

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 06/105** : **MEDICAL REGISTRAR REF NO: HRM 09/2018 (2 POSTS)**
Directorate: Nuclear Medicine
- SALARY** : R736 425 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Registrars must be registered with the Health Professions Council of South Africa and must be post Community Service.
- DUTIES** : Involvement in the provision of a professional clinical nuclear medicine service. Performance, interpretation and reporting of diagnostic nuclear medicine investigations. Patient treatment with unsealed sources. Patient management and clinical assessment. Responsibility for patient care in the department. Liaison with other disciplines. Teaching and training within the service. Providing after hour care in accordance with the commuted overtime contract. Working with the Head of Department in the day-to-day running of the department.
- ENQUIRIES** : Prof. MM Sathekge (012) 354 1794
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 23 February 2018
- POST 06/106** : **MEDICAL OFFICER GRADE 1 – 3 OBSTETRIC & GYNAECOLOGY DEPARTMENT (1 POST)**
Directorate: Health
- SALARY** : **Grade 1:** R 736 425 – R 793 341 per annum
Grade 2: R 842 028 – R 920 703 per annum
Grade 3: R 977 199 – R 1 221 723 per annum
- CENTRE** : Pholosong Hospital
REQUIREMENTS : MBCHB Degree. Registration with the HPCSA as an independent medical practitioner. Ability to function independently and be of a multidisciplinary team. Applicant must be solution-orientated and have good decision making skills
- DUTIES** : Render inpatient and outpatient services in the relevant disciplines. A keen interest, experience and courses attended in the relevant clinical fields will be an added advantage. Commuted overtime is compulsory.
- ENQUIRIES** : Dr B Uzabakirio, Tel No; (011) 812 5000
APPLICATIONS : Applications to be sent to Pholosong Hospital, Private Bag X4, Brakpan, 1540. Hand delivery to 1067 Ndaba Street, Tsakane, 1550
- NOTE** : The institution reserves the right not to fill the post. Employment verification is compulsory for all applicants. Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached.
- CLOSING DATE** : 23 February 2018
- POST 06/107** : **MIDDLE MANAGER: ADMINISTRATION (DEMAND AND ACQUISITION MANAGEMENT) (1 POST) REF NO: CHBAH 74**
(This is the re –advertisement previous applicants are encouraged to apply).
Directorate: Supply Chain Management
- SALARY** : R657 558 per annum (All-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Degree or National Diploma in Supply Chain Management/Financial Management/Cost Accounting Management/Purchasing Management/ Public Management. 10 Years' experience in the supply chain management field with financial management background of which 5 years must be experience as an assistant director level. Experience in Ms Office (Ms Excel, Ms Word and Ms

PowerPoint) and BAS, SAP and SRM. Competencies/Knowledge/Skills: Knowledge of the Public Financial Management Act, Treasury Regulations and PPPFA. Knowledge of the public systems. Knowledge of the national and provincial mandates. In-depth knowledge of the supply chain management framework and other legislative prescripts that governs supply chain management. Knowledge of grievance and disciplinary procedures. Must be a driven and customer focused individual with excellent leadership, planning, organizing, communication (verbal and written), interpersonal relations and conflict management skills. Must have report writing, research, numerical and analytical, project management, presentation, decision making and management skills. Ability to work under pressure and meet deadlines. Must be able to work under pressure and have the ability to analyse and interpret financial information. Must have the ability to interpret and present policies and other prescripts. Excellent ability to facilitate workshops, give training and present policies. Ability to interact at strategic level and implement turn-around strategies. Service delivery orientated.

DUTIES

: Ensure effective and efficient systems related to the acquisition processes in the institution. Compilation, verification and consolidation of demand and procurement plans of goods and services for the institution. Ensure needs, market and expenditure analysis are conducted. Provide advisory support to end-users when drafting specifications (TOR). Provide administration support to management. Monitor the acquisition process and distribute procurement reports. Produce and present analysis reports on a weekly, monthly and quarterly basis. Provide technical support to the director's office with regards to the Bid Adjudication Committee submissions and reports. Provide ongoing support to both internal and external clients. Facilitates effective, efficient and transparent procurement of goods and services according to legislative prescripts. Deal with queries relating to processing of requisitions and orders within the SCM process. Implementation of National Core Standards. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)

ENQUIRIES

: Ms TTT Ravele (011) 933 9748

APPLICATIONS

: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 3 pm at Ground Floor Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

FOR ATTENTION

: Ms T.T.T. Ravele

NOTE

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

SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.

- CLOSING DATE** : 23 February 2018
- POST 06/108** : **DEPUTY DIRECTOR- RTC MANAGER (3 POSTS), REFS/002464**
Directorate: Professional Development
- SALARY** : R657 558 per annum (All inclusive remuneration package)
- CENTRE** : Central Office, Johannesburg
- REQUIREMENTS** : Post graduate qualification in Human Resource Management /Development, 3 or 4 year degree in any Health Sciences fields with 5 year experience in the field of Education Training and Development. 3-5 year's work experience as a middle manager. Current registration with the relevant statutory council, e.g. SANC, HPCSA. Knowledge of Health Sciences environment and legislation applicable to Public Health. Ability to develop and / or manage curricula. Experience in the field of HIV, AIDS, STI and TB, MCWYH, NCD and Primary Mental Health. Competencies needed: Good communication (written, verbal, presentation and negotiation) skills. Ability to supervise, mentor and manage team. Knowledge in Project, Financial, Risk and Procurement. Ability to function independently. Knowledge of PFMA. Knowledge of curriculum development, policy development and application. Proficient in computer skills in particular Excel, Word, Power Point and Outlook. Valid driver's licence and ability to drive. Knowledge of policy development and application. Attributes: Ability to make informed decisions and solve problems. A high level of diligence and commitment in ensuring that all duties are performed according to standard, quality and meet time frames set for submission of training reports and spend budget within specified time frames. An independent critical thinker. Recommendations: Experience in the field of Human Resource Management / Development. Research skills. Knowledge of Human Resource Development Legislations. Ability to work under pressure and meet set deadlines.
- DUTIES** : Overall Management of the RTC. Responsible for performance of the development of the RTC Business Plan and its objectives. Plan, align, coordinate, manage monitor and evaluate the Regional Training Centre related activities of the Professional Development Sub Directorate in response to the identified needs to meet the goals of the Department. Develop and manage systems for internal financial control and procurement systems for the RTC in line with departmental procedures. Advise on curriculum development manage accreditation of the new training programmes and career pathing of the mid-level workers. Performance management of personnel. Liaise with Higher Education Institution and School of Public Health on National and Provincial priority health projects. Manage all stakeholders involved in training. Develop tools for monitoring and evaluation of training programmes. Compile skills audits and training needs analysis reports. Compile training information and statistics reports monthly, quarterly and annually.
- ENQUIRIES** : Ms. MH Lawrence Tel No: 079 881 5720
- APPLICATIONS** : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, or apply online by visiting www.gautengonline.gov.za.
- NOTE** : Attach certified copies of your qualifications, identity book copy or smartcard, professional body and driver's licence, curriculum vitae, and Z83. Applications without proof of the necessary documents will be disqualified. All shortlisted candidates will undergo an essential computer test.

POST 06/109 : **ASSISTANT MANAGER NURSING (AREA): HAST X 1 REF NO: REFS/002468**
 Directorate: Nursing Services

SALARY : R499 953. per.annum. (plus benefits)
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice R425 (ie. Diploma / Degree) in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate / recognizable experience in Nursing, after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred above must be appropriate / recognizable experience at management level. Certificate in HIV management will be an added advantage. A computer literacy, good communication and interpersonal relation skills. People management skills, teamwork skills, self-motivated and goal orientated. Ability to work under pressure and report writing skills.

DUTIES : Coordination of the implementation of HAST strategic plan in line with 90 90 90, HIV and TB strategy. Collaboration and facilitation of the HAST Business Plan. Manage and coordinate human, financial and physical resources. Ensure proper referral system. Liaise with both internal and external stakeholders on HIV / TB related services. Implementing quality assurance to the HIV / TB programmes to ensure sustained treatment viral suppression and cure rate. Ensure proper reporting system. Ensure availability of HIV and AIDS, TB policies within the facility. Perform all other duties delegated by supervisor.

ENQUIRIES : Mrs. C. M. Malekane, Tel no (011) 898 8311
APPLICATIONS : Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1460, Physical address: Railway Street, Boksburg, 1460 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 23 February 2018

POST 06/110 : **CHIEF PHYSIOTHERAPIST REF NO: HRM 10/2018**
 Directorate: Physiotherapy

SALARY : R414 069 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : B.Sc Physiotherapy or equivalent qualification. Proof of original as well as current registration with the HPCSA as an independent Physiotherapy practitioner. A minimum of 3 years' experience (Excluding community service) in the Physiotherapy profession of which at least 3 years in supervisory position. Knowledge of public service legislation, policies and procedures. Good writing, communication, supervisory, planning and organizational skills. Ability to work in a multidisciplinary team.

DUTIES : Manage, plan coordinate and implement Physiotherapy services in allocated sections according to Departmental Organogram. Manage own patient workload. In the absence of the Head of Department, attend relevant meetings and assume relevant functions on behalf of the Head of Department. Monitor, motivate for and repair equipment and other resources. Promoting and implementing continued Professional development programs as well as research and projects in the section. Assist with implementation and monitoring of record keeping, statistics and quality assurance programs. Supervision, evaluation and training of allocated operational staff and students. Management of personnel performance and review thereof.

ENQUIRIES : Mrs. FN Pebane (012) 354 1652
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 23 February 2018

POST 06/111 : **MIDDLE MANAGER: ADMINISTRATION (1 POST) REF NO: CHBAH 73**
 Directorate: Human Resource (Training and Development and PMDS)

SALARY : R334 545 per annum (Level 9) (Plus Benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Grade 12 with 10 years' experience in human resource on a supervisory level or a recognized three (3) years Degree/National Diploma/equivalent qualification with five (5) years' experience in in human resource on a supervisory level. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel and Ms PowerPoint). Must have presentation skills. Experience in dealing with public. Ability to communicate well with people at different levels and from diversified backgrounds. Sound verbal and written communication skills. Sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge of the public service regulations, public service act and other relevant human resource legislative framework. Experience in training and development, PMDS and recognition of prior learning (RPL) certificate will an added advantage.

DUTIES : Manage human resource training and development section. Manage the implementation of the human resource training and development sub directorate policies, plans and strategy. Develop internal controls, guidelines and procedures on training and development of employees in line with human resource practices, procedures, guidelines and policies. Ensure the implementation of AET (Adult Education Training), Internship and Learnership Programmes, Professional Development, Generic Training Programmes and Orientation and Induction Programme. Continually improve service delivery and administer performance measures through the development and pursuing a system approach to employee development based upon a department skills gap analysis and Performance Management Development System (PMDS). Manage the implementation of Performance Management Development System in the institution. Coordinate the compilation of the Workplace Skills Plan (WSP), coordinate the skills development committee meetings and manage the training report. Manage the implementation of grade and pay progression. (OSD and Non-OSD). Attend to audit queries and the implementation of the recommendations thereof. Provide training and support to subordinates. Advice management and the department on human resource practices, procedures, guidelines and policies etc. Be responsible for mentoring and training officials. Do other reasonable ad-hoc exercises. Adhere to timelines. Monitor and evaluate policy development and implementation. Co-ordinate and execute policy strategy. Be willing to undergo continuous training and development programmes. Attend meeting and training as approved by supervisor. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

ENQUIRIES : Mr. ZP Khanyile (011) 933 8022
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Ground floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

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

company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.

- CLOSING DATE** : 23 February 2018
- POST 06/112** : **ASSISTANT DIRECTOR REF NO: CHBAH 72 (1 POST)**
Directorate: Information, Communication and Technology
- SALARY CENTRE REQUIREMENTS** : R334 545 per annum (All-inclusive package)
: Chris Hani Baragwanath Academic Hospital
: National Diploma Information Communication and Technology or Matric with IT Diploma Information Technology or A+, N+, MSCE, Certificate of a least one programming language. A minimum of 5 years' experience in Health Department Information communication and Technology and computer programming. Competencies: Network management and administration skills, computer programming. Experience in dealing with public. Ability to communicate well with people at different levels and from diversified backgrounds. Sound verbal and written communication skills. Sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative and work independently. Ability to work independently and in a team. Knowledge of public service legislation, policies and procedures. Knowledge and experience in Health Information System will an added advantage.
- DUTIES** : Manage Software applications, hardware systems, information technology platforms, telecommunications systems and ensure effective information security; Manage and ensure that backup/archives are scheduled and kept offsite; Manage the network, server and desktop environment to ensure required capacity and security. Manage applications and system currently in use (Medicom, RX, Down Referrals, IVS etc., Manage own patient load. Attend to enquiries in a professional manner and give guidance and advice. Adhere to time lines. Be willing to undergo continuous training and development programmes. Attend meeting and training as approved by supervisor. Management of IT call center personnel. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).
- ENQUIRIES APPLICATIONS** : Ms S. Ndlovu (011) 933 8401
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room Ground floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**FOR ATTENTION
NOTE**

: Ms S. Ndlovu
: The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.

CLOSING DATE

: 23 February 2018

POST 06/113

: **HR OFFICER: HR POLICY RESEARCH & DEVELOPMENT REFS/002465**
Directorate: Human Resource Management

**SALARY
CENTRE
REQUIREMENTS**

: R226 611 per annum (plus benefits)
: Central Office, Johannesburg
: Degree/National Diploma in Human Resource Management with at least 1 year experience in Human Resource Management or a Grade 12/NQF 4 certificate with 3-5 years' experience in Human Resource Management. 1 year experience in HR Policy Research & Development will serve as an advantage. Driver's licence is mandatory. Knowledge of the Public Service Act, 1994, Basic conditions of service, Public Service Regulations and Resolutions etc. Computer literacy skills, ability to implement and interpret existing HR policies, basic research skills, planning and organisation skills. Analytical and problem-solving skills, creative and innovative skills, excellent report writing skills, good presentation skills, ability to manage projects and meet deadlines, team player, working under pressure, ability to work without close supervision and display a high level of commitment.

DUTIES

: Identify HR policy development needs and conduct research, benchmark HR policies against other Departments for best practices, Provide HR policy workshops to all employees of the Gauteng Department of Health, develop a database of existing policies, assist with policy review process, advise institutions and managers with regard to the correct application of policies, monitor and evaluate the effectiveness of the implemented policies, coordinate HR forums for purposes of information sharing, maintain good relations with all policy stakeholders within the Department, conduct investigations arising from HR policy implementation, gather statistics and compile HR policy reports on a quarterly basis, keep abreast of developments at DPSA on a weekly basis

by visiting the internet. Accept greater responsibility and perform other important tasks as required by the unit.

ENQUIRIES APPLICATIONS : Mr. Nicholus Mdlolo - Tel: (011) 355 3114

: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book copy or smartcard and driver's licence, curriculum vitae, and Z83. Applications without proof of the necessary documents will be disqualified, or apply online by visiting www.gautengonline.gov.za.

CLOSING DATE : 23 February 2018

POST 06/114 : **HEALTH INFORMATION OFFICER REF NO: CHBAH 75 (1 POST)**
Directorate Health Information Management

SALARY CENTRE REQUIREMENTS : R226 611 per annum (Level 7) (plus benefits)
: Chris Hani Baragwanath Academic Hospital
: Grade 12 with 3 – 5 years' experience in Health Information Management. Proficient in the use of computers. (Ms Office package - Ms Word, Ms Excel, PowerPoint). Sound knowledge of national health priorities, objectives and indicators. Understanding of the health information flow and reporting requirements. Ability to analyse and communicate results to end users. Ability to liaise with internal and external stakeholders. Knowledge of internal procurement services. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of the Batho Pele Principles and knowledge of Labour Relations processes. High level of reliability. Ability to handle information confidentially. Good telephone etiquette. Ability to act with tact and discretion. Ability to handle tasks of multidisciplinary nature. Experience in a health care setting using Health Department Information Systems and software (DHISS) or a relevant tertiary qualification will be an added advantage.

DUTIES : Ensure that good quality data is collected across the hospital, verified, collated, captured into DHIS and submitted to the next level on time. Provide feedback to the reporting units through presentations and narrative reports. Ensure compliance with all provincial and national reporting requirements. Ensure that the health information records are filed properly and is readily available. Provide advice to ward managers and heads of departments with regard to Health Information Management. Put mechanisms in place to improve the quality of health information. Provide support and training to junior staff members in the Health Information Management unit. Manage staff. Perform other related duties as assigned and agreed upon. Attend to enquiries in a professional manner and give guidance and advice. Adhere to all legal instructions given to you in writing or verbally by a senior staff member. Adhere to time lines. Be willing to undergo continuous training and development programmes. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

ENQUIRIES APPLICATIONS : Ms S.M.O. Masote (011) 933 8742
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 3 pm at Ground Floor Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

FOR ATTENTION NOTE : Ms S.M.O. Masote
: The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service

certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibility of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.

- CLOSING DATE** : 23 February 2018
- POST 06/115** : **COMPUTER TECHNOLOGIST (1 POST) REF NO: CHBAH 71**
Directorate: Information, Communication and Technology
- SALARY CENTRE REQUIREMENTS** : R226 611 per annum (All-inclusive package)
: Chris Hani Baragwanath Academic Hospital
: Matric with IT Diploma or A+/N+/MCSE/ITIL. A minimum of 1-year experience in Health Department Information communication and Technology. Competencies: Technical (desktop/laptop and server) support and network support (data and voice). Experience in dealing with public. Ability to communicate well with people at different levels and from diversified backgrounds. Sound verbal and written communication skills. Sound knowledge of Windows platform. (Windows OS, Ms. Office Suite). Sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative and work independently. Ability to work independently and in a team. Knowledge of public service legislation, policies and procedures. Knowledge and experience in Health Information System will an added advantage
- DUTIES** : Ability to create and configure user accounts. Provide first line support and escalate where necessary. Attend to logged calls are attended to timeously, provide report. Conduct end user training. Trace and resolve tele faults. Provide first line telephone infrastructure support. Ensure 24/7 365 days' support. Standby Provide system support and configure (HIS/RX, /IVS/VDI and Citrix). Maintain and configure hardware, telecommunications systems and ensure effective information security; Perform daily backup/archives; manage the network, server and desktop environment to ensure required capacity and security. Attend to enquiries in a professional manner and give guidance and advice. Adhere to time lines. Be willing to undergo continuous training and development programmes. Attend meeting and training as approved by supervisor
- ENQUIRIES APPLICATIONS** : Mr. E Mphahlele (011) 933 9037
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Room 506, 5th floor, Main Admin Building. Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 8am and 4pm at Ground floor, Main Admin Building or posted to The

**FOR ATTENTION
NOTE**

Director: Human Resource, Chris Hani Baragwanath Academic Hospital,
Private Bag X01, Pimville, 1808.

Mr. E Mphahlele

The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). A minimum of three reference persons with their name, contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. (Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature). It is the responsibly of applicants with foreign qualifications to attach/provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). (No copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). (Candidates who are shortlisted will be informed accordingly). CHBAH also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.

CLOSING DATE

23 February 2018

POST 06/116

MATERIAL RECORDING CLERK REF NO: J/02/2018

Directorate: Supply Chain

**SALARY
CENTRE
REQUIREMENTS**

R152 862. per annum (plus benefits)

Jubilee District Hospital

Grade 12 Certificate plus minimum of 1 year experience in Supply Chain Management or Diploma /Degree in Supply chain management or logistics with minimum of 6 months experience. Must be knowledgeable on SAP, SRM and SAP R3. Good interpersonal relations and computer literate. good understanding of Supply Chain Policy, PAS 1 ,PAS 2, PFMA ,Treasury regulations, BBBEE. PPPFA, Inventory management and contract management policy.

DUTIES

Requesting of RFQ'S from suppliers or service providers, ensure that specification are clear and explicit. Obtaining SBD forms, Tax clearance certification, BBBEE certificates, Adjudication of quotations and compilation of comparison schedule. Prepare documents for budget allocations. Timorous creation of requisitions on SRM system. Expedite creation of purchase orders from HPC. Must be able to accept responsibility and complete work with acceptable pressure. Excellent time management, organisational skills, self-motivated and goal driven .Ability to effectively communicate to technical and non-technical personnel in the organization Comply with the performance management and development system (contracting, quarterly reviews, and final assessment)

**ENQUIRIES
APPLICATIONS**

Mr. Dladla J.T (012)717 9487

Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than

3 months). No copy of a copy. Application documents must be submitted to Jubilee District Hospital Human Resource Department Private bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road Jubilee District Hospital
23 February 2018

CLOSING DATE

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DEPARTMENT OF OFFICE OF THE PREMIER

APPLICATIONS

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Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 30 Rahima Moosa Street, Newtown, Johannesburg or posted to Private Bag X61 Marshalltown 2107 or Email Recruitment.Premier@gauteng.gov.za or online on www.gautengonline.gov.za

CLOSING DATE

:

NOTE

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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.

OTHER POSTS

POST 06/117

:

DEPUTY DIRECTOR: NEWS AND MEDIA LIAISON REF NO: 002473
Directorate: Strategy and Media Liaison

**SALARY
CENTRE**

:

R657 558 – 774 576 per annum (all-inclusive remuneration package)
Johannesburg

REQUIREMENTS

:

A Grade 12, 3-4 years Diploma/ degree in communication science. 4-5 years in junior management position. At least five years' experience in the news and media, strategic communications or government communications field. Proven strong writing, editing and other journalistic skills and experience, including writing news and feature articles, headlines and captions. In depth understanding of the mass media. An ability to manage the production and distribution process of a newspaper. Proficiency in at least three South African languages. Have a keen interest in current affairs. Leadership abilities and strong people skills. Ability to work under pressure and meet deadlines. Managerial and organisational experience. An understanding of and commitment to government objectives, policies and programmes. Relevant experience in new media management.

DUTIES

:

Manage the overall integrity of the Gauteng News and other publications, in line with government priorities and design standards. Plan content, print space, layout and design, coverage, advertising and scheduling for the monthly newspaper and other publications, strategically. Prepare, write, proof-read and edit content for Gauteng News as well as content for other Gauteng Provincial Government (GPG) publications, including booklets, posters,

pamphlets, and other media. Manage and convene diary meetings. Oversee, assign and mentor writers, interns, researchers and fact checkers. Assign duties to the team that will result in effective production and distribution of publications. Verify information for publication purposes. Monitor news gathering activities. Support the writing and editing of media statements, news releases, speeches and opinion pieces. Develop an efficient system for writing and editing of GPG communication products. Develop and update the editorial policy. Develop strategies for partnerships and participation from the public. Ensure effective distribution of the Gauteng News Publication and sustain key messages linked to the communication programme. Manage the financial and human resources of the sub-directorate. Assist in managing the Directorate. Compile strategic plans and monthly and quarterly progress reports for the sub-directorate.

ENQUIRIES : Ms Gugulethu Mdhuli Tel: (011) 298 5696/5661

POST 06/118 : **ASSITANT DIRECTOR: LOGISTICS REF NO: 002401**
Directorate: Supply Chain Management

SALARY : R334 545 – R 404 121 per annum
CENTRE : Johannesburg

REQUIREMENTS : A Grade 12, Bachelor's Degree/ National Diploma in Purchasing or related field with a minimum of 3 - 4 years' experience as a Senior Administration Officer in the Logistical Management Field and Supply Chain Management (majority of which should be in Transport and Inventory Management). Knowledge of the PFMA, Treasury Regulation, Framework for Supply Chain Management, PPPFA, and other relevant legislation. Supervisory experience within the Supply Chain Management. Advanced computer literacy, good interpersonal and communication (written and verbal) skills. Good customer relations management, Problem solving, and Decision making skills. Valid Driver's Licence.

DUTIES : Manage all the provisioning administration and logistical services which includes Fleet Management and Inventory. Manage transport related services in the Office of the Premier, monitoring and controlling of incoming and outgoing stock. Conducting quarterly physical stock counts. Manage the components budget. Ensure compliance with the prescripts and policies related to Supply Chain Management which includes implementation of logistical policies. Development of systems and improvement of work process flows. Lead and guide the team to adopt best practice. Manage and control Departmental fleet which entails liaising with G-fleet (Government Garage) on leases of new fleet, liaise with merchants in respect of repairs/services for the fleet, address needs for any additional driving services as and when necessary. Compliant vehicle allocations, conducting fleet spot checks. Compile monthly and quarterly reports in Inventory management (Inventory stock reports) and Transport Management (Lease reports and G-fleet expenditure reconciliation reports). Manage Staff.

ENQUIRIES : Mr Mxolisi Xulu Tel: (011) 298 5696/5661

POST 06/119 : **ADMINISTRATIVE OFFICER: PERFORMANCE MONITORING AND EVALUATION X2 (CONTRACT UNTIL 31 MARCH 2019) REF NO: 002308**
Chief Directorate: Performance Monitoring and Evaluation
(This is Re – advertisement, those applied previously must re-apply)

SALARY : R226-611 – R 266 943 per annum
CENTRE : Johannesburg

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma or equivalent qualification Plus 6 months to 2 years' experience in the performance monitoring and evaluation field. Knowledge of administrative field. Good understanding of government decision-making, planning, policies and priorities. Knowledge of financial, provisioning and procurement prescripts and procedures. Knowledge of document management, tracking and retrieving of information. Competencies needed: Planning and organising skills. Office administration skills. Communication (verbal and written) skills. Problem-solving skills. Computer literacy. Attributes: Good interpersonal relations. Compliant. Systematic. Ability to work under pressure. Ability to work in a team and independently. Adaptive. Confidentiality. Accuracy. Disciplined. Assertive. Honesty and integrity. Friendly and trustworthy.

- DUTIES** : Assist with the coordination of quarterly performance review in key outcome areas including GEYODI targets. Facilitate data verification and validation. Undertake data analysis and strategic analysis and develop strategic performance reviews. Participate in monitoring and evaluation activities, including Service Delivery Monitoring. Assist with the management of evaluations and policy research. Support policy analysis to facilitate appropriate theories of change, setting of indicators and targets and alignment with policy priorities. Contribute to the design and maintenance of appropriate information management systems. Assist with logistical arrangements for travelling, meetings, workshops and other stakeholder engagements. Prepare and ensure distribution of meeting and workshop documents timeously. Assist with taking minutes in evaluation steering committee meetings, tracking and managing progress on evaluations undertaken. Assist with the capturing of data, collect and disseminate relevant project information and reports. Render secretariat services i.e. create, update and maintain project repository.
- ENQUIRIES** : Mr Tshepo Rasego, Tel: (011) 298 5696/5661
- NOTES** : This post was advertised on circular no. 4 with incorrect requirements and duties. Please see the correct and re-apply if necessary.
- CLOSING DATE** : 23 February 2018