

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 02/42** : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES (1 POST) REF NO: CHBAH 71**
Directorate: Pharmacy
- SALARY** : R 920 703 per annum (All-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Pharmacy Degree accredited by the South African Pharmacy Council (SAPC) that allows registration as a pharmacist. At least 5 years' appropriate experience after registration as a pharmacist. Project management skills will be an advantage. A valid driver's license (code 08 / EB) In-depth knowledge of the National Drug Policy, all pharmacy legislation, the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act and other legislation applicable to the public sector. Sound knowledge of Government regulations and policies. Computer literacy (Ms Word, Ms Excel, PowerPoint) Ability to implement policies. Administrative and management skills. Team building and people skills. Sound interpersonal relations. Sound communication skills (both verbal and written). Good organizational skills. Good problem solving and interventional skills. Ability to work well under pressure. Previous experience as a manager in the pharmacy environment will be an advantage.
- DUTIES** : Assisting with the overall management of the pharmacy including the satellite pharmacies. Monitor and evaluate policy development and implementation. Assist with the development of the annual pharmacy budget. Assist with sound management of the allocated budget. Overseeing the down referral programme and participating in all down referral meetings within the region. Ensuring the availability and accessibility of medicines, including ARV's to all patients served by the hospital. Implementation of Standard Operating Procedures (SOPs) and training pharmacy staff in the SOPs. Participate in the rational use of medicines by all stakeholders. Participate in the hospital Pharmacy and Therapeutics Committee. Co-ordinate training and development of pharmacy personnel. Participate in the development, implementation and maintenance of the Pharmacy Quality Improvement Plan. Participate in the implementation of, and compliance with, the National Core Standards in the pharmacy. Conduct regular audits in the Pharmacy and the satellite pharmacies. Provide regular and updated statistics on pharmacy activities. Contribute to the pharmacy's planning, budgeting and procurement procedures, as well as monitoring and evaluation, management of personnel performance and review thereof.
- ENQUIRIES** : Mr. S. Dikgang (011) 933 8797
APPLICATIONS : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applications should be hand delivered to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- FOR ATTENTION** : Mr. S. Dikgang
CLOSING DATE : 26 January 2018
NOTE : The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide a verification report by the

Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- POST 02/43** : **MEDICAL SPECIALIST (PSYCHIATRIST) GRADE 1-3 REF: CCRC MED 08/01**
 Directorate: Clinical Services
- SALARY** : Grade 1 R736 425-R793341 R924 378 per annum (all-inclusive package)
 Grade 2 R842 028 –R920 703 per annum (all-inclusive package)
 Grade 3 R977 1991221 723 (all-inclusive package)
- CENTRE REQUIREMENTS** : Cullinan Care and Rehabilitation Centre (CCRC)
 : Basic Medical Degree (MBBCh or equivalent). Appropriate qualification that allows registration with the PHSCA as a General Medical Practitioner and must be post community service. Proof of current registration. Working experience in the field of HIV/AIDS, TB and STI management.
- DUTIES** : Provision of HIV/AIDs Programm including ART and treatment of opportunites infections. Implementation of MMC programme. Provide medical health and support to patients in wards. Assist with in-service training of nursing personnel. Attendance of relevant administrative meetings like mortality meetings, near miss meetings, completing MEDICO legal documents timeously e.g. Death certificate. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standard-(norms and standards) Rendering of after –hour services during weekends and over the weekends. Participate in infrastructure improvement and policy development. Performing any delegated work as may be assigned from time to time. Must be willing to do commuted overtime. Patients’ referrals for further investigations. Facilitate serious adverse events. Participate in the multidisciplinary team and manage the clinical unit. Participation in hospital committees such as risk management and Occupational Health and Safety.
- ENQUIRIES APPLICATIONS** : Mr. JJ Ngcobo, Tel: 012 734 7050
 : Applications should 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** : 26 January 2018
- NOTE** : The applications must be submitted on Z83 with CV. Certified copies of ID and qualifications to be attached.
- POST 02/44** : **SOCIAL WORK MANAGER GRADE 1 (1 POST) REF NO: CHBAH 70**
 Directorate: Social Work
- SALARY** : R 712 827 per annum (All-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Registration with the SACSSP as Social Worker and proof of current registration. A minimum of 10 years’ appropriate experience required after registration with the SACSSP as Social Worker of which 3 years must be as a supervisor/manager in a hospital setting. Must be computer literate. Knowledge of public service legislation, policies and procedures pertaining to social work, Sound knowledge of national health programme strategies, priorities, objectives, data elements and indicators. Must have a valid driver licence. Extensive knowledge of social work process in the

difference diagnostic fields. Must be able to exercise independence and function independently and able to seek guidance when necessary. Ability to manage multiple tasks in an efficient manner. Excellent communication skills (written, verbal, presentation and liaison). Coordination and negotiation skills. The ability to solve problems. A high level of diligence and commitment in ensuring that all duties are performed within tight timeframes and the outputs are of the required quality. Managerial, planning, organizing and problem solving skills. Interpersonal relations skill. Must be able to manage and lead a team. Must be able to plot trends and make recommendations. An appropriate postgraduate qualification will be an added advantage

DUTIES

: Management of the social work department (Planning, organization, coordination, controlling, monitoring, evaluating, implementation). Ensure psychosocial and crisis intervention services are provided. Participate with intra and inter disciplinary team members in developing and implementing programmes and procedures. Manage and monitor human resources, material, financial and clinical resources. Development of operational and demand management plans and give inputs to provincial strategic plans. Represent the organization in the public and support the vision, objectives and goals of the organization. Serve as an advocate for patients' rights. Support teaching, training and research activities in the department and institution. Collect data and other information to evaluate service impact and ensure quality recordkeeping. Liaise with relevant internal and external stakeholders. Be an active team member of the allied medical business unit and report to the business unit manager. Ensure timeous resolution of relevant complains and serious adverse events. Conduct quarterly audits and participate hospital National Core Standards activities. Participate and coordinate CPD activities within the department. Ensure compliance of the prescripts of the public sector and social work. Attend all scheduled meetings and provide relevant report. Mentoring and coaching of co-workers, supervisors and staff. Follow the reporting structure within the organization. Timeous respond to legislative queries. Attend meetings and training as approved by manager. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment)

ENQUIRIES

: Ms P. Naik (011) 933 8154

APPLICATIONS

: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applications should be hand delivered to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 3pm at Ground Floor Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

FOR ATTENTION

: Ms P. Naik

CLOSING DATE

: 26 January 2018

NOTE

: The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide an endorsement letter to seek employment in RSA and a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also

reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process.

- POST 02/45** : **PHARMACIST GRADE 1(1 POST) REF NO: CHBAH 69**
Directorate: Pharmacy
- SALARY** : R 615 945 per annum (All-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration (RSA: No experience required after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa). The following will be an added advantage; Driver's licence, Basic computer literacy, Good interpersonal relations and communication skills, Customer focus and responsiveness. Good technical work skills. Time management skills, Good analytical skills and embedded knowledge regarding GPP/GMP.
- DUTIES** : Provision of pharmaceutical care Compounding, manufacturing and manipulation of medicine. Purchase and supply/distribution of medicine. Provision of information. Register as a tutor and assist with training of staff and PMDS assessments. Recording and reporting and the maintenance of documents. Promote public health. Project management to promote research and development. Understand, implement, apply and adhere to relevant policies including Lean Management and legislation relating to pharmacy and NDOH to ensure a quality, cost effective service. Carry out any lawful instruction / delegation issued by the supervisor.
- ENQUIRIES** : Mr. S. Dikgang (011) 933 8797
APPLICATIONS : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applications should be hand delivered to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- FOR ATTENTION** : Mr. S. Dikgang
CLOSING DATE : 26 January 2018
NOTE : The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

<u>POST 02/46</u>	:	<u>ASSISTANT MANAGER: OBSTETRICS AND GYNAECOLOGY: NURSING-PNB4 REF NO: REFS/002262</u> Directorate: Nursing
<u>CENTRE</u>	:	Tembisa Provincial Tertiary Hospital
<u>SALARY</u>	:	R 499 953 per annum
<u>REQUIREMENTS</u>	:	Basic qualification accredited with SANC in terms of R425 or equivalent qualification that allows registration with SANC as a Professional Nurse. Plus a post basic Advance Midwifery Nursing qualification with at least 1 year accredited with SANC in terms of R212. Diploma or Degree in nursing administration and education will be an added advantage. A minimum of 10 years appropriate/recognizable experience in nursing after registration as professional nurse with the SANC in general nursing. At least 6 years of the period referred to above must be appropriate/Recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality –Advanced Midwifery Nursing. At least 3 years' experience in management level. A labour/maternity ward experience will be an added advantage.
<u>DUTIES</u>	:	To ensure safe and effective clinical nursing practice general and Advanced Midwifery Nursing. Ensure effective management of quality nursing service. Co-ordination of optimal, holistic specialized nursing care provided within set standards and professional / legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth / ethical standards and self – development mentoring of Operational Managers. Ability and knowledge to carry out O&G Nursing procedures and management as per scope or practice. Ensure ongoing monitoring and evaluation of O&G services. Provision of quality Nursing Care, assist team members with Quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, do hospital calls. Maintain, manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DoH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the Department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively. .
<u>ENQUIRIES</u>	:	Mr. W.N. Mothwane Tel No: (011) 923-2053
<u>APPLICATIONS</u>	:	Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 OlifantsFontein, 1665 or Hand delivered/ submitted at corner Flint Mazibuko and Rev R.J.T Namane Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za .
<u>CLOSING DATE</u>	:	30 January 2018
<u>NOTE</u>	:	The successful candidate will be subjected to vetting of the following: Medical, Criminal and Credit Checks prior to employment Criteria questions: Do you have an appropriate Diploma /Degree in Nursing? Do you have a minimum of 10 years appropriate/recognizable experience? In nursing after registration as professional nurse with the SANC in general nursing? Do you have valid Driving Licence? Are you computer Literate.
<u>POST 02/47</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALITY UNIT) PNB3 (PAEDS WARD) X1 REF NO: REFS/002261</u> Directorate: Nursing
<u>CENTRE</u>	:	Tembisa Provincial Tertiary Hospital
<u>SALARY</u>	:	R499 953 per annum
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma / Degree in nursing)or equivalent that allows registration with SANC as a Professional Nurse, Plus a Post – Basic Nursing Qualification (Child Nursing Science Speciality) with duration of at least 1 year, Accredited with SANC in one of the specialities referred to in the glossary terms, A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing, At least 5 years of the period referred to above must be appropriate / recognizable experience and the 1 year post basic (Child Nursing Science) qualification in Paeds.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through Adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined

by the hospital. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter professional, inter- sectoral and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guideline, practice, standard and procedures. Manage and Monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing service. Maintain professional growth / ethical standard and self-development. Be informed with Labour Act Practices.

ENQUIRIES : Mr. W.N. Mothwane Tel No: (011) 923-2053
APPLICATIONS : Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 OlifantsFontein, 1665 or Hand delivered/ submitted at corner Flint Mazibuko and Rev R.J.T Namane Drive Olifantsfontein 1665 or apply online at:www.gautengonline.gov.za.

CLOSING DATE : 30 January 2018
NOTE : The successful candidate will be subjected to vetting of the following: Medical, Criminal and Credit Checks prior to employment. Criteria questions: Do you have appropriate qualification that allows registration with the SANC as Professional? Are you registered with the SANC as Professional Nurse? Do you have at least 5 years of the period referred to above must be appropriate / recognizable? Do you have experience after obtaining the 1 year post – basic qualification in the relevant Speciality appropriate / recognizable experience at Management Level?

POST 02/48 : **CHIEF PHYSIOTHERAPIST GRADE 1 (1 POST) REF NO: CHBAH 67**
Directorate: Physiotherapy

SALARY : R 414 069 per annum (plus - benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Bachelor of Science in Physiotherapy degree or equivalent qualification Registration with the HPCSA as a Physiotherapist. Completion for at least 3-5 years' experience working as a physiotherapist excluding Community Service. Post-graduate training in physiotherapy or specialization in physiotherapy will be an advantage.

DUTIES : Manage (planning, coordinate and implement) the Physiotherapy service in the allocated section. Manage own patient load. In the absence of the head of department, the chief physiotherapist is expected to attend relevant meetings and assume relevant functions of the HOD. Monitor and motivate for equipment and other resources. Promoting and implementing ongoing research/projects in the section. Assist with implementing and monitoring effective record keeping, accurate statistics collection and analysis, and high standards of quality assurance. Communicate effectively with all subordinates, supervisors and various members of the medical team. Assist with junior staff, assistant and student supervision, evaluation and training. Implement and manage the Performance Management and Development System within the allocated section. Contribute effectively in staff meetings, team meetings, committee meetings and multidisciplinary meetings, taking on a leadership role. Supervise and implement all relevant Health and Safety and infection Ocontrol measures within the section.

ENQUIRIES : Ms D.F. Ngidi (011) 933 8927
APPLICATIONS : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 3pm at Ground Floor Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

FOR ATTENTION : Ms E. Haarhoff
CLOSING DATE : 26 January 2018
NOTE : The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many

hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide an endorsement letter to seek employment in RSA and a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process.

POST 02/49 : **PROFESSIONAL NURSE SPECIALITY: OCCUPATIONAL HEALTH AND SAFETY REF NO: HRM 01/2018**
Directorate: Nursing

SALARY : PN-B1 R340 431 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse. A post basic qualification with the duration of at least 1 year, accredited with the SANC in terms of Government Notice No R 212 in Occupational Health and Safety and a valid driver's license Code B. A minimum of 4 (Four) years appropriate \recognizable experience after registration as Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional \legal framework. Effective utilization of human, material and service resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth \ethical standards and development of self and subordinates

ENQUIRIES : Ms. TJ Maffi Tel: (012) 354 4024
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. 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 : 26 January 2018

POST 02/50 : **MIDDLE MANAGER: LABOUR RELATION (1 POST) REF NO: CHBAH 68**
Directorate: Human Resource

SALARY : R 334 545 per annum
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Grade 12 with 10 years' experience in Labour Relations or a recognised three (3) years Degree /National Diploma in Labour Relations with five (5) years' experience in Labour Relations. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel and Ms PowerPoint). A valid driver's licence will be an added advantage. The prospective incumbent should have knowledge of relevant prescripts and legislation. Written and verbal communication skills. Good interpersonal skills. Presentation skills. Problem solving skills. Coordination and planning skills. Analytical thinking and research. Conflict management. Policy or guidelines formulation. Investigation and Report writing skills. Must be able to work under pressure, to reason clearly and logically and cope with high workload volumes. Labour relations courses related courses will be an advantage.

DUTIES : Administer and investigate grievances. Investigate, Initiate and/or preside over misconduct cases. Supervise functions of Labour Relations Officers. Represent the department at conciliation and arbitrations and facilitate the implementation of

settlement agreements and arbitration awards. Ensure compliance with legislative framework relating to grievances and disputes. Keep or maintain statistical records in respect of all grievance, disciplinary and dispute handled within the Department of Hospital. Compile reports/submissions in respect of grievances, disputes, advice and industrial action matters. Promote sound collective bargaining processes within the Hospital. Conduct training on Labour related matters. Ensure compliance to National Core Standards and audit queries. Review performance of team players and attend to audit queries. Reporting of sectional activities and collating of statistics for management analysis. Compilation and updating of reports. Contribute to the departments planning, budgeting and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof. Manage and supervise personnel under his/her supervision.

- ENQUIRIES** : Mr. V. Adoons (011) 933 8885
- APPLICATIONS** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 3pm at Ground Floor Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- FOR ATTENTION** : Mr. V. Adoons
- CLOSING DATE** : 26 January 2018
- NOTE** : The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibly of applicants with foreign qualifications to attach/provide an endorsement letter to seek employment in RSA and a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process.
- POST 02/51** : **PHYSIOTHERAPIST**
Directorate: Allied
- SALARY** : R 281,148.00 - R 321,462.00 (Grade 1)
R 331,179.00 - R351, 516.00 (Grade 2)
R 356,790.00 – R 378,687.00 (Grade 3)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Bsc Physiotherapy degree/equivalent with experience of one year post community service. Current registration with HPCSA. Sound knowledge of clinical theory and practice, ethical professional conduct of physiotherapist at hospital setting. Good communication listening and interpersonal skills. Able to work under pressure with a team.
- DUTIES** : To provide Quality and effective Physiotherapy treatment to patients. To perform administration functions including legible, appropriate record keeping and assets securing. Facilitate health awareness campaigns. Participate in monthly ward

rotation. Participate in mentorship of community service, students and scholars. To adhere to department and national core standards

ENQUIRIES : Ms.P Selepe: (011) 411 3750

APPLICATIONS : Applications must be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740, or apply online at: www.gautengonline.gov.za

CLOSING DATE : 31 March 2018

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes and will undergo a medical screening test.

POST 02/52 : **HUMAN RESOURCE OFFICER (1 POST) REF NO: CHBAH 66**
Directorate: Human Resource

SALARY : R 226 611 per annum (plus - benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Grade 12 certificate or equivalent with 3 - 5 years' experience in Human Resource environment. Persal Certificates (Introduction to Persal /Personnel administration/Salaries and Leave administration). Must have knowledge and experience of the Persal System. Computer literacy (Ms Word, Ms Excel). Knowledge of the Human Resource administration processes. Sound planning, organizational and interpersonal relations skills. Knowledge and ability to interpret Regulation, Acts, PILIR, the DPSA on Leave of Absence and related legislative framework. Ability to handle information in a confidential manner. Ability to act with tact and discretion when dealing with leave matters. Ability to work under pressure and must be prepared to rotate and operate to other sections within administration services. Supervisory experience in HR will be an added advantage.

DUTIES : Manage and render effectively the Human Resource unit. Supervise, provide guidance and support to HR staff. Approve and quality assure all the transactions related to leave capturing, manage and resolve difficult leave enquiries, assist employees with leave enquiries, interpret PILIR requirement and related leave policies to employees and managers. Manage co-ordinate and prepare PILIR applications for PILIR meetings, assist practitioners with PILIR submissions for final approval, manage the implementation and capturing of various leave application on persal and do weekly/monthly reports, collate responses on auditor General enquiries. Check and ensure that mandates sent to Gauteng Department of Finance are correct. Attend meetings and conducting trainings. Comply with the Performance Management and Development System Contracting, quarterly reviews and final assessment) for the staff. Management of personnel performance and review thereof (Contracting, review and final evaluation). Accept greater responsibility and perform any other reasonable task allocated.

ENQUIRIES : Ms N. Serobatse (011) 933 8736 / Mr. M. Masetlha 011 933 9404

APPLICATIONS : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.

FOR ATTENTION : Ms N. Serobatse / Mr. M. Masetlha

CLOSING DATE : 26 January 2018

NOTE : The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide an endorsement letter to seek employment in RSA and a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been

contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 3pm at Ground Floor Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

- POST 02/53** : **LOGISTICS SUPPORT OFFICER REF NO: TRH 14/2017**
Directorate: Supply Chain Management
- SALARY** : R 226 611.00 per annum (plus benefits)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : A three year National Diploma or Degree in Supply Chain Management or equivalent and 5 years or more experience in the Supply Chain Management section. Knowledge and proficiency in SAP R3 and SRM. Knowledge of Supply Chain policies; Treasury regulations; PAS manual and ability in compiling reports. Valid driver's license.
- DUTIES** : Responsible for ensuring that all stock transactions are promptly updated and accounted for and ensuring key control register is monitored. Ensuring that monthly stock balances are done and ensure monthly stock taking is conducted. Ensuring annual and bi-annual stock taking is conducted. Ensure that all risks identified are effectively managed. Ensure that all staff are appropriately developed and utilized (PMDS). Ensure adherence to minimum and maximum stock levels. Systematic and retrievable filling system (0-9 filling). Out of stock report. Capturing requisitions on SAP R3 and SRM. Ensure quality Supply Chain Management process in the institution which is efficient, economic, transparent and prompt. Proper supervision of all sections.
- 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.
- ENQUIRIES** : Mr. W Mathe, Tel. No: (012) 354 – 6219
CLOSING DATE : 26 January 2018
NOTE : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. NB: Successful candidate will be subjected to a pre-employment medical surveillance conducted by the Occupational Health & Safety Nurse.
- POST 02/54** : **SENIOR PORTER REF NO: TRH 02/2018**
Directorate: Administration
- SALARY** : R 107 886.00 per annum (plus benefits)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : Grade 12 certificate with 3 years experience as a Porter or Grade 10 with more than 6 years as a Porter. Basic computer literacy, Good verbal and written communication skills. Ability to work efficiently in a team. Ability to work under pressure. Good communication and interpersonal skills. Meeting deadlines and setting goals. Handle repetitive work.
- DUTIES** : Supervision of Porter services which includes duty scheduling, leave planning and discipline. Regular walk about to assess the state of pottering services. Compile statistics for pottering services. Placing orders for uniforms and also ensure that all Porters wear it. Deal with all porters issues that need attention. Ensure appropriate management of wheelchairs and stretchers. Ensure that all employees under your supervision comply with HR prescripts i.e leave management, PMDS, signing of attendance register. Ensure that support service complies with the national core standard. Transporting of patients between various departments within the hospital.

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.

ENQUIRIES

: Mr. GI Nkosi, Tel. No: (012) 354 – 6735

CLOSING DATE

: 26 January 2018

NOTE

: The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. NB: Successful candidate will be subjected to a pre-employment medical surveillance conducted by the Occupational Health & Safety Nurse.