

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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

MANAGEMENT ECHELON

<u>POST 07/84</u>	:	<u>MEDICAL HEAD CLINICAL UNIT IN ORTHOPEDICS REF NR: SEB-MED-03</u> Directorate: Orthopedics
<u>SALARY</u>	:	R1 550 331. per annum (All-inclusive package)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENT</u>	:	A degree (MBCHB) or equivalent, Registration with HPCSA as a Medical Specialist in Orthopedics. Proof of current registration with HPCSA as medical Specialist in Orthopedics. 3 (three) years post registration experience as a Medical Specialist Grade 1 in Orthopedics. A minimum of 3 years appropriate experience in arthroplasty after registration with the HPCSA as a Medical Specialist in Orthopedics, Appropriate teaching and learning skills and Demonstrate research skills. 5 (Five) years management experience will be an added advantage
<u>DUTIES</u>	:	An in-depth knowledge of the functioning of Orthopedic department, Ability to perform appropriate specialized 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 Orthopedic Department at Sebokeng Hospital, Conducting of clinics, ward rounds and consultations to other disciplines, Drawing up of protocols for patients and ward/clinic management, Performance of procedures relevant to the discipline, Supervision of / participation in post graduate and undergraduate training, Participation in the academic programs of the department, Conducting relevant research within the department of Orthopedic, Performing regular audits of the department, Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Orthopedic services in the district, Providing consultative support services to peripheral institutions as part of the department's outreach program
<u>ENQUIRIES</u>	:	Dr Ngcwabe Z Tel: 016 930 3300
<u>APPLICATIONS</u>	:	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>	:	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 date please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment.
<u>CLOSING DATE</u>	:	02 March 2018
<u>POST 07/85</u>	:	<u>MEDICAL SPECIALIST GRADE 1 UROLOGY REF NR: SEB-MED-04</u> Directorate: Urology
<u>SALARY</u>	:	R991 857. per annum (All-inclusive package)
<u>CENTRE</u>	:	Sebokeng Hospital

<u>REQUIREMENTS</u>	:	A degree (MBChB) or equivalent. Registration with HPCSA as a Medical Specialist in Urology. Proof of current registration with HPCSA as medical Specialist in Urology. 2 (Two) years post registration experience as a Medical Specialist Grade 1 in Urology. Two years management experience will be an added advantage.
<u>DUTIES</u>	:	An in-depth knowledge of the functioning of Urology 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 Urology 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 Urology services in the district. Providing consultative support services to peripheral institutions as part of the department's outreach program.
<u>ENQUIRIES</u>	:	Dr Mashele OP Tel: 016 930 3301
<u>APPLICATIONS</u>	:	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>	:	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 qualifications 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. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	02 March 2018
<u>POST 07/86</u>	:	<u>SPECIALIST CARDIOLOGIST RE-ADVERTISEMENT (1POST) REF NO: REFS/002458</u> Directorate: Cardiology
<u>SALARY</u>	:	R991 857 – 1 052 712 per annum (all-inclusive package)
<u>CENTRE</u>	:	Helen Joseph Hospital
<u>REQUIREMENTS</u>	:	Appropriate medical qualification that allows registration with the HPCSA as a specialist cardiologist.
<u>DUTIES</u>	:	Clinical Duties: Coordination of cardiology services at Helen Joseph Hospital for both inpatient and outpatient services. Supervision of the clinical technology service for cardiology. Overseeing the interventional cardiology services for Helen Joseph Hospital at Charlotte Maxeke Johannesburg Academic Hospital as there is close collaboration with CMJAH Division of Cardiology as a referral centre for emergency and surgical cases. Commuted Overtime is compulsory. Academic: Participation in the academic duties of the Wits Department of Cardiology. Performance of research within the Wits Department of Cardiology. Supervision of research within the department and MMed students. Teaching: Training and supervision of Senior registrars, Registrars, Medical Officers, Medical Interns and Medical students including tutorials, teaching ward rounds and skills development. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff. Management: Managerial and administrative responsibilities within the Department of Internal Medicine of Helen Joseph Hospital. Participation in management committees of Helen Joseph Hospital. Ensure the provision of 24 hour cardiology care to Helen Joseph Hospital. Skills: Patient first mentality; General management skills; Excellent communication skills; Good professional judgement; Integrity and professional dependability;

Leadership experience; Conflict management; Cost- containment. Technology and computer skills; Problem-solving experience; Coaching and mentoring experience

ENQUIRIES : Dr J Punwasi Tel No: 011 489 0014

APPLICATIONS : Applications should be submitted at the Helen Joseph Hospital, No14 Perth Road Auckland Park. Human Resource Department or apply online at: www.gautengonline.gov.za

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test. Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

CLOSING DATE : 02 March 2018

POST 07/87 : **MEDICAL SPECIALIST (OBSTETRICS & GYNAECOLOGY) REF NR: SEB-MED-02**
Directorate: Clinical Services

SALARY : Grade 1: R991 857. per annum (All-inclusive package)
Grade 2: 1 134 069. per annum (All-inclusive package)

CENTRE : Sebokeng Hospital

REQUIREMENTS : GRADE 1; Appropriate Qualification in Obstetrics and Gynaecology that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist with HPCSA, PLUS current registration with HPCSA.GRADE 2: Appropriate Qualification in Obstetrics and Gynaecology that allows registration with the HPCSA as a Specialist with HPCSA, PLUS current registration with HPCSA and minimum of 5 years' appropriate experience as a Medical Specialist after registration with HPCSA.

DUTIES : Provision of quality, cost effective and efficient 24 hour Obstetrics & Gynaecology service in keeping with Batho Pele Principles. Assist with the training and guidance of Medical Students, Interns, Medical Officers, Registrars, and other staff categories including the running of an academic / in-service programme for the Doctors and Nurses in the Department. Maintain accurate and appropriate health records in accordance with legal and ethical principles and ensure that junior staff is complying. Assist the Senior Manager: Medical Services at Sebokeng Hospital in ensuring that the Operational Plan of the hospital is implemented. Co-ordinate and attend to Medico-legal issues pertaining Obstetrics & Gynaecology Department. Manage performance of Doctors and Interns in the Department of Obstetrics & Gynaecology Department. Participate in processes of recruitment of Doctors in the Department of Obstetrics & Gynaecology. Oversee clinical audits. Oversee in Obstetrics & Gynaecology outreach programme for the Clinics and District Hospitals referring to Sebokeng Hospital.

ENQUIRIES : Dr. ZIM Lenake (016) 930 3000 / Dr. Msibi (016) 930 3303/4

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 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 : Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983 or online at www.gautengonline.gov.za.

OTHER POSTS

POST 07/88 : **MEDICAL OFFICER GRADE 1-3 REF NO: 002510**
Directorate: Anaesthesiology Unit

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 : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : 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. An interest in a career in Anaesthesiology and a Diploma in Anaesthesia are advantageous. ACLS is recommended.

DUTIES : Peri-operative management and care of patients. This includes after-hours work. The Medical Officer will also be expected to participate in the department's academic program and in any research activities. If the Medical Officer has not yet completed a Diploma in Anaesthesia, they will be expected to complete one within the first year of employment in the department.

ENQUIRIES : Dr. M. Mbeki, Tel. No: (012) 373-1053

APPLICATIONS : 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 : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. 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 : 02 March 2018

POST 07/89 : **DENTIST GRADE 1/2/3 REFS: WOHC/03/2018**
Directorate: Department of Prosthodontics.

SALARY : R714 819- 977 199 per annum (plus benefits)

CENTRE : Wits Oral Health Centre

<u>REQUIREMENTS</u>	:	Registration with HPCSA as Dentist in category independent practice. Minimum of five years experience as a Dentist post Community Service. MSc and /or postgraduate qualification as an added advantage.
<u>DUTIES</u>	:	Dentist will be responsible for clinical services, teaching, research and participation in all departmental activities and related administration. Applicant will be exposed to fixed and/or removable prosthodontics, digital technologies in oral rehabilitation
<u>ENQUIRIES</u>	:	Mr. PF Monama 011481 2099
<u>APPLICATIONS</u>	:	Applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered at Wits Oral Health Centre c/o Charlotte Maxeke JHB Academic Hospital, area 385, Block 3 (Orange block), HR Office Room 09 & 10, Parktown-, Johannesburg or apply online at www.gautengonline.gov.za .
<u>NOTE</u>	:	Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of necessary documents will be disqualified NB. upload your certified documents if you apply online.
<u>CLOSING DATE</u>	:	02 March 2018
<u>POST 07/90</u>	:	<u>CLINICAL PSYCHOLOGIST REF NO: HRM 11/2018</u> Directorate: Psychiatry
<u>SALARY</u>	:	R633 702 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Registration with the HPCSA as a Clinical Psychologist. Previous experience in a Psychiatric Hospital will be a recommendation.
<u>DUTIES</u>	:	Perform clinical, academic and administrative duties as required by the service delivery needs of the Department. Perform service delivery for adult in-patients, and out-patients at Steve Biko Academic Hospital as a Clinical Psychologist.
<u>ENQUIRIES</u>	:	Dr. GP Grobler Tel: (012) 354 3191
<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>	:	02 March 2018
<u>POST 07/91</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALITY STREAM REFS/002485</u> Directorate: Nursing Division (Main Theatres)
<u>SALARY</u>	:	R546 315 per annum (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (diploma/ degree in nursing) that allows Registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Operating Theatre Nursing Science. A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification as indicated above. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level.
<u>DUTIES</u>	:	Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure proper nursing care in the unit. Deliver a service in the Speciality areas indicated

to ensure service delivery on a 24 hour basis. Will be required to do call within the discipline and with hospital sit-ups as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to work under pressure to meet patient care standards within the discipline. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service.

- ENQUIRIES** : Ms. E.M. Kunene, Tel (011) 488 3826
- APPLICATIONS** : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
- CLOSING DATE** : 02 March 2018
- POST 07/92** : **PNB4 ASSISTANT MANAGER NURSING SPECIALTY AREA (OPERATING THEATRE) – READVERTISEMENT REF NO: 002511**
Directorate: Nursing Unit
- 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 Managers Specialty with Diploma in Nursing Administration. A minimum of 10-years appropriate / recognizable 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 / recognizable experience after obtaining the 1 year post basic qualification in Operating Theatre Nursing Science. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level in Operating Theatre as an Operational Manager. Proof of 2018 SANC receipt. Proof of service records. 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, HR, 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, cooperative, team player, supportive, assertive. Computer literacy: MS Excel, E-mail, PowerPoint, driver's 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** : 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** : 02 March 2018
- POST 07/93** : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REFS/002452**
Directorate: Nursing Division: Orthopaedic Out Patient (Area 257)
- SALARY CENTRE REQUIREMENTS** : R499 953 per annum (plus benefits)
: Charlotte Maxeke Johannesburg Academic Hospital
: Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic qualifications in Orthopaedic Nursing or Trauma & Emergency Nursing of the duration of 1 year, accredited with SANC in nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualifications in Orthopaedic Nursing or Trauma & Emergency Nursing. Computer literacy will be added advantage.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Demonstrate a basic understanding of HR practice. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi – disciplinary team on a supervisory level to ensure good nursing care by the nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious difference. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.
- ENQUIRIES APPLICATIONS** : Ms D. A. Ramoshu, Tel (011) 488 3360
: Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE : 02 March 2018

POST 07/94 : **OPERATIONAL MANAGER NURSING SPECIALITY STREAM REFS/002499**
Directorate: Nursing Division (Main Theatres)

SALARY : R499 953 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (diploma/ degree in nursing) that allows Registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Operating Theatre Nursing Science. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification as indicated above.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure proper nursing care in the unit. Deliver a service in the Speciality areas indicated to ensure service delivery on a 24 hour basis. Will be required to do call within the discipline and with hospital sit-ups as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to work under pressure to meet patient care standards within the discipline. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service.

ENQUIRIES : Ms. E.M. Kunene, Tel (011) 488 3826
APPLICATIONS : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE : 02 March 2018

POST 07/95 : **ASSISTANT MANAGER NURSING GENERAL STREAM REFS/002503**
 Directorate: Nursing Division: Quality Department

SALARY : R499 953 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (diploma/ degree in nursing) or qualification that allows Registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. 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 to above must be appropriate / recognizable experience at management level. Degree / Diploma or Certificate of Quality management, basic computer literacy, in-depth training of customer care and complaint management, and project management will be added advantage. Knowledge of health legislation frame work and National core standard, excellent interpersonal skills and communication (verbal and written) organization, ability to work under pressure and meet deadlines. Excellent planning and organizational skills, high level of ethical conduct and integrity. Ability to organize with staff of all levels within the organization.

DUTIES : Demonstrate an in depth understanding of health legislation frame work and National core standard and related legal and ethical practices and how this impacts on Service delivery. Ensure clinical and non-clinical practice is in accordance with the scope of practice standard and legislation as determined by different (business units) e.g. clinical, Human Resource, Finance, Supply Chain, Logistic risk, and ITC policies etc. To monitor compliance on the national core standards, assess compliance, and monitor deviation from set targets. Evaluate the quality improvements plan and assist in update thereof. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi – disciplinary team on a supervisory level to ensure good work relations. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious difference. Able to manage own work, time and that of junior and senior colleagues to ensure proper service in the hospital.

ENQUIRIES : Ms. C. Mfolo, Tel (011) 488 4142
NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

APPLICATIONS : Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za

CLOSING DATE : 02 March 2018

POST 07/96 : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REFS/002501**
 Re – Advertisement
 Directorate: Nursing Division: Transplant ICU / Nephrology Area (563)

SALARY : R499 953. per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (Diploma / Degree in Nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing in Critical Care / Nephrology qualification of the duration of 1 year accredited with SANC in Nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable

<u>DUTIES</u>	:	experience after obtaining the 1 year post basic qualification in Critical Care Nursing. Computer literacy will be an added advantage.
	:	Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi – disciplinary team on a supervisory level to ensure good nursing care by the nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious difference. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.
<u>ENQUIRIES</u>	:	Ms D. A. Ramoshu, Tel (011) 488 3360
<u>APPLICATIONS</u>	:	Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Parktown. Or apply online at: www.gautengonline.gov.za
<u>NOTE</u>	:	The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
<u>CLOSING DATE</u>	:	02 March 2018
<u>POST 07/97</u>	:	<u>PNB3 OPERATIONAL MANAGER SPECIALTY (OPERATING THEATRE) REF NO: 002512</u> Directorate: Nursing Services
<u>SALARY</u>	:	R499 953 – R562 698 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	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 Operating Theatre 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 (Operating Theatre) 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 priority. Computer literacy and drivers 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** : 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** : 02 March 2018
- POST 07/98** : **OPERATIONAL MANAGER NURSING (MOU) REF NO: EHD2018/02/05**
Directorate: Primary Health Care
- SALARY** : R499 953. - R562 698. per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District (Kwa –Thema CHC)
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) as Professional Nurse plus a post basic nursing qualification (Midwifery and Neonatal Nursing Science), with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant speciality. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant speciality (Midwifery and Neonatal Nursing Science). Computer literacy. A valid Driver's licence is essential. Knowledge of all Legislation relevant to Health Care Services.
- DUTIES** : Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Management of resources. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager.
- ENQUIRIES** : Ms T. Moeketsi Tel No: (011) 737 - 9246

APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager

NOTE : People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 02 March 2018

POST 07/99 : **OPERATIONAL MANAGER NURSING (MOU) REF NO: EHD2018/02/06**
Directorate: Primary Health Care

SALARY : R499 953. -R 562 698. per annum (plus benefits)

CENTRE : Ekurhuleni Health District (Phillip Moyo CHC)

REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) as Professional Nurse plus a post basic nursing qualification (Midwifery and Neonatal Nursing Science), with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant speciality. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant speciality (Midwifery and Neonatal Nursing Science). Computer literacy. A valid Driver's licence is essential. Knowledge of all Legislation relevant to Health Care Services.

DUTIES : Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Management of resources. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager.

ENQUIRIES : Ms N.M Xaba Tel No: (011) 426 4901/4974

APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager

NOTE : People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 02 March 2018

POST 07/100 : **CHIEF SPEECH THERAPIST/ AUDIOLOGIST: REF NO: CAUD1/ 01/2018**
Directorate: Allied

SALARY : Grade 1: R414 169. Per annum

CENTRE : Dr. George Mukhari Academic Hospital

REQUIREMENTS : A Degree in Speech Therapy or Speech Therapy and Audiology from a recognized tertiary Institution. Registration Certificate with HPCSA Speech Therapist or Speech and Audiologist. Current proof of registration 2017/2018. A minimum of 3 years clinical experience after community service.

DUTIES : Managerial tasks inclusive of coordinating speech therapy services, development and implementation of clinical plans, implement quality assurance measures in the department and ensure that non compliance is addressed, supervision of staff, monitoring the performance of staff. Assisting speech therapist in the management of difficult to manage cases. Experience with Pediatric Dysphasia and video swallows is highly recommended. Liaising with Universities regarding student

	:	training, supervision and coordinating speech therapy student training. Being involved in provincial speech therapy activities as well as contributing to various meeting within the hospital.
<u>ENQUIRIES</u>	:	Ms. Safia Saleh, Tel (012) 521 3615/3371
<u>APPLICATIONS</u>	:	Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
<u>NOTE</u>	:	This post is a re-advertisement; applicants who applied previously are encouraged to re-apply. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)
<u>CLOSING DATE</u>	:	02 March 2018
<u>POST 07/101</u>	:	<u>THERAPEUTIC & MEDICAL SUPPORT SERVICES PROGRAMME</u> <u>COORDINATOR GRADE 1(RE-ADVERTISEMENT) REF NO: EHD2018/02/01</u> Directorate: Rehabilitation
<u>SALARY</u>	:	R414 069. -R459 558. per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District (SSDR)
<u>REQUIREMENTS</u>	:	Appropriate qualification degree in Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Language & Audiology that allows registration with HPCSA. A minimum of 3 years appropriate experience after registration with HPCSA post community service. Good communication skills. Valid registration with HPCSA. Knowledge in the relevant policies, protocols and guidelines. Report writing skills and problem solving skills. Valid driver's license Experience in working in a community based rehabilitation setting. Computer literacy. Must be proactive, innovative and independent team leader.
<u>DUTIES</u>	:	Render a service in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng Department of Health. Provide overall management of the Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Language & Audiology, supervision of allocated staff servicing SSDR area to ensure smooth service delivery. Implement and contribute to the proper utilization of allocated financial and physical resources. Compile monthly, quarterly and annual Rehab team reports, stats and other administrative duties for rehab unit and submit to the Sub-District PHC Manager and Assistant Director: Rehabilitation. Establish good working relationship with other stakeholders within the sub- District e.g. Mental Health, NGO's, Organization for People with Disability, etc. Provide community based Rehabilitation with the focus on health promotion, prevention and community intervention. Knowledge on Performance Management and Development System. Participate in continuous professional development activities Implement quality assurance policies and develop appropriate quality improvement plan for the rehab unit. Attend management meeting and Rehab forums. Ensure adherence to government policies and protocols. Perform any other duties delegated by Supervisor/Manager.
<u>ENQUIRIES</u>	:	Ms K.R Maluleke, Tel No: (011) 8761766
<u>APPLICATIONS</u>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager
<u>NOTE</u>	:	This is a re-advertisement, applicants who previously applied for this post are encouraged to apply. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
<u>CLOSING DATE</u>	:	02 March 2018
<u>POST 07/102</u>	:	<u>CHIEF PHYSIOTHERAPIST GRADE 1 (01 POST) REF NO: EHD2018/02/02</u> Directorate: Rehabilitation
<u>SALARY</u>	:	R414 069.-R459 558. per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District (Mary Moodley Memorial Clinic)

- REQUIREMENTS** : Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as a physiotherapist. Current proof of registration with HPCSA as a physiotherapist. A minimum of 3 years appropriate clinical experience post community service. Valid driver's license is essential. Experience in working in a community based rehabilitation setting. Sound knowledge of clinical theory, practice and ethics relating to the delivery of physiotherapy services within a Clinic setting. Knowledge of current health and public service legislation, regulations and policies. Good communication skills (verbal and written), computer skills and good interpersonal skills. Ability to work in a multi-disciplinary team and in a changing environment and under pressure.
- DUTIES** : To provide optimal and evidence based physiotherapy treatments to patients. To provide overall management and supervision of allocated rehabilitation staff. To monitor utilization and ensure proper management of rehabilitation equipment in line with PFMA. To perform and complete administrative functions including data compilation and monthly report submissions. To assist with the development and implementation of departmental policies, operational plan and financial management strategies. Participate in the mentorship and training of community service therapists and junior physiotherapists in the sub-district. To ensure departmental standards are met and effective patient service delivery, in line with National Standards. Provide community based rehabilitation with focus on health promotion, prevention and community intervention. Establish and strengthen working relationship with other stakeholders within the sub - district.
- ENQUIRIES** : Ms K.R Maluleke Tel No: (011) 876 1776
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager
- NOTE** : People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 02 March 2018
- POST 07/103** : **CLINICAL PROGRAMME (HAST) COORDINATOR- GRADE 1**
Directorate: Nursing
- SALARY** : R394 665. per annum
- CENTRE** : ODI District Hospital
- REQUIREMENTS** : R425 or R683 with midwifery that allows registration with SANC as a Professional Nurse. Diploma nursing administration required. Registration with the SANC as a Professional Nurse. Proof of current registration. A minimum of 7 years appropriate/ recognizable experience in Nursing after registration as Professional nurse with the SANC. Knowledge and understanding of the HAST strategic plan documents. Related courses HIV, PMTCT, TB and STI required.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how it impact on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards. 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 Human resources, Material and Financial resources. Coordinate the implementation of HAST related National Policy guidelines. Demonstrate effective communication with patients, supervisors, other health professionals and colleagues including more complex report. Work as a part of multidisciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with person of diverse intellectual, cultural racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment and care, and ensuring that the principles of Batho Pele are adhered to. Able to manage own time, work and that of colleagues to ensure proper nursing service. Demonstrate basic computer literacy as a support tool to enhance service delivery.
- ENQUIRIES** : Ms S.J Boshoman (012 725 2312).
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

- NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently updated CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than three months old)
- CLOSING DATE** : 02 March 2018
- POST 07/104** : **PNB1 PROFESSIONAL NURSE GRADE 1 SPECIALTY (ORTHOPAEDICS)**
REF NO: 002513
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 minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. A post basic nursing qualification, with a duration of at least 1-year, accredited with the SANC in Orthopaedic Nursing Science. Current (2018) SANC receipt. Proof of service record. Computer literacy and drivers 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** : Ms. M.V. Mathabatha, Tel No: (012) 318-6622
- APPLICATIONS** : 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** : 02 March 2018

POST 07/105 : **PROFESSIONAL NURSE- SPECIALTY (2 POSTS) REF: FERH01/PNB2018**
 Directorate: Nursing

SALARY : **Grade 1** R340 431– R394 665 per annum
Grade 2 R418 701- R514 962per annum

CENTRE : Far East Rand Hospital 278 052

REQUIREMENTS : Basic nursing diploma/degree in nursing plus one year post basic diploma in advance midwifery and registered with South African nursing council in that specialized area. A minimum of Four (4) years appropriate/recognisable experience after registration as a professional nurse with SANC.

DUTIES : Provision of an optimal comprehensive and holistic nursing care according to the area of specialty. Ensuring that nursing care provided is patient centred within the scope of practise of nurses and the legal framework. Implementation of all quality assurance standards and other health care mandates during his/her shift. Promotion of professionalism and leading by examples at all times. Co-ordination of activities of other members of the health team. Will be a team shift leader and relieving the operational manager.

ENQUIRIES : Mrs. I.R Masilela, Tel. No: 011 812 8317

APPLICATIONS : 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.

CLOSING DATE : 02 March 2018

POST 07/106 : **PROFESSIONAL NURSE- SPECIALTY (1 POST) REF: FERH02/PNB2018**
 Directorate: Nursing

SALARY : **Grade 1** R340 431– R394 665 per annum
Grade 2 R418 701- R514 962per annum

CENTRE : Far East Rand Hospital 278 052

REQUIREMENTS : Basic nursing diploma/degree in nursing plus one year post basic diploma in trauma & emergency and registered with South African nursing council in that specialized area. A minimum of Four (4) years appropriate/recognisable experience after registration as a professional nurse with SANC.

DUTIES : Provision of an optimal comprehensive and holistic nursing care according to the area of specialty. Ensuring that nursing care provided is patient centred within the scope of practise of nurses and the legal framework. Implementation of all quality assurance standards and other health care mandates during his/her shift. Promotion of professionalism and leading by examples at all times. Co-ordination of activities of other members of the health team. Will be a team shift leader and relieving the operational manager.

ENQUIRIES : Mrs. I.R Masilela, Tel. No: 011 812 8317

APPLICATIONS : 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.

CLOSING DATE : 02 March 2018

POST 07/107 : **PROFESSIONAL NURSE- SPECIALTY (2 POSTS) REF: FERH03/PNB2018**
Directorate: Nursing

SALARY : **Grade 1** R340 431– R394 665 per annum
Grade 2 R418 701- R514 962per annum

CENTRE : Far East Rand Hospital 278 052

REQUIREMENTS : Basic nursing diploma/degree in nursing plus one year post basic diploma in paediatric nursing and registered with South African nursing council in that specialized area. A minimum of Four (4) years appropriate/recognisable experience after registration as a professional nurse with SANC.

DUTIES : Provision of an optimal comprehensive and holistic nursing care according to the area of specialty. Ensuring that nursing care provided is patient centred within the scope of practise of nurses and the legal framework. Implementation of all quality assurance standards and other health care mandates during his/her shift. Promotion of professionalism and leading by examples at all times. Co-ordination of activities of other members of the health team. Will be a team shift leader and relieving the operational manager.

ENQUIRIES : Mrs. I.R Masilela, Tel. No: 011 812 8317

APPLICATIONS : 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.

CLOSING DATE : 02 March 2018

POST 07/108 : **PROFESSIONAL NURSE- SPECIALTY (2 POSTS) REF: FERH04/PNB2018**
Directorate: Nursing

SALARY : Grade 1 R340 431– R394 665 per annum
Grade 2 R418 701- R514 962per annum

CENTRE : Far East Rand Hospital 278 052

REQUIREMENTS : Basic nursing diploma/degree in nursing plus one year post basic diploma in neonatal ICU and registered with South African nursing council in that specialized area. A minimum of Four (4) years appropriate/recognisable experience after registration as a professional nurse with SANC.

DUTIES : Provision of an optimal comprehensive and holistic nursing care according to the area of specialty. Ensuring that nursing care provided is patient centred within the scope of practise of nurses and the legal framework. Implementation of all quality assurance standards and other health care mandates during his/her shift. Promotion of professionalism and leading by examples at all times. Co-ordination of activities of other members of the health team. Will be a team shift leader and relieving the operational manager.

ENQUIRIES : Mrs. I.R Masilela, Tel. No: 011 812 8317

APPLICATIONS : 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.

CLOSING DATE : 02 March 2018

POST 07/109 : **PROFESSIONAL NURSE GRADE 1 (SPECIALITY NURSING) -PNB1 REF NO: REFS/002498**
Directorate: Nursing Department

SALARY : R340 431 (plus benefits)
CENTRE : Pretoria West Hospital
REQUIREMENTS : Registration with the SANC as Professional Nurse with a post basic qualification of Advanced Midwifery. A minimum of at least 4 years appropriate/recognizable experience in midwifery after registration as a Professional Nurse with SANC and two years of experience after registration as an Advance Midwife.

DUTIES : Knowledge and understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and other clinicians, including report writing when required, display concern for patients, promoting and advocating proper care. Work as part of a multi-disciplinary team to ensure good nursing care, and work co-operatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

ENQUIRIES : Ms HMM Strydom Tel: No: (012) 380 1206
APPLICATIONS : 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

NOTE : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, council receipt and ID

CLOSING DATE : 02 March 2018

POST 07/110 : **PROFESSIONAL NURSE GRADE 1 (SPECIALITY NURSING) -PNB1 REF NO: REFS/002498**
Directorate: Nursing Department

SALARY : R340 431 (plus benefits)
CENTRE : Pretoria West Hospital
REQUIREMENTS : Registration with the SANC as Professional Nurse with a post basic qualification of Advanced Midwifery. A minimum of at least 4 years appropriate/recognizable experience in midwifery after registration as a Professional Nurse with SANC and two years of experience after registration as an Advance Midwife.

DUTIES : Knowledge and understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and other clinicians, including report writing when required, display concern for patients, promoting and advocating proper care. Work as part of a multi-disciplinary team to ensure good nursing care, and work co-operatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

ENQUIRIES : Ms HMM Strydom Tel: No: (012) 380 1206
APPLICATIONS : 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.

NOTE : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, council receipt and ID

CLOSING DATE : 02 March 2018

POST 07/111 : **MIDDLE MANAGER: FINANCE LEVEL 9 (1 POST) REF NO:**
Directorate: Health

SALARY : R334 545 – R 404 121 per annum
CENTRE : Pholosong Hospital
REQUIREMENTS : An appropriate three (3) years Degree/ Degree or Grade 12 certificate and equivalent years of experience in Finance Management and other relevant qualification in Finance Management and Leadership skills. Computer literacy. Knowledge of relevant Acts (PFMA, SCM Treasury Regulations) and Systems (SAP, BAS, MEDSAS, SCM)

DUTIES : Extensive skills in Budget and Financial Management. Computer utilization-particularly in Spreadsheet Developments. The candidate will be required to ensure Sound Financial Management System, Financial planning in line with MTEF, Effective financial control and monitoring of current Budget and Expenditure. Establish System that will link with Supply Chain Management. Understand Supply Chain and Financial Delegations. Be able to apply the delegations. Policies and Procedures and put system for internal control in place. To respond to Audit queries and draw Action Plans. Candidate must be able to interpret Financial Statements. Draft financial forecasts and plan, Draft Budgets according to Operational Plans of the hospital. To understand how to analyze post performance, recognize opportunities and plan for the future. Ensure that recons are done and submitted monthly. Candidates will be subjected to practical's on excel.

ENQUIRIES : Mr J Fernandes, Tel No; (011) 812 5000
APPLICATIONS : Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be Posted to Private Bag X4, Brakpan, 1550

NOTE : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

CLOSING DATE : 02 March2018

POST 07/112 : **CLINICAL ENGINEERING PRODUCTION REF NO: HRM 12/2018**
Directorate: Clinical Engineering

SALARY : **Grade A** R274 440 per annum plus benefits
Grade B R313 782 per annum plus benefits
Grade C R357 150 per annum plus benefits

CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : National Clinical Engineering Diploma or equivalent training in the field of Clinical Engineering. Registration with ECSA as a Candidate Engineering Technician. 5 years relevant experience in the repair and maintenance of medical equipment, a valid driver's license will be advantage, good communication skills (verbal and written), ability to work under pressure, must be available to perform standby and after hour duties, good creative and analytical skills, must be skilled in the use of various hand tools and test equipment such as ECG simulator, defibrillator analyzer, infusion pump analyzer, multi meter, good understanding of Micro Soft Office applications such as word and excel

DUTIES : Repair and maintain all medical equipment, keep electronic record of repairs, training of clinical engineering students, training of end users.

ENQUIRIES : Mr. K Dahlen Tel: (012) 354 1261
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 02 March 2018

POST 07/113 : **HUMAN RESOURCE OFFICER REF: FERH01/HR2018**
Directorate: Recruitment & Selection

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

- REQUIREMENTS** : Grade 12 with Five (5) years Human resource or National Diploma in HR with Three (3) years' experience in HR recruitment & selection. In-depth knowledge of Basic conditions of service and public regulations as amended. Legislative frame works/acts. An ability to manage people. Computer literacy. Report writing skills, planning, organising and ability to work under pressure. A valid driver's licence. Intro to persoal certificate is compulsory. Knowledge of staff establishment.
- DUTIES** : Monitor & ensure compliance of recruitment & selection and HR legislative framework. Drafting and placement of adverts in DPISA and Gauteng online. Prepare requisition forms and ensure that all posts advertised are vacant and funded. Ensure all advertisements deadlines are met. Quality check all the contents of the adverts. Maintain all recruitment databases and all advertised posts. Handling all HR related enquiries and assist daily with recruitments administration of the office. Conduct background checks for all the recommended candidates and draft submission for appointments. Provide secretarial, advisory services during shortlisting's and interviews. Provide advice to management and staff on recruitment and appointment matters. Draft appointment letters and submissions. Doing monthly statistics, Recordkeeping. Ensure that HR data records are kept updated and archived in accordance with relevant procedures and protocols. Management of payrolls. Evaluate performance of subordinates. Maintain confidentiality. Attendance of meetings. Accepting of greater responsibilities when requested. Develop skills of subordinates. Monitor compliance to HR legislative prescripts. Apply disciplinary action. Management and monitoring of institutional staff establishment. Assist in audits and respond to AG.
- ENQUIRIES** : Mr. N.R Moshwani, Tel. No: 011 812 8395
- APPLICATIONS** : 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. Candidates that previously applied are discouraged to apply again. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
- CLOSING DATE** : 02 March 2018
- POST 07/114** : **ADMINISTRATIVE OFFICER (RE-ADVERTISEMENT) REFS: EHD2018/02/04**
Directorate: Primary Health Care
- SALARY** : R226 611. – R266 943. Per Annum (Plus Benefits)
- CENTRE** : Ekurhuleni Health District (Kwa-Thema CHC)
- REQUIREMENTS** : Grade 12 Certificate or equivalent qualification with minimum of 5 years' experience in patient administration data capturing or National diploma/degree in administration/data capturing with 3 years' experience in patient administration. Must have knowledge in record keeping and filling. Good communication skills. Computer literacy. Driver's license is essential.
- DUTIES** : Perform administrative duties, relating to clients records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting time in the facility. Compliance to ideal clinic and national core standard. Ensure availability of stationery in the facility. Provide secretariat services in the facility. Assist with preparations and retrieval of booked clients' files for facilitation of booking system. Ordering of stock and other consumables. Write memos, letters and any other documents as requested by Supervisor. Manage and support staff services in the facility. Perform all other duties delegated a Supervisor/Manager.
- ENQUIRIES** : Ms T. Moeketsi Tel No: (011) 737 - 9246

APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager.

NOTE : This is a re-advertisement, applicants who previously applied for this post are encouraged to apply. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Driving skills will be evaluated. Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 02 March 2018

POST 07/115 : **PROFESSIONAL NURSE (8 POSTS) REF: FERH01/PNA2018**
Directorate: Nursing

SALARY : **Grade 1** R226 083– R262 092 Per annum
Grade 2 R278 052- R322 344 Per annum
Grade 3 R340 431- R431 262 Per annum

CENTRE : Far East Rand Hospital 278 052

REQUIREMENTS : Basic nursing diploma/degree in nursing and registered with South African nursing council as General nurse.

DUTIES : Provision of a high quality nursing care that is holistic and is patient centred. Ensuring that nursing care provided is within the scope of practise of nurses and the legal framework. Promotion of professionalism and leading by examples at all times. Co-ordination of activities of other members of the health team. Will be a shift leader of the nursing team and relieving the operational manager. Will also be responsible for ensuring that all quality assurance standards and other health mandates are implemented during his/her shift.

ENQUIRIES : Mrs. I.R Masilela, Tel. No: 011 812 8317

APPLICATIONS : 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.

CLOSING DATE : 02 March 2018

POST 07/116 : **ADMINISTRATIVE OFFICER (RE-ADVERTISEMENT) REFS: EHD2018/02/07**
Directorate: Primary Health Care

SALARY : R226 611. – R266 943. Per Annum (Plus Benefits)

CENTRE : Ekurhuleni Health District (Phola Park CHC)

REQUIREMENTS : Grade 12 Certificate or equivalent qualification with minimum of 5 years' experience in patient administration data capturing or National diploma/degree in administration/data capturing with 3 years' experience in patient administration. Must have knowledge in record keeping and filling. Good communication skills. Computer literacy. Driver's license is essential.

DUTIES : Perform administrative duties, relating to clients records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting time in the facility. Compliance to ideal clinic and national core standard. Ensure availability of stationary in the facility. Provide secretariat services in the facility. Assist with preparations and retrieval of booked clients' files for facilitation of booking system. Ordering of stock and other consumables. Write memos, letters and any other documents as requested by Supervisor. Manage and support staff services in the facility. Perform all other duties delegated a Supervisor/Manager.

ENQUIRIES : Ms N.M Moepye Tel No: (011) 385 1983

APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager.

NOTE : This is a re-advertisement, applicants who previously applied for this post are encouraged to apply. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration Driving skills will be evaluated. Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 02 March 2018

POST 07/117 : **ADMINISTRATION CLERK (1POST) REF NO: REFS/002457**
Directorate: Nursing Division

SALARY : R226 611 - 266 943(plus benefits)
CENTRE : Helen Joseph Hospital
REQUIREMENTS : Grade 12 with Office Administration qualification. Minimum of Two (2) years' experience in secretarial and office management. Good command of English language and writing skills. Good interpersonal relations skills. Certificate or Diploma in Office Management and related qualification will be an added advantage. Microsoft Office (MS Word, Excel, Power Point and Outlook). Ability to work under pressure and independently. Ability to handle stressful environment. The following attributes are essential: Office Organisation skills, General filing skills including electronic filing skills.

DUTIES : Organizational Skills. Manage the office of the Nursing manager, Manage all incoming and outgoing correspondence, maintaining filing systems (electronically and physically), managing the diary of the manager, arranging meetings and appointments and making travel arrangements, take minutes of meetings, mail etc., use computer skills for filing, statistics and database. General typing, making photocopies, ordering and maintaining stationery and equipment. Organizing and storing paperwork, documents and computer information.

ENQUIRIES : Mrs. G Dikgale Tel No: (011) 489 0898
APPLICATIONS : Applications should be submitted at the Helen Joseph Hospital, No14 Perth Road Auckland Park. Human Resource Department or apply online at: www.gautengonline.gov.za.

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE : 02 March 2018

POST 07/118 : **PROFESSIONAL NURSE GENERAL (QUALITY ASSURANCE) GRADE 1 (1POST) REF NO: REFS/002456**
Directorate: Quality Assurance Nursing Division

SALARY : R226 083 - 262 092(plus benefits)
CENTRE : Helen Joseph Hospital
REQUIREMENTS : Basic qualifications accredited with the South African Nursing Council in terms of government notice R425, i.e. appropriate degree / diploma in nursing. A minimum of 3-year appropriate experience in clinical nursing after registering as a Professional Nurse with the South African Nursing Council. Knowledge of National

- Core Standards and Clinical practice standards. Current registration with SANC. Inherent Requirements: Computer literacy (MS Word, MS Excel and MS PowerPoint), sound interpersonal, communication and leadership skills. Ability to engage stakeholders on Quality Assurance matters. Good report writing and verbal skills. Ability to collect and analyze data.
- DUTIES** : Oversee program of adverse event reporting, monitoring and clinical record audits in the institution in line with legal prescripts. Provide direction and supervision for the implementation of National Core Standards and Minister's Priorities. Compile monthly reports and statistics. Conduct patient safety walkabouts and monitor quality improvement plans. Participate in the hospital's induction, orientation and in-service program. Maintain a constructive working relationship with all stakeholders. Be able to manage the department in the absence of the manager.
- ENQUIRIES APPLICATIONS** : Mrs. M Mthezuka-Kganakga 011 489 0873/0579
- : Applications should be submitted at the Helen Joseph Hospital, No14 Perth Road Auckland Park. Human Resource Department or apply online at: www.gautengonline.gov.za
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test. Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.
- CLOSING DATE** : 02 March 2018
- POST 07/119** : **OCCUPATIONAL THERAPY TECHNICIAN GRADE 1(01 POST) REF NO: EHD2018/02/03**
Directorate: Rehabilitation
- SALARY CENTRE REQUIREMENTS** : R185 301.-R211 875. per annum (plus benefits)
: Ekurhuleni Health District (Kwa-Thema CHC)
: Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as Occupational Therapy Technician. Current proof of registration with HPCSA as an Occupational Therapy Technician. Valid driver's license is essential. Interest in working in a community based rehabilitation setting. Good communication skills (verbal and written) and customer care orientated. Ability to work in a multi-disciplinary team and in a changing environment and under pressure.
- DUTIES** : Render comprehensive occupational therapy services within the clinic and the community setting in line with the scope of practice. Provide optimal and evidence based community rehabilitation services to clients. Conduct health promotion and prevention of disability campaigns in collaboration with other stakeholders. Conduct home visits to clients and follow-up visits for specific interventions. Participate in community mapping and development of referral structures for the benefit of all community members including people with disabilities. Engagement with relevant key stakeholders such as ward councillors. Participate in continuous professional development activities. Perform and complete administrative functions including data compilation and monthly report submissions. Advocate for people with disabilities and underprivileged community groups. Establish sustainable support groups in the community and within the clinic.
- ENQUIRIES** : Ms K.R Maluleke Tel No: (011) 876 1776

APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION NOTE : Human Resource Manager
: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 02 March 2018

POST 07/120 : **SECURITY OFFICER (CCTV SUPERVISOR) REF NO: HRM 13/2018**
Directorate: Admin and Logistics

SALARY CENTRE REQUIREMENTS : R152 862 per annum plus benefits
: Steve Biko Academic Hospital
: Grade 12 (matric) with more than 10 years' experience in security environment, preferably in NKP environment. Training certificate for CCTV operator and Grade C Psira registration. Hospital experience will be an added advantage. Good communication skills, good report writing skills. 5 years' experience as CCTV / Control room operator. Computer literacy will be an added advantage. Knowledge of Health and Safety Act and fire prevention. Knowledge and understanding security legislations including MPSS and MISS. Willingness to work shifts and extended hours. Interpersonal relationship.

DUTIES : Supervise operators of surveillance camera system of the Hospital. Record and submit evidence footage for investigation. Execution of access and egress control of staff, visitors and assets. Monitor duty roster and make daily posting sheets. Submit leave forms of colleagues on time. Report all security breaches to manager. Day/night supervision of contract security. Report all defects of OHS and Facilities to relevant managers. Patrol the Hospital premises and investigate matters reported to control room by staff and give feedback. Search for lost patients/visitors and fetch the patients at home if absconded. Maintain cleanliness of registers and update them accordingly. Compile claim forms as per roster and attendance register and submit to manager. Assist members of private security company in problem solving and give advice. Assist in vehicle clamping and record keeping and any other duties delegated by the supervisor. Supervise the operation of patient monitoring system. Review electronic time and attendance of employees and record them if needed. Physical inspection of surveillance cameras and report any obstruction and defects daily.

ENQUIRIES APPLICATIONS : Mr. MF Monama Tel: (012) 354 1421
: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 02 March 2018

POST 07/121 : **DENTAL ASSISTANT GRADE 1-2**
Directorate: Dental Management Sciences

SALARY CENTRE REQUIREMENTS : R148 221. – R202 614 per annum (plus benefits)
: University of Pretoria Oral Health Centre
: Grade 12 Certificate, Valid registration with HPCSA as a Dental Assistant. Appropriate language and communication skills, ability to work as a team member, problem solving, organizing and planning skills, ability to work under pressure. Extensive knowledge of dental equipment, and procedures. Computer skills will be an added advantage.

DUTIES : Dental assistance to Dentist and students. Maintenance of infection control standards and waste management. Co-ordinate and organize students and general ward activities. Perform administrative duties to patients. Assisting in student and departmental activities. Rotation in other departments.

ENQUIRIES : Ms GE Khumalol. Tel. No 012 319 2644

- APPLICATIONS** : Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resource Management at Louis Botha Building A, Room 2-1., 6 Dr Savage Road, Riviera, Pretoria. Or mailed to PO Box 1266 Pretoria, 0001 or apply online at: www.gautengonline.gov.za
- NOTE** : NB! Attach certified copies of your Qualifications, Identity document, Curriculum Vitae, HPCSA Registration and Z83 must be attached Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 02 March 2018
- POST 07/122** : **DENTAL ASSISTANT REF NO: WOHC/04/2018**
Directorate: Poly Clinic
- SALARY** : R148 221. – R174 591. per annum
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Dental Assistant. Registration with the HPCSA as a Dental Assistant and proof of current registration. Knowledge of dental instruments, equipment, materials used for procedures, sterilization and infection control. The ability to work independently, have excellent communication and people skills.
- DUTIES** : Prepares working area for patient treatment, select and set up instruments, equipment and material needed. Give patients post-operative instructions. Maintain safe working environment by complying with health and safety procedures. Adhere to infection control policies and protocols. Keep stock control (Inventory) up to date.
- ENQUIRIES** : Ms. L. Mazibuko / Ms. A Tonisi (011) 481 2099
- APPLICATIONS** : Applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered at Wits Oral Health Centre c/o Charlotte Maxeke JHB Academic Hospital, area 385, Block 3 (Orange block), HR Office Room 09 & 10, Parktown-, Johannesburg or apply online at www.gautengonline.gov.za.
- NOTE** : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of necessary documents will be disqualified NB. upload your certified documents if you apply online.
- CLOSING DATE** : 02 March 2018
- POST 07/123** : **ENROLLED NURSING ASSISTANT (3 POSTS) REF: FERH01/ENA2018**
Directorate: Nursing
- SALARY** : **Grade 1** R116 625– R131 265 per annum
Grade 2 R138 027- R155 346 per annum
Grade 3 R164 796- R202 674 per annum
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Enrolled nursing certificate and registered with South African nursing council
- DUTIES** : The incumbent will work under the direction of a professional nurse according to the needs of the department/patients care needs. Will be responsible for the provision of basic nursing care to patients in all areas of allocation.
- ENQUIRIES** : Mrs. I.R Masilela, Tel. No: 011 812 8317
- APPLICATIONS** : 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.

CLOSING DATE :

02 March 2018

POST 07/124 :

SECURITY GUARD NO: HRM 14/2018

Directorate: Admin and Logistics

SALARY :

R90 234 per annum plus benefits

CENTRE :

Steve Biko Academic Hospital

REQUIREMENTS :

Abet Level 4, Grade 10 certificate, minimum Grade C Psira certificate plus 5 years' experience as a security guard. Experience of working in a Hospital environment and as CCTV operator will be an added advantage. Grade 12 certificate plus 3 years' experience in security environment and CCTV operator. Conflict resolution and negotiation skills, report writing skills. Knowledge of security, Labour relations and other legislation applicable to security, including MPSS. Knowledge of Batho Pele Principles. Knowledge on criminal procedure Act 51 of 1977. Knowledge of fire arm control act. Knowledge of Health and Safety Act and fire prevention. Willingness to work shifts and extended hours.

DUTIES :

Access control of all entrances of the Hospital. Assist and supervise at parking (searching, disk checking), assist in restraining of violent patients at different wards. Report all security breaches to the supervisor and make all occurrence book entries. Report all defects on OHS and FMU. Escorting of visitors and contractors around the hospital. Searching for lost patients / visitors and fetching them from home if ansconded. Guarding and managing of waiting areas, clamping of all vehicles parked in unauthorized parking. Investigate matters reported to you by staff members and give feedback to them. Monitor state vehicles and report any faults. Report incidents happening at the posts verbally and in writing. Control traffic around receiving area / Transito, perform any duties delegated by supervisor. Operate surveillance camera system of the hospital. Record and submit evidence footage for investigations, monitor and patrol designated areas by surveillance cameras.

ENQUIRIES :

Mr. MF Monama Tel: (012) 354 1421

APPLICATIONS :

Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE :

02 March 2018

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE :

09 March 2018, 12H00 No late applications will be considered.

NOTE :

Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). 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. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s). Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts.

MANAGEMENT ECHELON

<u>POST 07/125</u>	:	<u>DIRECTOR: PROJECT QUALITY ASSURANCE (REFS/002505)</u>
<u>SALARY</u>	:	R948 174. Per Annum (All-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A Matric plus Degree in the built environment; 5 – 10 years' experience at managerial level in Quality Assurance and Construction Technical Support, Knowledge & experience in Innovative Building Technologies & Energy Efficiency in Housing. Project and programme management, knowledge of public sector legislation and regulations; Strategic leadership capabilities, financial management and budget, people management and development, good interpersonal relations skills.
<u>DUTIES</u>	:	Provide guidance in construction quality assurance and construction management; Determine Construction specifications and design Architectural drawings and specifications to ensure compliance to requirements; Ensure the enrolment of projects with the National Home Builders Registration Council; Ensure the process of house inspection is done in compliance with set standards; To evaluate and recommend variations based on Geotechnical conditions; Advice Senior Management and Regional Teams on Housing Development in line with the Breaking New Ground Strategy; Conduct on-going research on Energy Efficiency initiatives and identify suitable Renewable Energy initiatives for subsidized housing in the province.
<u>ENQUIRIES</u>	:	Ms Maseko - Seipobi - (011) 355 - 4896.
<u>APPLICATIONS</u>	:	Please apply online at www.gautengonline.gov.za