Applications must be completed fully on Z83. Certified copies of certificates and identity document must be attached. Application documents must be submitted to Jubilee District Hospital Human Resource Department Private bag x449. Hammanskraal.0400 or hand delivered at Jubilee hospital.

CLOSING DATE : 16 January 2018

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** : Applications 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** : 19 January 2018
- ENQUIRIES** : Ms Tshiamo Sokupha Tel No: 011 227 9000
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. 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 01/123** : **ASSISTANT DIRECTOR – PUBLIC FINANCE**
Directorate Public Finance (Sustainable Fiscal Resource Management)
- SALARY** : R334 545. 00 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A relevant three-year tertiary qualification in Economics, Econometrics or Public Finance as recognised by SAQA. A minimum of proven and credible 3-5 years' experience in public financial administration, preferably in Economic field.
- DUTIES** : To monitor and evaluate the utilisation of provincial resources in ensuring credible budget implementation, as well as providing strategic economic and other research support to management. Assist to research and analyse allocations, spending and performance of departments. Advice on policy matters relating to budget allocations in line with strategic priorities. Quality assure budget proposals and submissions. Maintain sector specific inputs into budgetary database. Provide technical support to departments. Assist to conduct economic valuations.
- POST 01/124** : **ASSISTANT DIRECTOR: PSCM**
Directorate_Provincial Supply Chain Management
- SALARY** : R334 545.00 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Relevant 3-year tertiary qualification, (NQF level 6) as recognized by SAQA in Supply Chain Management. 3- 5 years' experience in administration/ supply chain management.
- DUTIES** : To monitor the implementation of Supply Chain Management Legislative framework (Policies, Acts, Regulations, prescripts) in provincial departments,

municipalities and entities. Facilitate and consolidate the reporting of SCM information as required by legislation. Analyse Supply Chain Management reports and policies from departments and municipalities. Set complimentary Norms & standards within the parameters as set by National Treasury and the relevant SCM frameworks. Monitor and report on policy outputs and outcomes. Provide technical assistance and training with regard to SCM implementation in municipalities and provincial departments. Updating SCM policies and frameworks annually for implementation by provincial departments and municipalities. Communication and dissemination of regulatory prescripts from National Treasury to all provincial departments and municipalities. Development and training of SCM guidelines.