

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za/> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House.
- FOR ATTENTION** : Ms Thilivhali Mashau Tel No: (011) 240 3096 – Recruitment
- CLOSING DATE** : 14 September 2018, 12h00. No late applications will be considered.
- NOTE** : Candidates must attach their recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. NB: For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department 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. It is the applicant's responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. Disabled people are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

**OTHER POSTS**

- POST 35/79** : **ASSISTANT DIRECTOR: LABOUR RELATIONS (REF NO: REFS/003146)**  
Directorate: Human Resource Management
- SALARY** : R356 289 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 12 plus Bachelor Degree (NQF Level 7)/National Diploma (NQF Level 6) in Labour Relations/Human Resources Management or relevant qualification as recognised by SAQA. 3-5 years' experience in Labour Relations. Valid driver's license. Competencies: Computer Literacy. Knowledge of grievance management, collective bargaining and dispute resolution and other relevant legislation. Conceptual and analytical thinking. Decision making. Written and verbal communication skills. Client orientation and customer focus.
- DUTIES** : Manage and deal with grievance resolution processes, discipline management and dispute resolution management and prevention thereof. Gather, analyze and interpret trends information with a view to address and resolve grievances, disputes and facilitate discipline where necessary. Provide expert advice and possible interventions based on the observed trends on measures that can be employed to avoid grievance, discipline and disputes. Monitor and give advice on the implementation of all resolutions entered into by various bargaining councils applicable within the public service as and when called upon to. Prepare and submit reports on labour relations matter including monthly, quarterly and annual basis. Provide training and awareness campaign on Labour Relations matters in the Department. Manage and maintain the database of labour relations cases. Coordinate the Departmental Standing Committee and act as Secretariat thereto. Comply with all duties of the employer in terms of the applicable legislative framework. Provide expert advice on all Labour Relations matters.
- ENQUIRIES** : Ms I Thanjekwayo, Tel No: (011) 240 3085
- POST 35/80** : **ASSISTANT DIRECTOR: ORGANIZATION DESIGN & HR PLANNING (REF NO: REFS/003147)**  
Directorate: Human Resources Management
- SALARY** : R356 289 per annum (plus Benefits)
- CENTRE** : Johannesburg

- REQUIREMENTS** : Grade 12 plus Bachelor Degree (NQF Level 7)/National Diploma (NQF Level 6) in Management Service/Organizational Development/Work Study/ Production Management/Industrial Psychology/Organisational Effectiveness and Human Resource Management. A minimum of 3-5 years' experience in Organizational Design or work study environment. Certificate in Job Evaluation Training (Equate or Evaluate system) or Certificate in Organisational Design Training provided by School of Government/PALAMA a must have. Valid Driver's license. Competencies: Knowledge and understanding of PERSAL and Orgplus system. Good computer skills.
- DUTIES** : Provide Administration support on the management of GDARD Establishment/ Organogram. Conduct work-study investigations within GDARD. Update information on Org Plus system and Persal reconciliation. Provide advisory services to employees in the Department. Mapping of business processes and developing of standard operating procedure for the Department. Facilitate and implement organizational structure and post establishment investigations and related projects within the Department. Facilitate Job Evaluation and compilation of Job Description. Design and maintain job evaluation database. Advise managers on job evaluation policy and procedures. Assist in the development of OD related policies. Provide administrative support to job evaluation panel. Facilitate the development of the departmental Human Resources Plan. Supervision duties.
- ENQUIRIES** : Ms. M Chuene, Tel No: (011) 240 3084

#### **DEPARTMENT OF HEALTH**

***“The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/ promotion/ appointment will promote representativity will receive preference.***

- APPLICATIONS** : Postal and contact details of relevant hospitals/ institutions:
- 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, or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified. Enquiries: Dr JC Ganada Tel No: 010 344 2779; Dr. E.M. Sithebe (medical/allied) Tel No: 010 344 2779
- 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, or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified. Enquiries: Dr F Kgongwana Tel No: (012) 529 3880 and Ms T Masilela Tel No: (012) 529 3699
- DR Yusuf Dadoo Hospital:** 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, or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified. Enquiries: Dr. O.P. Ugobor Tel No: (011) 951 6161 and Ms. D. Ngwenya Tel No: (011) 951 6045
- 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, or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified. Enquiries: Mr N. Sekhu Tel No: (012) 717 9402
- Pholosong Hospital:** Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be Posted to Private Bag X4, Brakpan, 1550, or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of

necessary document will be disqualified. Enquiries: Mr J Fernandes Tel No: (011) 812 5179 and Enquiries: Ms S. Wagner Tel No: (011) 812 5179

**ODI District Hospital:** Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document, Certified copies should not be more than three months old. Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190, or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified. Enquiries: Mr. L.R. Sekwele Tel No: (012) 725 2460 and Ms. MD Mekgoe Tel No: (012) 725 2308 (ASD: Admin)

**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, or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified. Enquiries: Dr Louw Tel No: (011) 531 4410/ 4305/Tel No: (011) 531 4302/ 4

**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. Or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified. Enquiries: Dr M Mathebula Tel No: (012) 354 1141; Mr P.J. Motsweni Tel No: (012) 354 4646; Mr. MF Monama Tel No: (012) 354 2364 (DD: Patient Administration)

**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 Or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified. Enquiries: Dr FA Otiano Tel No: (011) 535 3001/ 3276.

**Thelle Mogoerane (Natalspuit) Hospital:** Applications to be addressed to: The Recruitment and Selection Section, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, or hand-delivered to 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building, Johannesburg. NB! Only for the Thelle Mogoerane Hospital applications can be direct to the Central Office address. Or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified. Enquiries: Mr T Mhlongo Tel No: (011) 590 0299 and Dr CN Mgayi Tel No: (011) 590 0010 (DD: HRM)

**Central Office(ICT Branch):** The Recruitment and Selection Section, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, or hand-delivered to 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building, Johannesburg. Enquiries: Mr S Cave Tel. No: (011) 355-3301. NB! Attach certified copies of your qualifications, identity book copy or smartcard and driver's licence, curriculum vitae and Z83. Application without proof of necessary document will be disqualified or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**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 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; Mrs N Mbinga Tel No: (012) 734 7059/7000 (Transport Management)

**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; Ms E. Nkomo Tel No: (011)878 8540; Ms ML Nhleko Tel No: (011)565 5160

**Forensic Pathology Services:** Applications must be submitted to Forensic Medical Services, 11 Diagonal Street, 13<sup>th</sup> Floor, reception or can be posted to Forensic Medical Services, P O Box 7128, Johannesburg, 2000. Prof. J Vellema Tel No: (011) 489 1654; Mr J Louw Tel No: (012) 301 1707; Mr S Madibane Tel No: (082) 854 2327; Ms G Tshamano Tel No: (011) 241 5750; Mr M Nkosi Tel No: (011) 241 5750; Mr D Mkhabela Tel No: (011) 255 4911; Ms P Mdluli Tel No: (011) 403 7286; Mr P Denner Tel No: (016) 988 9720; Mr A Stander Tel No: (011) 279 7511

**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

**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 can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001. Enquiries: Dr S.A. Matjila Tel No: (012) 521 3079; Ms E.M. Shibambo Tel No: (012) 521 4881/5869

**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

**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 Nmutandani Tel No: (011) 488 4893/ 4887; Mr PF Monama Tel No: (011) 481 2099

**CLOSING DATE**

: 14 September 2018

**NOTE**

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

#### **MANAGEMENT ECHELON**

- POST 35/81** : **DIRECTOR: FINANCE AND ADMINISTRATION REF NO: REFS/003130**  
 Directorate: Financial Management
- SALARY** : R1 005 063 per annum (All-inclusive remuneration package of which a portion can be structured according to the individual needs)
- CENTRE** : Medical Supplies Depot
- REQUIREMENTS** : The applicant must be in possession of a recognised three-year Degree in Financial Management (Accounting or Finance). Must have a minimum of 8 years management with relevant experience in Finance with strong financial background. Excellent interpersonal skills with the ability to build relationships at all levels. Must be able to work after hours. Must have a valid driver's license. Must have sound knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practise (GRAP), Supply Chain Management (SCM), the Public Service Act and its Regulations. The successful candidate will be subjected to security clearance and competency assessment. Experience in inventory management systems will be an added advantage. A post graduate qualification will be an added advantage. Competencies: Knowledge, understanding and implementation of methods, practices, policies, regulations and acts that govern financial management in the public sector. Computer literacy: MS word, Excel and PowerPoint. Advanced report presentation skills are a prerequisite. Good written and advanced verbal communication skills. Leadership, planning, organizing and problem-solving skills. The ability to manage and lead a team. The ability to multitask, prioritize and work with high volumes in a high-pressure environment. Effective management of the financial accounting, financial reporting, internal control & risk management, logistical support services and Human Resources subunits.
- DUTIES** : The successful candidate, reporting to the CEO, will be responsible for the provision of sound financial, supply chain management and human resource oversight to make the Medical Supplies Depot (MSD) management to make informed decisions. In so doing, he/she will be responsible for the following

activities: Day to day management of the Human Resources, Supply Chain, Internal Control and Risk Management and Finance units. He/she will ensure effective Financial management, Revenue, Budgeting and Expenditure control. Ensure reporting deadlines are met during month, quarter and year end closures. Business forecasts, quarterly business reviews and other report analysis as requested. Co-ordinate the budget process and produce timeous management information reports for departmental heads and budget holders. Must apply sound knowledge of Generally Recognised Accounting Practice (GRAP) standards, Public Finance Management Act (PFMA), Treasury Regulations and Supply Chain Management (SCM) policies such as the PPPFA, among other things. Develop strategies to improve organizational performance for example payment of suppliers within 30 days, the MSD attaining a clean audit status with the Auditor General. Ensure that the MSD has a risk register in place and all internal controls for the depot are in place. Be responsible for the overall day to day administrative management of the Finance departments. Review and evaluate existing programmes, services, policies and procedures. Assist with the implementation and monitoring effective recordkeeping, accurate statistic collections as well as management of value goods / services and equipment budget. Provision of relevant information applicable to internal and external oversight committees. Represent the MSD at the quarterly Audit Committee meetings. Manage and review personnel performance. Provide strategic support to the Chief Executive Officer in terms of the budget, expenditure management, strategic and operational planning. Develop and manage cost centres in the institution. Prepare the Accounting Officer's Report at the end of the Financial year and the annual financial accounting statements for the MSD for auditing purposes. Ensure that procurement in the depot is done in accordance with the PPPFA and always compliant to all regulations. Respond to all SCOPA and Legislature questions. Develop an action plan for all auditor general findings and ensure that they are actioned timeously. Ensure that the MSD stays within budget. Ensure that all contracted service providers perform according to the Service Level Agreement. Develop a good relationship with suppliers through the quarterly suppliers' meetings.

#### **OTHER POSTS**

<b><u>POST 35/82</u></b>	:	<b><u>HEAD: CLINICAL UNIT - (MEDICAL REF NO: HCU-M 08/2018 (X6 POSTS))</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 643 352 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs).
<b><u>CENTRE</u></b>	:	Dr George Mukhari Academic Hospital: Community Health (X1 Post) Internal Medicine (X2 Posts) Ophthalmology (X1 Post) Paediatrics (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>POST 35/83</u></b>	:	<b><u>HEAD: CLINICAL UNIT (DENTAL) REF NO: HCU-D-P&amp;R-GR1/08/2018</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 643 352 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs).

<b><u>CENTRE REQUIREMENTS</u></b>	:	Wits Oral & Dental Hospital (1 Paeds & Resto)
	:	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.
<b><u>DUTIES</u></b>	:	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. Report to CEO.
<b><u>POST 35/84</u></b>	:	<b><u>HEAD: CLINICAL UNIT (DENTAL) REF NO: HCUD-OMP-GR1/08/2018</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 643 352 per annum (all inclusive remuneration package of which a portion could be structured according to the individual's needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Wits Oral & Dental Hospital (1 OMP)
	:	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.
<b><u>DUTIES</u></b>	:	To manage and direct the activities of the department including education and training of under and post graduates, service rendering for referred cases. To conduct and publish research and to supervise others in research. Report to the HOD of OMP.
<b><u>POST 35/85</u></b>	:	<b><u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: HCU-M-GR1/08/2018</u></b> Directorate: Forensic Pathology Service
<b><u>SALARY</u></b>	:	R1 643 352 – R1 744 191 per annum (All inclusive remuneration package of which a portion could be structured according to individuals needs)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Diepkloof FPS
	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist Forensic Pathology. A minimum of 3 years appropriate experience as Medical Specialist after Registration with the HPCSA as a Medical Specialist Forensic Pathology. Extensive experience in Forensic Pathology and medico legal investigations of death. Computer literacy and presentation skills. Knowledge of relevant legislations, regulations and policies governing Forensic Pathology Services. A valid drivers' licence. Management experience of an academic specialist unit, teaching and research in the field of Forensic Medicine and Pathology will be an added advantage.
<b><u>DUTIES</u></b>	:	To provide full spectrum of Forensic Pathology and Medico Legal investigation of death services at consult level. Active participation in the management of medico legal mortuaries in the Southern Gauteng Forensic Pathology Service delivery area. Rendering of all relevant administrative duties as required by supervisor. Rendering all academic duties as determined by the Head of Department including curriculum development, undergraduate and postgraduate teaching. Active participation and leadership in research activities within the department. Rendering of afterhours services during the week and over weekends. Ensure the implementation of standardized, quality forensic pathology services by providing training for professional and support staff and a consultative service to the department and other institutions. Compile reports for court and statistical purposes. Perform post mortem examinations in routine and complex cases. Attend court and provide expert testimony when required and assist the courts as an assessor at request. Assist with monitoring and evaluation of the forensic pathology service by quality control/ audit programmes and conducting regular inspections.

<b><u>POST 35/86</u></b>	:	<b><u>MEDICAL SPECIALIST REF NO: MESP-GR1/08/2018 (X23 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1:R1 051 368 per annum (all-inclusive remuneration package of which a portion could be structured according to the individual's needs).
<b><u>CENTRE</u></b>	:	Dr George Mukhari Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>POST 35/87</u></b>	:	<b><u>DENTAL SPECIALIST (ORAL MEDICINE AND PERIODONTOLOGY) GRADE 1/2/3 REF NO: DS-GR1/08/2018</u></b>
<b><u>SALARY</u></b>	:	R1 051 368 - R1 395 105 per annum (inclusive package) + excluding commuted overtime.
<b><u>CENTRE</u></b>	:	Wits Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Registration with HPCSA as a Dental Specialist in Oral Medicine and Periodontology (OMP) Speciality.
<b><u>DUTIES</u></b>	:	Planning, Implementation, monitoring and evaluation of teaching and training of both undergraduate and postgraduate students. Responsible for quality assurance of the teaching and training activities including clinical governance. Treating of patients (service rendering) on the clinical platform including extended platforms where indicated. Supervise students research and carry out own research. Participate in any other activities as directed by the Head of Department.
<b><u>POST 35/88</u></b>	:	<b><u>STOMATOLOGIST (COMMUNITY DENTISTRY) GRADE 1/2/3 REF NO: S-CD/08/2018 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 051 368 - R1 395 105 per annum
<b><u>CENTRE</u></b>	:	Wits Oral & Dental Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the HPCSA as Dentist and an appropriate post basic Master's degree. Minimum of seven years' experience as a Dentist after registration with the HPCSA within the relevant discipline including clinical and research experience.
<b><u>DUTIES</u></b>	:	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.
<b><u>POST 35/89</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 REF NO: MS-GR1/08/2018</u></b> Directorate: Anaesthesiology
<b><u>SALARY</u></b>	:	Grade 1: R1 051 368 per annum (all inclusive remuneration) Grade 2: R1 202 112 per annum (all inclusive remuneration) Grade 3: R1 395 105 per annum (all inclusive remuneration)
<b><u>CENTRE</u></b>	:	Medunsa Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Excellent communication skills. Time management skills and ability to prioritise. Ability to maintain confidentiality at all times.
<b><u>DUTIES</u></b>	:	Provide optimum care utilizing knowledge and skills to treat patient. Prepare patients for surgery by explaining any risks or side effects. Observe and monitor patients during and after surgery. Respond quickly to any intra- and post-operative pain. Resuscitate and stabilize patients. Manage acute and chronic pain and post-operative pain. Document all care accurately. Act as patient advocate at all time. Provide intensive care medicine. Provide appropriate care during transportation of acutely ill and injured patients. Perform other position related duties according to



the scope of practice. The successful candidate will be required to perform overtime.

**POST 35/90** : **MEDICAL OFFICER SALARY GRADE 3 REF NO: MO-GR3/08/2018 (X10 POSTS)**

**SALARY** : R1 035 831 per annum (all-inclusive remuneration package of which a portion could be structured according to the individual's needs).

**CENTRE** : Dr George Mukhari Academic Hospital  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

**POST 35/91** : **MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: MN/08/2018**  
Directorate: Nursing Division: Theatre

**SALARY** : R902 550 per annum (Total package all inclusive)

**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital (2)  
**REQUIREMENTS** : Degree / Diploma in General Nursing and Midwifery or basic R425 qualification in nursing that allows registration with the South African Nursing Council as a Professional Nurse. Degree / Diploma in Nursing Administration / Health Care Management registered with SANC. A minimum of 10 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognisable experience at management level. Current SANC receipt. Computer literacy, and Driver's license will be an added advantage. Ability to work under pressure. Strong leadership, good communication and sound interpersonal skills are necessary. Excellent verbal and written communication skills. Theatre qualification will be added advantage.

**DUTIES** : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care. Promote nursing ethos and professionalism. Develop and monitor the implementation of policies, procedures, norms and standards pertaining to nursing care. Establish a multidisciplinary teamwork towards the promotion of efficient and effective service delivery. Improve the skills and competencies of the specialty nurses. Involvement in the hospital Quality Assurance and Quality Improvement activities. Problem solving and decision making. Effective management, utilisation and supervision of human, material and financial resources. Manage staff performance and development. Management nursing and hospital projects.

**POST 35/92** : **MEDICAL OFFICER GRADE 2 REF NO: MD-GR2/08/2018 (X10 POSTS)**

**SALARY** : R892 551 per annum (all-inclusive remuneration package of which a portion could be structured according to the individual's needs).

**CENTRE** : Dr George Mukhari Academic Hospital  
**REQUIREMENTS** : 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.

**DUTIES** : 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.

<b><u>POST 35/93</u></b>	:	<b><u>MEDICAL OFFICER (GRADE 1) REF NO: MO-GR1/08/2018 (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R780 612 per annum (all-inclusive remuneration package of which a portion could be structured according to the individual's needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Dr George Mukhari Academic Hospital 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>POST 35/94</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1-3 REF NO: MEDOFF/08/2018</u></b> Directorate: Accident and Emergency Unit
<b><u>SALARY</u></b>	:	Grade 1: R780 612 – R840 942 per annum (all-inclusive package) Grade 2: R892 551 – R975 945 per annum (all-inclusive package) Grade 3: R1 035 831 – R1 295 025 per annum (all-inclusive package)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bertha Gxowa Hospital Grade 12 and MBChB qualification. A valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner, and proof of current registration with HPCSA. <b>Grade 1:</b> no experience. <b>Grade 2:</b> 5-years' experience. <b>Grade 3:</b> 10-years' experience. An interest in Emergency Care is advantageous. ATLS/ ACLS is recommended.
<b><u>DUTIES</u></b>	:	Provide Emergency Care on a 24hour basis in the Accident and Emergency Unit. Triage, Assess, Diagnose and Treat patients who present to the unit. Make clinical decisions on the admission of patients and admit patients with a working diagnosis and prescribe treatment and further investigations. Medical Officers are expected to rotate towards when required.
<b><u>POST 35/95</u></b>	:	<b><u>REGISTRAR REF NO: R-GR1/08/2018 (X22 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R780 612 per annum (all-inclusive remuneration package of which a portion could be structured according to the individual's needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Dr George Mukhari Academic Hospital 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>POST 35/96</u></b>	:	<b><u>DENTIST GRADE 1/2/3 REF NO: DE-GR1/08/2018 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R757 707 per annum
<b><u>CENTRE</u></b>	:	Wits Oral & Dental Hospital: OMP (X1 Post) PROS (X1 Post) MFOS(X1 Post)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	Dentist will be responsible for clinical services, teaching, research and trainings, participation in all departmental activities and related administration.

<b><u>POST 35/97</u></b>	:	<b><u>DEPUTY DIRECTOR: HRM (X3 POSTS)</u></b> Directorate: Human Resources Management
<b><u>SALARY</u></b>	:	R697 011 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual's needs)
<b><u>CENTRE</u></b>	:	Dr George Mukhari Academic Hospital Ref No: REFS/003143 (X1 Post) Thelle Mogoerane Hospital Ref No: REFS/003144 (X1 Post) Tara the H Moross Hospital Ref No: REFS/003145 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year Bachelor's degree/National diploma in Human Resources Management/ Development or Public Management, with at least 10 years' relevant experience in the field of which at least 5 years must be at supervisory/ lower management level. The applicant's must have proven managerial/supervisory experience in Human Resource Management. A demonstrated ability to provide leadership on HR practices and Administration. The ability to develop, monitor and evaluate HR policies and procedures. The ability to interpret and analyse HR data and extensive computer literacy. Experience in developing reports and presenting them to management. Demonstrate experience in managing PERSAL and drawing reports. Ability to manage staff, work independently, adhere to strict deadlines. Job knowledge: knowledge of EQUATE and PERSAL systems. Knowledge of the Public Service Act, the public service Regulations, Labour Relations Act, Employment Equity Act, and other HR legislation and prescripts. Competencies Required: Problem solving and analysis, people management.
<b><u>DUTIES</u></b>	:	Develop human resources policies and strategies and ensure the alignment of the organizational structure to the hospital strategic plan. Manage human resources information and knowledge. Monitor and evaluate the implementation of human resources strategies. Render efficient human resources administration services. Manage appointments, transfers, and terminations on PERSAL. Manage the compensation and conditions of services of staff members. Manage human resources personnel records. Coordinate the development of the institutional Human Resources plan in line with the allocated budget. Manage salary administration and remuneration. Monitor and evaluate the quality of information captured on PERSAL and other HRM database. Authorize transactions and verify source documents. Maintenance of post establishment on HRM database. Attend to AG findings, National Core Standards, HR risk management and compile reports.
<b><u>POST 35/98</u></b>	:	<b><u>DEPUTY DIRECTOR: PATIENT ADMINISTRATION AND LOGISTICS REF NO: REFS/003132</u></b> Directorate: Admin & Logistics
<b><u>SALARY</u></b>	:	R697 011 (per annum) (all-inclusive remuneration package, of which a portion can be structured according to the individual's needs)
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3 years relevant tertiary qualification with more than 10 years' experience in the hospital environment and office management. Strategic capability and leadership. Computer literate; Good communication (written and verbal) skills. Ability to work independently and under pressure. He/ She must have sound interpersonal relation and conflict management skills. Project management; Organizational; Performance Management, System and control skills. Document Management / Quality Control, ability to coordinate with other branches and stakeholders of the hospital. A valid driver's license.
<b><u>DUTIES</u></b>	:	Responsible for the following sections: Patient Admin and Records, Registration of patients at clinics and 24 hour Emergency services, ward clerks, medico legal system, mortuary, all the logistical departments including Food Service, Cleaning, Transport, Porter, Post and registration, Horticulture. Take responsibility for the processing of various correspondence. Provide financial management support, Provide strategic support in the Directorate. Manage day to day operations and provide executive support and management services to the Directorate. Coordinate and facilitate the development and preparation of management and programme performance reports. Manage the collation and submission of expenditure reports and develop the unit's operational plan. Develop staff performance contracts and conduct quarterly reviews.

<b><u>POST 35/99</u></b>	:	<b><u>DEPUTY DIRECTOR: BUSINESS ANALYSIS REF NO: REFS/003071</u></b> Directorate: Chief Directorate: Information and Communications Technology
<b><u>SALARY</u></b>	:	R697 011 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual's needs)
<b><u>CENTRE</u></b>	:	Central Office – Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A three-year qualification in Information Technology coupled relevant experience in Business, Data and or systems analysis. Proven experience delivering ICT projects. Key competencies: Knowledge of Business process principles, practices, techniques and tools. Knowledge and appreciation of business concept and requirements. Ability to develop and deliver presentation. Knowledge of the principles of strategic business decision-making. Ability to create, compose and edit written materials. Knowledge of change management, performance management. Ability to manipulate and analyze information to support decision making. Interpretation of policies, guidelines etc. Knowledge of Business and data analysis systems, processes, procedures and best practices. Ability to work with senior executives. Research and analytical skills. Problem Solving Business, Systems and Technical Architecture risk analysis skills. In addition, the candidate should be Service Delivery orientated, have good Quality Assurance, innovative planning and organizing abilities. Excellent communication, both verbal and written, abilities. Ability to communicate at all levels. Ability to work independent and within a team. Profile: High level of verbal and communication skills, Facilitation skills, Lateral thinking skills, Good report writing skills, Strong interpersonal skills. Ability to meet deadlines. Value delivery focus. Market research methodologies, systems. Change agent. Diagnostic and advisory skills. Project Management principles practices techniques and tools. Comprehensive understanding of the public health sector. Gauteng Department of Health ICT is seeking highly capable Deputy Director: Business Analysis. The Department is seeking to employ a seasoned specialist who are driven by performance excellence, integrity and patient centricity. The position requires advanced skills in business and data analysis, programme and project management, financial management, change management, service delivery innovation, problem solving and analysis and people management.
<b><u>DUTIES</u></b>	:	Analyse and solve business problems through the use of Information Communication Technology. Research and analyse existing business processes, Analyse key organisational challenges, identifying solutions, proposing solutions and measure results. Continually seek to improve the current business practices by implementing solutions that enhances improve patient outcomes, reduce costs and improve efficiency. Analysing, developing and enhancing business processes and practices within the organisation. Conduct a feasibility study were applicable to determine organisational impacts and needs analysis. Actively participate in developing business plans and organisational strategies. Provide strategy and expert advice to the organisation. Develop future business processes that are cost effective and will result in the overall improvement of productivity within the organisation. Perform effective planning and scheduling. Development of business cases. Communicate with all customers including senior management. Manage and supervise project teams and or subject matter experts. Develop cross-functional and cross-departmental functional business processes and practices. Continually research more effective and efficient business processes. Involved in SDLC projects.
<b><u>POST 35/100</u></b>	:	<b><u>PHARMACIST REF NO: PH-GR1/08/2018 (X2 POSTS)</u></b> Directorate: Pharmacist
<b><u>SALARY</u></b>	:	Grade 1: R655 980 per annum (all-inclusive remuneration package of which a portion could be structured according to the individual's needs).
<b><u>CENTRE</u></b>	:	Dr George Mukhari Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	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

**DUTIES**

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).  
: 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 35/101**

: **ASSISTANT MANAGER NURSING SPECIALTY STREAM REF NO: AMNSS/08/2018**

Directorate: Nursing Division - Obstetrics and Gynaecology

**SALARY CENTRE REQUIREMENTS**

: Grade 1: R581 826 Per annum (plus benefits)  
: Bertha Gxowa Hospital  
: Basic R425 qualification in nursing, Degree/Diploma in general nursing, midwifery, community nursing and psychiatry. Diploma in nursing education and Nursing Administration will be an added advantage. Preference will be given to Operational Manager Specialty with Diploma in Nursing Administration will be an added advantage. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Post Basic / Advanced Midwifery and Neonatology Nursing. Have a minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic Advanced Midwifery and Neonatology Nursing. At least 3 years of the period must be appropriate at management level in maternity as an Operational Manager. Proof of service record. In-depth Knowledge of nursing and midwifery care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Human Resources, Grievance Procedure, etc. Skills: leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing and midwifery care. Personal:

responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Computer literacy (MS Excel, MS PowerPoint, e-mail). Drivers licence will be an added advantage. Certification in Baby Friendly Hospital Initiatives and Assessors for BFHI, ESMOE and Neonatal Resuscitation.

**DUTIES** : Coordinate optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Manage effectively the supervision and utilisation of resources (Human Resources, Financial Resources and Services). Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional/growth/ethical standards and self-development. Coordination of ESMOE Drills and Maternal Morbidity and Mortality Meetings. Service coverage - Nursing Service Management - Do calls and with hospital sit-ups as required by the organisation.

**POST 35/102** : **ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES) REF NO: AMN-HNS/08/2018**

**SALARY** : R532 449 per annum (plus benefits)  
**CENTRE** : Medunsa Oral Health Centre  
**REQUIREMENTS** : Basic R425 qualification in nursing, Degree/Diploma in general nursing, Diploma in Nursing Administration. Nursing Education will be an added advantage. A minimum of 8-years appropriate/recognizable experience as professional nurse with South African Nursing Council in general nursing. At least 3-years of the period referred above must be appropriate / recognizable experience at management level in hospital situation. Proof of paid up SANC 2018 receipt, proof of service records. Computer literacy (MS Excel, MS Outlook, MS PowerPoint), driver's license will be an added advantage. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patients' Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive and assertive.

**DUTIES** : Delegate, supervise and coordinate provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (inter-professional, inter-sectorial and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure proper utilization of human resources, financial and physical resources. Manage human resources.

**POST 35/103** : **ASSISTANT MANAGER NURSING (Area) (General Nursing) REF NO: ASMN 08/2018 (X1 POST)**

**SALARY** : (Grade 1): (PN-A7) R532 449 per annum (Plus benefits)  
**CENTRE** : Wits Oral and Dental  
**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 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).

**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 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.

**POST 35/104** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: SDDR/08/2018 (X1 POST)**

**SALARY** : R532 449 - R599 274 per annum (plus benefits)

**CENTRE** : Magagula Clinic

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

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

**POST 35/105** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: NSDR/08/2018 (X1 POST)**

**SALARY** : R532 449 - R599 274 per annum (plus benefits)

**CENTRE** : Winnie Mandela Clinic

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

**DUTIES** : Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Management of resources. Manage and monitor the productivity and performance of employee's development. Manage licensing of

staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager.

**POST 35/106** : **OPERATIONAL MANAGER INFECTION PREVENTION AND CONTROL REF NO: OMIPC/18/2018**

**SALARY** : R532 449 per annum (plus benefits)  
**CENTRE** : Dr George Mukhari Academic Hospital  
**REQUIREMENTS** : Basic qualification (Diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional nurse. Registered with SANC and proof of current registration. Having a minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional nurse with the SANC in General Nursing. An added qualification on Infection and Prevention and Control will be an advantage. A minimum of 3yrs experience rendering Infection Prevention and Control services in a hospital setting (IPC). Have knowledge on management. Must have a positive attitude and interest to work with a multidisciplinary team. Be able to work efficiently under pressure to meet standards of care within the discipline.

**DUTIES** : Demonstrate an in depth understanding on nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with colleagues, supervisors and other members of the multi-disciplinary team. Provide high quality IPC information to staff. Be proactive and manage outbreak of infections. Be up to date with knowledge of policies and protocols in the IPC unit. Have insight about Antibiotics usage. Maintain a safe environment for staff and clients. Give health education on infection prevention and control services. Be willing to work under pressure.

**POST 35/107** : **OPERATIONAL MANAGER PAEDS ICU (SPECIALTY) REF NO: OMP-GR1/08/2018**  
 Directorate: Nursing

**SALARY** : Grade 1: R532 449 – R599 274 per annum (Plus Benefits)  
**CENTRE** : Leratong Hospital  
**REQUIREMENTS** : Basic Diploma/Degree in Nursing accredited with SANC in terms of R425 or equivalent qualification that allows registration With SANC as a Professional Nurse. Diploma in Critical Care Nursing science. Other Skills: Minimum 9 years' appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General nursing at least 5yrs of the period referred to above must be appropriate/recognisable experience after obtaining 1yr post basic qualification in the relevant specialty.

**DUTIES** : Provide leadership to nursing team for results based Services. To ensure holistic care to patients is rendered in Cost effective manner. Co-ordinate and monitor the Implementations of nursing care plans and evaluate care. Ensure compliance with Key Priorities, National Core Standards and Quality Improvement Plans. Effective Utilisation and management of Human Resource. Compliance with Performance Management and Development Systems. Effectively manage and supervise utilisation of Human and material resource in line with PFMA, BCEA, LRA and all other relevant prescripts. Maintain professional growth and ethical standards. Ensure compliance with all National Health Priorities and Programme to improve child services. Provision of effective support to Nursing Services.

**POST 35/108** : **ASSISTANT DIRECTOR: RADIOGRAPHY REF NO: ASDR-GR1/08/2018 (X1 POST)**  
 Directorate: Clinical Services

**SALARY** : R489 429 per annum



<b><u>CENTRE REQUIREMENTS</u></b>	:	Dr George Mukhari Academic Hospital
	:	Appropriate qualification and registration with the Health Professions Council of South Africa (HPCSA). A minimum of 5 years' appropriate experience in the relevant profession.
<b><u>DUTIES</u></b>	:	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.
<b><u>POST 35/109</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL PNA-5 NIGHT DUTY REF NO: OMG-GR1/18/2018 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R487 266 per annum (plus benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Dr George Mukhari Academic Hospital
	:	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 in Nursing Administration with duration of at least one year, accredited with the SANC. 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). + (1) Experience in Renal Unit
<b><u>DUTIES</u></b>	:	Demonstrate an in depth understanding on nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with clients, supervisors and other members of the multi-disciplinary team. Provide high quality TOP service for all women on request. Appropriately assess clients for the procedure as well as afterwards. Ensure provision of comprehensive TOP service to all clients in accordance with DoH, MSF guidelines and the CTOP Act 1 Of 2008. Ensure a referral link with other TOP service clinics. Provide clinical leadership for the assessment of patient needs. Implement and evaluate a programme. Support clients with pregnancy planning. Give health education on reproductive health services for all women on request. Appropriately assess clients for the procedure as well as afterwards. Ensure provision of comprehensive TOP service to all clients in accordance with DoH, MSF guidelines and the CTOP Act 1 Of 2008. Ensure a referral link with other TOP service clinics. Provide clinical leadership for the assessment of patient needs. Implement and evaluate a programme. Support clients with pregnancy planning. Give health education on reproductive health services.
<b><u>POST 35/110</u></b>	:	<b><u>OPERATIONAL MANAGER REPRODUCTIVE HEALTH SERVICES REF NO: OPRHS-GR1/08/2018</u></b>
<b><u>SALARY</u></b>	:	R487 266 per annum (plus benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Dr George Mukhari Academic Hospital
	:	Basic qualification (Diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional nurse. Registered with SANC and proof of current registration. Having a minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional nurse with the SANC in General Nursing. Qualified Midwife with TOP Training and or Experience will be an added advantage. A minimum of 3yrs experience

		rendering Termination of Pregnancy services (TOP). Short course on Family planning and Management of Sexual Transmitted infection. Must have a positive attitude and interest to work with women. Be able to work efficiently under pressure to meet standards of care within the discipline.
<b><u>DUTIES</u></b>	:	Demonstrate an in depth understanding on nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with clients, supervisors and other members of the multi-disciplinary team. Provide high quality TOP service for all women on request. Appropriately assess clients for the procedure as well as afterwards. Ensure provision of comprehensive TOP service to all clients in accordance with DoH, MSF guidelines and the CTOP Act 1 Of 2008. Ensure a referral link with other TOP service clinics. Provide clinical leadership for the assessment of patient needs. Implement and evaluate a programme. Support clients with pregnancy planning. Give health education on reproductive health services for all women on request. Appropriately assess clients for the procedure as well as afterwards. Ensure provision of comprehensive TOP service to all clients in accordance with DoH, MSF guidelines and the CTOP Act 1 Of 2008. Ensure a referral link with other TOP service clinics. Provide clinical leadership for the assessment of patient needs. Implement and evaluate a programme. Support clients with pregnancy planning. Give health education on reproductive health services.
<b><u>POST 35/111</u></b>	:	<b><u>PROFESSIONAL NURSE (SPECIALTY NURSING) / CLINICAL NURSE PRACTITIONER PRIMARY HEALTH CARE/ OCCUPATIONAL HEALTH &amp; SAFETY REF NO: PROFS-GR2/08/2018 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	(Grade 2): (PN-B1) R445 917 per annum
<b><u>CENTRE</u></b>	:	Tembisa Hospital
<b><u>REQUIREMENTS</u></b>	:	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. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
<b><u>DUTIES</u></b>	:	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.
<b><u>POST 35/112</u></b>	:	<b><u>CHIEF PHYSIOTHERAPIST GRADE 1 REF NO: CP-GR1/08/2018</u></b> Directorate: Rehabilitation
<b><u>SALARY</u></b>	:	R440 982 – R489 429 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Ekurhuleni Health District (Mary Moodley Memorial Clinic)
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as a physiotherapist. Current proof of registration with HPCSA as a physiotherapist. A minimum of 3 years appropriate clinical experience post community service. Valid driver's license is essential. Experience in working in a community based rehabilitation setting. Sound knowledge of clinical theory, practice and ethics relating to the delivery of physiotherapy services within a Clinic setting. Knowledge of current health and public service legislation, regulations and policies. Good communication skills (verbal and written), computer skills and good interpersonal skills. Ability to work in a multi-disciplinary team and in a changing environment and under pressure.
<b><u>DUTIES</u></b>	:	To provide optimal and evidence based physiotherapy treatments to patients. To provide overall management and supervision of allocated rehabilitation staff. To

monitor utilization and ensure proper management of rehabilitation equipment in line with PFMA. To perform and complete administrative functions including data compilation and monthly report submissions. To assist with the development and implementation of departmental policies, operational plan and financial management strategies. Participate in the mentorship and training of community service therapists and junior physiotherapists in the sub-district. To ensure departmental standards are met and effective patient service delivery, in line with National Standards. Provide community based rehabilitation with focus on health promotion, prevention and community intervention. Establish and strengthen working relationship with other stakeholders within the sub - district.

**POST 35/113** : **THERAPEUTIC & MEDICAL SUPPORT SERVICES PROGRAMME COORDINATOR GRADE 1 REF NO: TMSSPC-GR1/08/2018**  
Directorate: Rehabilitation

**SALARY** : R440 982 – R489 429 per annum (plus benefits)  
**CENTRE** : Ekurhuleni Health District (SSDR)  
**REQUIREMENTS** : Appropriate qualification degree in Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Language & Audiology that allows registration with HPCSA. A minimum of 3 years appropriate experience after registration with HPCSA post community service. Good communication skills. Valid registration with HPCSA. Knowledge in the relevant policies, protocols and guidelines. Report writing skills and problem solving skills. Valid driver's license Experience in working in a community based rehabilitation setting. Computer literacy. Must be proactive, innovative and independent team leader.

**DUTIES** : Render a service in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng Department of Health. Provide overall management of the Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Language & Audiology, supervision of allocated staff servicing SSDR area to ensure smooth service delivery. Implement and contribute to the proper utilization of allocated financial and physical resources. Compile monthly, quarterly and annual Rehab team reports, stats and other administrative duties for rehab unit and submit to the Sub-District PHC Manager and Assistant Director: Rehabilitation. Establish good working relationship with other stakeholders within the sub- District e.g. Mental Health, NGO's, Organization for People with Disability, etc. Provide community based Rehabilitation with the focus on health promotion, prevention and community intervention. Knowledge on Performance Management and Development System. Participate in continuous professional development activities Implement quality assurance policies and develop appropriate quality improvement plan for the rehab unit. Attend management meeting and Rehab forums. Ensure adherence to government policies and protocols. Perform any other duties delegated by Supervisor/Manager.

**POST 35/114** : **LECTURER GRADE 1 (PND1) / LECTURER GRADE 2 (PND 2) GENERAL NURSING SCIENCE (GNS) REF NO: L-GNS/08/2018 (X18 POSTS)**  
Directorate: Nursing Education and Training

**SALARY** : R362 559 per annum (plus benefits) PND1  
R445 917 per annum (plus benefits) PND2  
**CENTRE** : Chris Hani Baragwanath Nursing College  
**REQUIREMENTS** : Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. PN-D1, minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing and Midwifery. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience in Nursing Education. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice and all relevant regulations. Valid driver's license. The ability to apply

computer technology and programmes. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Current registration with SANC.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of General Nursing Science academic programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.

**POST 35/115** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: REFS/003133**  
Directorate: Human Resources Management

**SALARY** : R356 289 per annum (plus benefits)  
**CENTRE** : Sizwe Tropical Hospital

**REQUIREMENTS** : An appropriate 3- years Bachelor Degree/National Diploma in in Human Resources or relevant qualifications with more than year's relevant experience in the field, of which at least 3 years relevant experience must be at managerial/supervisory level. Prove managerial experience in the area or combination thereof. A demonstrated ability to provide leadership on HR practices and Administration. The ability to develop, monitor and evaluate Skills development legislation, HR policies and procedures. The ability to interpret and analyse HR data. Experience in developing reports and presenting them to management. Demonstrate experience in managing PERSAL and drawing reports. Ability to manage staff, work independently, adhere to strict deadlines. Job knowledge: Knowledge of PERSAL systems. Knowledge of the Public Services Act, the Public Finance Management Act, Treasury Regulation, Resolution of PSCBC, PILIR, Performance Management and Development processes, Public Service Regulations, Labour Relations Act, Employment Equity Act and other HR legislation and prescript. Competences required: problem solving and analysis, people management. Good communication skills (verbal and non-verbal), report writing skills, negotiation, teambuilding, problem solving, conflict resolution) and ability to work under pressure. A valid driver's license.

**DUTIES** : Implement Recruitment and Selection policies and procedures. Maintain confidentiality. Posting of adverts; collections of applications on daily basis at the main entrance. Monitoring, approve and printing of online applications. Sorting and counting of application forms. Compile and capturing of application forms on Microsoft excel. Attend to shortlisting's and interviews and take minutes. Assist with compiling of submissions; Type regret letters; Assist with verification checks i.e. reference check (previous employment); criminal record check; financial status and citizenship check. Maintain record keeping. Able to work under pressure and meet deadlines. Accept responsibilities given by supervisors from time to time and also report to the supervisor. Attend sectional meeting. Implement and monitor Personnel and salary policies and procedures. Implementation and monitor appointments; transfers; translations; overtime (normal and commuted); allowances GEHS; Terminations i.e. Pensions; OSD implementation. Adherence to deliverology; audit files and record keeping including filing. Submission of weekly; monthly; quarterly and annual Reports; attend to meetings. Supervision of HR Clerks. Apply disciplinary procedures and maintain confidentiality. Evaluate performance of subordinates quarterly and annually. Able to work under pressure and meet deadlines. Handle all Personnel and Salaries enquiries. Monitor and coordinate Recruitment and Selection processes including procedure on recruiting foreigners. Implement and execute effective Human Resource functions. Manage and update staff establishment, databases to assist the HRIM section. Formulate advertisements internally and externally. Coordinate and manage employment

equity, render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support performance of subordinates. Allocate and control delegated work, provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Implement National Core Standards file and update it regularly. Attend to HR related enquiries.

- POST 35/116** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: REFS/003134**  
 Directorate: Administration
- SALARY** : R356 289 per annum (plus benefits)  
**CENTRE** : ODI District Hospital  
**REQUIREMENTS** : Three years National Diploma in Administration, Public Administration/Management, Business Management with 5 years relevant experience or Grade 12 with 10 years relevant experience. Minimum of three years' experience in supervision. Comprehensive understanding of the hospital management in the following areas: Patient administration, Registry, Records Management, Switchboard and Support services- Laundry, Food services, Housekeeping, Portering and Mortuary. Sound knowledge of Legislative prescripts, PFMA, Treasury Regulations and Labour relations. A valid driver license.
- DUTIES** : Oversee the hospital administration services including Support areas, Records Management, Patient Administration, Registry and Switchboard. Monitor and implement Audit Action Plan and ensure quality responses thereof. Provide report to the Accounting Officer of the institution on a monthly, Quarterly and Annual basis. Liaise with internal and external stakeholders. Efficient and effective human resources management and development. Maintain ethical and professional conduct. Perform any other duties as delegated by supervisor.
- POST 35/117** : **ASSISTANT DIRECTOR: FINANCE (X3 POSTS)**  
 Directorate: Finance Unit, Administration and Support
- SALARY** : R356 289 per annum (plus benefits)  
**CENTRE** : Bertha Gxowa Hospital Ref No: REFS/003135 (X1 Post)  
 Jubilee Hospital Ref No: REFS/003136 (X1 Post)  
 Pholosong Hospital Ref No: REFS/003137 (X1 Post)
- REQUIREMENTS** : An appropriate Three (3) Year Tertiary Qualification in Finance. Minimum of five (5) years relevant experience within financial environment, out of which four (4) years must be at managerial or supervisory level. Competence in the use of Microsoft Word, Excel and PowerPoint as it is necessary for the execution of tasks. Knowledge of BAS, SAP, SRM, E-RECEIPTING, PAAB/MEDICOM and SCOA. Knowledge of Government Budget Process. Leadership and sound management skills. Excellent communication (written and verbal) and interpersonal skills. A valid driver's license.
- DUTIES** : Monitoring of the Financial Performance of the Hospital. Management of suspense accounts. Correction of misallocated expenditure by journalizing transactions. Management of Revenue and collection of Debt from Debtors. Communication with all external funders. Provide correct SCOA allocation and signing-off of RLS01 before the processing of order. Releasing payments on SRM system. Ensuring that relevant monthly reconciliations and reports are submitted. Compile the annual, Adjustment and MTEF budget request for the Hospital. Ensure that Budget is correctly captured on the system. Monitoring of Cost Center Commitment register. Management of Petty Cash for the Hospital. Thorough understanding of the following legislations: PFMA, BBBEE, PPPFA, Treasury Regulations, circulars, policies and any finance prescript. Ensure adherence to financial policies, guidelines and procedures. Training of Cost Centre Managers and subordinates on Financial Management. Attending and responding to the Auditor General queries. Keep abreast with any amendments of legislations.

<b><u>POST 35/118</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (X2 POSTS)</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R356 289 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Dr Yusuf Dadoo Hospital Ref No: REFS/003138 (X1 Post) Pholosong Hospital Ref No: REFS/003139 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A degree or National Diploma in Purchasing. A minimum of 5 year's experience in Supply Chain Management of which 3 years should be supervisory level. Knowledge and understanding of the PFMA, PPPFA, Treasury Regulations, Supply Chain Management Framework Act and BBBEE Act. Strong analytical skills. Good interpersonal skills. Excellent verbal and written communication skills. Strategic leadership skills. Change management, HR management and people management skills. Planning, organising and customer relationship management skills. Teamwork Committee work abilities. Computer literacy skills. Good problem-solving skills. Decision-making skills. Sound business acumen. A valid driver's licence.
<b><u>DUTIES</u></b>	:	To lead a team that renders demand management. To conduct needs analysis and industry analysis (benchmarking) to ensure value for money. Ensure that requirements are linked to the approved budget and the strategic objectives and included in the Demand Management Plan. To compile a Demand Management Plan and Annual Procurement Plan based on the strategic needs. Maintain the approved Annual Procurement Plan. Compile the Quarterly Implementation Reports on the Annual Procurement Plan. Liaise, correspond, advise and meet with directorates, hospitals, and regions with regard to demand requirements, documents and committees. Compile tender specifications, special conditions and or evaluation criteria with end-user and acquisition management. Verify the nominated members of Bid Specification Committee and attend meetings as a member/representative. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration.
<b><u>POST 35/119</u></b>	:	<b><u>DENTAL TECHNICIAN GRADE 1/2/3 REF NO: DT-GR1/08/2018</u></b> Directorate: Laboratory (Dental)
<b><u>SALARY</u></b>	:	Grade 1: R300 828 – R342 357 per annum Grade 2: R352 707 – R403 302 per annum Grade 3: R415 482 – R504 219 per annum
<b><u>CENTRE</u></b>	:	Wits Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Qualified Dental Technician currently registered with the SADTC. Experience in crown and bridge work. At least two years in CAD/CAM is recommended. Must be able to perform under pressure and deliver on time.
<b><u>DUTIES</u></b>	:	Production of fixed and removable appliances as well as Orthodontics appliances. Production of implants support prosthesis. Working with under and postgraduates' students. The incumbent will be responsible for production and teaching and training of Dental students in the areas of removable prosthodontics, orthodontics and CAD/CAM work.
<b><u>POST 35/120</u></b>	:	<b><u>NUTRITIONIST GRADE 1 REF NO: NUTRI-GR1/08/2018</u></b> Directorate: Health Programmes
<b><u>SALARY</u></b>	:	R300 828 – R342 357 per annum
<b><u>CENTRE</u></b>	:	Ekurhuleni Health District
<b><u>REQUIREMENTS</u></b>	:	Four year degree in Nutrition. Registration with the Health Professional Council of Southern African as a Nutritionist. A minimum of two years appropriate experience in community nutrition services. Knowledge and experience in nutrition and implementation of community based nutrition part of INP. Comprehensive understanding of policies and legislation relevant to nutrition (local, national and international). Good communication skills (verbal and written), computer skills (e.g. Microsoft Office etc.), good interpersonal skills. Ability to work in a team, in changing environment and under pressure. Good financial management skills and knowledge of PFMA. Valid driver's License is essential.

**DUTIES** : Promote good health through community based nutrition interventions. Provide technical support and training for the successful implementation of community based nutrition part INP. Participate in planning, implementation, monitoring and evaluation of ECDs related nutrition interventions. Participate in community awareness campaigns. Implement and monitor nutrition related policies, protocols and guideline. Monitor nutrition indicators and produce written quality reports. Order and maintain adequate supplies of nutrition stock for SFS & HAST and ensure effective stock control measures. Ensure sustainability of MBFI status in the facilities. Participate in planning, implementation, monitoring and evaluation of the programme according to prescribed policies, protocols and guidelines. Facilitate research and development of community based nutrition programme. Assist in the management of the resource pertaining to nutrition programme. Collaborate with relevant programmes, departments and stakeholders for community nutrition activities. Provide support to District Nutrition Manager and other nutrition related activities.

**POST 35/121** : **DIETICIAN (GRADE 1) REF NO: DI-GR1/08/2018**  
Directorate: Nutrition

**SALARY** : Grade 1: R300 828 per annum  
**ENTRE** : Carletonville Hospital (X1 Post)  
Tembisa Hospital (X1 Post)

**REQUIREMENTS** : BSc Dietetics degree. Registration with HPCSA as a Dietician. Computer literacy. Driver's license. Knowledge of and experience in Dietician will save as advantage. Minimum of 1-year relevant working experience on Community service. Implementing the integrated Nutrition Programme. Good written and verbal communication skills. Supervision of community service staff.

**DUTIES** : The candidate will be based at the primary health care Facility / clinics and rotate to various clinics for therapeutic nutrition, coordination, implementation, monitoring and Evaluation of policies and strategies on INP focus area and its activities namely disease specific, nutrition support on all INP programs, namely disease specific, Nutrition support, Treatment and counselling, micronutrient and malnutrition control (vitamin A supplementation), youth and adolescent food service management, supplementary feed scheme, growth monitoring and promotion, mother baby friendly initiative. Community based nutrition initiative, maternal nutrition, Nutrition education, promotion and advocacy. Working with the team responsible for data verification at clinic level. Control stock equipment and materials, ensure accurate record keeping. And reporting. Provide nutrition counselling to patients. Strict Adherence to HPCSA and departmental policies. Carry out duties as delegated to promote service delivery.

**POST 35/122** : **CLINICAL TECHNOLOGIST GRADE 1 REF NO: CT-GR1/08/2018 (X2 POSTS)**  
Directorate: Allied

**SALARY** : Grade 1: R300 828 per annum  
**CENTRE** : Charlotte Maxeke Academic Hospital  
**REQUIREMENTS** : Registration with Health Professions Council of South Africa, as Clinical Technologist in Cardiology. Qualification in Clinical Technology – Cardiology, National Diploma or B Tech. Competencies: Good Communication Skills. Basic computer literacy, a team worker. Clinical experience as a Clinical Technologist – Cardiology.

**DUTIES** : To perform clinical services in Cardiology by providing technologist support to all components of the Cardiology Department including: Cardiac Catheterization. Invasive Haemodynamic monitoring. Intra-aortic balloon pump operation. ECG's (include ambulatory Holter ECG and Exercise stress testing). Echocardiography both adult and paediatric echo's. Assisting during Pericardial Tapping. Other necessary operational duties delegated by supervisor. These tasks involve after hours weekend duties when necessary.

**POST 35/123** : **HUMAN RESOURCE OFFICER REF NO: REFS/003141**  
Directorate: Human Resource Administration (Personnel Administration and Salaries)

**SALARY** : R242 475 per annum (plus benefits)  
**CENTRE** : Thelle Mogoerane Hospital  
**REQUIREMENTS** : Grade 12 with 2 years experience in Human Resource Administration with extensive exposure in Personnel Administration and Salary administration. PERSAL Personnel Administration and PERSAL Salary Administration Certificates. Computer Literacy. Knowledge of legislative frameworks i.e. PFMA, Basic Conditions of Employment Act, Public Service Act, Labour Relations Act and Public Regulations as amended. Report writing skills, planning and organizing skills, Communication skills, presentation skills and ability to manage people.

**DUTIES** : Adhere, implement and monitor Personnel and salary policies and procedures. Implementation and monitor appointments, transfers, translations, overtime (normal and commuted), allowances GEHS, Terminations i.e. Pensions, OSD implementation. Adherence to deliverology, audit files and record keeping including filing. Submission of weekly, monthly, quarterly and annual Reports, attend to meetings. Supervision of HR Clerks. Apply disciplinary procedures and maintain confidentiality. Evaluate performance of subordinates quarterly and annually. Able to work under pressure and meet deadlines. Handle all Personnel and Salaries enquiries.

**POST 35/124** : **IT CONTROLLER REF NO: REFS/003148**  
Directorate: Information Technology

**SALARY** : R242 475 per annum (Plus Benefits)  
**CENTRE** : Medical Supply Depot  
**REQUIREMENTS** : National Diploma/Degree in Information Technology with a minimum of 3 years relevant experience or Matric/Grade 12 with at least 4 years relevant experience in any of the following: A+ and N+, MCSE, Certificate in IT System Support, CCNA, COBIT or ITIL. Additional Requirement: Good interpersonal relationship. Valid driver's license. Knowledge of VDI will be an added advantage.

**DUTIES** : Provide transversal applications and desktop/user support to the District including support for HPRS, AITA, HPV, SVS and other mobile applications. Provide information technology technical as well as telephony support for the District. Back-up of system and user data and provide data recovery service. Monitor and supervise the acquisition and replacement of information technology hardware and software. Network trouble shooting and support as well as Wide Area Network problems. Install, configure and upgrade software applications and operating systems. Perform back-up of the servers. Provide a risk management service using the enterprise application and management system.

**POST 35/125** : **LOGISTIC SUPPORT OFFICER REF NO: REFS/003149 (X2 POSTS)**  
Directorate: Logistic Support

**SALARY** : R242 475 per annum (Plus Benefits)  
**CENTRE** : Medical Supply Depot  
**REQUIREMENTS** : Minimum requirement of Grade 12/NQF4, with 3-5 year's experience in Cleaning/Laundry/Porter supervision. Must have good communication (written and verbal), analytical, conflict management and supervisory skills. Sound knowledge of public finance management act and its treasury regulations, Knowledge of disciplinary procedures. Computer Literacy will be an added advantage. Be willing and able to work under pressure. Must have a valid driver's license. Understand national core standard and Batho Pele principles. Knowledge of the Medicines and Related Substances Act, the Public Finance Management Act and waste management.

**DUTIES** : Supervision of the following departments: Cleaning services, Laundry services and Porters and other delegated services. Implement and monitor PMDS, Maintain sound labour management. Apply disciplinary measures when necessary. Monitor attendance register, time controls and leave arrangement. Supervise and control production flow within laundry services. Strengthen cleaning standard and



infection control and saving measures. Take responsibility of waste management in collaboration with infection control officer.

- POST 35/126** : **STAFF NURSE (GRADE 3) REF NO: SN-GR3/08/2018 (X6 POSTS)**  
Directorate: Nursing Unit
- SALARY** : R228 027 per annum (plus benefits)  
**CENTRE** : Dr George Mukhari Academic Hospital  
**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.
- POST 35/127** : **FORENSIC OFFICER REF NO: FO-L6/08/2018 (X4 POSTS)**  
Directorate: Forensic Pathology Service
- SALARY** : R196 407 – R231 351 per annum Level 06 (plus benefits), R5 400 per annum (Danger allowance), R7 128 per annum (Special allowance)  
**CENTRE** : Germiston (X1 Post)  
Johannesburg (X1 Post)  
Roodepoort (X1 Post)  
Sebokeng (X1 Post)
- REQUIREMENTS** : Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver's licence minimum Code C1 with Public Driver's Permit (PDP). Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.
- DUTIES** : 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, dissection, scribing and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. 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.
- POST 35/128** : **STAFF NURSE (GRADE 2) REF NO: SN-GR2/08/2018 (X3 POSTS)**  
Directorate: Nursing Unit
- SALARY** : R192 681 per annum (plus benefits)  
**CENTRE** : Dr George Mukhari Academic Hospital  
**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 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).

**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.

**POST 35/129** : **NURSING ASSISTANT (GRADE 3) REF NO: NA-GR3/08/2018 (X2 POSTS)**  
Directorate: Nursing Unit

**SALARY** : R176 331 per annum (plus benefits)  
**CENTRE** : Dr George Mukhari Academic Hospital  
**REQUIREMENTS** : 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.

**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.

**POST 35/130** : **FORENSIC OFFICER REF NO: FO-L5/08/2018**  
Directorate: Forensic Pathology Services

**SALARY** : R163 563 per annum Level 05 (plus benefit), R5 400 per annum (Danger allowance), R7 128 per annum (Special allowance)  
**CENTRE** : Carletonville & Johannesburg FPS  
**REQUIREMENTS** : Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver's licence minimum Code C1 with Public Driver's Permit (PDP). Basic computer skills (MS Word). Additional Competencies:

Organizing and Planning, communication, time management and interpersonal skills.

**DUTIES** : 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, dissection, scribing and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. 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.

**POST 35/131** : **HUMAN RESOURCE CLERK REF NO: REFS/003142**  
Directorate: Human Resources Unit

**SALARY** : R163 563 per annum (Plus Benefits)  
**CENTRE** : Thelle Mogoerane Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 0-3 or more years experience in Human Resource. National Diploma /Degree in Human Resource with exposure in Human Resource processes will be an added advantage. Computer literacy with extensive knowledge of Microsoft Programmes (Word, Excel and PowerPoint). Knowledge of Legislative Frameworks i.e. Employment Equity Act, Public Service Act and

<b><u>DUTIES</u></b>	:	Public Service Regulations as amended. Planning and organizing Skills, communication skills and ability to work under pressure.
	:	Perform Human Resource Administration functions from appointments to termination of service. Process the following matters regarding service benefit: housing, allowances, ill health retirement, leave, leave audit, injury on duty, pension fund queries, issuing service certificates, process PERSAL transactions. Collect and issue pay slips and compilation of Payroll Certificates. Implement Recruitment and Selection Policies and Procedures. Compiling of submissions. Verify qualifications.
<b><u>POST 35/132</u></b>	:	<b><u>STAFF NURSE (GRADE 1) REF NO: SN-GR1/08/2018 (X3 POSTS)</u></b> Directorate: Nursing Unit
<b><u>SALARY</u></b>	:	R161 376 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Dr George Mukhari Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	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).
<b><u>DUTIES</u></b>	:	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.
<b><u>POST 35/133</u></b>	:	<b><u>DENTAL ASSISTANT REF NO: DENTASS 10/06/2018 (X3 POSTS)</u></b> (Re-Advertisement) Directorate: Laboratory (Dental)
<b><u>SALARY</u></b>	:	Grade 1: R158 595 per annum
<b><u>CENTRE</u></b>	:	Wits Oral & Dental
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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. And: Prepare working area for patient treatment, select and set up instruments, equipment and material required for clinical procedure. Give patients post-operative instructions. Maintain safe working environment by complying with health and safety procedures. Adhere to infection control policies. Keep stock control (Inventory) up to date.
<b><u>POST 35/134</u></b>	:	<b><u>NURSING ASSISTANT (GRADE 1) REF NO: NA-GR1/08/2018 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R124 788 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Dr George Mukhari Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Qualification that allows registration with the South African Nursing Council as a nursing assistant.
<b><u>DUTIES</u></b>	:	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** : 14 September 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](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

#### OTHER POST

- POST 35/135** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT**  
Directorate: Financial Governance
- SALARY** : R356 289 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Relevant 3-year tertiary qualification, National Diploma or Degree in Finance/Auditing or Accounting. 3 – 5 years' experience in the Accounting, Auditing, asset management and/or related field. Knowledge and understanding of PFMA and corresponding Treasury Regulations and asset management frameworks. Knowledge and understanding of GRAP, GAAP and/or IFRIS. Advanced computer literacy.
- DUTIES** : Responsible for implementing, co-ordinating and monitoring the Asset and Inventory Management Strategies and the initiatives in GPG Departments and Entities. Provide continuous technical support on the implementation of the Asset and Inventory framework and guidelines within GPG Departments and Departments and Entities. Identify Asset management capacity gaps within GPG Departments and develop strategies to address capacity gaps. Ensure timely and accurate resolution of queries relating to Asset and inventory management. Improve the asset management function within GPG Departments and Entities by proposing, implementing and re-engineering asset and inventory management processes and policies. Monitor, evaluate and report on compliance with the asset management guidelines and framework. Review of s40 reports and Interim/Annual

- financial statements of GPG. Departments and Entities to ensure accurate and correct asset and inventory management information has been properly disclosed.  
Mr Sihle B Hlomuka Tel No: 011 227 9000
- ENQUIRIES** :
- POST 35/136** : **ASSISTANT DIRECTOR: STATUTORY DEDUCTION MANAGEMENT**  
Directorate: Financial Governance
- SALARY** : R356 289 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : 3-year tertiary qualifications, Degree/Diploma in Finance. 2 – 3 years' experience in the finance/local government finance and/or management.
- DUTIES** : To ensure operational support in terms of compliance to tax legislation and effective management of statutory deduction ledger accounts. Monitoring of salary ledger account for all GPG Departments. Timeous submission of monthly bi-annual and annual employer tax reconciliation to SARS. Monitor and perform physical fingerprint verification to all GPG departments. Preparation of budget versus expenditure report in terms of compensation of employees for GPG departments and provide advice therefore.
- ENQUIRIES** : Ms Baleseng Sedibe Tel No: 011 227 9000
- POST 35/137** : **HUMAN RESOURCE ADMINISTRATION PRACTITIONER**  
Directorate: Corporate Services
- SALARY** : R242 475 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Relevant 3-year tertiary qualification, National Diploma or Degree in Human Resource Management. 1 – 2 years' experience in HR Administration and/or Management.
- DUTIES** : Implement and administer Conditions of service and service benefits (leave, housing, medical aid, terminations, long service recognition, overtime, pension allowances. Implement and administer HR Provisions (appointments, transfer, relocations and movement, probationary periods. Implement and administer Performance Management and Development System results and Salary Administration. Inform, guide and advice department/personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/policies.
- ENQUIRIES** : Ms Tshiamo Sokupha, 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, 69 Commissioner Street, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000 or Private Bag X 35, Johannesburg, 2000.
- CLOSING DATE** : 14 September 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](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Errors & Omissions Expected

## OTHER POSTS

**POST 35/138** : **SOCIAL WORK POLICY DEVELOPER SUBSTANCE ABUSE PREVENTION, TREATMENT AND REHABILITATION REF NO: SD/2018/08/30**

**SALARY** : R344 184 – R549 837 per annum (within the OSD Framework)  
**CENTRE** : Johannesburg Head Office  
**REQUIREMENTS** : Degree in Social Work. A minimum of 5 years' experience as a Social Worker in Social Welfare services after registration with SACSSP. Current registration with SACSSP and the registration certificate. Knowledge and understating of legislation, policy, procedures, processes and institutional framework governing substance abuse services. Good planning and capability, project and programme management, monitoring and evaluation, reporting, negotiation and verbal and written communication skills. A valid driver's license.

**DUTIES** : Develop provincial policies and guidelines for substance abuse. Administer the implementation of the National Drug Master Plan, policies and legislative mandates in the field of substance abuse. Coordinate and implement substance abuse prevention and awareness programmes. Conduct training and capacity building workshops in the field of substance abuse. Ensure compliance with legislation, policies and procedures through DQAs, case audits and site visits. Manage programme performance reporting processes.

**ENQUIRIES** : Mr Z Jaca Tel No: (011) 355 7678  
**FOR ATTENTION** : Mr Z Jaca

**POST 35/139** : **SENIOR SUPPLY CHAIN OFFICER: TENDER AND CONTRACT MANAGEMENT REF NO: SD/2018/08/31**

**SALARY** : R299 709 – R353 043 per annum (plus benefits)  
**CENTRE** : Johannesburg Head Office  
**REQUIREMENTS** : An appropriate recognized National Diploma in Supply Chain with 2-3 years' experience in Contract and tender administration. Knowledge and understanding of PFMA. Basic knowledge and understanding of tender and contract management legislative frameworks in the Public Service. Basic knowledge and understanding of Department's procedures on tenders and contracts administration. A valid code B driver's license. Skills and Competencies: Tender administration, analytical, planning and Organizing, communication and interpersonal relations skills. Financial management and procedures.

**DUTIES** : Notify end-users to submission of specifications, follow-up on placement of advertised tenders, open tender process files and prepare a recommendation for awarding of tenders. Prepare appointment and termination letters on contracts awarded, liaise with suppliers on submission on price adjustment request. Keep minutes of the meeting between suppliers and end-users on relationship for the contract term. Monitor onsite compliance to terms and condition of SLA and report non-compliance of suppliers to SLA. Maintain process files and ensure the safe keeping of process files.

**ENQUIRIES** : Salome Moloi Tel No: (011) 227 0062  
**FOR ATTENTION** : Ms S Moloi