

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

The Gauteng Department of Health is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

APPLICATIONS

- : Postal and contact details of relevant Hospitals/ Institutions:
- Ann Latsky Nursing College:** Applications must be submitted to: Human Resource Department, Ann Latsky Nursing College, No 1 Plunkett Avenue Hurst Hill, Johannesburg. OR P/Bag 40, Auckland Park 2006. Enquiries: Ms R. Ramahlafi Tel No: (011) 644 8915/ Mr J.D. Cloete Tel No: (011) 644 8912
- Bertha Gxowa Hospital:** Applications should be submitted to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400. Enquiries: Dr JC Ganada Tel No: 010 344 2779; Dr. E.M. Sithebe (medical/allied) Tel No: 010 344 2779
- Bheki Mlangeni Hospital:** Applications must be submitted to: HR Department at Bheki Mlangeni District Hospital or posted to Bheki Mlangeni District Hospital, P.O. Box 731, Jabulani, 1868. Enquiries: Ms. RS Mabyane Tel No: (011) 241 5620; Ms G Ntsoane Tel No: (011) 241 5793
- Bronkhorstspuit Hospital or/and Tshwane District Health Services:** Applications must be delivered to: The Fields Building, 427 Hilda Street, Corner Hilda & Burnett, Hatfield or post to P.O. Box 9514 Pretoria, 0001. Enquiries: Mr J. Mokhopa Tel No: (012) 451 9035 / Mr J Mokhopa Tel No: (012) 451 9197 / Mr M. Pitsi Tel No: (012) 451 9060
- Carletonville Hospital:** Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500. Enquiries: Ms M Matandela Tel No: (018) 788 1708/02 / Ms C Raborifi Tel No: (018) 788 1781/15
- Charlotte Maxeke Johannesburg Academic Hospital:** Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8. No 17 Jubilee Road, Park town. Enquiries: Ms G. Bogoshi Tel No: (011) 488 3710 / Ms K Leketho Tel No: (011) 488 3759
- Chris Hani Baragwanath Hospital:** Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808. Enquiries: Dr GS Maseko Tel No: (011) 933 9142 / Mr C Woodworth Tel No: (011) 933 8411
- Chris Hani Baragwanath Nursing College:** Applications should be submitted at the Human Resource Department, Chris Hani Baragwanath Nursing College (inside the Chris Hani Baragwanath Academic Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013. Enquiries: Ms. P. Ndaba Tel No: (011) 983 3006 / Ms D. Lekalakala Tel No: (011) 983 3060
- Cullinan Care & Rehabilitation Centre:** Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X 1005, Cullinan, 1000. Enquiries: Mr J.K. Makhoba Tel No: (012) 734 7044 / Ms J Ngcobo Tel No: (012) 734 7004
- DR Yusuf Dadoo Hospital:** Applications: Must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740. Enquiries: Dr. O.P. Ugobor Tel No: (011) 951 6161 / Ms. D. Ngwenya Tel No: (011) 951 6045
- DR George Mukhari Hospital:** 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. Enquiries: Dr F Kgongwana Tel No: (012) 529 3880 / Ms T Masilela Tel No: (012) 529 3699
- Edenvale Hospital:** Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi

Rank), Modderfontein Road, Edenvale. Enquiries: Mr J. Rampheri Tel No: (011) 321 6109 / Mr J.K.A. Buthelezi Tel No: (011) 321 6003

Ekurhuleni & Sedibeng District Health Areas: 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. Enquiries: Mr A Mdunyelwa Tel No: (011) 876 1721 / Mr C Modise Tel No: (011) 876 1721

Far East Rand Hospital: Applications should be submitted at – HR Department, Far East Rand Hospital, Private Bag X50, Springs 1560 or Hand delivered to: HR Department, Far East Rand Hospital, Hospital Road, New State Area, Springs. Enquiries: Dr N Lesia Tel No: (011) 812 8311 / MR R Moshwane Tel No: (011) 812 8313

Forensic Pathology Services: Application must be submitted at Forensic Pathology Service, 11 Diagonal Street, 13 floor, reception or can be posted to Forensic Pathology Service, P O Box 7128, Johannesburg, 2000. Enquiries: Mr L. Mailula (medical/ allied) Tel No: (011) 689 5570; Ms N. Mashya (medical/ allied) Tel No: (011) 689 5594

Heidelberg Hospital: Applications should be submitted to HR department at Heidelberg Hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg Hospital, Private bag 612, Heidelberg 1438. Enquiries: Dr ER Masilela Tel No: (016) 341 1207 / Tel No: (016) 341 1286

Helen Joseph Hospital: Applications should be submitted to Human Resource Department at the Helen Joseph Hospital, No14 Perth Road Auckland Park. Enquiries: Dr R Billa Tel No: (011) 489 0014 / Ms T Mkhwanazi Tel No: (011) 489 1070

Johannesburg District Health Area: Applications can be submitted to Johannesburg District Health offices at Hillbrow CHC CNR Smit and Klein Street or be posted to Human Resources Johannesburg District Health, Private Bag X21, Johannesburg 2001. Enquiries: Ms S Rabotapi Tel No: (011) 694 3861 / Mr O Moerane Tel No: (011) 694 3906

Jubilee Hospital: Application documents must be addressed to Jubilee District Hospital, Human Resource Department, Private Bag x449 Hammanskraal 0400 or hand delivered at Jubilee District Hospital. Enquiries: Mr N. Sekhu Tel No: (012) 717 9402; Dr O.B. Modise (medical) Tel No: (012) 717 9338

Kalafong Hospital: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001 or Hand Delivery at Kalafong Security Gate and sign in register book. Enquiries: Dr K.E. Letebele-Hartell Tel No: (012) 318 6503 / Dr K.M. Htwe Tel No: (012) 318 6502

Kopanong Hospital: Application to: HR Office, Kopanong Hospital, 2 Casino Road, Duncanville, or posted to P/Bag X031, Vereeniging, 1930. Enquiries: Ms A. Motaung Tel No: (016) 428 7096

Leratong Hospital: Applications should be submitted or hand delivered at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740. Enquiries: Dr R.M. Phanzu Tel No: (011) 411 3508 / Ms M Kubheka Tel No: (011) 411 3614

Mamelodi Hospital: Applications to be sent to Mamelodi Hospital, Attention: Recruitment Section Hand Post and other means of posting delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x0032 Rethabile 0122. Enquiries: Dr L.N. Pooe Tel No: (012) 841 8306 / Ms S. Mahlangu Tel No: (012) 841 8363

Medical Supplies Depot: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book. Enquiries: Dr S.A. Matjila Tel No: (012) 521 3079 / Ms E.M. Shibambo Tel No: (012) 521 4881/5869

Medunsa Oral & Dental Hospital: Applications must be submitted at Medunsa Oral & Dental: Private Bag X848, Medunsa, 0001. Enquiries: Dr S.A. Matjila Tel No: (012) 521 3079 / Ms E.M. Shibambo Tel No: (012) 521 4881/5869

Odi Hospital: Application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane.0190. Enquiries: Dr M Mekgoe Tel No: (012) 725 2436

Pholosong Hospital: Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be Posted to Private Bag X4, Brakpan,

1550. Enquiries: Mr J Fernandes Tel No: (011) 812 5179 / Ms S. Wagner Tel No: (011) 812 5179

Pretoria Oral & Dental Hospital: Direct applications to The HR Manager Ms Ina Swart-University of Pretoria Oral Health Centre PO Box 1266 Pretoria 0001 or Hand deliver at Louis Botha Building A, Room 1.28, Dr Savage Road, Rivier, Pretoria. Enquiries: Prof A.J. Ligthelm Tel No: (012) 319 2327 / Ms I. Swart Tel No: (012) 301 5705

Pretoria West Hospital: 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. Enquiries: Dr C. Mojapelo (medical/ allied) Tel No: (012) 380 1234; Ms H.M.M. Strydom (nursing) Tel No: (012) 380 1207

Rahima Moosa Mother & Child Hospital: Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or Human Resource Office, Administration Building, 1st Floor. Enquiries: Dr F Benson Tel No: (011) 470 9034 / Mr L Louw Tel No: (011) 470 9190

Rahima Moosa Nursing College: All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, and Coronationville or posted to Private Bag x116, Melville, 2109. Enquiries: Ms J Gassiep Tel No: (011) 247 3300 / Mr AT Tsoke Tel No: (011) 247 3321

Sebokeng Hospital: Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng or Applications must be submitted to HR Department, Sebokeng Hospital. Enquiries: Dr N. Msibi (medical) Tel No: (016) 930 3303; Ms M. Madolo (allied) Tel No: (016) 930 3305; Mr K. Sejeng (nursing) Tel No: (016) 930 3066

Sedibeng District Health Area: Direct applications to The HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office. Enquiries: Ms S. Hlahane Tel No: (016) 950 6195 / Ms G Van den Heever Tel No: (016) 950 6174

S.G. Lourens Nursing College: Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001. Enquiries: Ms B. Riekert Tel No: (012) 319 5601

Sizwe Tropical Disease Hospital: Applications can be posted to: HR Manager, Sizwe Tropical Disease Hospital, Private Bag x 2, Snadringham, 2131 or hand delivered at Sizwe Tropical Disease Hospital, Cnr Club Street and Modderfontein road, Sandringham. Enquiries: Dr Louw Tel No: (011) 531 4410/ 4305 / Tel No: (011) 531 4302/ 4

South Rand Hospital: Applications forms must be delivered to HR South Rand Hospital, Admin block 1st Floor, Friars Hill Road, Rosettenville/to be posted to Private Bag X 1 Rosettenville 2130. Enquiries: Dr MN Maleka Tel No: (011) 681 2018 / Ms R. Mlangeni Tel No: (011) 681 2009

Sterkfontein Hospital: Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740. Enquiries: Mr J Mapunya Tel No: (011) 951 8341/ 8000 / Ms T Morake Tel No: (011) 951 8262

Steve Biko Academic Hospital: 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. Enquiries: Dr M Mathebula Tel No: (012) 354 1141 / Mr P.J. Motsweni Tel No: (012) 354 4646

Tambo Memorial Hospital: Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1460, Physical address: Railway Street, Boksburg, 1460. Enquiries: Dr A Naidoo Tel No: (011) 898 8320/22; Mr M.K. Mfolo (HR Manager) Tel No: (011) 898 8316

Tara The H. Moross Hospital: Applications must be delivered to: Tara the H. Moross Centre, 50 Saxon Road Hurlingham 2196 or can be posted to:-: Tara H. Moross Centre Private Bag X7 Randburg 2125. Enquiries: Dr FA Otiano Tel No: (011) 535 3001/ 3276

Tembisa Hospital: Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 OlifantsFontein, 1665 or Hand

delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665. Enquiries: Dr S. Mogaladi Tel No: (011) 923 2053 / Mr N Ramolumisi Tel No: (011) 923 2053

Thelle Mogoerane (Natalspriet) Hospital: Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, First Floor Main entrance (Brown Boxes) and sign in register book or post to Private Bag X01 Alrode 1451. Enquiries: Dr C.N. Mqayi Tel No: (011) 590 0298 / Mr T Mhlongo Tel No: (011) 590 0299

Tshwane District Hospital: Quoting the relevant reference number, direct applications to Human Resource Management at Louis Botha Building A, Room 1.10, Dr. Savage Road, Riviera, Pretoria OR mailed to PO Box 1266, Pretoria, 0001 Tel: 012 301 5722. Enquiries: Dr Soe Tel No: (012) 354 7604 Ms M.W Matube Tel No: (012) 354 7604

Tshwane District Health Services: Applications must be delivered to: Street Address: Fedsure Building, Office No 1402, 3319 Cnr Lillian Ngoyi and Pretorius Streets, Pretoria 0002, or Postal Address: PO Box 9514, Pretoria, 0001. Enquiries: Mr J Mokhopha Tel No: (012) 451 9197 / Mr M. Pitsi Tel No: (012) 451 9060

Tshwane Rehabilitation Hospital: 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 P Alakram-Khalewon Tel No: (012) 354 6745 / Mr MG Polo Tel No: (012) 354 6125

Weskoppies Hospital: Applications should be submitted to: The HR Manager, Weskoppies Hospital, and Private Bag x113, Pretoria, or hand delivered to the box provided at the Security gate at the Main entrance at Weskoppies Hospital. Enquiries: Dr F. Mabena Tel No: (012) 319 9841 / Ms M Jacobs Tel No: (012) 319 9730

West Rand District Health Area: Applications should be delivered to West Rand District Health, Cnr. Vlei & Luipaard Street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740. Enquiries: Ms P Muso Tel No: (011) 953 4515 / Mr A Tiro Tel No: (011) 953 4515

Wits Oral & Dental Hospital: 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 8 Floor (Orange Block) HR Office Room 9/10, Parktown. Enquiries: Prof MS Nemutandani Tel No: (011) 488 4893/ 4887 / Ms S. Raphalo Tel No: (011) 488 4898

Central Office: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street, Marshalltown, 2107. Bank of Lisbon building. Enquiries: Ms K Lehloenya Tel No: (011) 355 3301 (Finance Branch) Adv. M. Lebeloane Tel No: (011) 298-2492 (Legal Services)

CLOSING DATE
NOTE

- : 10 August 2018
- : Documentation Required: Z83, CV, certified copies of ID, qualifications and registration certificate of relevant council, proof of current registration and relevant service certificates. Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature. It is the responsibility of applicants with foreign qualifications to attach/ provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). NB: In order to be considered for appointment to the above positions except for Management posts, you need to be: Registered with the relevant Health Professions Council. In possession of an applicable qualification. Have relevant experience which will determine the salary level. All applicants should clearly indicate their institution/ post/ discipline of preference with the relevant reference number. The relevant address details can be obtained from the individual institutions. Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks.

MANAGEMENT ECHELON

<u>POST 30/59</u>	:	<u>CHIEF DIRECTOR: BUDGET MANAGEMENT REF NO: CDBM 35/06/2018</u> (5-Year Fixed Contract Appointment Based on Performance) Directorate: Budget Management
<u>SALARY</u>	:	R1 127 334 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual's needs).
<u>CENTRE REQUIREMENTS</u>	:	Central Office, Johannesburg
	:	A SAQA recognized NQF level 7 tertiary qualifications in Economics, Public Finance, Finance and Financial Management. Five (5) years applicable experience at Senior Level. Strong managerial and administrative skills. Knowledge of and experience in accounting, asset and liability management. A strategic thinker who is able to work with individuals and teams at both executive and operational level. Excellent verbal, liaison and writing skills. Strategic leadership and coordination skills. High level ability to analyze and synthesize information and formulate policies and strategies. Good track record of managing strategic programs and projects. Sound knowledge of the PFMA, Treasury regulations, DORA and RSA Fiscal architecture. Willingness to work long hours. Ability to function under pressure. Valid driver's licence.
<u>DUTIES</u>	:	Develop strategies for optimal and sustainable budget management and accurate reporting by departmental institutions. Develop strategies for optimal and sustainable generation of own revenue. Develop policies to guide budget allocations. Give sectoral analysis input into departmental budget forums and budgetary frameworks. Assure quality and accuracy in formulating budgetary submissions and maintenance of the budgetary database. Render effective strategic and technical support to all of the Department's institutions. Identify efficiency gains and make appropriate recommendations to the CFO and HOD. Conduct economic valuations to determine the feasibility of proposed alternatives in order to ensure value for money. Develop and implement appropriate monitoring and evaluating tools to measure financial performance. Make presentations to the legislature and other key stakeholders on the financial and economic performance of the Department's institutions.
<u>POST 30/60</u>	:	<u>CHIEF DIRECTOR: RISK MANAGEMENT AND INTERNAL CONTROL MANAGEMENT REF NO: CDICC 36/06/2018</u> (5-Year Fixed Contract Appointment Based on Performance) Directorate: Internal Control & Compliance
<u>SALARY</u>	:	R1 127 334 per annum (All-inclusive remuneration package of which a portion can be structured according to the individual needs).
<u>CENTRE REQUIREMENTS</u>	:	Central Office
	:	A SAQA recognized NQF level 7 tertiary qualifications in Economics, Public Finance, Finance and Financial Management. Five (5) years applicable experience at Senior Level. Strong managerial and administrative skills. Knowledge of and experience in accounting, asset and liability management. A strategic thinker who is able to work with individuals and teams at both executive and operational level. Excellent verbal, liaison and writing skills. Strategic leadership and coordination skills. High level ability to analyze and synthesize information and formulate policies and strategies. Good track record of managing strategic programs and projects. Sound knowledge of the PFMA, Treasury regulations, DORA and RSA Fiscal architecture. Willingness to work long hours. Ability to function under pressure. Valid driver's licence.
<u>DUTIES</u>	:	Develop strategies to improve systems of internal control and compliance with laws and regulations. Implementation of risk management strategy and risk implementation plan and coordination of global risk assessment. Development and implementation of integrity management strategy and establishment of ethics management. Develop and implement appropriate monitoring and evaluation tools to measure control environment and compliance with laws and regulations. Develop and implement fraud prevention plans and fraud awareness. Coordinate and facilitate investigations of fraud, corruption and financial misconduct. Coordinate and monitor the internal and external audit process and assist with the

implementation of Departmental audit action plan. Coordinate and compile reports to oversight bodies and other stakeholders.

NOTE : All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool).

OTHER POSTS

POST 30/61 : **HEAD: CLINICAL DEPARTMENT (MEDICAL) REF NO: HCD 01/06/2018**

SALARY : Grade 1: R2 054 577 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs).

CENTRE : Steve Biko Academic Hospital (X2Posts)
Kalafong Hospital (X1 Post)

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty or a recognized Sub-Specialty. Registration with the HPCSA as Medical Specialist in a normal specialty or in a recognized Sub-Specialty and proof of current registration. A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal specialty or in a recognized Sub-Specialty.

DUTIES : Manage the Department. Conduct Clinical Service; participate in in-patient and out-patient care. Teach and supervise undergraduate students, Undertake appropriate clinical research and supervise postgraduates' dissertations. Monitor and evaluate junior staff performance regularly. Participate in the University, Hospital, Clinical and Management meetings as a joint appointee and as delegated by the supervisor.

POST 30/62 : **HEAD: CLINICAL DEPARTMENT (DENTAL) REF NO: HCDD 06/06/2018**

SALARY : Grade 1: R2 054 577 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs).

CENTRE : Wits Oral & Dental Hospital (X3 Posts)

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Dental Specialist in a normal specialty or a recognized Sub-Specialty and current proof of registration. A minimum of 3 years' appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist in a normal specialty or in a recognized Sub-Specialty.

DUTIES : The incumbent will be responsible, inter alia, for the general management and administration of the Oral Rehabilitation Department. The monitoring of service rendered to hospital patients in this discipline, undergraduate and postgraduate teaching and training, development and supervision of research projects, academic outreach.

POST 30/63 : **HEAD: CLINICAL UNIT (DENTAL) REF NO: HCU D 07/06/2018**

SALARY : Grade 1: R1 643 352 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs).

CENTRE : Wits Oral & Dental Hospital (X3 Posts)

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Dental Specialist in a normal specialty or a recognized Sub-Specialty and current proof of registration. A minimum of 3 years' appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist in a normal specialty or in a recognized Sub-Specialty.

DUTIES : To head and manage Paeds and Restorative Department, work in close corporation with other departments in teaching and training of both under and post graduate students. Service rendering for referred cases, to conduct and publish research, and supervise others in research.

<u>POST 30/64</u>	:	<u>HEAD: CLINICAL UNIT (MEDICAL) REF NO: HCUM 02/06/2018</u>
<u>SALARY</u>	:	Grade 1: R1 643 352 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs).
<u>CENTRE</u>	:	Kalafong Hospital (X3 Posts) Sebokeng Hospital (X1 Post) Weskoppies Hospital (X1 Post) Tembisa Hospital (X3 Posts) Charlotte Maxeke Academic Hospital (X2 Posts) Steve Biko Academic Hospital (X3 Posts) Rahima Moosa Mother & Child Hospital (X1 Post) Wits Oral & Dental Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty or a recognized Sub-Specialty. Registration with the HPCSA as Medical Specialist in a normal specialty or in a recognized Sub-Specialty and proof of current registration. A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal specialty or in a recognized Sub-Specialty.
<u>DUTIES</u>	:	Overall Supervision and management of the Clinical Unit in the Hospital. Management of both in-patients (Including intensive care and High care) and out-patients. Ensuring that there are protocols for the management of common Medical conditions and that there is compliance to the protocols and guidelines. Outreach promote and participate in outreach programs in the community and the feeder institutions. Clinical governance – ensure quality assurance programs with respect to improving clinical outcomes and managing risks are in place.
<u>POST 30/65</u>	:	<u>MEDICAL SPECIALIST REF NO: MESP 04/06/2018</u>
<u>SALARY</u>	:	Grade 1: R1 051 368 per annum
<u>CENTRE</u>	:	Helen Joseph Hospital (X5 Posts) Kalafong Hospital (X3 Posts) Bheki Mlangeni Hospital (X1 Post) West Rand Health District (X1 Post) Sedibeng Health District (X1 Post) Far East Rand Hospital (X1 Post) Leratong Hospital (X2 Posts) Mamelodi Hospital (X2 Posts) Sebokeng Hospital (X3 Posts) Tambo Memorial Hospital (X1 Post) Thelle Mogoerane Hospital (X1 Post) Weskoppies Hospital (X1 Post) Charlotte Maxeke Academic Hospital (X21 Posts)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. No experience required after registration with the HPCSA as Medical Specialist in a normal specialty.
<u>DUTIES</u>	:	Responsibilities will include full time clinical service provision including after hours (weekend and public holidays). Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate students and participation in the academic program. Reporting to HOU on service delivery, Clinical audits and where necessary quality improvement plans.
<u>POST 30/66</u>	:	<u>STOMATOLOGIST REF NO: STOM 08/06/2018</u>
<u>SALARY</u>	:	Grade 1: R1 051 368 per annum
<u>CENTRE</u>	:	Wits Oral & Dental Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Dentist and an appropriate post-basic Masters degree. Registration with the HPCSA as Dentist and proof of current registration. No experience required after registration with the HPCSA as Dentist and after acquiring the appropriate Master's degree.

<u>DUTIES</u>	:	Manage and coordinate Community Outreach services for undergraduate students. Render Oral Health services. Supervise students, carry out and deliver on research output. Assist in the development of dental therapy program. Teach, train and supervise undergraduate students.
<u>POST 30/67</u>	:	<u>MEDICAL OFFICER GRADE 3 REF NO: 05/06/2018 (3)</u>
<u>SALARY</u>	:	R1 035 831 per annum
<u>CENTRE</u>	:	South Rand Hospital (3)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 10 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.
<u>DUTIES</u>	:	Full participation in all activities is required from the post, including patient ward care, outpatient clinics, after hour duties as per roster, as well as academic discussions and research. Daily student tutorials. Bookings and performance of surgical procedures for correct indication. Team work is essential.
<u>POST 30/68</u>	:	<u>DEPUTY MANAGER: PHARMACEUTICAL SERVICES CONTRACT MANAGEMENT REF NO: DMPS 37/06/2018 (X2 POSTS)</u>
<u>SALARY</u>	:	R975 945 per annum (All-inclusive remuneration package of which a portion can be structured according to the individual needs).
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	B. Pharm. degree or an equivalent qualification registerable with the South African Pharmacy Council (SAPC) as a pharmacist. Proof of current payment of annual fees with the SAPC. Must have 3 years' experience at a middle management level in the pharmaceutical supply chain environment. A qualification in Project Management. Proof of formal training on advanced excel. A valid driver's license. A good understanding of the National Drug Policy, the Essential Drugs Programme, the Public Finance Management Act, Preferential Procurement Policy Framework Act, Good Pharmacy Practice(GPP), the Medicines and related substances Act, Supply Chain Management protocols in the public service and the planning process of the Department. Good verbal and written skills. Good communication and presentation skills. Willingness to register with SAPC as a tutor for the training of pharmacy interns and learner pharmacist's assistants.
<u>DUTIES</u>	:	Work with the data analyst and the demand planner in assessing the level of adherence of the depot procurement unit to national and provincial contracts. Assess the degree of compliance of contracted suppliers to general and specific conditions of contract. Analyse trends of non-compliance and develop strategies to improve compliance. Oversee the implementation of the penalty clause as detailed in the general conditions of contract to all underperforming and non performing contracted suppliers. Work with the finance unit in analyzing compliance of the depot to the Public Finance Management Act (PFMA) in the payment of suppliers and service providers. Analyse the reasons for delayed payments and develop strategies and innovative interventions to improve and align supplier payments to the PFMA. Continually advice the procurement unit to procure based on submitted estates.
<u>POST 30/69</u>	:	<u>DEPUTY MANAGER: PHARMACEUTICAL SERVICES PROJECT MANAGEMENT REF NO: DMPS 38/06/2018</u>
<u>SALARY</u>	:	R975 945 per annum (All-inclusive remuneration package of which a portion can be structured according to the individual needs)
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	B. Pharm. degree or an equivalent qualification registerable with the South African Pharmacy Council (SAPC) as a pharmacist. Proof of current payment of annual fees with the SAPC. Must have 3 years experience at a middle management level in the pharmaceutical supply chain management environment. A qualification in Project Management. Proof of formal training on advanced excel. A valid driver's license. A good understanding of the National Drug Policy, the Essential Drugs Programme, the Public Finance Management Act, Good Pharmacy

		Practice(GPP), the Medicines and related substances Act, Supply Chain management protocols in the public service and the planning process of the Department. Good verbal and written skills. Good communication and presentation skills. Willingness to register with SAPC as a tutor for the training of pharmacy interns and learner pharmacist's assistants.
<u>DUTIES</u>	:	Project management for all special projects undertaken at the depot. Stakeholder engagement both in the public service and private sector. Overseeing change management activities at the depot and affected institutional pharmacies. Marketing of all projects undertaken at the depot to all relevant stakeholders. Communication of policy changes and all other relevant information to all stakeholders. Assist in inventory management in the warehouse. Ensure the depot is compliant to Good Pharmacy Practice, Good Warehouse Practice and all the requirements of the Medicines Control Council at all times.
<u>POST 30/70</u>	:	<u>MEDICAL OFFICER GRADE 2: REF NO: 05/06/2018 (2)</u>
<u>SALARY</u>	:	R892 551 per annum
<u>CENTRE</u>	:	Odi Hospital (3)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 5 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.
<u>DUTIES</u>	:	Full participation in all activities is required from the post, including patient ward care, outpatient clinics, after hour duties as per roster, as well as academic discussions and research. Daily student tutorials. Bookings and performance of surgical procedures for correct indication. Team work is essential.
<u>POST 30/71</u>	:	<u>MEDICAL OFFICER (GRADE 1) REF NO: MEOF 05/06/2018 (1)</u>
<u>SALARY</u>	:	R780 612 per annum
<u>CENTRE</u>	:	Helen Joseph Hospital (X7 Posts) Bertha Gxowa Hospital (X1 Post) Kopanong Hospital (X3 Posts) Pretoria West Hospital (X1) JHB Metro Health District (X5 Posts) West Rand Health District (X1) Sedibeng Health District (X3 Posts) Ekurhuleni Health District (X4 Posts) Edenvale Hospital (X2 Posts) Far East Rand Hospital (X9 Posts) Thelle Mogoerane Hospital (X5 Posts) Mamelodi Hospital (X1 Post) Pholosong Hospital (X4 Posts) Tambo Memorial Hospital (X3 Posts) Weskoppies Hospital (X4 Posts) Sizwe Tropical Hospital (X1 Post) Rahima Moosa Mother & Child Hospital (X1 Post) Sebokeng Hospital (X3 Posts) Bheki Mlangeni Hospital (X3 Posts) Jubilee Hospital (X2 Posts) Leratong Hospital (X5 Posts) Cullinan Care and Rehab (X1 Post) Tshwane Rehab Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required after registration with the HPCSA as a Medical Practitioner.
<u>DUTIES</u>	:	Full participation in all activities is required from the post, including patient ward care, outpatient clinics, after hour duties as per roster, as well as academic discussions and research. Daily student tutorials. Bookings and performance of surgical procedures for correct indication. Team work is essential

<u>POST 30/72</u>	:	<u>DENTIST REF NO: DENT 09/06/2018</u>
<u>SALARY CENTRE</u>	:	Grade 1: R757 707 per annum Pretoria Oral & Dental Hospital (X2 Posts) Wits Oral & Dental Hospital (X2 Posts) Ekurhuleni District Services (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Dentist. Registration with the HPCSA as Dentist and proof of current registration. No experience required after registration with the HPCSA as a Dentist.
<u>DUTIES</u>	:	Dentist will be responsible for clinical services, teaching, research and trainings, participation in all departmental activities and related administration.
<u>POST 30/73</u>	:	<u>PSYCHOLOGIST (CLINICAL) REF NO: PSYC 12/06/2018</u>
<u>SALARY CENTRE</u>	:	Grade 1: R674 892 per annum Tshwane Rehab Hospital (X1 Post) Tambo Memorial Hospital (X1 Post) Sizwe Tropical Hospital (X1 Post) Tara The H Moross Hospital (X1 Post) Leratong Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in a relevant registration category (e.g. clinical, counselling, education, industrial, research psychology). Registration with the HPCSA in a relevant registration category (e.g. clinical, counselling, education, industrial, research psychology) and proof of current registration. (RSA: No experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa), (Foreigner: 1 Year relevant experience required after registration with HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa).
<u>DUTIES</u>	:	Provide assessment and psychotherapy to in- and out-patients, provide preventative mental health interventions, consultation-liaison, supervision and training of intern clinical psychologists, keep accurate records, participate in academic and research programs.
<u>POST 30/74</u>	:	<u>PHARMACIST REF NO: PHAR 11/06/2018</u>
<u>SALARY CENTRE</u>	:	Grade 1: R655 980 per annum Edenvale Hospital (X1 Post) Rahima Moosa Mother & Child Hospital (X2 Posts) Medical Suppliers Depot (X2 Posts) Dr Yusuf Dadoo Hospital (X1 Post) Charlotte Maxeke Academic Hospital (X2 Posts) Kalafong Hospital (X1 Post) Ekurhuleni District Services (X2 Posts) Sedibeng Hospital (X1 Post) Cullinan Care and Rehab (X1 Post) South Rand Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration (RSA: No experience required after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), (Foreigner: One year relevant experience after registration as Pharmacist with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa).
<u>DUTIES</u>	:	The provision of pharmaceutical care by taking responsibility for the patients medicine-related needs and being accountable for meeting these needs, which will include but not limited to: Evaluation of the patient medicine-related needs by determining the indication, safety and effectiveness of the therapy, Dispensing of any medicine or scheduled substance on a prescription of a person authorised to

prescribe medicine, Furnishing of information and advice to any person with regards to the use of the medicine, Determining the compliance with the therapy and follow up to ensure that the patient's medicine-related needs are being met. Comply with standard operating procedures and statutory regulations (GPP, GMP, and PFMA incl. cost containment measures), provide comprehensive patient counselling, and liaise with medical / nursing staff on patient problems regarding inappropriate handling and use of medication. Monitor treatment outcomes, recording scheduled substances in register, monitoring adherence and appropriate use of chronic. Ensure thermo-labile (fridge) products are stored and handled according to manufacturer's recommendations. Consulting medical officers to ensure compliance of standard treatment guidelines and EML. Providing in-service training, promoting the rational medicine use principles, monitoring availability of essential medicines, compounding medicines according to formulae. Compliance to SOP's. Supervising pharmacist assistants on dispensing activities. Placing orders and follow-up on back orders, supervising pharmacy assistants on stock orders, receiving, handling and storage procedures. Promote Public health, Conduct cyclic and bi-annual stock counts. Comply with six quality priorities and Batho Pele Principles. Ensure safekeeping and security of stock, preventing losses, theft and expiring stock. Deputize for the supervising pharmacist. Be available for on call after hours. Perform any other duty within scope of practice, PMDS and conflict resolution. Ensure that section 21 of medicine procedures are followed properly by health professionals and the schedule 6 drug register is balanced after every issue and quarterly as per the prescription of the law. Be involved with continuous improvement projects to address service delivery challenges.

POST 30/75 : **ASSISTANT MANAGER NURSING (SPECIALTY AREAS)/ (PRIMARY HEALTH CARE) REF NO: ASMN 27/06/2018**

SALARY CENTRE : (Grade 1): (PN-B4) R581 826 per annum
 : Rahima Moosa Mother & Child Hospital (X1 Post)
 : Charlotte Maxeke Academic Hospital (X3 Posts)
 : Carletonville Hospital (X1 Post)

REQUIREMENTS : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years' of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : To supervise comprehensive, quality nursing care programmes as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principle. Manage effective the utilization and supervision of resources and assist in the recruitment and conduction of interviews. Develop nursing policies and procedures to enhance quality care and management .Ensure effective implementation of the HR and Supply Chain Management policies in line with the state the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance. Take extra-mutual assignments as may be delegated by the Nursing Service Manager or CEO. Assist in career planning and development of nursing staff. Conduct clinical audit at the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Services Manager in her/his absence.

POST 30/76 : **ASSISTANT MANAGER NURSING (AREA) (GENERAL NURSING)/ NIGHT SUPERVISOR REF NO: ASMN 28/06/2018**

SALARY : (Grade 1): (PN-A7) R532 449 per annum

<u>CENTRE</u>	:	Pretoria West Hospital (X1 Post) South Rand Hospital (X1 Post) Sebokeng Hospital (X1 Post) Cullinan Care & Rehab Hospital (X1 Post) Tambo Memorial Hospital (X1 Post) Pholosong Hospital (X1 Post) Sterkfontein Hospital (X1 Post) Bertha Gxowa Hospital (X1 Post) Kopanong Hospital (X1 Post) Charlotte Maxeke Academic Hospital (X2 Posts)
<u>REQUIREMENTS</u>	:	A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 8 years' appropriate/ recognizable experience in nursing after registration as 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. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
<u>DUTIES</u>	:	To supervise comprehensive, quality nursing care programmes as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principles. Manage effectively the utilization and supervision of resources and assist in recruitment and conducting of interviews. Develop nursing policies and procedures to enhance quality nursing care and management. Ensure effective implementation of the HR and SCM policies in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance. Take extra-mural assignments as may be delegated by the Nursing Service Manager or CEO. Assist in career planning and development of nursing staff. Conduct clinical audits at the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in her/his absence.
<u>POST 30/77</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY UNIT)/ (PRIMARY HEALTH CARE) REF NO: OPMN 29/06/2018</u>
<u>SALARY CENTRE</u>	:	(Grade 1): (PN-B3) R532 449 per annum
	:	Carletonville Hospital (X1 Post) Kopanong Hospital (X1 Post) Ekurhuleni Health District (X4 Posts) Cullinan Care & Rehab Hospital (X1 Post) Charlotte Maxeke Academic Hospital (X1 Post) Dr George Mukhari Academic Hospital (X3 Posts) Tembisa Hospital (X2 Posts) Medusa Oral and Dental Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 9 years' appropriate/ recognizable experience in nursing after registration as 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 in the relevant specialty. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards as determined by the relevant health facility. Effectively implement HR Finance policies and practices. Promote effective communication with patients. Supervise and manage health professionals/ junior colleagues. Attend to and resolve complex issues challenging your area and submit/ keep

reports. Ensure availability of resources (personnel, material, equipment and budget) for the unit. Ensure discipline of staff and resolve grievances as they arise. Liaise with all relevant stakeholders to improve service rendering, Ensure management of Multidisciplinary teams within the facilities. Ensure effective and efficient coordination and integration of quality Health Care.

- POST 30/78** : **ASSISTANT DIRECTOR: RADIOGRAPHY REF NO: ASDR 19/06/2018**
 Directorate: Clinical Services
- SALARY** : Grade 1: R489 429 per annum
CENTRE : Tambo Memorial Hospital (1)
REQUIREMENTS : Appropriate qualification and registration with the Health Professions Council of South Africa (HPCSA). A minimum of 5 years' appropriate experience in the relevant profession.
- DUTIES** : Departmental Operational Management, manage and monitor performance and development of all staff. Manage, plan, organize and supervise the provision of general and specialized Radiography Services and students Clinical Training according to the vision and mission statements of the Department of Health. Make sure that the department is able to render a 24 hour Radiology Service at all times. Provide professional advice in issues pertaining to policies and legislation related to health. Compilation of the Strategic and Operational plans of the Department. Compilation of monthly statistics and stock control. Ensure compliance with budget management, Quality Assurance, Core Standards and Radiation Safety regulations. Problem solving and complaints management. Ensure that health and safety systems of work are maintained and that all possible steps are taken to prevent accidents and reduce hazards to Occupation Health. Leave monitoring. Monitor staff allocation and rotation. Ensure radiography equipment's maintenance contracts.
- POST 30/79** : **OPERATIONAL MANAGER NURSING (GENERAL UNIT)/ CLINICAL PROGRAMME CO-ORDINATOR (I.E QUALITY ASSURANCE) REF NO: OPEMN 30/06/2018(2)**
- SALARY** : (Grade 2): (PN-A5) R487 266 per annum
CENTRE : Odi Hospital (X1 Post)
REQUIREMENTS : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years' appropriate/ recognizable experience in nursing after registration as 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. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
- DUTIES** : Supervise and ensure the provision of an effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical practices. Teach, delegate, monitor and evaluate performance/ appraise personnel. 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. Manage labour relations issues. Ensure implementation of Government policies including Ministerial Priorities, Batho Pele and patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the unit. Ensure effective and efficient coordination and integration of quality Health Care.

<u>POST 30/80</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: SEAO 39/06/2018 (X5 POSTS)</u> Directorate: Legal Services
<u>SALARY</u>	:	R448 269 – R1 084 437 per annum
<u>CENTRE</u>	:	Central Office, Johannesburg
<u>REQUIREMENTS</u>	:	An LLB degree or equivalent qualification and at least 8 years' postgraduate legal experience. Extensive experience in litigation, contract management, legislative drafting and labour management.
<u>DUTIES</u>	:	The incumbent will be responsible for, among other things: Providing legal advice and opinion assistance to the Department. Handling litigation matters involving the Department. Giving input into agreements, vetting of contracts and drafting of memoranda of understanding entered into by the Department with other parties. Providing advice on the interpretation and application of legislation administered by the Department. Handling internal and external enquiries of a legal nature. Representing the Department at various committees. Liaising with the State Attorney's office and other organs of State in protecting the interest of the Department.
<u>POST 30/81</u>	:	<u>CHIEF RADIOGRAPHER GRADE 1 REF NO: CRRA 20/06/2018</u>
<u>SALARY</u>	:	Grade 1: R440 982 per annum
<u>CENTRE</u>	:	Dr George Mukhari Academic Hospital (1)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). A minimum of 3 years' appropriate experience in the relevant profession after registration with the HPCSA (where applicable).
<u>DUTIES</u>	:	Manage the entire Radiography department and associated functions. Participate in providing 24-hour radiographic services in the hospital. Report to the Allied Health Services Manager. Advise the management in Radiographic policy planning and implementation for service improvement. To supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, National Core Standards, Quality Assurance and other Public Service policies and acts. Manage conflict and implement corrective measures and all governing departmental policies. Strategically coordinate and delegate departmental activities and resources of the department to achieve maximum productivity. Manage the workflow in the entire department. Ensure timeous submission of monthly cost centre, budget expenditure and performance report to the manager. Must be a team player within the department and institution. Ensure recommended maintenance of the X-Ray equipment. Perform and ensure that prescribed Quality Assurance protocols are adhered to. Perform any ad-hoc duties allocated.
<u>POST 30/82</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL UNIT)/ CLINICAL PROGRAMME CO-ORDINATOR (I.E QUALITY ASSURANCE) REF NO: OPEMN 30/06/2018</u>
<u>SALARY</u>	:	(Grade 1): (PN-A5) R420 818 per annum
<u>CENTRE</u>	:	Jubilee Hospital (X1 Post) Kopanong Hospital (X1 Post) Odi Hospital (X1 Post) Johannesburg Metro Health District (X1 Post) West Rand Health District (X1 Post) Sebokeng Hospital (X1 Post) Sterkfontein Hospital (X1 Post) Weskoppies Hospital (X1 Post) Sizwe Tropical Hospital (X2 Posts) Pretoria Oral & Dental Hospital (X1 Post) Charlotte Maxeke Academic Hospital (X1 Post) Heidelberg Hospital (X1 Post) Leratong Hospital (X2 Posts) Cullinan Care and Rehab (X1 Post)

<u>REQUIREMENTS</u>	:	Wits Oral and Dental Hospital (X1 Post) A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 7 years' appropriate/ recognizable experience in nursing after registration as 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. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
<u>DUTIES</u>	:	Supervise and ensure the provision of an effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical practices. Teach, delegate, monitor and evaluate performance/ appraise personnel. 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. Manage labour relations issues. Ensure implementation of Government policies including Ministerial Priorities, Batho Pele and patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the unit. Ensure effective and efficient coordination and integration of quality Health Care.
<u>POST 30/83</u>	:	<u>LECTURER (GENERAL NURSING SERVICE) REF NO: LECT 26/06/2018</u>
<u>SALARY CENTRE</u>	:	(Grade 1): (PN-D1) R362 559 per annum Ann Latsky Nursing College (X11 Posts) Chris Hani Baragwanath Nursing College (X9 Posts) Coronation Nursing Campus (X2 Posts) Garankuwa Nursing College (X2 Posts) SG Laurens Nursing College (X2 Posts)
<u>REQUIREMENTS</u>	:	A Basic 425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Post-basic qualification in Nursing Education registered with the SANC. Proof of current registration with SANC. A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Valid code 08 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure.
<u>DUTIES</u>	:	Administer policies and procedures of Employee Wellness Programs (EWP) and Occupational Health and Safety. Manage resources to meet the institution's Occupational Health objectives. Provide Occupational Health services to employees that lead to the promotion, protection and restoration of employee's health within a safe working environment. Comply with statutory requirements and departmental policies and procedures and administration duties. Implement relevant EWP and Occupational Health, Occupational Injury and Disease services to the institution's employees through the means of the Employee Wellness Centre. Implement a referral system for institutions, program development and marketing of EWP services. The incumbent will also be expected to manage medical emergencies, PHC requirements planning and implementation of disaster management. Work with Human Resources and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for EWP. Identify training needs and develop programs. Monitor and evaluate programs. Advise management on legislated EWP and OHS matters. Ensure promotion of health and well-being through EWP and OHS service.

POST 30/84 : **PROFESSIONAL NURSE (GENERAL NURSING) REF NO: PROF 31/06/2018 (002)**

SALARY CENTRE : Grade 3: (PN-A4) R362 559 per annum
: Odi Hospital (X2 Posts)
: Tembisa Hospital (X1 Post)

REQUIREMENTS : Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 20 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : Demonstrate understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards, policies, protocols and guidelines. Work as part of a multidisciplinary team to ensure good nursing care. Promote quality of nursing care as directed by the National Core standard. Manage Labour Relations issues. Implement government policies including Batho Pele, Ministerial priorities and Patients' Rights. Liaise with all relative stakeholders to improve service rendering. Work as part of the Multidisciplinary teams within the unit. Ensure effective and efficient coordination and integration of quality health care. Perform any other delegated duties. Display concern for patients, promoting and advocating for treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations. Demonstrate effective communication with patients, supervisors and other clinicians, display good report writing skills. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Willing to work shifts including night duty in different departments.

POST 30/85 : **PROFESSIONAL NURSE (SPECIALTY NURSING) / CLINICAL NURSE PRACTITIONER PRIMARY HEALTH CARE/ OCCUPATIONAL HEALTH & SAFETY REF NO: PROFS 32/06/2018**

SALARY CENTRE : (Grade 1): (PN-B1) R362 559 per annum
: Charlotte Maxeke Johannesburg Academic Hospital (X23 Posts)

: Steve Biko Academic Hospital (X5 Posts)
: Kalafong Hospital (X3 Posts)
: Tembisa Hospital (X3 Posts)
: Bertha Gxowa Hospital (X1 Post)
: Bheki Mlangeni Hospital (X3 Posts)
: Carletonville Hospital (X3 Posts)
: Dr Yusuf Dadoo Hospital (X1 Post)
: Jubilee Hospital (X1 Post)
: Kopanong Hospital (X1 Post)
: South Rand Hospital (X1 Post)
: Bonkospruit Hospital (X10 Posts)
: JHB Metro Health District (X1 Post)
: Tshwane District Health Services (X1 Post)
: Leratong Hospital (X6 Posts)
: Sebokeng Hospital (X5 Posts)
: Tara The H Moross Hospital (X2 Posts)
: Pretoria Oral & Dental (X1 Post)
: Far East Rand Hospital (X7 Posts)
: Rahima Moosa Mother & Child Hospital (X1 Post)
: Dr George Mukhari Academic Hospital (X34 Posts)
: Pretoria West Hospital (X1 Post)
: Ekurhuleni District Service (X10 Posts)
: Pholosong Hospital (X6 Posts)
: Tambo Memorial Hospital (X5 Posts)

REQUIREMENTS : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse.

		Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
<u>DUTIES</u>	:	Provide optimal holistic specialized nursing care with set standards. Able to plan and organize work and support personnel, work effectively, cooperatively amicably with patients and other stakeholders. Act as a Manager where necessary. Effective utilization of resources (human and material) Maintain environment that promote patients' rights and maintain the Batho Pele principles. Prevention and management of serious adverse events. Maintain 6 ministerial priorities. Active participation in maintenance of National Core Standards. Maintain professional growth.
<u>POST 30/86</u>	:	<u>DIAGNOSTIC RADIOGRAPHER / RADIATION ONCOLOGY RADIOGRAPHER REF NO: RADIO 13/06/2018</u>
<u>SALARY CENTRE</u>	:	Grade 1: R300 828 per annum
	:	Kalafong Hospital (X1 Post)
		Edenvale Hospital (X1 Post)
		Steve Biko Academic Hospital (X6 Posts)
		Charlotte Maxeke Academic Hospital (X1 Post)
		Tembisa Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). (RSA: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), (Foreigner: 1 Year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa).
<u>DUTIES</u>	:	Must be able to produce X-ray images according to prescribed protocols, radiation control measures and medico-legal requirements. Must be willing and able to work weekends, night duty and standby as required. Must be able to work independently, without supervision. Must be able to cover a 24 hours duty roster. Must have good interpersonal and communication skills. Thorough knowledge of radiation protection, quality assurance and equipment. Must have knowledge of Supply, Provision and maintenance. Participation in Continuous Professional Development of self as well as subordinates.
<u>POST 30/87</u>	:	<u>OCCUPATIONAL THERAPIST REF NO: OCCT 14/06/2018</u>
<u>SALARY CENTRE</u>	:	Grade 1: R300 828 per annum
	:	Jubilee Hospital (X1 Post)
		Far East Rand Hospital (X1 Post)
		Kalafong Hospital (X2 Posts)
		Ekurhuleni District Services (X1 Post)
		Tshwane District Health Services (X1 Post)
		Edenvale Hospital (X1 Post)
		Tshwane Rehab Hospital (X2 Posts)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). (RSA: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), (Foreigner: 1 Year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa).

DUTIES : Render and manage Occupational Therapy services that comply with standards and norms as indicated by the Health policies of South Africa. Assessment, planning, implementing, and evaluating evidence based /client centered therapies with regard to general OT services and specialized neuropsychiatric OT services, including Vocational rehabilitation, cognitive rehabilitation, Neuro-cognitive assessments and treatment of functional ADL's. To contribute to the maintenance and development of OT services at Tara. Implement individual and group programs in keeping with a recovery model. To work as part of the MDT team. Implement sectional and provincial quality assurance measures in sub-section. Participate in continued professional development and facilitate that of subordinate's. Supervise allocated students.

POST 30/88 : **SPEECH THERAPIST/ AUDIOLOGIST REF NO: SPAD 15/06/2018**

SALARY : Grade 1: R300 828 per annum
CENTRE : South Rand Hospital (X1 Post)
Ekurhuleni Health District Services (X1 Post)
Jubilee Hospital (X1 Post)
Tshwane District Health Services (X1 Post)
Charlotte Maxeke Academic Hospital (X1 Post)

REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). (RSA: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), (Foreigner: 1 Year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa).

DUTIES : Provide effective speech therapy+/audiology service for in- patient and external stakeholders in adherence to scope of practice. Provide public education regarding feeding and communication difficulties (speech, language and hearing). Contribute towards implementation of strategic plans in keeping with the requirement of the Institution, The Province and National Health. Participate in data collection and make suggestions to the work team to improve speech therapy and audiology services. Participate on the effective management of resources of the department, namely Human, Finance and Physical.

POST 30/89 : **CLINICAL TECHNOLOGIST (PERFUSIONIST) REF NO: CLTE 16/06/2018**

SALARY : Grade 1: R300 828 per annum
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital (X2 Posts)
REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). (RSA: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), (Foreigner: 1 Year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa).

DUTIES : To provide, co-ordinate, manage and supervise Psychology service delivery efficiently in accordance with the prescribed competencies, 135 whilst adhering QA standards. Perform administrative duties related to patient care.

POST 30/90 : **PHYSIOTHERAPIST REF NO: PSYS 17/06/2018**

SALARY : Grade 1: R300 828 per annum
CENTRE : Tshwane Rehab Hospital (X1 Post)
Tembisa Hospital (X1 Post)
Dr Yusuf Dadoo Hospital (X1 Post)
Leratong Hospital (X2 Posts)

<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). (RSA: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), (Foreigner: 1 Year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa).
<u>DUTIES</u>	:	Render an experienced and specialized Physiotherapy services. Develop guidelines and protocols in line with the national and provincial strategies and monitor the implementation thereof. Monitor proper utilization of allocated financial, Human and Physical Resources as outlined by Departmental and national policies. Manage Human Resources and participate in continuous professional development. Coordinate the training of Students. Coordinate and ensure the promotion and marketing of Physiotherapy services in Hospital and Community.
<u>POST 30/91</u>	:	<u>ORAL HYGIENIST REF NO: ORHY 18/06/2018</u>
<u>SALARY</u>	:	Grade 1: R300 828 per annum
<u>CENTRE</u>	:	Pretoria Oral & Dental Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). (RSA: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), (Foreigner: 1 Year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa).
<u>DUTIES</u>	:	The incumbent will render clinical services within their scope of practice in the hospital and perform the required administrative duties. Ensure implementation of the Oral Health Strategy. Provide training to other health workers and the community.
<u>POST 30/92</u>	:	<u>SOCIAL WORKER REF NO: SOCW 21/06/2018</u>
<u>SALARY</u>	:	Grade 1: R242 553 per annum
<u>CENTRE</u>	:	Edenvale Hospital (X1 Post) Ekurhuleni District Service (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Registration with the SACSSP as Social Worker and proof of current registration. No experience required after registration with the SACSSP as Social Worker. Qualifies for one notch for every fully completed 2 years' as on 31 March 2009 preceding the date of appointment. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
<u>DUTIES</u>	:	Render Health Social Worker Services with regard to care support, Protection and development through the relevant programmes. Conduct Psychosocial Assessments aimed at identified conditions in individual, groups, families and communities that justify relevant interventions. Implement the recommended interventions by providing continuous support, counseling guidance and advice to the affected individuals, group's families and communities. Study interpret apply and give information on legislation and policies in the identified work fields. Study professional journals and publications in the order to ensure that cognizance is taken of new developments. Liaise / attend meetings with other Departments and non-Governmental institutions to take cognizance of the latest development in the relevant fields. Undertake Research and development. Perform all administrative functions: complete daily and monthly statistics. Compose minutes of meetings. Main physical and or electronic records.

POST 30/93 : **PROFESSIONAL NURSE (GENERAL NURSING) REF NO: PROF 31/06/2018 (001)**

SALARY CENTRE : Grade 1: (PN-A2) R241 908 per annum
: Steve Biko Academic Hospital (X24 Posts)
: Kalafong Hospital (X2 Posts)
: Tembisa Hospital (X4 Posts)
: Odi Hospital (X1 Post)
: Pretoria West Hospital (X3 Posts)
: South Rand Hospital (X13 Posts)
: Bronkospruit Hospital (X5 Posts)
: Ekurhuleni Health District (X15 Posts)
: JHB Metro Health District (X1 Post)
: Tshwane District Health Services (X1 Post)
: West Rand Health District (X20 Posts)
: Edenvale Hospital (X3 Posts)
: Far East Rand Hospital (X13 Posts)
: Mamelodi Hospital (X4 Posts)
: Sebokeng Hospital (X7 Posts)
: Weskoppies Hospital (X1 Post)
: Sizwe Tropical Hospital (X1 Post)
: Rahima Moosa Mother & Child Hospital (X4 Posts)
: Dr George Mukhari Academic Hospital (X5 Posts)
: Bheki Mlangeni Hospital (X9 Posts)
: Heidelberg Hospital (X5 Posts)
: Leratong Hospital (X16 Posts)
: Pholosong Hospital (X7 Posts)
: Thelle Mogoerane Hospital (X42 Posts)
: Cullinan Care and Rehab (X3 Posts)
: Tshwane Rehab Hospital (X1 Post)

REQUIREMENTS : Basic R425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. No experience required after registration with the SANC as Professional Nurse. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : Demonstrate an 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. Promote quality of nursing care. Work as part of the multidisciplinary team to ensure good nursing care. Able to plan and organize own work to ensure proper nursing. Demonstrate effective communication with patients, supervisors and other clinicians including report writing.

POST 30/94 : **STAFF NURSE (GRADE 3): REF NO: STAFN 33/06/2018 (0030)**

SALARY CENTRE : (SN 3) R228 027 per annum
: Odi Hospital (X1 Post)

REQUIREMENTS : Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with SANC as Enrolled Nurse and proof of current registration. A minimum of 20 years' appropriate/ recognizable experience in nursing after registration with the SANC as Staff Nurse. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : To provide quality basic nursing care under the supervision of a Professional Nurse. To practice nursing care safely and ethically in allocated areas. Demonstrate ability to integrate knowledge, skills and attitudes for the care of patients. Perform the prescribed functions as an Enrolled Nurse within the framework of the scope of practice as prescribed by SANC. Good organising and planning skills.

<u>POST 30/95</u>	:	<u>ORTHOTIST TECHNICIAN REF NO: MOPT 22/06/2018</u> Directorate: Orthopaedic Centre
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R198 273 – R226 707 per annum Tambo Memorial Hospital (X1 Post) Relevant qualification in the field of Footwear technology. Relevant training and experience in the field of footwear technology and manufacturing of footwear. Current registration with the Health Professions of South Africa (HPCSA) as an Orthotic and Prosthetic Footwear Technician plus proof of payment for the period 2018. Knowledge of the Public Service legislations, policies and procedures. Good writing and Communications skills. Planning and organizing skills. Ability to work as a member of the multidisciplinary team.
<u>DUTIES</u>	:	Repair of footwear. Evaluating patient and prescribing appropriate footwear. Measure and manufacture surgical and orthopaedic footwear. Insoles, shoe alterations and Foot Protheses (Toe filler). Manage consumables and report shortages. Maintenance of Machinery and Equipment. Withdraw stock items to manufacture work. Record keeping of work done.
<u>POST 30/96</u>	:	<u>STAFF NURSE (GRADE 2): REF NO: STAFN 33/06/2018 (0020)</u>
<u>SALARY CENTRE</u>	:	R192 681 per annum Steve Biko Academic Hospital (X4 Posts) South Rand Hospital (X11 Posts) West Rand Health District (X6 Posts) Kalafong Hospital (X1 Post) Tembisa Hospital (X1 Post) Heidelberg Hospital (X5 Posts) Sebokeng Hospital (X6 Posts)
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with SANC as Enrolled Nurse and proof of current registration. A minimum of 10 years' appropriate/ recognizable experience in nursing after registration with the SANC as Staff Nurse. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
<u>DUTIES</u>	:	To provide quality basic nursing care under the supervision of a Professional Nurse. To practice nursing care safely and ethically in allocated areas. Demonstrate ability to integrate knowledge, skills and attitudes for the care of patients. Perform the prescribed functions as an Enrolled Nurse within the framework of the scope of practice as prescribed by SANC. Good organising and planning skills.
<u>POST 30/97</u>	:	<u>FORENSIC PATHOLOGY OFFICER GRADE 2: REF NO: FOPAT 24/06/2018 (02) (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R186 813 per annum (R4 764 per annum Danger allowance plus R7 128 per annum Special allowance) Germiston FPS (X1 Post) Johannesburg FPS (X1 Post) Roodepoort FPS (X1 Post) Sebokeng FPS (X1 Post) Springs FPS (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate qualification or prescribed in-service training (with duration of less than two years) that allows for required registration with the Health Professions Council of South Africa (HPCSA), where applicable in the relevant profession. Registration with the HPCSA and proof of registration, where applicable. A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA, where applicable in the relevant profession.
<u>DUTIES</u>	:	Efficient support to the manager with regard to the management of the facility. Supervision of fellow and junior staff member and performance management. Effective and efficient recovery, storage and processing of bodies. Safe keeping of the deceased's documents, evidence, information, exhibits and property

incidents scenes Assist in rendering an effective and efficient Forensic autopsy process (with includes evisceration, scribing and typing) accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimen, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

<u>POST 30/98</u>	:	<u>NURSING ASSISTANT (GRADE 3) REF NO: NUASS 34/06/2018 (0002)</u>
<u>SALARY CENTRE</u>	:	R176 331 per annum Odi Hospital (X3 Posts) Sebokeng Hospital (X5 Posts) Carletonville Hospital (X1 Post) Tembisa Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the South African Nursing Council as a nursing assistant. A minimum of 20 years' appropriate / recognizable experience after registration with the SANC as nursing assistant.
<u>DUTIES</u>	:	Assist and support patients with activities of daily living (physical care) and self-care. Provide elementary nursing care in accordance with the scope of practice. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Provide health education to patients, family and community to promote health. Maintain constructive working relationships with nursing and other stakeholders. Utilize material and physical resources efficiently and effectively. Work as part of multi-disciplinary team to ensure good nursing care. Maintain professional growth/ethical standards and self-development. Implement and promote Quality Assurance, Infection Prevention and Control and Occupational Health and Safety principles.
<u>POST 30/99</u>	:	<u>STAFF NURSE (GRADE 1): REF NO: STAFN 33/06/2018 (0010)</u>
<u>SALARY CENTRE</u>	:	(SN 1) R161 376 per annum Steve Biko Academic Hospital (X4 Posts) Helen Joseph Hospital (X5 Posts) South Rand Hospital (X11 Posts) West Rand Health District (X6 Posts) Sizwe Tropical Hospital (X1 Post) Kalafong Hospital (X1 Post) Tembisa Hospital (X1 Post) Heidelberg Hospital (X5 Posts) Sebokeng Hospital (X6 Posts)
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with SANC as Enrolled Nurse and proof of current registration. No experience required after registration with the SANC as Staff Nurse. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
<u>DUTIES</u>	:	Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the institution. Work as part of the multidisciplinary team to ensure good nursing care and positive clinical outcomes. Measure, record and interpret vital signs. Ensure personal hygiene of patients. Sustain nutritional status of patients. Facilitate the mobility of patients. Facilitate the elimination process. Willing to work shifts including night duty in different departments. Contribute positively towards compliance to National Core Standards, Batho Pele Principles, Ministerial Priorities and Patient's Rights.
<u>POST 30/100</u>	:	<u>FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO: FOPAT 24/06/2018 (01) (X2 POSTS)</u>
<u>SALARY</u>	:	R158 595 per annum (R4 764 per annum Danger allowance plus R7 128 per annum Special allowance)

<u>CENTRE</u>	:	Carletonville FPS (X1 Post) Johannesburg FPS (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate qualification or prescribed in-service training (with duration of less than two years) that allows for required registration with the Health Professions Council of South Africa (HPCSA), where applicable in the relevant profession. Registration with the HPCSA and proof of registration, where applicable. No experience required after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA, where applicable in the relevant profession.
<u>DUTIES</u>	:	Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process (which includes evisceration, scribing and typing) in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.
<u>POST 30/101</u>	:	<u>ASSISTANT MEDICAL ORTHOPTIST/PROSTHETIST REF NO: ASMO/P 23/06/2019</u> Directorate: Orthopaedic Centre
<u>SALARY</u>	:	Grade 1: R158 595 – R181 332 per annum
<u>CENTRE</u>	:	Tambo Memorial Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Relevant qualification in the field of Orthotics and Prosthetics. Relevant training and experience in the field of orthotic and prosthetic device manufacturing under guidance of a qualified Medical Orthotist and Prosthetist. Current registration with the Health Professions of South Africa (HPCSA) as an Orthotic and Prosthetic Assistant plus proof of payment for the period 2018. Knowledge of the Public Service legislations, policies and procedures. Good writing and Communications skills. Planning and organizing skills. Ability to work as a member of the multidisciplinary team.
<u>DUTIES</u>	:	Repair of Orthoses and Prostheses. Leather work where required, welding, plastic moulding, shoe alterations and laminations. Manage consumables and report shortages. Maintenance of Machinery and Equipment. Withdraw stock items to manufacture work. Record keeping of work done.
<u>POST 30/102</u>	:	<u>DENTAL ASSISTANT REF NO: DENTASS 10/06/2018</u>
<u>SALARY</u>	:	Grade 1: R158 595 per annum
<u>CENTRE</u>	:	Pretoria Oral & Dental (X1 Post) Wits Oral & Dental (X2 Posts) Sedibeng Health District (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the HPCSA as Dental Assistant.
<u>DUTIES</u>	:	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.
<u>POST 30/103</u>	:	<u>NURSING ASSISTANT (GRADE 1) REF NO: NUASS 34/06/2018 (0001)</u>
<u>SALARY</u>	:	R124 788 per annum
<u>CENTRE</u>	:	Steve Biko Academic Hospital (X16 Posts) Jubilee Hospital (X2 Posts) Kopanong Hospital (X2 Posts) Odi Hospital (X3 Posts) Edenvale Hospital (X5 Posts) Sizwe Tropical Hospital (X1 Post)

Tshwane Rehab Hospital (X1 Post)
 Pretoria West Hospital (X1 Post)
 Weskoppies Hospital (X1 Post)
 Heidelberg Hospital (X5 Posts)
 Kopanong Hospital (X2 Posts)
 South Rand Hospital (X13 Posts)
 Sebokeng Hospital (X5 Posts)
 Tembisa Hospital (X2 Posts)

- REQUIREMENTS** : Qualification that allows registration with the South African Nursing Council as a nursing assistant.
- DUTIES** : Assist and support patients with activities of daily living (physical care) and self-care. Provide elementary nursing care in accordance with the scope of practice. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Provide health education to patients, family and community to promote health. Maintain constructive working relationships with nursing and other stakeholders. Utilize material and physical resources efficiently and effectively. Work as part of multi-disciplinary team to ensure good nursing care. Maintain professional growth/ethical standards and self-development. Implement and promote Quality Assurance, Infection Prevention and Control and Occupational Health and Safety principles.

PROVINCIAL TREASURY

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



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 20 August 2018
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POSTS

- POST 30/104** : **ASSISTANT DIRECTOR: PUBLIC FINANCE (X1 POST)**
Re-advertisement. This position was previously advertised in circular 23, post 23/99. Those who applied previously are encouraged to re-apply as requirements were amended.
Chief Directorate: Public Finance
- SALARY** : R356 289 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF Level 7) as recognised by the South African Qualifications Authority (SAQA), in Finance/Economics/Econometrics/Statistics/Financial Information Systems. A post graduate qualification will be an added advantage. Minimum 3-5 years relevant experience. Proficiency required in: Microsoft Office Suite (especially Excel, Word and Access; experience spreadsheet automation and VBA would be an added advantage) in the following: Experience with large datasets, analysis and data manipulation; Spreadsheet Modelling and forecasting techniques, Ability to contextualise and apply statistical metrics to said datasets, Experience with Government Systems and Tools – Spreadsheet Models, PERSAL, BAS, SAP, Vulindlela – Knowledge of data mining techniques (Familiarity with SQL would be an added advantage). Applicants who meet the minimum requirements will be subjected to a proficiency test in MS Excel and data manipulation as part of the selection process.
- DUTIES** : The incumbent will be responsible for: Assisting in research projects and analyse resource allocations, spending and performance of departments Provide assistance to the Public Finance Directorate and Treasury management in support to departments and agencies to effectively utilise public resources; Manage electronic versions of documentation relevant to the budget process; assist in maintaining database of financial and non-financial information and performance indicators for all Gauteng provincial departments ; Assist in the guidance and development of the public finance unit's skill set with regard to information collection, dissemination and analysis; and develop in year monitoring and forecasting models (MS Excel) for the Public Finance Unit
- ENQUIRIES** : Ms Bulelwa Mtshizana Tel No: 011 227-9000
- POST 30/105** : **ASSISTANT DIRECTOR: MONITORING & EVALUATION**
Directorate: Corporate Performance Monitoring & Evaluation
- SALARY** : R356 289 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : 3-year tertiary qualification in public administration, National Diploma or degree. 3-5 years' relevant experience relating to public administration, with experience in either performance monitoring and evaluation, research and/or policy development. Report writing skills. Presentation skills. Team work. Data analysis.
- DUTIES** : Conducting research to identify possible areas for evaluation. Conducting evaluability assessments. Developing evaluation plans. Conducting evaluations. Managing evaluations. Compiling evaluation reports. Following up implementation of evaluation recommendations. Providing administrative assistance relating to the evaluation function including record keeping, meeting minutes and logistics. Involvement in performance monitoring and analysis. Providing technical advice and ensuring adherence to planning, monitoring and evaluation tools and procedures. Oversee timeous generation and submission of reports and quality assures submissions. Conduct monitoring functions when required.
- ENQUIRIES** : Ms Bulelwa Mtshizana Tel No: 011 227-9000

DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 40 Catlin Street, Germiston, 1400 or posted to- Private Bag x1008, Germiston, 1400

FOR ATTENTION : Ms R Makhalemele, Tel No: (011) 820 0336

CLOSING DATE : 10 August 2018

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

OTHER POST

POST 30/106 : **SENIOR ADMINISTRATIVE OFFICER: NPO FUNDING REF NO: SD/2018/07/10**

SALARY : R299 709 per annum

CENTRE : Ekurhuleni Region

REQUIREMENTS : A three-year National Diploma/ Bachelor's Degree in Accounting, Financial Management or equivalent qualification with 2-3 years' experience in the NPO Environment. Knowledge and understanding of legislative/Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organizations. A valid code B driver's license. Skills and Competencies. Good planning and coordinating, Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.

DUTIES : Provide advice during panel discussions based on APP targets on funding and approved budget for funding of NPO's. Implement transfer payment to funded NPO's. Reconcile transfer payments. analyses Audited Financial Statements. Consolidate transfer payments. Develop staff work plans. Manage staff leave plans and supervise staff performance. Plan and implement staff training and development programmes.

ENQUIRIES : Refiloe Makhalemele Tel No: (011) 820 0336

NOTE : Errors & Omissions Expected