

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

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

APPLICATIONS FOR ATTENTION : Applications must be submitted on a duly online www.gauteng.gov.za
CLOSING DATE : Human Capital management
 : 19 February 2018
NOTE : It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. People with disabilities are encouraged to apply. Applications should be submitted strictly online at www.gauteng.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications and Identity (no postal or hand delivery applications will be accepted). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment.

OTHER POSTS

POST 05/251 : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER: PURCHASING AND STORES – REFS/002431**
 Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R281 418. (plus benefits)
 : Johannesburg
 : Matric plus NQF level 6/ National Diploma in Supply Chain Management/ Logistics/ Purchasing/ Public Finance/ Public Administration or equivalent qualification, coupled with a minimum of 2- 3 years' experience in Supply Chain Management. Competencies: Sound knowledge of Supply Chain Management legislation such as PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act, Practices Notes, Circulars and Supply Chain Management delegations; computer literate in Ms Office packages i.e. Ms Word, Excel and PowerPoint, excellent numerical skills, analytic, planning, monitoring, problem solving and be exposed to purchasing and stores environment. Excellent communication and negotiation skills. Knowledge of SAP. Able to meet tight deadlines and or work under pressure and teamwork oriented. A valid driver's license is essential.

DUTIES : Implement and maintain sound SCM practices with regards to demand and acquisitions management process. Promote effective SCM by ensuring that procurement policies, guidelines and procedures are adhere to. Assist with development, coordination and consolidation of demand plans submitted by the end-users. Provide guidance to internal clients on demand management processes and procedures. Coordinate and communicate demand management activities. Support lines functions to meet their deadlines. Track documents in respect of internal requisitions management process. Compile monthly, quarterly and annual reports in respect of commitment and accruals. Design, develop and implement internal control systems in respect of payments/invoices submitted by service providers and end-users. Management of lead times response versus internal requisitions and service delivery turnaround times from suppliers. Engage directorates regarding status of their submissions and internal requisitions. Coordinate quarterly engagement meetings with end-user. Take minutes and daft agenda for internal end-user meeting and keep records for management decisions. Expedite analyses and process all procurement transactions within arm bid of SCM regulations each financial year. Attend to all audit queries and implement audit recommendations. Advice end-users on implementation and effective

management of purchasing and stores process procedures. Prepare management and other related reports. Perform other tasks as per Line Manager in case of departmental need. Provide leadership and guidance to team/sub-ordinate and conduct performance contract appraisals and further monitor staff growth and development. Manage the assistance to potential services providers with registration on the Central Supplier Database administrated by National Treasury.

ENQUIRIES : Mr Caiphus Nkuna/ Andy Ndaba, Tel (011) 3554654/4227

POST 05/252 : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER: SOURCING AND SUPPLIER DEVELOPMENT – REFS/ 002433**
Directorate: Supply Chain Management

SALARY : R281 418. (plus benefits)
CENTRE : Johannesburg

REQUIREMENTS : Matric plus NQF level 6/ National Diploma in Supply Chain Management/ Logistics/ Purchasing/ Public Finance/ Public Administration or equivalent qualification, coupled with a minimum of 2- 3 years' experience in Supply Chain Management. Competencies: Sound knowledge of Supply Chain Management legislation such as PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act, Practices Notes, Circulars and Supply Chain Management delegations; computer literate in Ms Office packages i.e. Ms Word, Excel and PowerPoint, excellent numerical skills, analytic, planning, monitoring, problem solving and be exposed to tender management environment. Excellent communication and negotiation skills. Knowledge of SAP. Able to meet tight deadlines and or work under pressure and teamwork oriented. A valid driver's license is essential.

DUTIES : Implement and maintain sound SCM practices with regards to demand and acquisitions management process. Promote effective SCM by ensuring that procurement policies, guidelines and procedures are adhere to. Assist with development and coordination of procurement plans by the end-users. Provide guidance to clients on tender management processes and procedures Coordinate and communicate tender management activities. Support lines functions to meet their deadlines. Compile monthly, quarterly and annual reports in respect of commitment and accruals. Track internal and external documents in respect of tender management process. Coordinate all activities in respect of development of specification and or terms of reference. Render secretariat services to bid committees. Render contract management services within the department. Attend to internal and external clients queries and liaise with stakeholders. Attend to all audit queries and implement audit recommendations. Manage the proposal process for multiple-proposals to stay on schedule and present them to management for review prior final publishing. Advice end-users on implementation progress regarding their projects submitted for execution and effective management of tender management procedures. Prepare monthly management reports and other related reports. Responsible for internal and external interfaces during tender management execution. Assist management team in identifying opportunities, optimizing processes, creating strategies and all other related task. Provide leadership and guidance to team/sub-ordinate and conduct performance contract appraisals and further monitor staff growth and development. Perform other tasks as per Line Manager in case of departmental need. Manage the assistance to potential services providers with registration on the Central Supplier Database administrated by National Treasury.

ENQUIRIES : Mr Caiphus Nkuna/ Andy Ndaba, Tel (011) 3554654/4227

DEPARTMENT OF HEALTH

It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference.

MANAGEMENT ECHELON

POST 05/253 : **CEO & HEAD OF SCHOOL OF ORAL HEALTH SCIENCES, REF. NO.: CEO/HOSOHS/2018/01**
(5-year fixed performance based contract)
Chief Directorate: Oral Health Services & Specialized Programmes

- SALARY** : R1 938 279 per annum (All-inclusive remuneration package of which a portion could be structured according to the individual's needs)
- CENTRE REQUIREMENTS** : Pretoria Oral and Dental Health Centre
: A BDS qualification as well as a higher/ further degree or specialist qualification, in Dentistry. Degrees should be registrable with the Health Professions Council of South Africa. A minimum of 3 years' appropriate experience after registration as a Dental Specialist in a recognised speciality/sub-speciality, 7-10 years management experience in an academic setting would be advantageous the incumbent should have attained sufficient academic and professional standing to command respect of the members of the school and to be appointed to the Profession at of the University.
- DUTIES** : The Head of School will be responsible for providing academic vision and leadership required to enable the School to establish and maintain a position of excellence within the University and in the wider educational context. This will involve the management of all academic activities inclusive of teaching and research at undergraduate and postgraduate levels, student-related and administrative matters within the School, including human resources, financial management and general administration. The incumbent will also be fully responsible to the Gauteng Province for the provision of treatment to patients. The position offers the opportunity to develop every aspect of his/ her professional career in an attractive environment of academic and clinical endeavour, with opportunities for collaboration with other dental and medical disciplines.
- ENQUIRIES APPLICATIONS** : Dr D. Pekane, Tel: 011 355 3409/3509 Prof T. De Jager, Tel: 012 319 2191/2
: The Recruitment and Selection Section, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, or hand-delivered to 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building, Johannesburg.
- NOTE** : Attach certified copies of your qualifications, identity book copy or smartcard, professional body and driver's licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified. NB: Applications are invited for a joint appointment as the CEO of Pretoria Oral and Dental Health Centre and Head of School for Oral Health Sciences: University of Pretoria. The Gauteng Department of Health and University of Pretoria's Faculty of Health Sciences wishes to recruit an enthusiastic leader for the Clinical service provision at the UP Oral Health Sciences. The school offers a full dental service to the patients and training for students for the Bachelor of Dental Science degree, Bachelor of Dental Therapy and Oral Hygiene degrees as well as post-graduate dental qualifications. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities".

<u>CLOSING DATE</u>	:	16 February 2018
<u>POST 05/254</u>	:	<u>CHIEF EXECUTIVE OFFICER (REF. NO.:CEO/SBAH/2018/02)</u> (5-year fixed performance based contract)
<u>SALARY</u>	:	R1 370 973 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual's needs)
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Steve Biko Academic Hospital: An undergraduate qualification (NQF level 7 and a post graduate qualification NQF level 8 - as recognised by SAQA) in a health-related field Registration with the relevant professional council plus a degree or diploma in Health Management or a degree or Advanced Diploma in a management field At least 8-10 years' management experience in the health sector at senior managerial level. Other Requirements: Experience as a Health Service Manager or significant experience in management in a health service environment Knowledge of relevant legislation such as the National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies Strategic capability and leadership Programme and project management skills Financial management skills Change management skills People management and empowerment Service delivery innovation Knowledge management Problem-solving and analysis skills Communication skills Client orientation and customer focus. A valid driver's licence. JOB PURPOSE: Plan, direct, coordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key Executive Management team at the hospital, within the legal and regulatory framework. In addition, he/she will represent the hospital authoritatively at provincial and public forums, as well as provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes.
<u>DUTIES</u>	:	Clinical and Corporate Governance Oversee clinical governance to ensure high standards of patient care Establish community networks and report to the Hospital Board Be responsible for corporate governance, inclusive of infrastructure planning and maintenance as well as occupational health and safety Manage the institution's risks to ensure optimal achievement of health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital Ensure that the hospital is managed within budget in line with the PFMA and relevant guidelines Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery Ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources Promote a safe and healthy work environment through compliance with relevant legislation, including occupational health and safety committees Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost-effective in terms of provincial delegated authority and in line with the PFMA Ensure that goods and services are procured in a cost-effective and timely manner.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr LRR Lebethe, Tel. (011) 355-3384
	:	The Recruitment and Selection Section, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, or hand-delivered to 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building, Johannesburg
<u>NOTE</u>	:	Attach certified copies of your qualifications, identity book copy or smartcard, professional body and driver's licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified.NB: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic

competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities".

- CLOSING DATE** : 16 February 2018
- POST 05/255** : **CHIEF DIRECTOR: BUDGET MANAGEMENT, REF. NO: CD: BM/2018/01**
(5-year fixed performance based contract)
- SALARY** : R1 127 334 per annum (all-inclusive remuneration package of which a portion could be structured according to the individual's need)
- CENTRE** : Central Office, Johannesburg
- REQUIREMENTS** : An undergraduate qualification (NQF 7 - as recognised by SAQA) in Economics, Public Finance, Finance or Financial Management. A postgraduate qualification in the relevant field will be a strong recommendation. At least 5 years' of applicable experience at Senior Management level. Strong managerial and administrative skills. Knowledge of and experience in accounting, asset and liability management. A strategic thinker who is able to work with individuals and teams at both executive and operational level. Excellent verbal, liaison, writing and communication skills. Strategic leadership and co-ordination skills. High level ability to analyse and synthesize information and formulate policies and strategies. A good track record of managing strategic programmes/ projects. Sound knowledge of the Public Finance Management Act, Treasury Regulations, Division of Revenue Act and RSA fiscal architecture. Willingness to work long hours and has the ability to function under pressure. A valid driver's licence.
- DUTIES** : Develop strategies for optimal and sustainable budget management and accurate reporting by departmental institutions. Develop strategies for optimal and sustainable generation of own revenue. Develop policies to guide budget allocations. Sectoral analysis input into departmental budget forums and budgetary frameworks. Quality assurance and accuracy in formulating budgetary submissions and maintenance of budgetary database. Render effective strategic and technical support to all of the department's institutions. Identification of efficiency gains and making appropriate recommendations to the CFO and HOD. Conducting economic valuations to determine the feasibility of proposed alternatives in order to ensure value for money. Development and implementation of appropriate monitoring and evaluating tools to measure financial performance. Presentations to legislature and other key stakeholders on the financial and economic performance of the department's institutions.
- ENQUIRIES** : Dr M.E. Kenoshi, Tel No: (011) 355 3848
- APPLICATIONS** : The Recruitment and Selection Section, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, or hand-delivered to 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building, Johannesburg.
- NOTE** : Attach certified copies of your qualifications, identity book copy or smartcard, professional body and driver's licence, curriculum vitae, and Z83. Application

without proof of necessary document will be disqualified. NB: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities".

- CLOSING DATE** : 16 February 2018
- POST 05/256** : **MEDICAL SPECIALIST GRADE 1 SURGERY REF NR: SEB-MED-05**
Directorate: Medical Specialist Surgery
- SALARY** : R991 857. per annum (All-inclusive package)
- CENTRE** : Sebokeng Hospital
- REQUIREMENT** : A degree (MBChB) or equivalent. Registration with HPCSA as a Medical Specialist in Surgery. Proof of current registration with HPCSA as medical Specialist in Surgery. Registered as a Medical Specialist Grade 1 in Surgery. Management experience will be an added advantage.
- DUTIES** : An in-depth knowledge of the functioning of Surgery department. Ability to perform appropriate specialised procedures within the field of expertise. Assessment, diagnosis and management of patients within the field of expertise. Proven academic capabilities and training experience. Sound knowledge of management and human resources. Sound knowledge of current health and public service legislation and policies. Good Communication and supervisory skills. Ability to work within a team. Stress tolerance and self-confidence. Capability to build and maintain relationships. Leadership and decision making skills. Management of designated areas of responsibility within the Surgery Department at Sebokeng Hospital. Conducting of clinics, ward rounds and consultations to other disciplines. Drawing up of protocols for patients and ward/clinic management. Performing regular audits of the department. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Surgery services in the district. Providing consultative support services to peripheral institutions as part of the department's outreach program.
- ENQUIRIES** : Dr Mashele OP Tel: 016 930 3301
- APPLICATIONS** : 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 recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. Applications should be

		send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983. On line applications cannot be accommodated due to system challenges
<u>NOTE</u>	:	People With Disabilities Are Encouraged To Apply. Successful Candidates Will Be Subjected To Medical Assessment
<u>CLOSING DATE</u>	:	16 February 2018
<u>POST 05/257</u>	:	<u>MEDICAL SPECIALIST REF NO: HRM 08/2018</u> Directorate: Urology
<u>SALARY</u>	:	R991 857 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	HPCSA registration as an Urologist. Experience in academic involvement. Proven experience in teaching and research with relevant publications. Managerial competencies. Rendering of clinical services.
<u>DUTIES</u>	:	Patient care, research and academic programs in the department. Teaching of registrars, post and undergraduate students and provide academic and administrative leadership. Form part of the Urology department team in the hospital. Seeing patients and operation, conduct ward rounds, competency in theatre. Willingness to specialise will be a bonus.
<u>ENQUIRIES</u>	:	DR. EM Moshokoa (012) 354 1513
<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	16 February 2018
<u>POST 05/258</u>	:	<u>CHIEF EXECUTIVE OFFICER</u> (5-year fixed performance based contract)
<u>SALARY</u>	:	R948 174 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual's needs)
<u>CENTRE</u>	:	Edenvale Hospital (REF. NO.:CEO/EH/2018/03) Rahima Moosa Mother & Child Hospital (REF. NO.:CEO/RMM&CH/2018/04) Weskoppies Hospital (REF. NO.: CEO/WH/2018/05)
<u>REQUIREMENTS</u>	:	Edenvale, Rahima Moosa M&C and Weskoppies Hospital: An undergraduate qualification (NQF 7 - as recognised by SAQA) in a health-related field Registration with the relevant professional council plus a degree or diploma in Health Management or a degree or Advanced Diploma in a management field At least 5 years' management experience in the health sector at Middle Management level Other Requirements: Experience as a Health Service Manager or significant experience in management in a health service environment Relevant experience in the field of Mental Health Services and a broad understanding of the Mental Health Care Act, no 17 of 2002, is a prerequisite for appointment to the position at Weskoppies Hospital. Knowledge of relevant legislation such as the National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies Strategic capability and leadership Programme and project management skills Financial management skills Change management skills People management and empowerment Service delivery innovation Knowledge management Problem-solving and analysis skills Communication skills Client orientation and customer focus. A valid driver's licence. Job Purpose: Plan, direct, coordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key Executive Management team at the hospital, within the legal and regulatory framework. In addition, he/she will represent the hospital authoritatively at provincial and public forums, as well as provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. key performance area
<u>DUTIES</u>	:	Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care Establish community networks and report to the Hospital Board Be responsible for corporate governance, inclusive of infrastructure planning and maintenance as well as occupational health and safety Manage the institution's risks to ensure optimal achievement of health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to

ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management• Maximise revenue through collection of all income due to the hospital Ensure that the hospital is managed within budget in line with the PFMA and relevant guidelines Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery Ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources Promote a safe and healthy work environment through compliance with relevant legislation, including occupational health and safety committees Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost-effective in terms of provincial delegated authority and in line with the PFMA Ensure that goods and services are procured in a cost-effective and timely manner.

- ENQUIRIES** : Dr LRR Lebethe, Tel. (011) 355-3384
- APPLICATIONS** : The Recruitment and Selection Section, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, or hand-delivered to 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building, Johannesburg.
- NOTE** : Attach certified copies of your qualifications, identity book copy or smartcard, professional body and driver's licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified.NB: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities".
- CLOSING DATE** : 16 February 2018
- POST 05/259** : **DIRECTOR: LEADERSHIP MANAGEMENT AND SKILLS DEVELOPMENT, REF. NO: D: LMSD/2018/01**
- SALARY** : R948 174 per annum (all-inclusive remuneration package of which a portion could be structured according to the individual's needs)
- CENTRE** : Central Office, Johannesburg
- REQUIREMENTS** : An undergraduate qualification (NQF 7 - as recognised by SAQA) in the field of Human Resource Development, Leadership Management and

Development in the Public Service. A postgraduate qualification in the relevant field will be a strong recommendation. At least 5 years' of applicable experience at Senior Management level. Other skills: Education, training and development generally and Health Sector specific. Policy development, project management, planning, production, budgeting, risk assessment and contract negotiation. Budget and financial management skills. Business process re-engineering. Report and business writing skills. Research/ health information and computer/ IT skills. Excellent problem solving skills, conflict management and decision making skills. Advanced communication and co-ordination skills. Change management teaching and facilitating skills. Curriculum development and management. Succession planning and career development. Integrated people management skills. Interpersonal skills. Organised Labour management and the ability to consult. A valid driver's licence.

DUTIES

: Educate, train and develop targeted Senior, Middle and Emerging Managers in Leadership Management Skills Development, Knowledge Management, Innovation, Research and Development, occupation and specific skills development. Assess training and development needs, development of policy frameworks, implement, and monitor and evaluate HRD and Management/ Skills Development strategy and plan aligned to National, Province and Local Government priorities. Provide leadership, direction, supervision, mentoring and coaching to the team and related key stakeholders in budgeting/ financial management. Implement Skills Development Act and the National Skills Development Strategy aligned to sector priorities. Compliance to the relevant Legislation and policy mandates. Ensure compliance to key statutory, legislative and policy imperatives for information. Disseminate information widely. Develop effective and efficient feedback and reporting mechanisms and knowledge sharing through knowledge management. Turn around the GDoH's service delivery priorities with appropriate levels of skills for appropriate levels of services in occupation/ profession specific training. Manage strategic alliances, partnerships, Service Level Agreements, Memoranda of Understanding and related relationships with key stakeholders, role-players and all employees we serve, including institutions of Higher Learning. Create Leadership Knowledge Research and Policy Development forum which draws on International, National, Provincial and Local Government Leadership/ Management skills best practice. Conduct and engage in Annual Strategic Planning and Operational Planning for the Directorate and develop a coherent framework. Develop an appropriate capability database of all Service Providers who will implant competency frameworks in this regard. Comply with the SMS, MMS and related competency frameworks and PMDS of all levels of GDoH employees in an attempt to provide a training, skills development and capacity building service. Audit competency profiles, gaps and interventions. Conduct research in the three spheres of Government placing emphasis on your key responsibility areas which should provide capacity to the Health Sector and transforming Health Care. Market and promote the interests of the Department and the Chief Directorate HRD & EWP. Contribute to teamwork and galvanise Leadership, Management Development, Skills Development, Knowledge Management, Innovation, Research and Policy Development opportunities between the team. Supervise, mentor and coach all staff in the Directorate. Develop and implement an appropriate mentorship and coaching programme, including a performance coaching system. Establish the GDoH HRD Information System and Knowledge Management Information System. Interpret and manage the alignment and skills development of the Public Service competency framework/ sector priorities.

**ENQUIRIES
APPLICATIONS**

: Dr S. Senabe, Tel No: 066 3075124
 : The Recruitment and Selection Section, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, or hand-delivered to 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building, Johannesburg

NOTE

: Attach certified copies of your qualifications, identity book copy or smartcard, professional body and driver's licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified. NB: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the

implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities".

- CLOSING DATE** : 16 February 2018
- POST 05/260** : **DIRECTOR: MENTAL HEALTH SERVICES, REF. NO: D: MHS/2018/01**
- SALARY** : R948 174 per annum (all-inclusive remuneration package of which a portion could be structured according to the individual's needs)
- CENTRE** : Central Office, Johannesburg
- REQUIREMENTS** : An undergraduate qualification (NQF 7 - as recognised by SAQA) in Mental Health. A postgraduate qualification in the relevant field will be a strong recommendation. At least 5 years' of applicable experience at Senior Management level. Relevant experience in the field of Mental Health Services including the District Health Framework and NGO governance. A broad understanding of the Mental Health Care Act, no 17 of 2002. A good understanding of the Department's strategic objectives, policies as well as budgetary and PFMA requirements. Strong managerial and administrative skills. A strategic thinker who is able to work with individuals and teams at both executive and operational level. Excellent verbal, liaison, writing and communication skills. Willingness to work long hours and has the ability to function under pressure. A valid driver's licence.
- DUTIES** : Provide strategic leadership in provisioning of Mental Health Services and Substance Abuse. Overall management and supervision of services in the province to ensure provisioning of quality mental health care services that enhance prevention of mental illnesses and substance abuse. Promotion of mental health by ensuring early detection of mental illness and substance abuse. Treatment and rehabilitation of mental health care and substance abuse users within a multi-disciplinary approach. Promote mental wellbeing and quality of life. Reduce the incidence and prevalence of mental illness resulting from substance abuse, poverty, lifestyle, trauma, violence and psychosocial factors through prevention. Ensure improvement of early detection of mental illness at integrated primary health care services in order to minimize long-term effects. Improve care and treatment of users with minor and serious mental illness of all ages and at all levels of care in the district health system. Monitor improvement on rehabilitation of mental health care users of all ages and at all levels. Monitor and evaluate all health facilities, private facilities and licensed NGOs providing mental health services for quality of care, adjudication, compliance to statutory legislation and service level agreements. Support the Mental Health Review Boards to ensure implementation and adherence to the Mental Health Care Act, 2002. Ensure that Gauteng has a society in which persons of all ages, ethnicities and cultures who experience mental illness, receive high quality, culturally and linguistically competent and effective service from the mental health system. Improve quality of mental health services at all hospitals and strengthen promotion and prevention of mental health by increasing public awareness.

- ENQUIRIES** : Dr LRR Lebethe, Tel. (011) 355-3384
- APPLICATIONS** : The Recruitment and Selection Section, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, or hand-delivered to 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building, Johannesburg.
- NOTE** : Attach certified copies of your qualifications, identity book copy or smartcard, professional body and driver's licence, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified. NB All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities".
- CLOSING DATE** : 16 February 2018

OTHER POSTS

- POST 05/261** **DEPUTY MANAGER: PHARMACEUTICAL SERVICES CONTRACT MANAGEMENT**
Directorate: Pharmaceutical Services
- SALARY** : R920 703 per annum (all-inclusive salary package consist of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules).
- CENTRE REQUIREMENTS** : Medical Supplies Depot
A B. Pharm. degree or an equivalent qualification registerable with the South African Pharmacy Council (SAPC) as a pharmacist. Proof of current payment of annual fees with the SAPC. Must have 3 years' experience at a middle management level in the pharmaceutical supply chain environment. A qualification in Project Management. Proof of formal training on advanced excel. A valid driver's license. A good understanding of the National Drug Policy, the Essential Drugs Programme, the Public Finance Management Act, Preferential Procurement Policy Framework Act, Good Pharmacy Practice(GPP), the Medicines and related substances Act, Supply Chain Management protocols in the public service and the planning process of the Department. Good verbal and written skills. Good communication and presentation skills. Willingness to register with SAPC as a tutor for the training of pharmacy interns and learner pharmacist's assistants.
- DUTIES** : Work with the data analyst and the demand planner in assessing the level of adherence of the depot procurement unit to national and provincial contracts. Assess the degree of compliance of contracted suppliers to general and specific conditions of contract. Analyse trends of non-compliance and develop strategies to improve compliance. Oversee the implementation of the penalty clause as detailed in the general conditions of contract to all underperforming

		and non performing contracted suppliers. Work with the finance unit in analysing compliance of the depot to the Public Finance Management Act (PFMA) in the payment of suppliers and service providers. Analyse the reasons for delayed payments and develop strategies and innovative interventions to improve and align supplier payments to the PFMA. Continually advise the procurement unit to procure based on submitted estates.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. D Malele, Tel. (011) 628 9131
	:	Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.
<u>NOTE</u>	:	A curriculum vitae with a detailed description of duties and the names of two referee, plus recently certified copies of proof of registration with SAPC, payment of annual fees and your driver's license as well as recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.
<u>CLOSING DATE</u>	:	16 February 2018
<u>POST 05/262</u>	:	<u>DEPUTY MANAGER: PHARMACEUTICAL SERVICES PROJECT MANAGEMENT</u> Directorate: Pharmaceutical Services
<u>SALARY</u>	:	R920 703 per annum (all-inclusive salary package consist of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Medical Supplies Depot
	:	A B. Pharm. degree or an equivalent qualification registerable with the South African Pharmacy Council (SAPC) as a pharmacist. Proof of current payment of annual fees with the SAPC. Must have 3 years' experience at a middle management level in the pharmaceutical supply chain management environment. A qualification in Project Management. Proof of formal training on advanced excel. A valid driver's license. A good understanding of the National Drug Policy, the Essential Drugs Programme, the Public Finance Management Act, Good Pharmacy Practice(GPP), the Medicines and related substances Act, Supply Chain management protocols in the public service and the planning process of the Department. Good verbal and written skills. Good communication and presentation skills. Willingness to register with SAPC as a tutor for the training of pharmacy interns and learner pharmacist's assistants.
<u>DUTIES</u>	:	Project management for all special projects undertaken at the depot. Stakeholder engagement both in the public service and private sector. Overseeing change management activities at the depot and affected institutional pharmacies. Marketing of all projects undertaken at the depot to all relevant stakeholders. Communication of policy changes and all other relevant information to all stakeholders. Assist in inventory management in the warehouse. Ensure the depot is compliant to Good Pharmacy Practice, Good Warehouse Practice and all the requirements of the Medicines Control Council at all times.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. D Malele, Tel. (011) 628 9131
	:	Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.
<u>NOTE</u>	:	A curriculum vitae with a detailed description of duties and the names of two referee, plus recently certified copies of proof of registration with SAPC, payment of annual fees and your driver's license as well as recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.
<u>CLOSING DATE</u>	:	16 February 2018

<u>POST 05/263</u>	:	<u>DEPUTY DIRECTOR RADIATION THERAPIST REFS 002410</u> Directorate: Radiation Therapy Department Re-Advertisement
<u>SALARY</u>	:	R769 026. per annum (ALL –inclusive package).
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	A minimum 3 years appropriate experience after registration with HPCSA in the Radiation Oncology (Therapy), plus 5 years appropriate experience in as a senior Radiation Therapist (Management) in a hospital environment. Must be currently registered with HPCSA as an Independent Radiation Therapist. Relevant experience in research and data analysis will serve as an advantage. Understanding of the relevant Acts prescripts and legislations. Relevant experience in HR and financial management. Prior management experience will be an added advantage. Demonstrate the ability to use health information for planning and management. The applicant must possess the ability to work under pressure. Ability to lead a team of therapists to implement strategy in daily operations to achieve outcomes set under difficult condition.
<u>DUTIES</u>	:	Give input into formulation and the review of national and provincial legislation and ensure the services including risk management. Monitor utilization of financial resources. Ensure comprehensive HR management and effective development of staff. Coordinate training of students. Coordinate and ensure the promotion & marketing of Radiation Oncology Services in the hospital and community.
<u>ENQUIRIES</u>	:	DR. O.I. Ubogu Tel: 011 488 3113
<u>APPLICATIONS</u>	:	Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: www.gautengonline.gov.za .
<u>NOTE</u>	:	This is a re-advertisement, candidates who previously applied for the post are welcome to re-apply. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. 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. Successful will undergo a medical screening test.
<u>CLOSING DATE</u>	:	16 February 2018
<u>POST 05/264</u>	:	<u>MEDICAL OFFICER GRADE 1-3 REF NO: 002400</u> Directorate: General Surgery Unit
<u>SALARY</u>	:	Grade 1 R736 425 – R793 341 per annum (all-inclusive package); Grade 2 R842 028 – R920 703 per annum (all-inclusive package); Grade 3 R977 199 – R1 221 723 per annum (all-inclusive package)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 12 and MBChB qualification. A valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner, and proof of current registration with HPCSA. Medical Officer Grade 1 : no experience. Medical Officer Grade 2 : 5-years' experience. Medical Officer Grade 3 : 10-years' experience.
<u>DUTIES</u>	:	The many and diverse functions of this position encompass aspects of patient care, education, research (may participate in original basic or clinical research) and counsel during surgery emergencies. The service aspect includes ensuring correct surgical treatment of patients. The academic programme will include patient case presentations, subject discussions and attendance of the post graduate programme. The position is intended for grooming of candidates who wish to follow a surgical career.
<u>ENQUIRIES</u>	:	Prof. D. Montwedi, Tel. No: (012) 373-1005/4
<u>APPLICATIONS</u>	:	must be submitted to: Kalafong Provincial Tertiary 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 . 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.

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 : 16 February 2018

POST 05/265 : **MEDICAL OFFICER GRADE 1-3 REF NO: FERH01/MO2018**
Directorate: Paediatrics

SALARY : Grade 1 R736 425 – R793 341 per annum (all-inclusive package)
Grade 2: R842 028 – R920 703 per annum (all-inclusive package)
Grade 3: R977 199 – R1 221 723 Grade 3 per annum (all-inclusive package)

CENTRE REQUIREMENTS : Far East Rand Hospital
MBchb or recognised equivalent qualification. Registered with HPCSA as a medical practitioner and post community service medical practitioner. Experience in Paediatrics department and having a Diploma in child health will be an added advantage.

DUTIES : The incumbent will be responsible for interview, investigate, diagnose and oversee the treatment of patients, attend including chronic medical ailments/conditions, medical and, HIV & TB patients. Supervising junior doctors (undergraduate's students, interns and community service doctors). Willing to do commuted overtime.

ENQUIRIES APPLICATIONS : Dr A. Mthunzi, Tel. No: 011 812 8546
Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs

NOTE : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview. No telephonic interview will be allowed. Candidates with disability are encouraged to apply.

CLOSING DATE : 16 February 2018

POST 05/266 : **MEDICAL OFFICER GRADE 1-3 REF NO: FERH01/MO2018**
Directorate: Family Medicine

SALARY : Grade 1 R736 425 – R793 341 per annum (all-inclusive package)
Grade 2 R842 028 – R920 703 per annum (all-inclusive package)
Grade 3 R977 199 – R1 221 723 per annum (all-inclusive package)

CENTRE REQUIREMENTS : Far East Rand Hospital
MBchb or recognised equivalent qualification. Registered with HPCSA as a medical practitioner for at least Three (3). BLS, HCP, ATLS & PALS. A post graduate Diploma in Family medicine an added advantage.

DUTIES : Provision of medical support in the OPD department & HIV Clinic. Provide medical support and treat patients in the OPD/HIV Clinic assist with in-service training of medical interns, community service doctors and Nursing personnel. Identify clinical gaps noted within the OPD/HIV Clinic department. Attendance of relevant administrative meetings like mortality meetings, near miss meetings, completing MEDICO legal documents timeously e.g. J88, Death certification and attendance of regular CME meetings. Reduce medical

litigation by exercising good clinical ethos. Implement and monitor adherence to NCS (National Core standards – norms & standards). Supervision and rendering of after-hours services in A&E department during the week and over the weekends. Participation in infrastructure improvement and policy development. Performing any delegated work as may be assigned from time to time by the HOD (OPD/HIV Clinic).

- ENQUIRIES APPLICATIONS** : Dr A. Mthunzi, Tel. No: 011 812 8546
- NOTE** : 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 or apply online at: www.gautengonline.gov.za
- 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 Shortlisted candidates will be subjected to a physical interview. No telephonic interview will be allowed. Candidates with disability are encouraged to apply.
- CLOSING DATE** : 16 February 2018
- POST 05/267** : **CLINICAL PSYCHOLOGIST**
Directorate: Allied
- SALARY** : Grade 1: R633 702– 703 314 all-inclusive package
Grade 2: R746 466– R828 474 all-inclusive package
Grade 3: R866 310– R1 020 462 all -inclusive package
- CENTRE REQUIREMENTS** : Far East Rand Hospital
Post graduate qualification in Clinical Psychology. Independent registration with HPCSA as a Clinical Psychologist. Excellent computer skills and interpersonal skills. Ability to supervise/manage junior and community service staff. Able to report on progress of patients to management. Able to produce and interpret statistics on work load to the management. Ability to work within a multi-disciplinary team. Excellent communication skills
- DUTIES** : To provide, co-ordinate, manage and supervise Psychology service delivery efficiently in accordance with the prescribed competencies, whilst adhering QA standards. Perform administrative duties related to patient care.
- ENQUIRIES APPLICATIONS** : Mr S Gopal Tel no.011 812 8566/8406
- NOTE** : 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.
- NOTE** : 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. Shortlisted candidates will be subjected to a physical interview. No telephonic interview will be allowed. Candidates with disability are encouraged to apply.
- CLOSING DATE** : 16 February 2018
- POST 05/268** : **PNB4 ASSISTANT MANAGER NURSING SPECIALTY (OBSTETRICS AND GYNAECOLOGY) REF NO: 002403**
Directorate: Nursing Services
- SALARY** : R546 315 – R614 874 per annum (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Basic R425 qualification in nursing, Degree/Diploma in general nursing, midwifery, community nursing and psychiatry. Diploma in nursing education and Nursing Administration will be an added advantage. Preference will be given to Operational Manager Specialty with Diploma in Nursing

Administration. A minimum of 10 years appropriate/recognisable experience after registration as Professional Nurse with South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in Advanced Midwifery. At least 3-years of the period referred to above must be appropriate/recognizable experience at management level in maternity as an Operational Manager. Proof of 2017/2018 SANC receipt. Proof of service record. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Human Resources, Grievance Procedure, etc. Skills: leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal: responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Computer literacy (MS Excel, MS PowerPoint, e-mail), drivers licence will be an added advantage.

DUTIES : Coordinate optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Manage effectively the supervision and utilisation of resources (Human Resources, Financial Resources and services). 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. M.V. Mathabatha, Tel No: (012) 318-6622
APPLICATIONS : must be submitted to: Kalafong Provincial Tertiary 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. 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.

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 : 16 February 2018

POST 05/269 : **PNB3 OPERATIONAL MANAGER SPECIALTY (ADULT ICU) REF NO: 002404**
 Directorate: Nursing Services

SALARY : R499 953 – R562 698 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Basic R425 qualification in nursing (i.e. Degree/Diploma in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic nursing qualification, with a duration of 1 year, accredited with the SANC in ICU. Minimum of 9 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. At least 5 years appropriate/recognisable experience in the specialty (ICU) after obtaining the 1-year post-basic qualification in the specific specialty. Current (2017/2018) proof of registration with SANC. Proof of service records. Diploma in Nursing Administration/management will be an added advantage. Computer literacy and driver's license will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal

framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public service regulations and Labour Relations Act, etc. Skills Required: Leadership, organizational, decision making and problem solving abilities within the limit of the public sector institutional policy framework. Computer skills in basic programmes. Financial and budgetary knowledge pertaining to the relevant resources under management. Interpersonal skills including conflict management and counselling.

DUTIES : Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively the supervision and utilization of resources. Coordination of provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele Principles and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.

ENQUIRIES : Ms. M.V. Mathabatha, Tel No: (012) 318-6622
APPLICATIONS : must be submitted to: Kalafong Provincial Tertiary 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. 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.

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 : 16 February 2018

POST 04/270 : **PNB3 OPERATIONAL MANAGER SPECIALTY (ACCIDENT AND EMERGENCY) REF NO: 002432**
 Directorate: Nursing Services

SALARY : R499 953 – R562 698 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Basic R425 qualification in nursing (i.e. Degree/Diploma in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic nursing qualification, with a duration of 1 year, accredited with the SANC in Trauma and Emergency Nursing Science. Minimum of 9 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. At least 5 years appropriate/recognisable experience in the specialty (Trauma and Emergency/Casualty) after obtaining the 1-year post-basic qualification in the specific specialty. Current (2018) proof of registration with SANC. Proof of service records. Diploma in Nursing Administration/management will be an added advantage and will be given a priority. Computer literacy and driver's license will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public service regulations and Labour Relations Act, etc. SKILLS REQUIRED: Leadership, organizational, decision making and problem solving abilities within the limit of the public sector institutional policy framework. Computer skills in basic programmes. Financial and budgetary knowledge pertaining to the relevant resources under

<u>DUTIES</u>	:	management. Interpersonal skills including conflict management and counselling.
	:	Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively the supervision and utilization of resources. Coordination of provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele Principles and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.
<u>ENQUIRIES</u>	:	Ms. M.V. Mathabatha, Tel No: (012) 318-6622
<u>APPLICATIONS</u>	:	must be submitted to: Kalafong Provincial Tertiary 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 . 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.
<u>NOTE</u>	:	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
<u>CLOSING DATE</u>	:	16 February 2018
<u>POST 05/271</u>	:	<u>OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: TDHS/ADV/01</u> Directorate: Tshwane District Health Services, Sub-District 2
<u>SALARY</u>	:	R499 553. per annum (plus benefits)
<u>CENTRE</u>	:	Mandisa Shiceka Clinic: Primary Health Care
<u>REQUIREMENTS</u>	:	Basic R425 qualifications. Diploma or Degree in Nursing or equivalent qualifications that allows registration with SANC as a Professional Nurse. A minimum of 5 years supervisory experience. Post qualification with duration of 1 year. Curative skills in Primary Health Care. A minimum of 09 years appropriate nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to the above must be appropriate/recognised experience after obtaining 1 year post-basic qualification in the relevant speciality. A valid driver's license is a requirement. Other Skills Own discipline, knowledge of relevant legislation, regulations, health programmes and policies, programme planning, implementation and evaluation. Information management, quality assurance and improvement programmes. Leadership, communication, problem solving, computer literacy, stress tolerance, self-confidence, objectiveness and empathy.
<u>DUTIES</u>	:	Demonstrate an in depth understanding of nursing legislation and related legal ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance to the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a disciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at supervisory level with persons of diverse intellect, cultural, racial or religious differences.

		Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Promote advocacy to the clients by facilitating proper treatment and care. Implement and monitor adherence of the facility to the National Core Standards. Able to develop contacts, build and maintain a network of professional relations in order to enhance services delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to work under pressure.
<u>ENQUIRIES</u>	:	Mrs IN Sibulela – 0827804953 or Mrs V Moonsamy 012 451 9103
<u>APPLICATIONS</u>	:	Application documents must be submitted to Tshwane District Health Services, The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or Post to Private bag x9514, Pretoria, 0001.
<u>NOTE</u>	:	Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy
<u>CLOSING DATE</u>	:	16 February 2018
<u>POST 05/272</u>	:	<u>OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: TDHS/ADV/02</u> Directorate: Tshwane District Health Services: Sub-District 2
<u>SALARY</u>	:	R499 553. per annum (plus benefits)
<u>CENTRE</u>	:	Refentse CHC Clinic
<u>REQUIREMENTS</u>	:	Basic R425 qualifications. Diploma or Degree in Nursing or equivalent qualifications that allows registration with SANC as a Professional Nurse. A minimum of 5 years supervisory experience. Post qualification with duration of 1 year. Curative skills in Primary Health Care. A minimum of 09 years appropriate nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to the above must be appropriate/recognised experience after obtaining 1 year post-basic qualification in the relevant speciality. A valid driver's license is a requirement. Other Skills Own discipline, knowledge of relevant legislation, regulations, and health programmes and policies, programme planning, implementation and evaluation. Information management, quality assurance and improvement programmes. Leadership, communication, problem solving, computer literacy, stress tolerance, self-confidence, objectiveness and empathy.
<u>DUTIES</u>	:	Demonstrate an in depth understanding of nursing legislation and related legal ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance to the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a disciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at supervisory level with persons of diverse intellect, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Promote advocacy to the clients by facilitating proper treatment and care. Implement and monitor adherence of the facility to the National Core Standards. Able to develop contacts, build and maintain a network of professional relations in order to enhance services delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to work under pressure.
<u>ENQUIRIES</u>	:	Mrs IN Sibulela – 0827804953 or Mrs V Moonsamy 012 451 9103
<u>APPLICATIONS</u>	:	Application documents must be submitted to Tshwane District Health Services, The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or Post to Private bag x9514, Pretoria, 0001.
<u>NOTE</u>	:	Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy
<u>CLOSING DATE</u>	:	16 February 2018
<u>POST 05/273</u>	:	<u>OPERATIONAL MANAGER: SUURMAN CLINIC REF NO: TDHS/ADV/03</u> Directorate: Tshwane District Health Services: Sub-district 2
<u>SALARY</u>	:	R499 553. per annum (plus benefits)
<u>CENTRE</u>	:	Suurman Clinic

- REQUIREMENTS** : Basic R425 qualifications. Diploma or Degree in Nursing or equivalent qualifications that allows registration with SANC as a Professional Nurse. A minimum of 5 years supervisory experience. Post qualification with duration of 1 year. Curative skills in Primary Health Care. A minimum of 09 years appropriate nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to the above must be appropriate/recognised experience after obtaining 1 year post-basic qualification in the relevant speciality. A valid driver's license is a requirement. Other Skills Own discipline, knowledge of relevant legislation, regulations, and health programmes and policies, programme planning, implementation and evaluation. Information management, quality assurance and improvement programmes. Leadership, communication, problem solving, computer literacy, stress tolerance, self-confidence, objectiveness and empathy.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance to the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a disciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at supervisory level with persons of diverse intellect, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Promote advocacy to the clients by facilitating proper treatment and care. Implement and monitor adherence of the facility to the National Core Standards. Able to develop contacts, build and maintain a network of professional relations in order to enhance services delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to work under pressure.
- ENQUIRIES** : Mrs IN Sibulela – 0827804953 or Mrs V Moonsamy 012 451 9103
- APPLICATIONS** : Application documents must be submitted to Tshwane District Health Services, The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or Post to Private bag x9514, Pretoria, 0001.
- NOTE** : Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy
- CLOSING DATE** : 16 February 2018
- POST 05/274** : **ASSISTANT MANAGER NURSING: AREA REF NO: REFS/002395**
Directorate: Nursing Department
This is a re-advertisement of the Assistant Manager Nursing: Area Post. (Ref-000017). Candidates that applied for the post must re-apply.
- SALARY** : R499 953 (plus benefits)
- CENTRE** : Pretoria West Hospital
- REQUIREMENTS** : Grade 12. Basic qualification with South African Nursing Council in Terms of Government Notice 425, i.e. diploma/degree in Nursing as Professional Nurse. Diploma/degree in Nursing Management will be a requirement. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at Management level. Experience in managing Casualty or OPD will be an added advantage. Strong leadership, good communication and sound interpersonal skills are necessary. Must be computer literate. Service certificates from the previous employer/s are compulsory.
- DUTIES** : Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary team worker). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources, monitor and ensure proper

	:	utilization of financial and physical resources .Maintain professional growth/ethical standards and development of self and subordinates. Will be responsible to ensure implementation of national core standards.
<u>ENQUIRIES</u>	:	Ms HMM Strydom Tel: No: (012) 380 1206
<u>APPLICATIONS</u>	:	Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, council receipt and ID All qualifications will be verified. If any discrepancies found, Services will be terminated with immediate effect
<u>CLOSING DATE</u>	:	16 February 2018
<u>POST 05/275</u>	:	<u>PNA5 OPERATIONAL MANAGER GENERAL (RE-ADVERTISEMENT) REF NO: 002405</u> Directorate: Nursing Services
<u>SALARY</u>	:	R394 665 – R444 195 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 7-years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. Diploma in Nursing Management and Education will be an added advantage, a priority will be given to professional nurses with Nursing Management/Administration. Current registration with the South African Nursing Council (SANC) 2018. Proof of service record certificate. Experience in inpatient management will be an added advantage and a priority. Computer literate (MS Excel, MS Outlook, MS Word, MS PowerPoint). Driver's license will be an added advantage. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and procedure, grievance procedure, etc. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Coordination skills. Problem solving skills. Adverse events management. Complaints management. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Good communication skills and ability to work under pressure. Knowledge and in-depth understanding of National Core Standards.
<u>DUTIES</u>	:	Supervise and ensure the provision of an effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical practices. Provide relevant health information to health care users to assist on achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stake holders (i.e. inter-professional, inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.
<u>ENQUIRIES</u>	:	Ms. M.V. Mathabatha, Tel No: (012) 318-6622
<u>APPLICATIONS</u>	:	Applications must be submitted to: Kalafong Provincial Tertiary 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 . 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.
<u>NOTE</u>	:	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** : 16 February 2018
- POST 05/276** : **NUCLEAR MEDICINE RADIOGRAPHER GRADE 1-3 REF NO: HRM 06/2018**
Directorate: Nuclear Medicine
- SALARY** : Grade 1 R351 516 per annum plus benefits
Grade 2 R414 069 per annum plus benefits
Grade 3 R487 752 per annum plus benefits
- CENTRE REQUIREMENTS** : Steve Biko Academic Hospital
B-tech/B.Rad (hons)/Diploma in Nuclear Medicine or equivalent tertiary qualifications. Registration and recent proof of payment with the HPCSA is mandatory.
- DUTIES** : Clinical service rendering and patient care. Participating in; organizing, planning, implementation of departmental policies/procedures and actively involved in CPD programs. Previous experience in nuclear Medicine including “hot laboratory” and PET/CT will be an advantage. Administrative duties in all relevant areas and supervision of students in clinical training.
- ENQUIRIES APPLICATIONS** : Ms N.G Mahlangu (012) 354 1684
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.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 16 February 2018
- POST 05/277** : **PNB1 PROFESSIONAL NURSE GRADE 1 SPECIALTY (TRAUMA AND EMERGENCY) REF NO: 002407**
Directorate: Nursing Services
- SALARY** : R340 431 – R394 665 per annum (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12. Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A post basic nursing qualification, with a duration of at least 1-year, accredited with the SANC as Trauma and Emergency specialty. A minimum of 4-years appropriate/recognizable experience in nursing after registration as professional nurse with the SANC in general nursing. Current (2017/2018) proof of registration with SANC. Computer literacy and driver’s license will be an added advantage. Ability to work independently and to take decisions. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as nursing Act, Health Act. Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act, grievance procedure, etc. Able to demonstrate understanding of nursing legislation and related legal and ethical nursing practices. **SKILLS REQUIRED:** Good communication skills; report writing skills; coordination skills; planning and organizational skills; problem solving skills; decision making skills; ability to function as part of a team.
- DUTIES** : Provision of optimal, holistic specialized nursing care with the set standards and within a professional/legal framework. Effective utilization of resources: Human, material and monitoring of the services. Participation in training and research. Provision of support to nursing services. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards. Maintain professional growth/ethical standards and self-development. Promote quality of nursing care as directed by the Professional Scope of Practice and standards.

ENQUIRIES APPLICATIONS : Ms. M.V. Mathabatha, Tel No: (012) 318-6622
 : Applications must be submitted to: Kalafong Provincial Tertiary 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. 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 : 16 February 2018

POST 05/278 : **DIAGNOSTIC RADIOGRAPHER GRADE 1-3 (X2 POSTS) REF NO: 002408**
 Directorate: Radiography Unit

SALARY : Grade 1: R281 148 – R321 462 per annum (plus benefits);
 Grade 2: R331 179 – R378 687 per annum (plus benefits);
 Grade 3: R390 123 – R473 445 per annum (plus benefits)

CENTRE REQUIREMENTS : Kalafong Provincial Tertiary Hospital
 : Grade 12. Degree or Diploma in Diagnostic Radiography; Registered with Health Professions Council of South Africa; HPCSA proof of annual registration; **Grade 1** requires no experience, **Grade 2** requires 10-years minimum experience and **Grade 3** requires 20-years minimum experience in Diagnostic Radiography after registering with HPCSA as a Diagnostic Radiographer; Sound interpersonal and communication skills.

DUTIES : Undertake radiographic procedures in accordance with prescribed radiation control and medico legal requirements; provision of: general diagnostic radiography, special examinations, i.e. GIT, IVP, Cystogram, Myelogram, etc.; Theatre radiography service and emergency radiography service in different units. Assist trainee Radiographers to develop radiographic and other relevant skills; Participate in departmental radiographic policy making and planning for service delivery improvement. Provide 24-hour Radiography service.

ENQUIRIES APPLICATIONS : Ms. R. Mashubuku, Tel No: (012) 318-6658
 : Applications must be submitted to: Kalafong Provincial Tertiary 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. 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 : 16 February 2018

- POST 05/279** : **HUMAN RESOURCES SUPERVISOR LEVEL 7 REF NO: 002409**
 Directorate: Human Resource Administration (Personnel Administration and Salaries)
- SALARY CENTRE REQUIREMENTS** : R226 611 – R266 943 per annum (plus benefits)
 : Kalafong Provincial Tertiary Hospital
 : Minimum National Diploma in Human Resource Management with 5 years' experience or Matric/Grade 12 with 10 years' experience in Human Resource Administration with extensive exposure in Personnel Administration and Salary administration. Peral Personnel Administration and Peral Salary Administration Certificates. Computer Literacy. Knowledge of legislative frameworks i.e. PFMA; Basic Conditions of Employment Act; Public Service Act; Labour Relations Act and Public Regulations as amended. Report writing skills; planning and organizing skills; Communication skills; presentation skills and ability to manage people.
- DUTIES** : Adhere; implement and monitor Personnel and salary policies and procedures. Implementation and monitor appointments; transfers; translations; overtime (normal and commuted); allowances GEHS; Terminations i.e. Pensions; OSD implementation. Adherence to deliverology; audit files and record keeping including filing. Submission of weekly; monthly; quarterly and annual Reports; attend to meetings. Supervision of HR Clerks. Apply disciplinary procedures and maintain confidentiality. Evaluate performance of subordinates quarterly and annually. Able to work under pressure and meet deadlines. Handle all Personnel and Salaries enquiries.
- ENQUIRIES APPLICATIONS** : Ms. Z.A. Mdluli, Tel No: (012) 318-6686
 : Applications must be submitted to: Kalafong Provincial Tertiary 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. 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** : 16 February 2018
- POST 05/280** : **LABOUR RELATIONS OFFICER (REF: HRM 04/2018)**
 Directorate: Human Resource
- SALARY CENTRE REQUIREMENTS** : R226 611. Per Annum (Plus Benefits)
 : Kopanong Hospital
 : National Diploma/ Degree in Human Resource/ Labour Relation with 3 years' experience or Grade 12 with 5 years' experience in Labour Relations. Must have knowledge of relevant legislations such PHSDBC, PSCBC and CCMA procedures. Knowledge of Public Service Regulatory framework relating to HRM and Labour Relations. Experience in handling grievances procedures. A valid driver's licence will be an advantage. Be computer literate. Good communication skills (verbal and non-verbal, report writing skills, negotiation skills, mediation skills, problem solving skills) and ability to work under pressure.
- DUTIES** : Initiate and promote training in Labour Relations for Staff. Monitor and evaluate compliance with collective agreement, policies and relevant legislation. Render advisory service to all institutional management and employees regarding labour relations and progressive discipline. Manage disciplinary cases and compile database. Manage strikers and dispute

resolutions, monitoring progress of Employee Wellness Programme (EAP), Employment Equity Act (EEA) and employee wellness. Maintain the existence of communication structures in the Hospital. Provide information / advice/ Support to Top Management. Ensure that the statistics is submitted timeously to relevant offices. Be part of Quality Assurance team.

ENQUIRIES : Ms JD Mojelele Tel No (016) 428-7191

APPLICATIONS : must be submitted to: The HR Office Kopanong Hospital, 2 Casino Road, Duncanville, or Posted to P/Bag X031, Vereeniging, 1930. People with disabilities are encouraged to apply.

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within Three months please consider your application unsuccessful. Medical surveillance will be conducted to Successful candidates.

CLOSING DATE : 16 February 2018

POST 05/281 : **ADMINISTRATION OFFICER REF NO: TDHS/ADV/04**
Directorate: Facilities Management Unit

SALARY : R226 611.

CENTRE : Tshwane District Health Services

REQUIREMENTS : Grade 12 Certificate with more than 10 years applicable experience. A Tertiary qualification in Public Administration /Facilities Management or relevant field with five years' experience in Facilities Management environment. Training in Project Management. Good understanding of SCM and Finance processes relating to FMU and GDID. Good office coordination skills including filing. Computer literacy. Training on OHS Act. Valid driver's Licence. Other Skills: Good verbal and written communication skills. Planning and organising skills. Provide effective office administration in terms of controlling typed written communication and correspondence. Knowledge of other technical fields, report writing, Health Infrastructure including general machinery and equipment knowledge. Good customer care attitude and skills.

DUTIES : Responsible for administration support function of FMU District Office. Communicate constantly with Department of Infrastructure Development Regions with regards to building/electrical/mechanical/structural maintenance defects. Co-ordinate office building repairs by GDID and Contractor appointed by Landlord or Artisan delegated by Landlord. Compile and keep monthly record of all defects reported, completed and assigned to GDID –Chief Artisan and Control Works Inspectors. Assist area Managers and PHC Facility Managers to capture and update electronic data on a daily basis. Compile meeting minutes and official documents as required. Responsible for ensuring that all defects or minor new works requests from the end-users are loaded on the Gauteng Department of Infrastructure Development (GDID) e-maintenance system. Responsible for internal and external communication and information in the FMU District Office. Ensure sorting, forwarding and screening of telephone, fax, correspondence and documentation in the FMU. Implement and monitor physical parking in all Health Facilities including Office Buildings.

ENQUIRIES : Petros Khwela 012 451 9199

APPLICATIONS : Application documents must be submitted to Tshwane District Health Services, The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to Private bag x9514, Pretoria

NOTE : applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy

CLOSING DATE : 16 February 2018

POST 05/282 : **FOOD SERVICE MANAGER LEVEL 7 (1 POST) REF NO: REFS/002406**
Directorate: Food Service Department
This is a re-advertisement of the Food Service Manager post. (Ref- 002277). Candidates that applied for the post must re-apply

SALARY : R226 611 (min) – R 266 943 (max) per annum (plus benefits)

CENTRE : Pretoria West Hospital

REQUIREMENTS : National Diploma in Food Service Management (HET level) or a B-Tech Degree in Food Service Management / Food and Beverage Management. Candidates must have at least 5 years' experience in food Service Management in a hospital environment. Must be computer literate. Candidates must have skills and abilities: Leadership, Managerial, effective verbal and

		written communication and Analytical for report writing. Must have a specialized knowledge of food, products, procedures and all protocols, acts relevant to operates in a Food Service Unit. Must have knowledge of PFMA and Supply Chain process, policies and strategies application in the Department of Health. Knowledge and implementation of National Core Standards. Knowledge and understanding of HACCP.
<u>DUTIES</u>	:	Direct control and administration of food service operations in the kitchen and ensure daily allocating of staff for wards to ensure quality food and beverage service delivery to patients. Monitor ordering of meals and diets from the wards, monitoring statistics, storage and issuing of stock as well as the reconstitution of meals distributed to wards. Monitor the ward hostess service in the wards allocated. Do quality control checks, be involved with the planning and implementation of plate waste and opinion surveys, do analysis, compiling of reports for feedback and implementation of adjustment. Involved in menu planning for normal diets, inputs in departmental budget and implementation of cost containment measures. Ensure implementation of all food service protocols, guidelines and policies. Involved in planning of equipment, utensils maintenance of equipment in all units. Monitor effective and optimal labour utilization in all units and monitor that disciplinary guidelines are maintained. Guide and implement evaluation appraisal process. Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MM Makatu Tel no: (012) 380 1294
	:	Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies found, services will be terminated with immediate effect.
<u>CLOSING DATE</u>	:	16 February 2018
<u>POST 05/283</u>	:	<u>FINANCIAL CONTROLLER (REVENUE) REF NO: HRM 07/2018</u> Directorate: Finance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum plus benefits Steve Biko Academic Hospital Grade 12 Certificate and National Diploma/Degree in financial Management/ Accounting or equivalent qualifications: A minimum 3 years' experience in revenue. Must be computer literate (Microsoft Word, Excel, PowerPoint and outlook) and knowledge of; Prescripts and Regulations of Debt Management, Treasury Regulations, PFMA, DORA, BAS and MEDICOM and Revenue policies Other Skills: Customer service, experience in client liaison and telephone etiquette as well as excellent communication skills verbally and writing
<u>DUTIES</u>	:	Supervision of revenue section. Ensuring the optimal generation of revenue, to manage and organize the activities of tracing clerks, ensure writing-off of untraceable debts are done on time. Compilation of Annexure on a monthly basis as well as reconciliation of MEDICOM/BAS IRE, number 2 account. Experience in the flow of the main cashier. Experience in the correct billing of patients on the Medicom /system with Special emphasis to the Road Accident Fund patients as well as Workmen's Compensation and other government entities.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Mampane (012) 354 3747
	:	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.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference
<u>CLOSING DATE</u>	:	16 February 2018
<u>POST 05/284</u>	:	<u>STAFF NURSES GRADE 1-3 (X2 POSTS) REF NO: 002411</u> Directorate: Nursing Services
<u>SALARY</u>	:	Grade 1: R150 819 – R169 737 per annum (plus benefits) Grade 2: R180 075 – R202 674 per annum (plus benefits)

<u>CENTRE REQUIREMENTS</u>	: Grade 3: R213 108 – R262 092 per annum (plus benefits) : Kalafong Provincial Tertiary Hospital : Grade 12, plus 2-years Staff Nurse Certificate that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council. Proof of 2017/2018 SANC receipt. SN1 Grade 1: no experience required; SN2 Grade 2: Minimum 10-years appropriate / recognizable experience after registration with SANC as a Staff Nurse; SN3 Grade 3: Minimum 20-years appropriate / recognizable experience after registration with SANC as a Staff Nurse. Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Occupational Health and Safety Act, Batho Pele Principles, Patients' Rights Charter and Responsibilities. Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills Required: Good communication skills. Ability to function as part of a team. Good interpersonal skills. Team player, initiative, cooperation, responsiveness, pro-activeness and flexibility.
<u>DUTIES</u>	: Develop and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth / ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. M.V. Mathabatha, Tel No: (012) 318-6622 : Applications must be submitted to: Kalafong Provincial Tertiary 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 .
<u>NOTE</u>	: 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. 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.
<u>CLOSING DATE</u>	: 16 February 2018
<u>POST 05/285</u>	: <u>CLEANERS LEVEL 2 (X10 POSTS) REF NO: 002413</u> : Directorate: Cleaning Department
<u>SALARY CENTRE REQUIREMENTS</u>	: R90 234 – R106 290 per annum (plus benefits) : Kalafong Provincial Tertiary Hospital : Grade 10 and above. 1-year proven experience and more in a formal clinical cleaning environment. EPWP with the most recent hospital/clinical cleaning experience will be an advantage. Service certificate must be attached as proof of employment in cleaning from the company stated on the CV. EPWP contract must be attached as proof of being in the programme.
<u>DUTIES</u>	: Cleaning service of a routine nature utilizing a variety of heavy duty cleaning equipments. Cleaning of clinical and non-clinical areas in the hospital. Terminal cleaning of infectious areas. Strip and seal vinyl floors, scrubbing tiled floors, vacuum of carpet floors. Cleaning windows, walls, doorframes and handles. Cleaning bathrooms and toilets. Removal of general waste in designated areas. Perform any other cleaning activities as directed by team leader/supervisor. Cope with physical demands of the work, individually or in a team. Be prepared to be rotated to different areas in the hospital, shift work including public holidays and weekends.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. A.T. Mathonsi, Tel No: (012) 318-6634 : Applications must be submitted to: Kalafong Provincial Tertiary 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. 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 : 16 February 2018

DEPARTMENT OF OFFICE OF THE PREMIER

APPLICATIONS : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: Private Bag x 61 Marshalltown, 2107 or submit at Office of the Premier, 30 Simmonds Street, Johannesburg 2001 or by mail to. Email: Recruitment.Premier@gauteng.gov.za or online at www.gautengonline.gov.za. No late applications will be considered.

CLOSING DATE : 16 February 2018

NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

POST 05/286 : **HEAD OF DEPARTMENT: HEALTH REF NO: REFS/002435**

SALARY : All-inclusive remuneration package of R1 782 687 - R 2 008 200 (SMS Grade D). In addition, the incumbent qualifies for a 10% non- pensionable allowance applicable to Heads of Department

CENTRE REQUIREMENTS : Johannesburg
A 3- 4 years Bachelor's Degree in the Health sector and a post graduate qualification in Public Management or Business Administration or equivalent. A minimum of 10 years' experience at senior management level of which 5 years must be as a member of the Senior Management Service (SMS) in the Public Service or equivalent senior management position. Extensive knowledge of the following: Legislation governing the Health sector in order to give sound advice and leadership. Management experience gained in a large

organization with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy developments at national, provincial and local level. Demonstrable experience in management at an executive level. Strategic leadership, change management, financial management as well as project and programme management are a pre-requisite. Capabilities should include service delivery innovation, compliance with the Public Service Act and Regulations, Legislation and Regulations governing Health issues, Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good corporate governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Competence in one or more of the official South African languages will be an added advantage.

DUTIES

: Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA; providing strategic leadership to the Department. Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management and application of good corporate governance principles. The successful candidate will be directly accountable to the Member of the Executive Council for the realisation of the Ten Pillar Programme of Radical Transformation, Modernisation and Re-industrialisation including the intergovernmental Programme of Action. The successful candidate will work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a smart province. Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and making a contribution to the broader strategic environment of Gauteng. Furthermore, the successful candidate will work closely with the Health Intervention Task Team appointed by the Minister of Health and Premier to improve the delivery of sustainable healthcare to the citizens of Gauteng. Specific areas of focus include the following: Responsible for the overall management of Health Services within the Gauteng Department of Health by aligning all departmental plans with the NSDA, National and Provincial Government Strategic Objectives. Coordinate and manage the diverse responsibilities and relationships of the Department with internal and external stakeholders and give strategic leadership that will contribute to the promotion of Health services to the people of Gauteng. Facilitate, promote and implement a Health Service Delivery Model that will reduce the burden of disease within the province. Responsible for the overall management of Health Services within the Gauteng Provincial Government by aligning all departmental plans with national and provincial government objectives and strategies. Coordinate and manage the diverse responsibilities and relationships of the Department with internal and external stakeholders. Provide strategic leadership that will contribute to the effective management of health services in the province and facilitate the development and implement an Integrated Health Service Delivery Model for Gauteng Health.

NOTE

: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive Council within three (3) months upon commencement of duty. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. Qualifications will be verified (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA.

CLOSING DATE

: 16 February 2018

DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000
- CLOSING DATE** : 16 February 2017
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful

OTHER POSTS

- POST 05/287** : **PROGRAMME MANAGER: CARE AND SERVICES TO OLDER PERSONS**
REF NO: SD/2018/02/02

- SALARY** : R712 827-R 986 730 per annum (within the OSD Framework)
- CENTRE** : Head Office
- REQUIREMENTS** : Bachelor Degree in Social Work with 10 years' appropriate/recognizable experience in Social Work after registration as a Social Worker with the SACSSP. Submission of valid registration certificate with the SACSSP Council. A valid driver's license. Knowledge of all relevant Public Service prescripts, Policy on Financial Awards to Service Providers, The Constitution of Republic of South Africa, Legislation International Instruments as well as Policies relevant to Older Persons . Skills and Competencies: Planning and organizing, Networking, Communication, Co-ordination, Analytical thinking, Computer Illiterate, Monitoring and evaluation, Problem solving, Report writing, financial management, Project Management and ability to compile complex report skills.

- DUTIES** : Facilitate and manage the provision of Older Persons services, develop provincial policies, practice guidelines and programmes for Older Persons. Ensure the effective implementation and monitoring adherence to policies and legislative mandates. Facilitate stakeholder capacity building and manage stakeholder relations. Facilitate registration and maintain database of institutions providing care and support to Older Persons. Provide supervision to policy developers. Perform the administrative functions required in the unit.
- ENQUIRIES** : Ms Evelyn Choshi Tel: (011) 355 7700

- POST 05/288** : **PROGRAMME MANAGER: SPECIAL NEEDS AND SERVICES TO FAMILIES**
REF NO: SD/2018/02/01

- SALARY** : R712 827-R 986 730 per annum (within the OSD Framework)
- CENTRE** : Head Office
- REQUIREMENTS** : Bachelor Degree in Social Work with 10 years' appropriate/recognizable experience in Social Work after registration as a Social Worker with the SACSSP. Submission of valid registration certificate SACSSP council. A valid driver's license. Knowledge of all relevant Public Service prescripts, Policy on Financial Awards to Service Providers, The Constitution of Republic of South Africa, Legislation and Policies relevant to Families. Skills and Competencies: Planning and organizing, Networking, Communication, Co-ordination, Analytical thinking, Monitoring and evaluation, Problem solving, Report writing, financial management, Computer Illiterate, Project Management and ability to compile complex reports.

DUTIES : Facilitate and manage the provision of care and support to family care services, develop provincial policies, practice guidelines and programmes for families. Ensure the effective implementation and monitoring adherence to policies and legislative mandates. Facilitate stakeholder capacity building and manage stakeholder relations. Maintain database of institutions providing care and support to families. Facilitate Research and development. Provide supervision to Policy Developers. Perform the administrative functions required in the unit.

ENQUIRIES : Ms Evelyn Choshi Tel: (011) 355 7700

POST 05/289 : **ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION REF NO: SD/2018/02/03**

SALARY : R226 611 per annum plus benefits

CENTRE : Johannesburg Head Office

REQUIREMENTS : A three year National Diploma/ Bachelor's Degree in Monitoring and Evaluation and related fields with 1 year experience in Performance Monitoring and Evaluation environment or Grade 12 with 10 years' experience in Performance Monitoring and Evaluation environment. A valid driver's licence will be an added advantage. Good Knowledge and understanding of legislative and policy framework, procedures and processes regulating Public Service. Knowledge and understanding of Departmental Monitoring and Evaluation systems, processes and procedures. Skills and Competencies: Good planning and coordinating, Office Administration, Analytical, report writing, communication, team working, monitoring and evaluation, computer and interpersonal relations skills. Honest and innovation individual.

DUTIES : Review and assist in the development, implementation and maintenance of M & E policies, processes and guidelines for Departmental entities. Capacitate Regions to reduce discrepancies of evidence before it is rejected during the verification process. Test NPO compliance against the Department records management guidelines. Develop verification templates for Department data validation process. Compile monthly analysis on POA and quarterly verification analysis. Attend and provide inputs in all meetings, workshops, and capacity building and information dissemination sessions. Assist in the analysis and refinement of all the indicators tracking performance and all service areas before the finalization of the APP in January of each financial year. Assist in conducting capacity building, workshops and sessions with the Regions, Institutions and Head Office. Filling of Directorate documents i.e. reports, NPOs schedules and registers.

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

POST 05/290 : **ADMINISTRATIVE OFFICER (POLICY COORDINATION) REF NO: SD/2018/02/04**

SALARY : R226 611 per annum plus benefits

CENTRE : Johannesburg Head Office

REQUIREMENTS : A Degree in the field of Public Policy with 2 - 3 years' experience in policy and research environment in the Public Service. A valid driver's licence. Skills and Competencies: Good communication, writing, interpersonal and Supervision skills. Must be self – driven, innovative and creative.

DUTIES : Provide assistance in the analysis of existing policies and compile a policy analysis report. Provide expert policy development advice to programme managers and other key role players. Assist in design of draft policies in terms of policy development systems, procedures and processes. Disseminate revised and newly developed policies to staff and managers on the implementation of approved policies. Monitor and evaluate approved policies based on the correct and effective implementation and identify gaps and errors in the implementation of policies. Review and analyse policy gaps identified during implementation phase. Conduct policy review session and submit proposed policy amendments for consultation and approval process.

ENQUIRIES : Moses Mbedana Tel no: (011) 355 0139

PROVINCIAL TREASURY

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



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 23 February 2018
- 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 05/291** : **DEPUTY DIRECTOR – FINANCIAL ACCOUNTING**
Chief Directorate: Provincial Accounting Services
- SALARY CENTRE REQUIREMENTS** : R779 295. per annum (All-inclusive package)
Johannesburg
A relevant three year tertiary qualification e.g. Bachelor's Degree or National Diploma in Accounting. 3 - 5 years relevant financial accounting experience of which 3 - 5 years must be at ASD/Supervisory level. Experience in the preparation of consolidated financial statements, review and feedback of individual financial statements of clients as well as provision of technical accounting support to clients. Practical knowledge and understanding of the relevant reporting requirements such as the Modified Cash Standard and GRAP as well as the Public Finance Management Act and Treasury Regulations. Knowledge of BAS and SAP. An individual who is self-motivated with leadership and people management skills. Ability to build and manage relationships with key stakeholders.
- DUTIES** : The incumbent will be responsible for the preparation of the Departmental and Entities Consolidated Annual Financial Statements. Ensure that an audit action plan is compiled and monitored for the audit results on the Consolidated Financial Statements. Review and feedback on the quarterly and annual Provincial Revenue Fund financial statements. Assist the Provincial Legislature with the conversion of their annual financial statements from the GRAP to the Modified Cash basis of Accounting. Review and feedback to GPG departments and entities on their quarterly and annual financial statements. Review and feedback to GPG departments and entities on their monthly financial statements disclosures. Provide proactive assistance and hands-on support to all GPG departments and entities in ensuring that all recommendations from the various financial statement reviews are adequately

implemented. Monitor the progress and report on implementation of audit recommendations from the Office of the Auditor-General SA for all GPG departments and entities. Attend audit steering committees and assist client departments and entities in addressing audit queries from the AGSA. Communicate and assist client departments and entities with implementation of new accounting reforms and standards. Conduct physical one-on-one engagements with client departments and entities and ensure that all financial accounting related challenges are being adequately addressed.

ENQUIRIES

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Ms B Mtshizana Tel no: 011 227 9000