

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability.

MANAGEMENT ECHELON

<u>POST 09/76</u>	:	<u>SENIOR MANAGER MEDICAL PHYSICIST (PHYSICIST) REFS: 002634</u> Directorate: Medical Physics Department
<u>SALARY</u>	:	R948 174. per annum (ALL –inclusive package).
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate. Proof of registration with HPCSA as a Medical Physicist. M. Sc/PhD Medical Physicist with at least 10 year experience in Clinical/Medical Physics of which 5 years should be in a middle management position. Good knowledge of IMRT and Stereotactic Radiotherapy. Advanced knowledge of equipment and specifications. Previous research experience will be an added advantage. Excellent communication skills. Good interpersonal skills. Excellent health record. Problem solving skills and initiative are very important. Experience in staff management and administration.
<u>DUTIES</u>	:	Overall management of the Medical Physics department. Responsible for management of the Medical Physics services and radiation safety programmes in Radiation Oncology, Nuclear Medicine and Radiology. Writing equipment specifications appropriate for service delivery objectives in Radiation Oncology, Radiology and Nuclear Medicine. Coordination, accreditation and supervision of the medical Physics academic education and internship programme. Participation in Registrar and student radiation therapy teaching and research in line with the Department aims. Participation in SBAH management, equipment and maintenance committees. Responsible for the management of medical physics staffing including scheduling, recruitment, interviewing and performance management and appraisal.
<u>ENQUIRIES</u>	:	DR. M. Mofokeng Tel: 011 488 4800
<u>APPLICATIONS</u>	:	should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: www.gautengonline.gov.za .
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.
<u>CLOSING DATE</u>	:	16 March 2018

OTHER POSTS

<u>POST 09/77</u>	:	<u>MEDICAL OFFICER GRADE 1-3 (1 POST) REF: FERH01/ MO2018</u> Directorate: Radiology
<u>SALARY</u>	:	Grade 1: R736 425 – R793 341 per annum (All- inclusive package) Grade 2: R842 028 – R920 703 per annum (All- inclusive package) Grade 3: R977 199 – R1 221 723 per annum (All- inclusive package)
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	MBCHB qualifications. Registration as an independent medical practitioner with HPCSA. Recommendation: Experience in Radiology as Medical Officer strongly recommended with time spent in a recognised radiology circuit.
<u>DUTIES</u>	:	successful candidate will be responsible for the rendering of clinical services, which include after-hours work including on sight calls (weekdays and weekends) Participate in departmental activities in relation to maintaining clinical standards and management of daily lists. Daily lists include: - Rotation in CT scanner department doing reports, managing the lists, liaising with clinicians, being able to make independent decisions with minimal supervision. Knowledge of doing

ultrasound independently. Assisting the sonographers on complicated cases where a doctor's opinion is needed. Fluoroscopy knowledge is essential Administration pertaining to record keeping, statistic for CT and ultrasound Reporting of plain films and assisting junior doctors and interns in trauma radiology.

- ENQUIRIES** : Dr. Mthunzi, Tel. No: 011 812 8546
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications not older than 3 months to be attached. A curriculum vitae with detailed description of duties and names of two referees from senior colleagues preferable from Radiology. 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.
- APPLICATIONS** : should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: 1 Hospital Road, New State Area, Springs.
- CLOSING DATE** : 16 March 2018
- POST 09/78** : **REGISTRAR REF NO: HRM 17/2018**
Directorate: Cardio Thoracic Surgery Department
- SALARY** : R736 426. per annum (all inclusive)
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : MBCHB or equivalent. A valid registration with the HPCSA as an independent medical practitioner. In possession of College Priamary. Other Skills: Customer service, experience in client liaison and telephone etiquette as well as excellent communication skills verbally and writing.
- DUTIES** : The many and diverse functions of this position encompass aspects of patient care, education, research (should participate in original basic or clinical research) and counsel during surgery emergencies. The service aspects includes ensuring correct surgical treatment of patients. The academic program will include patient case presentation, subject discussions and attendance of the graduate programmes. The academic and training requirements including passing primary and intermediate exams of University of Pretoria or College or Cardio Thoracic Surgeons, final exit exams of the College and a research dissertation for University of Pretoria MMed(Thorax).
- ENQUIRIES** : Prof DJ du Plessis (012) 354 1506
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 16 March 2018
- POST 09/79** : **DEPUTY DIRECTOR: ASSET MANAGEMENT: REF NO: 002648**
Directorate: Supply Chain Management
This post is a re-advertisement; applicants who applied previously are encouraged to re-apply
- SALARY** : R657 558. per annum (All Inclusive)
- CENTRE** : Dr. George Mukhari Academic Hospital
- REQUIREMENTS** : National Diploma/ Degree relevant experience in finance or Supply Chain Management. Minimum ten (10) years relevant experience in finance or Supply Chain Management with five (5) years managerial (at Assistant Director Level) experience. Ability to liaise at all management levels. Ability to work independently under intense pressure. Knowledge of government Supply Chain Management policies and procedures relating to asset management. Advanced computer literacy in MS office packages (Ms Word, Ms Excel and Ms PowerPoint). Presentation skills. Good communications Skills and Interpersonal Relations. A

Valid Driver's License. Competencies: The applicant must have good communication (Both verbal and written) and strong relations. Ability to interact with all levels of management and both internal (end-users) and external stake holders. Must have the ability to work under pressure and be a creative thinker. Have project and financial management skills. Report writing and time management skills. Must be able to work independently

DUTIES : Plan and supervise the asset verification against the asset register and financial statement. Ensure the implementation of the asset management policy and strategy. Supervise the implementation of the asset acquisition, maintenance and disposal plan within the institution. Supervisor the barcode tagging movement and disposal of assets in the institution. Maintain a comprehensive asset management registers. Ensure the preparation of monthly reconciliation of the asset register, Annual Statement (AFS) and ledger. Liaise with the budget controller to ensure adherence to budget requirement and proper budgeting in line with life-cycle planning and asset management strategy of the institution. Supervise the acquisition losses and disposal of assets in the institution and prepare recommendations for disposal of redundant with the assets. Ensure effective management of assets within the institution accordance with the asset management policies and procedures. Ensure that officials within the asset management function are sufficiently trained on asset management systems, process, procedures and policies. Manage staff development plans against the achievements of the departmental objectives.

ENQUIRIES : Mr. DV Mokoena 012 529 3770/3487

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.

NOTE : 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)

CLOSING DATE : 16 March 2018

POST 09/80 : **DEPUTY DIRECTOR: REF NO: 002649**
Directorate: Finance

SALARY : R657 558. per annum (All inclusive)

CENTRE : Dr. George Mukhari Academic Hospital

REQUIREMENTS : A minimum of a three year Bachelor's Degree/National Diploma in commerce/accounting with three years managerial experience (Assistant Director) or grade 12 with 15 years' experience in public finance field of which 5 years must be experience in a Financial Management position (Assistant Director). Candidates must have knowledge in advanced utilization of spreadsheet (Excel) and MS Word, public service and regulatory prescripts (PFMA, Treasury Regulations and DORA) and ability in managing financial activities within the public sector. Good Report writing, analytical and communication skills in all levels of the organisation are required. The candidate must be able to manage and lead a diverse team and work under pressure. Candidates with proven knowledge of BAS and SAP/SRM will enjoy preference and documentary proof should be attached.

DUTIES : Develop and implement operational plan of the hospital financial management and accounting unit in line with Gauteng Department of Health Financial Management and Accounting strategy. Compile the hospital Medium Term Expenditure Framework (MTEF). Ensure appropriate allocation of the hospital approved budget per Standard Chart of Accounts (SCOA). Ensure that expenditure is incurred and appropriately accounted for against the allocated budget. Ensure prompt payment of hospital creditors. Ensure effective management of the hospital control accounts (suspense accounts). Implement expenditure and budget internal control systems. Identify risks and develop appropriate risks management action plan. Provide financial management support in the development and maintenance of cost centres. Ensure effective and efficient performance of all officials within the hospital financial management and accounting unit. Provide operational leadership within the hospital financial management and accounting unit. Improve and maintain effective and efficient budget and expenditure in Year Monitoring (IYM) system. Compile all monthly and quarterly budget and expenditure reports as

required by departmental Accounting Officer (Head of Department). Compile appropriate responses and action plans regarding internal and external audits findings. Provide appropriate support to Director: Finance. Participate in all relevant hospital and departmental management service delivery structures. Communicate appropriately with hospital internal and external customers regarding financial management and accounting activities.

ENQUIRIES : Mr. Napo MJ, Tel (012) 560 0773
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.

NOTE : 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)

CLOSING DATE : 16 March 2018

POST 09/81 : **DEPUTY DIRECTOR: HEALTH INFORMATION MANAGEMENT: REF NO: 002650**
Directorate: Information Communication and Technology

SALARY : R657 558. Per annum
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Grade 12 with a National Diploma /Degree with a minimum of ten (10)_ years' experience in Information Management of which 6 years must be in Health Information Management and 3 years at a managerial level. Knowledge of relevant policies, regulations and procedures (Health Act, PFMA, DORA,LRA) and wide Knowledge of the Health Sector, information management and a valid driver's license. Competencies: Leadership qualities and strong interpersonal skills with good knowledge in computer skills (MS Word, MS Excel and MS PowerPoint). Hospital Information Management, Health Information systems as well as Health background. Good communication skills (Verbal and written). Sound Numeric and financial management skills. Experience in using District Health Information Systems Software (DHISS). Knowledge and experience of Health and Hospital Indicators. Ability to work under pressure. Research, statistical analysis, system design and development.

DUTIES : Responsible for managing National Grants Information Information Sub-directions (i.e NTSG, HPTD, HIV AND AIDS). Ensure the safe storage and confidentiality of data. Coordinates and support the timeous submission of quality data. Compile statistics and reports of the institution and make submission to Senior Management, CEO and Head Office within the set deadline. Set up and monitor Hospital indicators to determine the demographical trends and Information Management of any changes. Develop a system for analysing, evaluating and interpreting minimum data set and CEO report for Senior Manager (EXCO) and Management team (MANCO). Attend to internal and external patient and information queries. Write reports for Management as and when required. Management of staff performance performance and assessment within the information management unit. Support DGMAH Health Information Management Committee in line with the budget policy. Render strategic leadership and form part of the MANCO and Budget Committees Conduct workshops and training on the use of information for planning decision making. Knowledge and understanding of Promotion of Access to Information (PAIA), Division of revenue Act (DORA) and the Public Finance Management Act. Analyse performance report and submit performance evaluation reports. Compile the Hospital annual and quarterly report. Implement systems to improve audit readiness by collating sound evidence for directorate performance.

ENQUIRIES : Mr. A Malapane, Tel (012) 529 3687
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.

NOTE : 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)

CLOSING DATE : 16 March 2018

POST 09/82 : **CLINICAL PSYCHOLOGY REF NO: TRH 03/2018**
 Directorate: Allied

SALARY : Grade 1: R633 702. per annum (inclusive Salary Package)
 Grade 2: R746 466. per annum (inclusive Salary Package)
 Grade 3: R866 310. per annum (inclusive Salary Package)

CENTRE : Tshwane Rehabilitation Hospital

REQUIREMENTS : Masters degree in Clinical Psychology, registration with HPCSA as a Clinical Psychologist and annual proof of payment. Experience in rehabilitation of persons living with disabilities and fluency in any ethnical language will be an added advantage. The candidate should have the ability to work with the clinical team using patient centred, goal orientated and interdisciplinary approach. Willing to participate in various committees to assist the institution to achieve its objective e.g. PILIR. Participate in health awareness campaigns and staff in-service training. Ability: Computer literacy, good interpersonal and communication skills. Experience: Grade 1: Have completed community service as a Clinical Psychologist, carry out delegated duties. Grade 2: A minimum of 10 years appropriate experience in Clinical Psychology after registration with HPCSA is required. Supervise junior staff members in the department; carry out administrative and delegated duties. Grade 3: A minimum of 20 years appropriate experience in Clinical Psychology after registration with HPCSA is required. To manage the human and financial resources allocated in the department.

DUTIES : To provide quality and sustainable psychological services according to Standard outlined by the HPCSA. Implement psychology care management activities according to the Standard of practice and scope of practice and act upon breaches of law relating to practice standards and professional code of conduct. Good understanding and knowledge of ethical practice within the profession in order to guide the clinical tea. Implement a comprehensive clinical psychology plan for the promotion of health self-care, treatment and rehabilitation of patients. Administer treatment planning accordance with prescribed norms and standard guideline and treat condition of patient and prescribed to promote the profession of clinical psychology, by providing information patient and caretakers, at all times. Reporting and communicating on the continuity of care interdisciplinary team. Provide mentorship and guidance to community service and student therapist. Conduct complete, diagnostic assessments and treatment on all patients referred. Make appropriate referrals when necessary. Adhere to record keeping standards and keep accurate statistic. Develop own skills and knowledge on continuing basis by identifying and attending relevant courses, workshops, work Groups etc. Adhering to all prescribed policies and principles of department of health e.g. Batho Pele Principles, Patient Rights etc.

ENQUIRIES : Ms K Ngubeni, Tel. No: (012) 354 – 6125

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

CLOSING DATE : 16 March 2018

POST 09/83 : **PHARMACIST GRADE 1 REF: CCRC PHARM 02/01**
 Directorate: Pharmacy

SALARY : R615 945 Per Annum (all-inclusive package)

CENTRE : Cullinan Care and Rehabilitation Centre

REQUIREMENTS : Grade 12. B.Pharm qualification. Registration with SA Pharmacy Council as a Pharmacist. Excellent communication and information skills, management skills and time management skills, good interpersonal skills, team builder, basic administrative and computer skills, training skills, counselling skills, research, development and statistical analysis skills, supervisory/motivational skills, problem solving and decision making, basic financial management skills, project management skills, policy analysis skills, monitoring and evaluation skills, presentation skills. Customer focused and responsiveness. Sound knowledge of legislation applicable to pharmacy practice, Human Resource Management and staff relation legislation. Appropriate clinical and theoretical knowledge.

- DUTIES** : Dispensing of medicines according to GPP standards as set out by the SAPC. Ensure adherence to both the hospital and provincial drug formularies, PFMA, national core standards requirements and avoid wasteful and fruitless expenditure. Produce relevant reports. Registration as tutor. Assist with on-call and after hour duties. Ability to work under pressure. Observe all Batho Pele Principles. Be a team player.
- ENQUIRES APPLICATIONS** : Mr. JJ Ngcobo Tel No: (012) 734 7050
: applications must be submitted to: Cullinan Care and Rehabilitation Centre, Human Resource Department, Private Bag X1005, Cullinan, 1000. Hand Delivery at Cullinan Care and Rehabilitation Centre Security Gate
- NOTE** : Medical surveillance will be conducted to the recommended applicants, with no costs. 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. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. 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.
16 March 2018.
- CLOSING DATE** : 16 March 2018.
- POST 09/84** : **PHARMACIST GRADE 1-3 REF NO: EHD2018/02/08**
Directorate: Pharmaceutical Services
- SALARY** : Grade 1 R615 945. – 653 742. per annum (inclusive package)
Grade 2 R673 494. – 714 819. per annum (inclusive package)
Grade 3 R736 425. – 781 611. per annum (inclusive package)
- CENTRE REQUIREMENTS** : Ekurhuleni Health District (Germiston Depot)
: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with the SAPC as a Pharmacist. Experience in Government will be an advantage and must have Procurement background. Driver's licence is essential. **Grade 1:** Less than five (05) years appropriate experience after registration as a Pharmacist with SAPC **Grade 2:** Minimum of five (05), but less than thirteen (13) years appropriate experience after registration as a Pharmacist with SAPC. **Grade 3:** Minimum of thirteen (13) and more year's appropriate experience as a Pharmacist with SAPC. Current proof of registration with the SAPC as a Pharmacist. Experience in Government will be an advantage and must have Procurement background. Driver's licence is essential.
- DUTIES** : Placing of orders on Electronic ordering system (RDM). Provide feedback on weekly orders. Monitor pharmaceutical contracts and advice accordingly. Monitor ordering patterns and expenditure trends. Monitor supplier performance and escalate challenges. Keep record of budget vs. expenditure. Advise management of possible over- or under expenditure. Advise management of alternative, cost-effective procurement options. Supervise and assist Finance clerk with BAS/MEDSAS reconciliations, journals etc. Communicate with necessary stakeholders. Be the Chairperson of the Procurement Advisory Committee of the Pharmacy and Therapeutics Committee. Perform any other delegated duties by Supervisor/Manager.
- ENQUIRIES APPLICATIONS** : Ms T. Burisch, Tel No: (011) 878 8550
: 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. NB:No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 16 March 2018

POST 09/85 : **ASSISTANT MANAGER NURSING REF NO: WOHC/05/2018**
Directorate: Nursing Department

SALARY : R499 953. per annum
CENTRE : Wits Oral Health Centre
REQUIREMENTS : A minimum of 8 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. At least 3 years of the period referred to above must have experience at management level. Additional qualification in management will be an added advantage and the experience in the surgical ward.

DUTIES : Supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant and accurate information on health. Participate in the analysis, formulation and implementation of nursing guidelines, practice, standard and procedures. Manage human, financial and physical resource including risk management

ENQUIRIES : Mr. PF Monama (011) 481 2099
APPLICATIONS : must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at www.gautengonline.gov.za. No faxed /E-mailed applications will be accepted.

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 SANC. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE : 16 March 2018

POST 09/86 : **OPERATIONAL MANAGER (SPECIALTY UNIT) - REF NO: HRM 03/2018**
Directorate: Nursing Services

SALARY : R499 953. per annum (Plus Benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Appropriate Diploma/degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse. A post basic qualification in Advanced Psychiatry which is one year and accredited with SANC. A minimum of 9 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in General Nursing. At least five years of the period above must be appropriate/recognized experience in Psychiatry after obtaining the advanced psychiatric qualification. Proof of current registration with SANC. Sound interpersonal, good communication and leadership skills. Knowledge of Mental Health Care Act, PFMA AND other Public Sector Regulations and legislative framework. Be computer Literate. Have a valid driver's license.

DUTIES : Deputize for Nursing Managers in their absence and take charge of the hospital after hours, at night, during weekends and Public Holidays. Demonstrate basic understanding of Human Resource Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and supply chain management procedures. Ensure effective and efficient coordination and integration of Quality specialized nursing care through compliance to Batho Pele Principles, Mental Health Care Act Procedures and Quality Assurance standards. Participate in staff development, uphold the nursing strategy & compile reports.

ENQUIRIES : Ms. M. Sono Tel. No: (011) 951-8202
APPLICATIONS : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications NB:Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE : 16 march 2018

POST 09/87 : **QUALITY AND RISK MANAGER REF NO: TRH 04/2018**
Directorate: Clinical

SALARY : Grade 1: R394 665 per annum (plus benefits)
Grade 2: R457 527 per annum (plus benefits)

CENTRE : callinan

REQUIREMENTS : Relevant Qualification as a Health Professional and registration with the appropriate statutory Health Professional Council. A minimum of 10 years appropriate experience as a Health Professional post Community Service. A least 3 years recognisable experience in Quality Assurance and Risk Management. Code 8 Drivers Licence, must be computer literate, have strong writing, communication and verbal skills. Excellent interpersonal skills and ability to coordinate the interdisciplinary team members. Knowledge of relevant prescripts in Health and public Sector.

DUTIES : Develop, maintain and coordinate Quality and Risk management activities in the institution as per relevant policies, prescripts and legislation. Lead the Quality Assurance and Risk management committees. Develop and implement the hospital's Quality assurance and Risk management annual plans, relevant reports and standard operating procedures in line with Quality and Risk Management Policies. Implement Quality priorities and ensure quality care is developed and maintained within the institution at all times. Ensure compliance to National Core Standards as required by the Office of Health standards compliance by regular quality assessments, monitoring and implementation of quality improvement plans. Compilation, submission and monitoring of various quality reports will be required. Ensure monitoring, evaluation, and reporting of enterprise wide risks and incidences within the institution as per policy and prescripts of Risk Management. Coordinate compile the Risk Register, monthly AG consolidated action plans and relevant audits assessments.

ENQUIRIES : Ms FK Mokgokong, Tel. No: (012) 354 – 6745

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

CLOSING DATE : 16 March 2018

POST 09/88 : **EMPLOYEE HEALTH AND WELLNESS PROGRAMME CO-ORDINATOR - REF NO: HRM 02/2018**
Directorate: nursing services

SALARY : R394 665. per annum (Plus Benefits)

CENTRE : Sterkfontein Hospital

REQUIREMENTS : Diploma in Nursing (R425 or equivalent) / B-Tech / National Diploma in Occupational Health Nursing Science and Knowledge of EAP / EWP. Proof of registration with Professional Regulatory Body. A minimum of seven years' experience as a Health Professional, three years of the period above must be in the implementation of Health and Wellness Programmes; EAP, HIV AIDS, STI & TB, OHS. Computer literacy and valid driver's licence. Knowledge of the Public Service Act and Regulations, EHWP Strategic Framework, the Employment Equity Act, DPSA Directives, Employee Assistance Programme Standards, the Occupational Health and Safety Act as well as PILIR Policy and Guidelines. Sound organising, planning, presentation and facilitation skills. Counselling, good communication, crisis and trauma management. Coordination, research and marketing skills. Good interpersonal relations. Conflict resolution and leadership skills.

DUTIES : Provide operational and effective management of the integrated Employee Health and Wellness Program which include the following policy and procedures; Strategy development implementation in line with the Public Service framework pillars. Provide confidential assessments, counselling and follow-up referrals. Identify and maintain relationships with all relevant stakeholders for effective implementation of the programme. Provide onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service of

lifestyle development interventions. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programmes to enhance the health and wellness of employees and the organization. Provide Occupational Health Services to employees that will promote, protect and restore employee's health within a safe working environment. Perform Medical Surveillance (which may include clinical examinations, biological monitoring and medical tests and diseases. Management of occupational injuries and TB, HEP B, lost time statistic's and cost data report for safety committee. Inspect facilities, observe operations and activities and investigate health and safety complaints. Ensure that OHS committee meets monthly and compile reports as required.

ENQUIRIES : Ms. M. Sono, Tel. No: (011) 951-8202
APPLICATIONS : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
NOTE : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
CLOSING DATE : 16 March 2018

POST 09/89 : **OPERATIONAL MANAGER (GENERAL) – REF NO: HRM 04/2018**
 Directorate: Nursing Services

SALARY : R394 665. per annum (Plus Benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Basic Qualification Diploma/degree (R425) in Nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. A minimum of 7 years appropriate/recognized experience in nursing after registration as a Professional Nurse with SANC in Nursing. At least five years of the period above must be appropriate/recognized experience in psychiatry. Knowledge of Mental Health Care Act, PFMA and other Public Sector Regulations. Current registration with SANC. Sound interpersonal, good communication and leadership skills. Computer literacy and a valid driver's license.

DUTIES : Deputize for Nursing Managers in their absence and take charge of the hospital after hours, at night, during weekends and Public Holidays. Demonstrate basic understanding of Human Resource and Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and supply chain management procedures. Ensure effective and efficient coordination and integration of Quality nursing care through compliance to Batho Pele Principles, Mental Health Care Act Procedures and Quality Assurance standards. Participate in staff development, uphold the nursing strategy & compile reports.

ENQUIRIES : Ms. M. Sono, Tel. No: (011) 951-8202
APPLICATIONS : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
CLOSING DATE : 16 March 2018

POST 09/90 : **QUALITY AND RISK MANAGER REF NO: TRH 04/2018**
 Directorate: Clinical

SALARY : Grade 1: R 394 665 per annum (plus benefits)
 Grade 2: R 457 527 per annum (plus benefits)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : Relevant Qualification as a Health Professional and registration with the appropriate statutory Health Professional Council. A minimum of 10 years appropriate experience as a Health Professional post Community Service. A least 3 years recognisable experience in Quality Assurance and Risk Management. Code 8 Drivers Licence, must be computer literate, have strong writing, communication and verbal skills. Excellent interpersonal skills and ability to coordinate the interdisciplinary team members. Knowledge of relevant prescripts in Health and public Sector.

- DUTIES** : Develop, maintain and coordinate Quality and Risk management activities in the institution as per relevant policies, prescripts and legislation. Lead the Quality Assurance and Risk management committees. Develop and implement the hospital's Quality assurance and Risk management annual plans, relevant reports and standard operating procedures in line with Quality and Risk Management Policies. Implement Quality priorities and ensure quality care is developed and maintained within the institution at all times. Ensure compliance to National Core Standards as required by the Office of Health standards compliance by regular quality assessments, monitoring and implementation of quality improvement plans. Compilation, submission and monitoring of various quality reports will be required. Ensure monitoring, evaluation, and reporting of enterprise wide risks and incidences within the institution as per policy and prescripts of Risk Management. Coordinate compile the Risk Register, monthly AG consolidated action plans and relevant audits assessments.
- APPLICATIONS** : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
- ENQUIRIES** : Ms FK Mokgokong, Tel. No: (012) 354 – 6745
- CLOSING DATE** : 16 March 2018
- POST 09/91** : **ASSISTANT DIRECTOR: CARE MANAGEMENT: REF NO: 002651**
Directorate: Quality Assurance
- SALARY** : R334 545. Per annum
- CENTRE** : Dr. George Mukhari Academic Hospital
- REQUIREMENTS** : An appropriate Bachelor's degree/diploma in health related qualifications. A qualification in management/administration course with a minimum period of 1 year in an accredited higher education institution. A minimum of 8 years appropriate/recognizable experience in health services. At least a minimum of 3 years of the period referred to above must be appropriate experience at management level and quality assurance. Extensive knowledge in customer care service program. Computer literacy: Knowledge and understanding of legislative framework applicable to practice in public health facility. Advance computer literacy in MS Office Package (Ms Word, Ms Excel, and Ms PowerPoint). Presentation skills. A valid driver's license. Competencies: The applicant must have Operational Management skills, Ability to interact with diverse stakeholders, health care users and givers. Good communication skills, Report writing skills, Facilitation skills, Must have ability to work under pressure and be a creative thinker. Have project management and finance management skills.
- DUTIES** : Ensure effective management of quality assurance service package in the health facility. Oversee the customer care programs. Develop, Support and implement customer care programs assist with the facilitation of the implementation of NCS & 6 Ministerial priorities. Ensure the development and implementation of QIP's, Implement complaint management system, assist with the management of patient safety incidents. Ensure the provision of effective and efficient General Management: Manage staff development and performance (PMDS) against departmental and Hospitals objective is in line with strategic, operational and turnaround plans. Manage material resources appropriately. Ensure proper training of employees on quality assurance matters. Compile and submit reports on due time. Communicate with all stakeholders, external and internal customers about quality assurance matters. Perform any other duties delegated by the supervisor.
- ENQUIRIES** : Mrs. GM Tabane Tel (012) 529 3427.
- 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.
- NOTE** : 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)
- CLOSING DATE** : 16 March 2018

POST 09/92 : **MANAGER: FACILITY MANAGEMENT UNIT – REF NO: HRM 01/2018**
 Directorate: Administration

SALARY : R334 545. per annum
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Grade 12 certificate with 7 – 10 years' experience in Facility Management of which 2 years must be at Supervisory level, OR a recognized Degree / National Diploma in Project Management, Facility / Building Management, OR equivalent with five (5) years of experience in the Public or Private working environment. Trade Test Certificate will be an added advantage. Knowledge of Building maintenance and Project inspections Management. Knowledge of Managing Facility Management Services in a Hospital environment. Good Financial Management skills. Knowledge of PFMA, OHS Act and other related Legislations. Valid Driver's license, Computer literacy, Presentation and analytical Skills, Stock 44 Management and Conflict Management. Knowledge of Hospital environment and ability to work independently and under pressure.

DUTIES : Manage the maintenance of hospital buildings, machineries (boilers, generators, laundry washing machines and other). Manage state accommodation. Conduct building audits, office accommodation and residential allocation and hospital keys. Manage all statutory projects and onsite contractors, liaison with all stake holders, draft specification and / or scrutinize specification in consultation with DID inspectors. Ensure the availability of boiler coals and supplements. Identify, receive and log call for all the defects. Record management (develop and manage all relevant registers). Manage the FMU stock and store room and order day to day maintenance accessories of the section, control and organize all the activities of the section. Rendering support in OHS, Infection Control and Quality Assurance Committees. Take water and electricity meter reading on monthly basis and submit to Finance for billing. Attend meetings, compiling of reports and motivations. Drafting and management of sectorial budget. Develop and management of maintenance plan in line with the strategic and operational plan of the Institution. Conduct monthly inspection of all critical areas and develop plan of action. Supervise and manage subordinates. Perform all delegated responsibilities.

ENQUIRIES : Mr. B.H. Shuping, Tel. No: (011) 951-8207
APPLICATIONS : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE : 16 March 2018

POST 09/93 : **ASSISTANT DIRECTOR (DEMAND MANAGEMENT): REF NO: 002652**
 Directorate: Supply Chain Management

SALARY : R334 545 per annum (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : 3years National Diploma in Logistics Management, Supply Chain Management, Public Supply Chain Management and relevant/equivalent qualification with a minimum of 3years supervisory experience in Supply Chain Management. Ability to work independently under intense pressure. Knowledge of government Supply Chain Management Policies and Procedures more especially those related to Demand and Management. Research, Project Management and Presentation skills. Computer Literacy in MS Office package (MS Word, Ms Excel and MS PowerPoint). Good Communication Skills and Interpersonal Relation. Health (hospital) environment background will be an added advantage. A valid driver's license. Competencies: The applicant must have a good communication (both verbal and written) and strong relations. Ability to interact with all levels both internal (end-users) and external stakeholders. Must have the ability to work under pressure and be a creative thinker. Have a Project, Marketing, Economics and Financial Management Skills.

DUTIES : Conduct market and commodity analysis. Ensure that requirements are linked to the strategic objectives and budget. Review specifications and Term of reference for every requirement. Render advisory support to Bid Specification Committees.

Liaise with users to determine current and future requirements. Submit in-puts to the budgeting process of the institution. Assist with compilation of Demand Plans. Utilise SAP/ SRM for reporting. Assist with conducting needs assessment by collecting and analysing data provided. Conduct a market and industry analysis. Ensure compliance with SCM process and procedures. Manage staff development and performance (PMDS) against Departmental and hospital's objectives in line with strategic, operational and turnaround plans. Implement the Department SCM strategy. Manage activities, people and equipments. Ensure internal and external communication strategy on SCM performance and development. Develop and train staff. Report writing. Perform any other duties delegated by the supervisor.

ENQUIRIES : Mr. Nhlapo M, Tel (012) 529 3407
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.

NOTE : 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)

CLOSING DATE : 16 March 2018

POST 09/94 : **CASE MANAGER (1 POST)**

SALARY : R334 545- R 404 121 per annum (plus benefits) Level 9
CENTRE : Pholosong Hospital
REQUIREMENTS : A degree/ diploma in nursing and a minimum 5 years of experience in nursing after registration as a Professional Nurse with SANC in general nursing. Computer literacy, good communication, organisational and planning skills and analytical thinking. Knowledge of National Health Act, Medical Scheme Act 131 of 1988, PFMA, RAF, UPTS & ICD 10 coding.

DUTIES : Monitor and manage internal patients as for externally funded patients (i.e. ensure ALOS within norms; ensure diagnostic specific length of stays to obtain from Clinical HOD reasons for extended length of stay) Ensure ICD 10Codes are correct relevant and specific and charted each time diagnosis changes and on discharge. To verify DHIS data collection. Efficient and effective communication and updating of clinical information for externally funded patients. Ensure efficient and effective interpretation of case management policies, standards, protocols and procedures. Coordinate the workflow processes between clinical and admin personnel. Management, supervisor and development of staff. Evaluation and monitoring of ICD10 coding for supervision. Do authorization & confirmation for medical aid patients. Liaise with external funders. Monitor m/aid rejections. Monitor & check RAF, SAPS & Correctional Services files. Assist with completion of charge sheet. Provide training on UPFS & Charge sheet. Personal Attribute: Ability to cope under pressure.

ENQUIRIES : Ms KF Mabuza (011) 812 5234
APPLICATIONS : must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be Posted to Private Bag X4, Brakpan, 1550 The institution reserves the right not to fill the post.

NOTE : must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached.

CLOSING DATE : 15 March 2018

POST 09/95 : **CASE MANAGER L9 (1 POST) REF: FERH01/CASE2018**
Directorate: Finance

SALARY : R334 545-R404 121 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : An appropriate nursing diploma/degree in nursing or allied health sciences qualification with experience/knowledge of clinical management of all medical, surgical, gynae and obstetrics. A minimum of Five (5) years appropriate/recognisable experience in the clinical field. Knowledge of Medical Scheme Act, PMB regulations, ICD10 coding, Uniform Patient Fees Schedule (UPFS), Administration Procedure Manual and Patient administration policies, Public Finance Management Act 1999 (PFMA), and other relevant Public service

		prescripts*Computer literacy. Valid driver's licence, good planning, training & interpersonal skills. Capabilities to work independently with limited supervision, decision making skills. Must be innovative, assertive, teamwork oriented, adaptable to change and improvement and must be prepared to drive. Recommendations: Case management, theatre, casualty and ICU experience. Knowledge in finance will be an added advantage
<u>DUTIES</u>	:	Be familiar with NHI policies and standards. Communication and update of clinical information for external funded patients. Efficient and effective interpretation and implementation of case management policies and standards. Be able to formulate protocols and procedures in the hospital setting. Ensure that there is a process to manage financial risk for payment of care and protect patients from unnecessary costs. Co-ordinate the work flow processes between clinic and admin personnel. Produce work of high quality standards by accurately checking flow processes and tasks. Build relations with funders, Patients, and Multidisciplinary Health care team by facilitating, collaborating and coordinating client service to maximise positive outcomes. Ensure accuracy in terms of prescribed minimum benefits, ICD10 and procedure coding. Optimal utilization of (Human, Financial, Physical and material resources). Contribute to departments planning, budgeting and procurement processes. Monitor and evaluate patient's accounts, collect, analyse and interpret statically data. Keep electronic and physical records, submit monthly reports to management. Ensure compliance with regulations, prescripts and policies of the department. Manage performance and staff development. Manage ICD10 coding training of Admin clerks and patient affairs clerks.
<u>ENQUIRIES</u>	:	Mrs. E Phiri, Tel. No: 011 812 8419
<u>APPLICATIONS</u>	:	should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. . Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	16 March 2018
<u>POST 09/96</u>	:	<u>PRODUCTION SPEECH THERAPY AND /OR AUDIOLOGY GRADE 1-3 REF NO: TDH01/2018.</u> Directorate: Allieds Department
<u>SALARY</u>	:	Grade 1 R281 148. - R321 462. Grade 2 R325 584. – R378 682. Grade 3 R325 854. – R473 445.
<u>CENTRE</u>	:	Tshwane District Hospital
<u>REQUIREMENTS</u>	:	Degree in speech Therapy and Audiology or Audiology. Current registration with HPCSA. At least 2years of experience working in government.
<u>DUTIES</u>	:	assessment of patients referred for Speech Therapy and Audiology / Audiology services. Provide speech therapy and audiology / audiology services to in and out patients. Preference will be given to individuals with experience in Ototoxicity Monitoring, as a big portion of the caseload is Drug Resistant –TB patients referred for hearing screening. Compile monthly statistics. Supervision of community service therapists. Attending of various meetings. Coordinating services offered by the department. Preference will be given to individuals with experience in National Core Standards, Quality Assurance Audits, and ordering of hearing Aids
<u>ENQUIRIES</u>	:	Dr Nkusi SS: Tel 012-354 7600
<u>APPLICATIONS</u>	:	All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.
<u>CLOSING DATE</u>	:	16 March 2018

POST 09/97 : **CASE MANAGER: REF NO: 002542**
Directorate: Finance (Revenue)

SALARY : R281 418 per annum (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : An Appropriate diploma/degree in health related field.3-5 year's relevant experience in clinical field. Knowledge of legal framework on: Health Act, PFMA, Medical Schemes Act, PMB regulations, RAF Act, UPFS, Administration Procedure Manual, ICD 10 Coding and Procedures coding. Computer literacy (Microsoft Office Suite, Ms Word and Ms Excel). Must be a driven, customer focused individual with excellent planning, organizing communication (verbal and written) and reporting skills. Must have good interpersonal relations and training skills. Must be able to work under pressure.

DUTIES : Application of clinical knowledge in risk management (Financial and clinical) of patient in terms of Length of Stay, Level of Care, Clinical updates, ICD 10 coding, procedures coding and benefit availability, identification of billable services, treatment care plans, case management of patients (confirmations and authorizations). Audit patient's accounts. Train hospital officials on the utilization of charge sheet. Keep electronic and physical records. Reporting. Ensuring compliance to Regulations, Prescripts and policies of the department. Manage performance and development of staff.

ENQUIRIES : Mr. W Mangena Tel No: (012) 529 3236
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.

NOTE : 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)

CLOSING DATE : 16 March 2018

POST 09/98 : **PROFESSIONAL NURSE- HAST (1 POST) REF: FERH02/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 registered with South African nursing council (SANC). A minimum of Three (3) years appropriate/recognisable experience after registration as a professional nurse with SANC. Certificate of any HAST attendance is compulsory. Leadership and good managerial skills required. Wide experience in HAST will be an advantage.

DUTIES : Implementation of all HAST programmes in the hospital and their supervision for compliance. Participate in the multidisciplinary HAST staff including the NGO lay counsellors. Monitoring of all categories in the hospital for compliance to HAST principles. Assist in preparation for HAST in-service training for the patients and staff, attend to relevant HAST external workshops according to the need. Responsible for reporting to HAST Area manager about the facility compliance to HAST principles challenger and proposed resolutions

ENQUIRIES : Mrs. E Mawela, Tel. No: 011 812 8556
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 : 16 March 2018

POST 09/99 : **SENIOR SECURITY OFFICER. REF NO: 002551**
Directorate: Logistics

SALARY : R226 611. Per annum Plus benefits
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Grade 12 with 7 years' experience in security or police investigations. NQF Level-6 Diploma in Security Risk Management/Policing/Forensic Investigation/Criminology is a requirement. Three years relevant experience on supervision is required. PSIRA Grade-A Training Certificate (New PSIRA certificate). Knowledge required: Threat and Risk Assessment; Disaster Management and Emergency Planning; Presentation; Public Service and Departmental Procedure; MISS, MPSS; Fire Arm control; Fire Prevention Act; OHSA; Protection of Information Act. Ability to investigate criminal cases. Ability to gather and analyse information. Computer literate in the following applications (Microsoft Excel; Word; Outlook and PowerPoint) is essential. Good communication skills (verbal & written). Have a valid driver's license

DUTIES : Conduct security awareness campaigns. Conduct investigations. Liaise with external law enforcement agencies (SAPS and metro police) Conduct quarterly Threat and Risk Assessments. Liaises with Loss Control Officer. Establish and manage crime register. Provide inputs for the developments and implementation of policies, guidelines, norms and standards. Ensure compliance with national core standards. Identify threats in order to improve on overall security. Perform supervisory duties. Perform any other duties delegated by the supervisor.

ENQUIRIES : Mr Mangena NI Tel No: 012 529 3620
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.

NOTE : 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)

CLOSING DATE : 16 March 2018

POST 09/100 : **ADMINISTRATIVE OFFICER: MEDIA RELATIONS OFFICER REF NO: 002572**
Directorate: Communications

SALARY : R226 611. Per annum Plus benefits
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : An appropriate 3-year Bachelor's degree/National Diploma in Communication/Journalism or NQF 6 relevant qualification. A minimum of 1 (one) year working experience in the media or communication environment. A thorough understanding and ability of news content writing and development. Knowledge and understanding of Government Communication policies, procedures, and programmes. Understanding of the Code of Good Conduct for government communicators. Good verbal and written communication skill. An ability to produce quality work as a team member and under pressure. Good report writing and presentation skills. Computer literacy. A valid driver's license.

DUTIES : Develop and produce media related and media liaison management support services. Conduct media evaluation and monitoring duties. Compile and implement media and communication plans. Develop and implement corporate publications development and distribution plans. Write articles for hospital and government publications. Develop content, monitor and administer hospital website, social media and digital platforms. Provide support in the coordination of media engagement sessions such as press conferences and networking. Interact with stakeholders at all levels. Facilitate supervisor, mentoring and development of interns. Any other duties as determined by management.

ENQUIRIES : Mr Z Ndwandwe Tel No: (012) 529 3216
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.

NOTE : 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)

CLOSING DATE : 16 March 2018

POST 09/101 : **ADMINISTRATIVE OFFICER/PUBLIC RELATIONS OFFICER REF NO: 002540**
Directorate: Communications

SALARY : R226 611. Per annum Plus benefits
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : An appropriate 3 year bachelor's Degree/ National Diploma in Communication/Public Relations or NQF 6 relevant qualification with the minimum of 1(one) year working experience in the communication or public relations environment. Thorough understanding and ability of undertaking public relation and communication activities. Knowledge and understanding of Government communication policies, procedures and programmes. Understanding of the code of good conduct for government communications. Good verbal and written communication skills. An ability to produce quality work as a team member and under pressure. Good report writing and presentation skills. Computer literacy. A valid driver's license

DUTIES : Provide Support and execution of hospital and government communication strategies. Develop and implement public relations and communication plans. Coordinate and execute hospital exhibitions, campaigns and events. Manage and promote hospital and government corporate brand and image. Develop content and administration of hospital website, social media and digital platforms. Interact, engage and manage hospital internal and external stakeholders at all levels. Provide support, management and storage of communication materials and equipment. Facilitate supervision, mentoring and developing of internship officers. Any other duties as determine by management.

ENQUIRIES : Mr Z Ndwandwe Tel No: (012) 529 3216
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.

NOTE : 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)

CLOSING DATE : 16 March 2018

POST 09/102 : **TELEPHONE SUPPORT TECHNICIAN REF NO: 002526**
Directorate: Information Communication and Technology

SALARY : R226 611. per annum (Plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Grade 12 + Optic Fibre Technician/ Certificate (with Specialization on telephony cable) with a minimum of five (5) years working experience in telephone environment. Must have good knowledge of troubling shooting telephone network. Must be able to work under pressure. Relevant health environment, related experience working with telephone system such as PABX and TMS will be added advantage. Competencies: Strong interpersonal and Communication skills with good knowledge in computer packages(Ms Word, Excel, Power point and Access) and Batho Pele principles. Proficiency in English and other official languages is a must have skills.

DUTIES : Management of Switchboard calls. Troubleshoot the telephone faults and ensure the availability of communication services on a 24/7 basis. Ensuring that all logged calls are attended to and closed with turnaround time frame. Ensure a pleasant working environment and customer relations at all times. Perform installation, repairs and maintenance of telephone extensions and provide first line support to the hospital telephone system (PABX). Responsible for faults reporting on telephone system and liaising with the supervisor and relevant service providers. Ensure the support of the Telephone Management System to enable management and minimization of telephone cost.

ENQUIRIES : Mr. Pilane Mogomotsi, 012 529 3772

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.

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CLOSING DATE : 16 March 2018

POST 09/103 : **HRD & PMDS OFFICER REF NO: 002541**
Directorate: HRD (Human Resource Development)

SALARY : R226 611. per annum (Plus benefits)

CENTRE : Dr. George Mukhari Academic Hospital

REQUIREMENTS : A recognized 3 years Degree/Diploma in Human Resource Development/Management with 5 years' experience or Grade 12 with atleast 8 years working experience in Human Resource Development and or PMDS, Knowledge of the Public Service Act and Regulations, Skills Act, Skills Development Act, Skills Levy Act, SAQA, NQF, NSDS, PMDS etc. Presentation and Facilitation skills, Computer literacy. PERSAL Certificate.

DUTIES : Coordinate and facilitate training and induction programmes, Liaise with external training providers. Assists with skills development audits. Facilitate needs directed courses/seminars/workshop. Serve as a secretary during training committee meetings. Assist department with PMDS. Ensure that departments submit PMDS contracts and quarterly reviews. Monitor the implementation of PMDS. Advise management and staff on PMDS issues. Capturing of PMDS on Persal system. Assist and advice management and staff on Employment Equity issues.

ENQUIRIES : Mr. JV Mtimkulu 012 529 3450/ Mr SM Kgafela SM 012 529 39

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.

NOTE : 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)

CLOSING DATE : 16 March 2018

POST 09/104 : **COMPUTER TECHNOLOGIST TECHNICIAN: REF NO: 0025572**
Directorate: Information Communication and Technology

SALARY : R226 611. per annum (plus benefits)

CENTRE : Dr. George Mukhari Academic Hospital

REQUIREMENTS : Grade 12 with IT Diploma or A+/N+/MCSE/ITIL.A minimum of 3 years' experience in Health Department Information Communication and Technology. Competencies: Technical (desktop/laptop and server) support and network support (data and voice).Experience in dealing with the public. Ability to communicate well with people at different levels and from diversified backgrounds. Sound verbal and written communication skills. Sound knowledge of windows platform (Windows OS, Ms.Office Suite). Sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative and work independently and in a team. Knowledge of public service legislation, policies and procedure. Knowledge and experience in Health Information System will be an added advantage.

DUTIES : Ability to create and configure user accounts. Provide first line support and escalate where necessary. Attend to logged calls and ensure that are attended to timeously, prove report. Conduct end user training. Trace and resolve tele faults. Provide first line telephone infrastructure support. Ensure 24/7 365 days' support. Be on Standby and Provide system support and configure (HIS/RX, /IVS/VDI\ and Citrix).Maintain and configure hardware, telecommunications system and ensure effective information security; Performance daily backup/archives; management the network, server and desktop environment to ensure require capacity and security. Attend to enquiries in professional manner and give guidance and advice.

Adhere to time lines. Be willing to undergo continuous training and development programmes. Attend meetings and trainings as approved by supervisor.

ENQUIRIES : Mr. ABP Malapane, Tel No: (012) 529 3687

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.

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CLOSING DATE : 16 March 2018

POST 09/105 : **ICT HELP DESK REF NO: 002527**
Directorate: Information Communication and Technology

SALARY : R226 611. Per annum Plus benefits

CENTRE : Dr. George Mukhari Academic Hospital

REQUIREMENTS : Minimum of Grade 12 and minimum of 3 years relevant work experience in ICT service desk environment. A Certificate (N+/A+), Diploma or Degree in Information Technology/computer science will be strongly recommended as an advantage. Exposure to administration of ICT support services and reporting is a must. Relevant health environment related experience working within technical support and system is preferable. Competencies: Strong interpersonal and communication skills with good knowledge in computer packages (Ms Word, Excel, MS PowerPoint and Access) and Batho-Pele Principles. Proficiency in English and other official languages.

DUTIES : Administration of the service desk or help desk environment, ensuring the availability of ICT services and resources. Monitor all logged, attended, closed and escalated calls. Assigning calls to technicians, and communicating with both users and technicians in relation to the status of the logged calls. Regular calls are closed. Ensuring a pleasant work environment and customer relations at all times. Perform office administration, execute and implement the unit's operational plan. Provide monthly /weekly desk report, including ad-hoc reporting.

ENQUIRIES : Mr P Mogomotsi Tel 012 529 3772

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.

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CLOSING DATE : 16 March 2018

POST 09/106 : **CLIENT LIAISON OFFICER: REF NO: 002653**
Directorate: Quality Assurance

SALARY : R226 611. Per annum

CENTRE : Dr. George Mukhari Academic Hospital

REQUIREMENTS : A qualification in management/ administration course with a minimum period of 1 year in an accredited higher education institution. A minimum of 5 years appropriate / recognizable experience in health service. At least 3 years of the period referred to above must be appropriate experience in quality assurance. Extensive knowledge and understanding of legislatives framework applicable to practice in public health facility. Advance computer literacy in MS Office Package (Ms Word, Ms Excel, and Ms PowerPoint). Presentation skills. A valid driver's license. Competencies: The applicant must have ability to interact with diverse stakeholders, Health care users and givers. Good Communication skills, report writing skills, Facilitation skills, Problem solving skills, Good Interpersonal relations, ability to work under pressure.

DUTIES : Conduct National Core standards self-assessment. Facilitate the development of QIP's and implementation thereof. Implement customer care programs. Compile and analyze reports of the programs and submit reports on due time. Assist with the management of the patient safety incidents. Manage staff development and performance (PMDS). Manage material resources appropriately. Facilitate training

of employees on quality assurance matters. Communicate with all stakeholders, external and internal customers about quality assurance matters. Perform any other duties delegated by the supervisor.

ENQUIRIES APPLICATIONS : Mrs. GM Tabane, Tel (012) 529 3427
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.

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CLOSING DATE : 16 March 2018

POST 09/107 : **MONITORING AND EVALUATION AUDITOR: REF NO: 002533**
Directorate: Information Communication and Technology

SALARY : R183 558. Per annum
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Grade 12 with a National Diploma /Degree in Monitoring and Evaluation/Auditing Risk Management /Quality Assurance or Information (Statistics).or any other relevant qualifications. A minimum of 3 years relevant experience working in Monitoring and Evaluation or Health Information Management (DHIS) will be an added advantage. Exposure to auditing service and reporting, including data/information gathering, processing and data analysis is a must. Competencies: Strong Interpersonal and communication skills with good knowledge in computer packages (Ms. Word, Excel, Ms. Power Point and Access) and Batho Pele Principles. Proficiency in English and other official languages.

DUTIES : Administration of Audit process in the M&E unit within the hospital environment. Ensuring that the audits are conducted as planned and as merited by urgency of the situation as per the mandate of the supervisor. Write the reports of the outcome of the audit taken. Work with Departments and Units to correct discrepancies emanating from audits conducted and information collected. Ensure the gathering and collecting of quality data for compilation of M&E audits. Regular follow up on non-submission of M&E and health information data. Manage own work and identify own development need. Perform duties and functions assigned or delegated by the M&E Manager and Senior Management. Update all M&E information within the Hospital and ensure that challenges encountered are escalated accordingly. Communicate with staff in the directorate assigned to you and ensure delivery of the hospital strategy and operational plan. Perform regular follow- ups to directorates for gathering evidence of performance. Ensure a pleasant working environment through maintain positive attitude at all times. Execute the implementation of the Units operational plan. Provide monthly M&E report including ad-hoc reporting.

ENQUIRIES APPLICATIONS : Mr. Mogomotsi P, Tel (012) 529 3772
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.

NOTE : 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)

CLOSING DATE : 16 March 2018

POST 09/108 : **CLIENT INFORMATION CLERK -IT (1 POST) REF: FERH01/IT2018**
Directorate: Information Technology

SALARY : R152 862-R180 063 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : Information Technology Diploma/Degree NQF 6 or Grade 12 plus NQF 4 one year IT certificate (A+, N+, MCSE/MCITP) with 12 months relevant IT experience. Preferably someone with health environment related experience in supporting transversal systems (SAP,BAS, SRM, Persal). Must have customer relationship management and client satisfaction skills to deal with end-users (Computer users)

on daily basis. Competencies: Strong interpersonal and communication skills with good knowledge in computer packages (Ms Office 2010 & 2016).

DUTIES : The officer will be expected to render desktop services to all users in the hospital. Configure & troubleshoot computers, laptops and printers. Support all system applications used in the hospital. Ensure anti-virus management at desktop level, and set up email accounts, resolve problems at client/user level. Provide day to day support to desktop and network operations. Manage LAN and WAN connectivity. Ensure adherence to standard operating procedure manuals in line with available ICT policies, guidelines and service levels. Produce reports timeously and continually meet deadlines and targets.

ENQUIRIES : Mr. H.Z Buda, Tel. No: 011 812 8321

APPLICATIONS : should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. . Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE : 16 March 2018

POST 09/109 : **DATA CAPTURER (1 POST) REF: FERH01/HAST2018**
Directorate: HAST

SALARY : R152 862-R180 063 per annum

CENTRE : Far East Rand Hospital

REQUIREMENTS : Grade 12 certificate or equivalent. Proof of computer literacy. Knowledge if Tier.Net, EDR-Web, DHIS. At least 0-1 year experience in data management skills and analysis. Good Etiquette, willingness to work under pressure and meet deadlines. Ability to work with wide range of internal & external partners.

DUTIES : The incumbent will be responsible for ensuring accuracy of daily integration. Daily capturing of patient files into tier.net and EDR web. Collection of patients of raw data from relevant services points registers/data sources into the computer. Ensure patient's records are properly secured. Preparing of weekly/monthly statistics for HAST. Ensure ongoing data capturing in Tier.Net from patients records within the agreed timeframe with high standard of accuracy. Identify, resolve or query missing data and errors observed during manual data entry reviews. Report missing data and errors to the HAST manager. Performing of basic administration work.

APPLICATIONS : should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. . Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE : 16 March 2018

DEPARTMENT OF HUMAN SETTLEMENTS

CLOSING DATE : 23 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

POST 09/110 : **DIRECTOR: ASSET DISPOSAL AND REGULARIZATION (REFS/002629)**

SALARY : R948 174. Per Annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a Bachelor's Degree in the Built Environment. Minimum of 5 years of practical experience at middle management. Qualification in conveyancing and/or understanding of conveyancing processes would be an added advantage. A strong managerial background in the field of general management and administration as well as strong communication skills. Proven analytical capacity and understanding of the PFMA and other relevant Public Service Legislation. Knowledge of strategy formulation. Code B driver's license a must. Adaptability, initiative and creative thinking. Excellent verbal and written communication and facilitation skills. Ability to lead people in strategic change, team work, cooperation and relationship management. Good presentation skills and ability to interact with the Executive Council, relevant Provincial Departments, Municipalities, communities and other stakeholders. Ability to work outside the normal working hours when required.

DUTIES : The main purpose is to manage and administer disposal and transfer of provincial and municipal stock to eligible beneficiaries in line with the regulatory framework. Manage, monitor and evaluate specific programmes and projects. Facilitate transfer of ownership rights to qualifying occupants of the municipal and provincial housing stock. Facilitate housing dispute resolutions. Rectification of incorrect title deeds. Facilitate registration and regularization of post 1994 properties

ENQUIRIES : Ms Z Dhludhla, Tel No- (011) 355 4121/4290
APPLICATIONS : Please apply **online at www.gautengonline.gov.za**