

**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 assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maonya Mall.
- CLOSING DATE** : 02 November 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. 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 have foreign qualifications evaluated 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 42/156** : **DEPUTY DIRECTOR: AGRICULTURAL ECONOMICS REF NO: REFS/003256**
Chief Directorate: Agriculture
Directorate: Directorate: Agricultural Economics and Marketing
- SALARY CENTRE** : R826 053 per annum (all inclusive package)
: Johannesburg
- REQUIREMENTS** : Grade 12 and Appropriate (NQF level 8) qualification or equivalent with Economics and/or Agricultural Economics as major subjects. Minimum of 6 years' relevant experience required. Valid driver's License. Competencies: Computer skills, Statistical skills (high level of analysis of the trends, and forecasting of challenges), Advanced negotiation skills, Working knowledge of economic and financial (advanced) analytical techniques, and Advanced communication/presentation skills.
- DUTIES** : Continuous in-depth study/research of developments/patterns/trends in a specific agricultural environment (e.g. resources, production, marketing, reform, macroeconomics, farm management, agricultural business, international trade and investment, business support, rural development etc.) Manage the analysis/identification of economic questions/challenges in a specific environment/situation pertaining to legislation/strategy/ policy initiatives/interventions. Manage the application, adaptation and/or development of models in order to reflect the current situation and/or forecast/project possible scenarios. Manage and undertake the implementation of trade and investment initiatives, negotiations and policies. Manage the supervision of advice to internal and external stakeholders on the impact of forecasts for decision-making, initiatives and/or interventions within a specific environment. Manage the development, monitoring and evaluation of business plans. Establish and maintain a network with economic/agricultural analysis institutions.
- ENQUIRIES FOR ATTENTION** : Ms. Baba Terblanche, Tel No: 011 240 3090
: Ms Margaret Digoro Tel No: (011) 240 3097 – Recruitment

<u>POST 42/157</u>	:	<u>COMMUNITY STATE VETERINARIANS REF NO: REFS/003267 (X10 POSTS)</u> Chief Directorate: Vets Services Directorate: Animal Health and Advisory Services
<u>SALARY</u>	:	R697 011 per annum (all-inclusive salary package which can be structured according to an individual needs)
<u>CENTRE</u>	:	Themba Animal Clinic (X4 Posts) Germiston (X2 Posts) Vereeniging (X2 Posts) Randfontein (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 plus Bachelor Degree (NQF Level 7) in BVSc or BVMCH qualification. 1-2 years' relevant experience of compulsory community service. Candidates who are about to finish their Compulsory Community Service can also apply. Registration with South African Veterinary Council. Valid driver's License. Competencies: Computer Literacy. Knowledge and understanding of Veterinary acts (Meat and Animal Health acts and related regulations, certification procedures). Understanding of hygiene systems and disease control schemes. Demonstrable interest in Community and Livestock Farmer Development through the veterinary profession. Good administrative, written and verbal communications skills. Good networking skills.
<u>DUTIES</u>	:	Running of ambulatory veterinary services including mobile clinical veterinary services in townships and informal settlements (vaccination of pets, treatment, sterilization, etc.). Running of clinical services and Preventative Animal Health support aimed at improvement of Livestock production and management for emerging and small-scale farmers. Development and implementation of educational, technical and business skills transfer and livestock value chain improvement programs for small scale livestock farmers. Conducting educational and awareness activities to targeted communities on veterinary public health matters. Biosecurity: Assist with the conducting of pig and poultry compartment inspections. Participation in disease surveillance programs for controlled diseases and any other livestock disease of importance. Mentorship and Support of newly qualified CCS veterinarians placed in the department. Organizing and participation in departmental veterinary awareness programs. Mentorship and supervisory responsibilities for administrative and para-veterinary professional staff.
<u>ENQUIRIES FOR ATTENTION</u>	:	Mr Rassy Rasemetse, Tel No: 011 240 3083 Ms Thilivhali Mashau Tel No: (011) 240 3096 – Recruitment

DEPARTMENT OF HEALTH

OTHER POSTS

<u>POST 42/158</u>	:	<u>HEAD OF CLINICAL DEPARTMENT (MEDICAL) REF NO: HCD/CMJAH/00001/10/18</u> Directorate: Orthopaedics Department
<u>SALARY</u>	:	R2 054 577 Total Package per annum (Excluding Commuted Overtime)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualifications that allows for registration with the HPCSA as a medical Specialist or Sub-specialty in Orthopaedics with a minimum of 3 years' experience as a specialist after registration with HPCSA. Appropriate teaching and learning skills. Demonstrable research skills. Good managerial skills. Qualification in management and leadership.
<u>DUTIES</u>	:	Provide strategic leadership in the Orthopaedics department and input in the provincial and cluster matters relating to improving orthopaedics services in Gauteng Province. Manage human financial resources and collaborate with other relevant multidisciplinary teams. Attend and contribute to University, Hospital and all relevant meetings to improve clinical core, teaching and research. Provide in-patient and out-patient services to the Orthopaedics department. Organise and conduct clinical services in Orthopaedics at CMJAH. Be involved in outreach programmes within the cluster. Organise and provide lecturers and bedside teaching to under and post-graduate students. Organise, monitor and report on research. Monitor and evaluate junior staff performance on a regular basis. Attend

		appropriate meetings at the Hospital and University where required. Perform all administrative duties of the Department.
<u>ENQUIRIES</u>		Dr. Ml. Mofokeng Tel No: 011 488 3710 or 4812
<u>APPLICATIONS</u>	:	Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.
<u>CLOSING DATE</u>	:	02 November 2018
<u>POST 42/159</u>	:	<u>HEAD OF CLINICAL UNIT REF NO: HCU/CMJAH/00002/10/18</u> Directorate: Paediatrics and Child and Child Health
<u>SALARY</u>	:	R1 643 352 (All Inclusive Package)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the (HPCSA) as Medical Specialist in a normal specialty or in Paediatrics, HPCSA registration as Medical Specialist in a normal specialty or in a recognized sub-specialty (paediatrics-Cardiology, Neurology, neurodevelopment and pulmonology). A Minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal specialty or Sub-Specialty, Experience in undergraduate and postgraduate teaching and involvement in research will be of advantage. Knowledge and Skills: Assessment, diagnosis and management of patient within the registered field. Understanding of basic Human resource matters including labour relations. Knowledge of legislative prescripts governing public service and child health. Managerial and problem solving skills.
<u>DUTIES</u>	:	Offer comprehensive, quality care to patients. Effectively manage administrative functions. Optimally supervise, instruct and train junior personnel, including Registrars and fellows. Provide Clinical governance and oversight in the respective unit/s. render outreach and support services to other levels of care in the CMJAH cluster. Monitor and develop improvement plans regarding clinical output, new services and cost containment strategies. After hours, duties will be part of the package. Management and patient duties are not restricted to the sub-specialty. Participate in academic activities at undergraduate and postgraduate level as required, including outside the Department. Participate in continuing medical education, as by the Health Professions Council of South Africa.
<u>ENQUIRIES</u>	:	Dr. Ml. Mofokeng Tel No: 011 488 3710 or 4812
<u>APPLICATIONS</u>	:	Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.
<u>CLOSING DATE</u>	:	02 November 2018
<u>POST 42/160</u>	:	<u>MEDICAL SPECIALIST (INTERNAL MEDICINE)</u>
<u>SALARY</u>	:	Grade 1: R1 051 368 – R1 115 874 per annum Ref No: MEDSPEC/FERH/01/10/18 Grade 2: R1 202 112- R1 275 885 per annum Ref No: MEDSPEC/FERH/02/10/18 Grade3: R395 105– R1 744 191 per annum Ref No: MEDSPEC/FERH/03/10/18
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with HPCSA as a medical specialist in the internal medicine. Proof of current registration.

- DUTIES** : The incumbent will be responsible for interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors. Willing to do commuted overtime.
- ENQUIRIES APPLICATIONS** : Dr PS Lobo Tel No: 011 812 8546
Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
- CLOSING DATE** : 02 November 2018
- POST 42/161** : **MEDICAL OFFICER GRADE 1-3 (OBS & GYNEA, ANAESTHETICS, SURGERY AND ORTHOPAEDICS)**
Directorate: Medical
- SALARY** : Grade 1: R780 612 – R840 942 per annum Ref No: MO/FERH/0002/10/18
Grade 2: R892 551 – R975 945 per annum Ref No: MO/FERH/0002/10/18
Grade 3: R1 035 831– R1 295 025 per annum Ref No: MO/FERH/0002/10/18
- CENTRE REQUIREMENTS** : Far East Rand Hospital
MBChb or recognised equivalent qualification. Registered with HPCSA as a medical practitioner and post community service medical practitioner. Proof of current registration.
- DUTIES** : The incumbent will be responsible for interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate's students, interns and community service doctors). Willing to do commuted overtime.
- ENQUIRIES APPLICATIONS** : Dr PS Lobo, Tel No: 011 812 8546
Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
- CLOSING DATE** : 02 November 2018
- POST 42/162** : **MEDICAL OFFICER GRADE 1-3**
Directorate: Clinical Services
- SALARY** : Grade 1: R780 612 per annum Ref No: CCRC MED 09/01/18
Grade 2 R892 551 per annum Ref No: CCRC MED 09/01/18
Grade 3: R1 035 831 per annum Ref No: CCRC MED 09/01/18
- CENTRE REQUIREMENTS** : Cullinan Care and Rehabilitation Centre
Basic Medical Degree (MBCh or equivalent). Appropriate qualification that allows registration with the HPCSA as a General Medical Practitioner and must be post community service. Proof of current registration. Working experience in the field of HIV/AIDS, TB and STI management.
- DUTIES** : Provision of HIV/AIDS Program including ART and treatment of opportunistic infections. Implementation of MMC program. Provide medical health and support

to patients in wards. Assist with in-service training of nursing personnel. Attendance of relevant administrative meetings like mortality meetings, near miss meetings, completing MEDICO legal documents timeously e.g. Death certificate. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standard- (norms and standards). Rendering of after-hour services during weekends and over the weekends. Participate in infrastructure improvement and policy development. Performing any delegated work as ma be assigned from time to time. Must be willing to do commuted overtime. Patients; referrals for further investigations. Facilitate serious adverse events. Participate in the multidisciplinary team and manage the clinical unit. Participation in hospital committees such as risk management and occupation Health and Safety.

- ENQUIRES APPLICATIONS** : Mr. JJ Ngcobo Tel No: 012 734 7000 x 250
- Applications must be hand delivered to: Cullinan Care and Rehabilitation Centre, HR Department, Zonderwater Road, Cullinan or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.
- NOTE** : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies are found, services will be terminated with immediate effect. The Institution reserves the right not to fill the post.
- CLOSING DATE** : 02 November 2018
- POST 42/163** : **ASSISTANT MANAGER NURSING SPECIALTY STREAM REF NO: ASTMAN/CMJAH/00005/10/18**
Directorate: Nursing in the Operating Theatre Complex
- SALARY CENTRE REQUIREMENTS** : R581 826 per annum (plus benefits)
Charlotte Maxeke Johannesburg Academic Hospital
Basic R425 qualification (diploma/ degree in nursing) that allows Registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in the relevant speciality. A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level.
- DUTIES** : Deliver a service in operating theatres to ensure service delivery on a 24 hour basis. Will be required to do call within the discipline and with hospital sit-ups as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to work under pressure to meet patient care standards within the discipline. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Relieve the Nursing Services Manager in her/his absence.
- ENQUIRIES APPLICATIONS** : Mr. B.R. Ditswane, Tel No: (011) 488 4821
Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also

be subjected to security clearance processes. Successful will undergo a medical screening test.

CLOSING DATE : 02 November 2018

POST 42/164 : **ASSISTANT MANAGER NURSING SPECIALTY STREAM (CTD) REF NO: ASTMAN/CHJAH/00006/10/18**
Directorate: Central Teaching Department

SALARY : R581 826 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. A post basic nursing qualification 1 year, in the relevant specialties. 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 in the relevant specialty after obtaining the 1 year Post Basic Qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Nursing Education qualification and computer literacy will be added advantage to implement and coordinate on-the-job staff development/ training of permanent staff.

DUTIES : Post basic students and basic students. Coordination of orientation and induction of all new staff in the institution. Coordination of nursing department's training and compiling of yearly teaching programme. Liaising with affiliate training institutions. Promotion of quality nursing care in line with National Core standards. Participation in institution's Quality committee. To ensure that nursing is practiced safely and ethically. Demonstrate ability to integrate knowledge, skills and attitudes of staff in line with the National Core Standards. Good organising and planning skills.

ENQUIRIES : Ms. A. Tshitereke Tel No: (011) 488 3787
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.

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

CLOSING DATE : 02 November 2018

POST 42/165 : **ASSISTANT MANAGER NURSING SPECIALTY STREAM REF NO: ASTMAN/CMJAH/00007/10/2018**

Directorate: Obstetrics & Gynaecology Nursing Department

This is a re-advertisement, candidates who previously applied for the post are welcome to re-apply

SALARY : R581 826 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification with a duration of 1 year, accredited with SANC in the relevant specialty. 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 in the specific specialty after obtaining the 1 year Post Basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable at management level. Computer literacy will be added advantage.

- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices. Relieve the Nursing Services Manager in her/his absence.
- ENQUIRIES** : Ms O Khumalo, Tel No: 011 488 3633
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.
- CLOSING DATE** : 02 November 2018
- POST 42/166** : **ASSISTANT MANAGER NURSING (GENERAL STREAM) REF NO: ASTMAN/CMJAH/00003/10/18**
 Directorate: Nursing Department for Night Duty
 This is a re-advertisement, candidates who previously applied for the post are welcome to re-apply
- SALARY** : R532 449 per annum
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- 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.
- 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.
- ENQUIRIES** : MS. A. Tshitereke Tel No: (011) 488-3787

APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.

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CLOSING DATE : 02 November 2018

POST 42/167 : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: OPSMAN/CMJAH/00004/10/18**
 Directorate: Nursing Division: Ophthalmology Clinic (Areal266)
 This is a re-advertisement, candidates who previously applied for the post are welcome to re-apply

SALARY : R532 449 per annum (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Basic R425 qualification (diploma / degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing in Ophthalmology qualification of the duration of 1 year, accredited with SANC in Nursing. Have a minimum of 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC IN General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualifications in Ophthalmology. Computer literacy will be added advantage.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

ENQUIRIES : Ms. A. Ramoshu Tel No: (011)488 3360

APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.

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

CLOSING DATE : 02 November 2018

POST 42/168 : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO:
OPSMAN/CHMJAH/00008/10/18**
Directorate: Critical Care Unit

SALARY : R532 449 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification with a duration of at least 1 year, accredited with SANC in the relevant specialty. 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 5 years of the period referred to above must be appropriate / recognizable experience in the specific specialty. Computer literacy will be added advantage.

DUTIES : To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to relieve the Nursing Manager in her absence.

ENQUIRIES : Ms D.A Ramoshu, Tel No: 011 488 3360
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.

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CLOSING DATE : 02 November 2018

POST 42/169 : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO:
OPSMAN/CMJAH/00009/10/18**
Directorate: Paediatric & Mental Health departments
This is a re-advertisement, candidates who previously applied for the post are welcome to re-apply

SALARY : R532 449 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification with a duration of at least 1 year, accredited with SANC in the relevant specialities. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5

		years of the period referred to above must be appropriate / recognizable experience in the specific speciality after obtaining the 1 year Post Basic qualification in the relevant speciality. Computer literacy will be added advantage.
<u>DUTIES</u>	:	To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to relieve the Nursing Manager in her absence.
<u>ENQUIRIES</u>	:	Ms. A. Tshitereke Tel No: (011) 488 3787
<u>APPLICATIONS</u>	:	Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.
<u>CLOSING DATE</u>	:	02 November 2018
<u>POST 42/170</u>	:	<u>CHIEF DIAGNOSTIC RADIOGRAPHER REF NO:</u> <u>CHDRAD/CMJAH/000011/10/18</u> Directorate: Diagnostic Radiography
<u>SALARY</u>	:	R440 982 per annum plus benefits
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the health Profession council of South Africa (HPCSA) in Diagnostic Radiography A minimum of 3 years appropriate experience in Diagnostic Radiography after registration with the HPCSA post community service. Knowledge of public hospital settings will be added advantage.
<u>DUTIES</u>	:	Manage a section in the Radiography department with associated functions. Participate in providing 24-hour radiographic services in the hospital. Report to and advise the Assistant Director Diagnostic on departmental matters. Participate in departmental meetings. Develop the protocols of the section, ensure implementation for continuous service. Ability to supervise, develop, train and monitor the performance of the employees under his/her care and support staff in all aspects of service delivery. Ensure staff is developed, trained and assessed on different x-ray modalities. Order stock, control and replenish adhering to minimums and maximums. Ensure that the recommended maintenance service and Quality Assurance of the X-Rays equipment's are performed when required. Operate the section in line with operational plan of the department. Ensure adherence, compliance and implementation of Batho Pele Principles, National Core Standards, Quality Assurance and other Public Service legislations, policies and acts. Manage conflict and implement corrective/disciplinary procedure and all

other governing departmental policies. Ability to complete procuring and repairing documents. Strategically coordinate and delegate departmental activities and resources to achieve maximum productivity. Manage the workflow in the section where allocated. Ensure timeous submission of monthly statistics, sectional expenditure, incidents as they occur, provide reports of employees supervised, risks experienced and mitigate where possible, to the manager. Participate in tender specification process. Ensure safety and security of patients, staff and all resources, account to the assets for the section and record their movements. Communicate with colleagues and other stakeholders respectfully. Ensure professionalism in Perform standby and locking up duties. Ability to address issues of staff attitudes and other related issues of conflict. Must be a team player within the department and institution. Perform duties necessary in keeping with the job description and allowing self for growth as a manager.

- ENQUIRIES** : Ms S. P. Rapoho Tel No: 011 488 3088
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.
- CLOSING DATE** : 02 November 2018
- POST 42/171** : **OPERATIONAL MANAGER**
Directorate: Nursing
- SALARY** : Grade 1: R420 318– R473 067 per annum Ref No: OPSMAN/FERH/0001/10/18
Grade 2: R487 266– R548 436 per annum Ref No: OPSMAN/FERH/0001/10/18
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Basic nursing diploma/degree with seven (7) years' experience as a Professional nurse and registered with South African Nursing Council (SANC). Leadership, wide experience in nursing in the clinical setting and good managerial skills are required.
- DUTIES** : The incumbent will be in charge of the unit, the overall supervision of all nursing activities in the unit. The provision of the holistic high quality nursing care will be his/her responsibility. The planning and organization of all outpatient clinics and their smooth running is critical. Coordinations of all interventions by the members of the health team in this regard is also critical. The incumbent will also be expected to perform managerial duties as an Operational Manager according to the delegation by the management team within the hospital.
- ENQUIRIES** : Ms I.R Masilela, Tel No: 011 812 8317
- APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
- CLOSING DATE** : 02 November 2018

<u>POST 42/172</u>	:	<u>CLINICAL PROGRAMME COORDINATOR – INFECTION CONTROL REF NO: CLPRCO/STDH/10/18</u> Directorate: Nursing Administration
<u>SALARY</u>	:	R420 318 – R473 067 per annum (Plus benefits)
<u>CENTRE</u>	:	Sizwe TD Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional nurse. A minimum of 7 years' appropriate experience in nursing after registration as a Professional nurse with SANC in general nursing. At least 3 years' experience in infection control. Infection control certificate will be an added advantage. Computer and communication skills. Ability to analyze infection control report. Knowledge of infection control, waste management regulations and policies guidelines and legislative framework theory and ethics practice.
<u>DUTIES</u>	:	Facilitate, Co-ordinate and review National, Provincial and Regional legislation regarding infection control, waste management policies and protocols and monitoring thereof. Implementation and maintain an effective Hospital infection control surveillance systems in alignment with the infection control policies. Monitor the utilization of Financial, Human and material resources. Promotion of awareness, develop and monitor implementation of infection prevention and control, waste management standards operating procedures (SOP's) for the institution, conduct training. Compile monthly, quarterly and annual infection control and waste management reports. Ensure that nosocomial infection and outbreaks are investigated, managed and reported. Ensure compliance with infection prevention and control and waste management policies. Develop and monitor an ongoing hand washing hygiene improvement in the Hospital. Assist in quality and OHS matters within the institution. Represent infection prevention control and waste management in other meetings as required. Participate in some committees as delegated.
<u>APPLICATIONS</u>	:	Applications can be posted to: HR Manager, Sizwe Tropical Disease Hospital, Private Bag X, Sandringham, 2131 or hand delivered at Sizwe Tropical Disease Hospital, Cnr Club and Modderfontein road, Sandringham.
<u>ENQUIRIES</u>	:	Mrs. BM Rikhotso Tel No: 011 531 4304/4300
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with CV, certified copies of ID and qualifications.
<u>CLOSING DATE</u>	:	02 November 2018
<u>POST 42/173</u>	:	<u>OPERATIONAL MANAGER</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R420 318– R473 067 per annum Ref No: OPSMAN/FERH/10/18 Grade 2: R487 266– R548 436 per annum Ref No: OPSMAN/FERH/10/18
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Basic nursing diploma/degree with seven (7) years' experience as a Professional nurse and registered with South African Nursing Council (SANC). Leadership, wide experience in nursing in the clinical setting and good managerial skills are required.
<u>DUTIES</u>	:	The incumbent will be in charge of the unit, the overall supervision of all nursing activities in the unit. The provision of the holistic high quality nursing care will be his/her responsibility. The planning and organization of all outpatient clinics and their smooth running is critical. Coordination of all interventions by the members of the health team in this regard is also critical. The incumbent will also be expected to perform managerial duties as an Operational Manager according to the delegation by the management team within the hospital.
<u>ENQUIRIES</u>	:	Ms I.R Masilela Tel No: 011 812 8317
<u>APPLICATIONS</u>	:	Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The

Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

- CLOSING DATE** : 02 November 2018
- POST 42/174** : **PROFESSIONAL NURSE- OPERATING THEATRE SPECIALTY (X5 POSTS)**
Directorate: Nursing
- SALARY** : Grade 1: R362 559– R420 318 per annum Ref No: PROF/ FERH/10/18
Grade 2: R445 917– R548 436 per annum Ref No: PROF/ FERH/10/18
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Basic nursing Diploma/Degree accredited with South African Nursing Council (SANC), plus post basic qualifications in nursing operating theatre accredited by SANC. Must have Four (4) years' experience as a Professional nurse and One (1) year post basic experience in operating theatre accredited by SANC.
- DUTIES** : Provision of optimal, holistic specialized theatre nursing care within the set standards, professional and legal framework; promotion of scientific high-quality nursing care that is cost effective and efficient. Will be a shift leader, planning, organising, coordinating and supervising all activities of the team.
- ENQUIRIES** : Ms I.R Masilela Tel No: 011 812 8317
- APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
- CLOSING DATE** : 02 November 2018
- POST 42/175** : **LECTURER GRADE 1: (PND1) REF NO: LECT/CMJAH/000010/10/18**
Directorate: Clinical Teaching Department (Nursing)
- SALARY** : R362 559 per annum (Plus Benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, with proof of current registration with SANC. The ability to apply computer technology and programmes. Added advantages: Additional post basic qualification in oncology nursing, critical care, orthopaedic and trauma nursing. Good communication, supervisory, report writing and presentation skills will be added advantage. Ability to work in a team and under pressure. Have passion for teaching.
- DUTIES** : To implement and coordinate on-the-job staff development/ training of permanent staff, post basic students and basic students. Responsible for orientation and induction of all new staff in the area. Assist with training needs in other areas when needed. To ensure that nursing is practiced safely and ethically. Demonstrate ability to integrate knowledge, skills and attitudes of staff in line with the National Core Standards. Good organising and planning skills.
- ENQUIRIES** : Ms. A. Tshitereke Tel No: (011) 488 3787
- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.

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

CLOSING DATE : 02 November 2018

POST 42/176 : **PROFESSIONAL NURSE- OPERATING THEATRE SPECIALTY (X5 POSTS)**
Directorate: Nursing

SALARY : Grade 1: R362 559– R420 318 per annum Ref No: PROFNUR/FERH/01/10/18
Grade 2: R445 917– R548 436 per annum Ref No: PROFNUR/FERH/01/10/18

CENTRE : Far East Rand Hospital

REQUIREMENTS : Basic nursing Diploma/Degree accredited with South African Nursing Council (SANC), plus post basic qualifications in nursing operating theatre accredited by SANC. Must have Four (4) years' experience as a Professional nurse and One (1) year post basic experience in operating theatre accredited by SANC.

DUTIES : Provision of optimal, holistic specialized theatre nursing care within the set standards, professional and legal framework; promotion of scientific high quality nursing care that is cost effective and efficient. Will be a shift leader, planning, organising, coordinating and supervising all activities of the team.

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

APPLICATIONS : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

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

CLOSING DATE : 02 November 2018

POST 42/177 : **CLINICAL NURSE PRACTITIONER (PN-B1) REF NO: CLNURPRAC/SDHS/003/1018 (X6 POSTS)**
Directorate: Sedibeng District Health Services

SALARY : R362 559 per annum (plus benefits)

CENTRE : Sedibeng District Health Services

REQUIREMENTS : A basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post-Basic (Primary Health Care) Nursing qualification with duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of 4 year's appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Person Profile: Excellent time management, organizational skills, communication skills, good listening skills, people management skills, Presentation skills and team work skills, self-motivated and goal orientated, analytical and solution orientated, ability to thrive well under pressure, ability to efficiently communication to technical and nontechnical personnel at varies levels in the organization.

DUTIES : Ensure the provision of effective and efficient patient care. Demonstrate an understanding of nursing legislation and related ethical nursing practice within Primary Health Care environment. Perform clinical nursing in accordance with scope of practice and nursing standards as determined the Department of Health for Primary Health Care. Promote quality of nursing care as direct by professional

scope of practice and standard as determine for Primary Health Care facility. Provide relevant health information to health care users to assist in achieving optimal care. Demonstrate basic understanding of HR, Financial policies and practices. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, Strength of National core standards and idea clinic.

ENQUIRIES : Ms. E. Monamodi Tel No: (016) 950 6002
APPLICATIONS : Quoting the relevant reference number, direct applications to The HR Manager-Sedibeng DHS: Private Bag X023 Vanderbijlpark 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department. 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 three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Failure to submit all the requested documents will result in the application not being. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability

CLOSING DATE : 02 November 2018

POST 42/178 : **MEDICAL PHYSICIST INTERN REF NO: MEDPHY/CMJAH/000012/10/18**
 Directorate: Medical Physics

SALARY : R336 795 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Honours degree in Physics or Medical Physics. Must be a South African citizen, good communication skills, willing and able to work flexible hours, Registration with HPCSA as a Medical Physicist Intern will be required upon resuming employment. Ability to engage in self-study and self-motivated. Professional and mature attitude towards the clinical environment.

DUTIES : The incumbent will be required to undergo the HPCSA-accredited medical physics intern training programme of the Charlotte Maxeke Johannesburg Academic Hospital and Wits, undergo supervised clinical training in the radiation oncology, nuclear medicine, and radiology medical physics, as well as the radiation protection aspects of the disciplines. The incumbent will be required to dedicate themselves fulltime in this capacity and to complete the internship programme after (2 years to maximum 4 years). A portfolio of competencies must be developed during the internship according to the requirements of the HPCSA to serve as evidence of training and a Board assessment will be in temporary capacity through CMJAH.

ENQUIRIES : Mr L Ntombela Tel No: (011) 488-6494
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.

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

CLOSING DATE : 02 November 2018

POST 42/179 : **SPEECH THERAPIST/ SPEECH THERAPIST & AUDIOLOGIST**
 Directorate: Allied

SALARY : Grade 1: R300 828 - R342 357 Ref No: SPEECH/TRH/01/10/2018
 Grade 2: R352 707 - R403 302 Ref No: SPEECH/TRH/02/10/2018
 Grade 3: R415 482 - R504 219 Ref No: SPEECH/TRH/01/10/2018

CENTRE : Tshwane Rehabilitation Hospital

- REQUIREMENTS** : Tertiary qualification in Speech Therapy/Speech Therapy and Audiology. Current registration with Health Professionals Council of South Africa. Knowledge related to clinical practice. Relevant experience in the field. Professional competence and knowledge in the application of Clinical theory practice, ethics in health care, current clinical literature, current protocols as well as current health policies. Clinical assessment and management of in and out-patients skills. Computer literacy. Ability to work within a team (clinical and none clinical staff members, interdisciplinary team approach) and eager to contribute towards the development of Speech Therapy services.
- DUTIES** : Render effective patient centred Speech therapy and Audiology service for in and out-patients in adherence to scope of practice and health protocols. To work with colleagues, relieve as and when the need arise, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Perform record keeping, data collection; assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in mini research projects of the institution.
- APPLICATIONS** : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
- ENQUIRIES** : Ms M Mabokela Tel No: (012) 354 – 6033
- NOTE** : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. NB: Successful candidate will be subjected to a pre-employment medical surveillance conducted by the Occupational Health & Safety Nurse.
- CLOSING DATE** : 02November 2018
- POST 42/180** : **DIETICIAN (PRODUCTION) GRADE 1: REF NO: CCRC/DIET/01/10/18**
Directorate: Dietician
- SALARY** : R262 020 per annum (plus benefits)
- CENTRE** : Cullinan Care and Rehabilitation Centre
- REQUIREMENTS** : Interested candidates should have a BSc/B. Degree in Dietetics, i.e. a 4-year integrated or 3/4-year +1-year postgraduate degree. Currently registered with the HPCSA as a Dietician. Driver's license is an advantage. Knowledge of and experience in implementing the integrated nutrition programme. Sound knowledge of nutrition for people with HIV/AIDS and TB. Excellent counselling skills. Sound knowledge of clinical theory, practice, and ethics relating to the delivery of Dietetics services within a hospital setting. Knowledge of current Health and Public Service legislation, regulations and policies. Good communication skills (verbal and written), computer skills (e.g. Microsoft Office), good interpersonal skills. Ability to work in a multi-disciplinary team and in a changing environment and under pressure.
- DUTIES** : To provide Dietetics services to patients. Effectively render optimal, cost effective and evidence based nutritional care in a Public setting according to the department's quality and financial targets. To perform and complete administrative functions including report writing and provide relevant statistics to support the effective smooth running of the Dietetics department. To assist with the development and implementation of departmental strategic, financial and operational plans. To ensure departmental standards are maintained. Participate in the training of the Dietetics students. Provide appropriate, relevant and cost-effective input in the food service provision to patients. To apply nutritional practices. To assist with the ongoing development of clinical guidelines, policies and procedures. Assist with management of the food service unit.
- ENQUIRES** : Ms. NM Nkosi Tel No: 012 734 7000 x 270
- APPLICATIONS** : Applications must be hand delivered to: Cullinan Care and Rehabilitation Centre, HR Department, Zonderwater Road, Cullinan or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.

NOTE : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies are found, services will be terminated with immediate effect. The Institution reserves the right not to fill the post.

CLOSING DATE : 02 November 2018

POST 42/181 : **PROFESSIONAL NURSE (GENERAL NURSING) REF NO: PROFNUR/SDHS/001/10/18 (X3 POSTS)**
Directorate: Sedibeng District Health Services

SALARY : R241 903 per annum (plus benefits)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : A basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with SANC as a professional nurse. Registration with SANC as a professional nurse and proof of current registration. Additional requirement is NIMART training with experience in ART patients' management including knowledge in the HAST 90-90-90 strategy. Person Profile: Excellent time management, organizational skills, communication skills, good listening skills, people management skills, Presentation skills and team work skills. Self-motivated and goal orientated, Analytical and solution orientated. Ability to efficiently communicate to Technical and nontechnical personnel at varies levels in the organization.

DUTIES : Ensure the provision of effective and efficient patient care. Demonstrate an understanding of nursing legislation and related ethical nursing practice within Primary Health Care environment. Perform clinical nursing in accordance with scope of practice and nursing standards as determined the Department of Health for Primary Health Care. Promote quality of nursing care as direct by professional scope of practice and standard as determine for Primary Health Care facility. Provide relevant health information to health care users to assist in achieving optimal care. Demonstrate basic understanding of HR, Financial policies and practices. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, Strength of National core standards and idea clinic.

ENQUIRIES : Ms. E. Monamodi, Tel No: (016) 950 6002
APPLICATIONS : Quoting the relevant reference number, direct applications to The HR Manager-Sedibeng DHS: Private Bag X023 Vanderbijlpark 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83

NOTE : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in Accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability.

CLOSING DATE : 02 November 2018

POST 42/182 : **ADMINISTRATION CLERK (NUTRITION) REF NO: ADMIN/SDHS/002/10/18 (X2 POSTS)**
Directorate: Nutrition

SALARY : R163 563 per annum (plus benefits)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : Grade 10 + 5-10 years' and relevant experience in Nutrition, Grade 12 Certificate+ 0-5 years' and relevant experience in Nutrition. Ability to read and write. Good verbal and written communication skills. Ability to verify creches and NGO's. Ability to maintain and control the supplements using Bin Cards. Team player. Computer literacy (MS Word, Excel, Power Points). Person Profile: Excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.

DUTIES : Monitoring and evaluating of funded creches on daily basis. Receiving of nutrition supplements from service providers-checking and packing and applying FIFO to prevent expired stock. Verification of applied creches for nutrition funding Maintenance and control of the supplements using Bin Cards. Weekly issuing of

orders stocks from 39 facilities within Sedibeng District including mobile services and Health Posts as well as HAS and NGO's. Compilation of data in terms of supplements issued, malnutrition case for adults and children, HIV clients and TB. Monitoring and evaluation of stock at facilities. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES : Ms. M. Leonard Tel No: (016) 950 6168
APPLICATIONS : Quoting the relevant reference number, direct applications to The HR Manager-Sedibeng DHS: Private Bag X023 Vanderbijlpark 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department. 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 three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Failure to submit all the requested documents will result in the application not being. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability

CLOSING DATE : 02 November 2018

POST 42/183 : **MATERIAL RECORDING CLERK REF NO: CCRC MAT 08/02/18**
 Directorate: Procurement

SALARY : R163 563 per annum (plus benefits)
CENTRE : Cullinan
REQUIREMENTS : Grade 12 and National Diploma in Supply Chain Management / Logistics or any other relevant qualification. Must have relevant Procurement experience of 6 – 18 months plus knowledge of PFMA, Treasury Regulations, SCM Policies and Procedure Manual, PPPFA and BBBEE. Practical experience of SRM, SAP R/3 will be an added advantage. Must be computer literate. Good communication and customer care skill. Good planning skill plus ability to perform under.

DUTIES : Perform logistics related clerical services and support tasks. Open and manage all aspects of the VA11 Tally card as per Provisioning Administration System. Assist in procuring of goods and services / buying if needed according to delegations. Assess price quotations to ensure that they comply with the minimum requirements. Compile of VA7/VA2 or relevant documents for distribution of goods and services to relevant end users in the institution. Expedite any outstanding deliveries due to the institution and attend to any queries emanating from orders and deliveries. Capture invoices on SRM, SAP R/3. Attend to web cycle invoices and to queries relating to outstanding payments. Do a follow-up on Purchase Orders, create and keep proper record of relevant documents/information as per Treasury Regulations for Audit purposes. Compile weekly and monthly report on GRVs done. Reconcile SAP/SRM and ensure a three-way match of documents. To partake in bi-annual stock take. Be able to rotate within supply chain, attend meetings and undergo training when nominated. Execute all work-related instructions as required by the.

ENQUIRIES : Mrs. RF Mufamadi Tel No: (012) 734 7000 Ext 235
APPLICATIONS : 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.

NOTE : People with disability are encouraged to apply.

CLOSING DATE : 02 November 2018

POST 42/184 : **ADMINISTRATION CLERK REF NO: ADMCL/ODH/10/2018**

SALARY : R163 563 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Grade 12 and any recognized Administrative certificate. 1- 2 years relevant experience in Secretarial Office. Good communication (written and verbal), interpersonal, coordination. Reporting, Telephone Etiquette and record

management skills. Ability to handle variety of tasks and work under pressure. Handle confidential matters. Be prepared to work extra hours. Must be computer literate (Ms Office Package and Emails).

DUTIES : Provide secretarial support services to the CEO. Interact with internal and external stakeholders, communicate telephonically and by Email. Keep the CEO's diary up to date. Operate office equipment e.g Scanning and photocopy. Filling of records, minutes taking and handling incoming complaints. Ordering of office stock and perform any other duties as delegated.

ENQUIRIES : Mr. WM Maseko Tel No: (012) 725 2308/09

APPLICATIONS : Applications to be sent to Odi District Hospital, Hand Post and other means of posting delivery to Odi District Hospital, Kilpgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

FOR ATTENTION : Ms J Vilakazi Recruitment Section

NOTE : The hospital reserves the right to check criminal records of a candidate.

CLOSING DATE : 02 November 2018

POST 42/185 : **HUMAN RESOURCE CLERK REF NO: HUMRESCL/ODH/10/2018**

SALARY : R163 563 per annum (plus benefits)

CENTRE : Odi District Hospital

REQUIREMENTS : Grade 12 certificate or equivalent qualification plus 1-year experience in Human resources management. Be computer literate, knowledge of HR prescripts and legislation. Ability to work under pressure. Good interpersonal and people management skills. Persal introduction Certificate will be an added advantage.

DUTIES : Effective and efficient implementation of HR Administration such as Appointment, Transfer, Termination, Salary and Leave Management, Overtime, Recruitment and selection, PMDS, PILIR and IOD. Ensure compliance in all HR related frameworks; Provide guidance support to all stakeholders. Perform any other duties as may be assigned from time to time.

ENQUIRIES : Ms J Vilakazi Tel No: (012) 725 2553

APPLICATIONS : Applications to be sent to Odi District Hospital, Hand Post and other means of posting delivery to Odi District Hospital, Kilpgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

FOR ATTENTION : Ms J Vilakazi Recruitment Section

NOTE : The hospital reserves the right to check criminal records of a candidate.

CLOSING DATE : 02 November 2018

POST 42/186 : **SECRETARY REF NO: SECT/CARLETN/10/2018**
Directorate: Administration

SALARY : R163 563 – R192 666 per annum (plus benefits)

CENTRE : Carletonville Hospital

REQUIREMENTS : Grade 12 Certificate /equivalent with a minimum of 2-3 years experience in office management/ secretariat. Office management Diploma or equivalent qualification with a minimum of 1 year experience as Secretary, Computer literacy i.e. Microsoft package i.e.(Ms Word, MS Excel, MS Outlook and PowerPoint). Good communication skills (written and verbal), interpersonal and Organizational skills, problem solving skills, ability to work independently and under pressure, take initiative, ability to handle confidential information. The incumbent should be creative, innovative, flexible and highly motivated and demonstrate positive attitude.

DUTIES : Perform effective secretarial and general administration management of the Office in an effective highly professional manner. Coordinating secretarial and administration function in the C.E.O's office. Manage diary of the C.E.O. Answer incoming calls and manage all correspondences. Develop efficient and professional document management (filling) system. Ensure office is equipped with necessary equipment and stationary. Coordinate meeting and engagement with internal and external stakeholders and take minutes. Assist with the compilation of monthly reports. Participate on the national core standards.

ENQUIRIES : Mrs.Matandela Tel No: (018) 788 1704

<u>APPLICATIONS</u>	:	Applications must be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2499.
<u>NOTE</u>	:	Disabled people are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualification to be attached. The employer reserves the right to fill or not to fill the post. Shortlisted candidates will be subjected to a typing test.
<u>CLOSING DATE</u>	:	02 November 2018
<u>POST 42/187</u>	:	<u>MATERIAL RECORDING CLERK REF NO: CCRC/ MATREC/10/18</u> Directorate: Procurement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R163 563 per annum (all-inclusive package) Cullinan Grade 12 and National Diploma in Supply Chain Management / Logistics or any other relevant qualification. Must have relevant Procurement experience of 6 – 18 months plus knowledge of PFMA, Treasury Regulations, SCM Policies and Procedure Manual, PPPFA and BBBEE. Practical experience of SRM, SAP R/3 will be an added advantage. Must be computer literate. Good communication and customer care skill. Good planning skill plus ability to perform under.
<u>DUTIES</u>	:	Perform logistics related clerical services and support tasks. Open and manage all aspects of the VA11 Tally card as per Provisioning Administration System. Assist in procuring of goods and services / buying if needed according to delegations. Assess price quotations to ensure that they comply with the minimum requirements. Compile of VA7/VA2 or relevant documents for distribution of goods and services to relevant end users in the institution. Expedite any outstanding deliveries due to the institution and attend to any queries emanating from orders and deliveries. Capture invoices on SRM, SAP R/3. Attend to web cycle invoices and to queries relating to outstanding payments. Do a follow-up on Purchase Orders, create and keep proper record of relevant documents/information as per Treasury Regulations for Audit purposes. Compile weekly and monthly report on GRVs done. Reconcile SAP/SRM and ensure a three-way match of documents. To partake in bi-annual stock take. Be able to rotate within supply chain, attend meetings and undergo training when nominated. Execute all work-related instructions as required by the.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. RF Mufamadi Tel No: (012) 734 7000 Ext 235 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
<u>NOTE</u>	:	People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	02 November 2018
<u>POST 42/188</u>	:	<u>KEYBOARD OPERATING CLERK REF NO: KEYOPSCLERK/SDHS/004/10/18 (X4 POSTS)</u> Directorate: Sedibeng District Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R163 563 per annum (plus benefits) Health Information Management Grade 10 Certificate + 5-10 years and relevant experience in Tier.Net & DHIS, Grade 12 Certificate + 0-5 years and relevant experience in Tier.Net & DHIS. Computer literacy. Numeracy skills. High interest in HIS field. Good communication and coordination skills. Presentation skills. Computer literacy (Word, Excel, Access, Power Point). Person Profile: Excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to Technical and non-technical personnel at various levels in the organization.
<u>DUTIES</u>	:	Data collection and data capturing from facilities and sub districts. Electronic exporting and to the next level. Liaise with the Provincial Office reDHIS and other related issues. Assist with report generations. Ensure adherence to Provincial Standards. Ensure adequate documentation, filing and back-ups. Be prepared to move within the Districts. Provide facilities with trouble shooting on Tier. Net and related applications. Sign performance contract in annual basis. Take part in the

Gauteng Turnaround Strategy, PHC Reengineering and Establish of the Sub-District.

ENQUIRIES : Ms. M. Leonard, Tel No: (016) 9506168

APPLICATIONS : Quoting the relevant reference number, direct applications to The HR Manager-Sedibeng DHS: Private Bag X023 Vanderbijlpark 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department. 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 three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Failure to submit all the requested documents will result in the application not being. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability 02 November 2018

CLOSING DATE :

POST 42/189 : **MATERIAL RECORDING CLERK (SCM) REF NO: MAT 10/2018 (X3 POSTS)**
Directorate: Supply Chain Management

SALARY : R163 563 per annum (Level 05) (plus benefits)

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : Grade 12 or equivalent qualifications with 3-5 years' experience in supply chain management. Computer literate (Ms Word Excel & Power Point). Extensive knowledge of procurement/provisioning administration as per core. Sound knowledge of Procure to Pay (SAP), Supplier Relation Management, PFMA. PPPF, Treasure Instructions and Supply Chain Management policies and guidelines. Knowledge of Stores management will be an added advantage.

DUTIES : Capture authorised requisitions (RLS01) and RLS02) into SRM. Obtain (3) three quotations on items not on contract. Follow-up on captured requisitions for the creation of purchase order. Ensure that valid contracts are properly recorded and filed in the safe place for the purpose of audit trail, avoid goods and services to berendered without purchase order obtained by the Supplier. Attend to all queries related to captured requisitions and give feedback. Ensure that all captured requisitions are released by the person authorised to do so. Ensure that invoices are captured on receipt of goods and sent to GDF within 48 hours. Resolve web cycle. The incumbent should be flexible to be deployed, rotate within all sections of SCM. Perform other duties as delegated by supervisor.

ENQUIRIES : Ms. N. Ndimande Tel No: 011 590 0232

APPLICATIONS : Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, Ground Floor Main entrance (Brown Boxes) and sign in register book or post to Private Bag X01 Alrode

NOTE : Application must be submitted on a Z83 form, obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents. With a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS. Act 85 of 1993. Persons with disability are encouraged to apply. If you do not receive response within three (3) month please accept that your application was not successful. The appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following Criminal clearance, citizenship, credit records, Verification of Education qualification by SAQA, Verification of previous employers and verification from the Company Intellectual Property Commission (CPIC). The institution reserves the right not to fill the post 02 November 2018

CLOSING DATE :

POST 42/190 : **DRIVER REF NO: CCRC/DRV/10/10/18**
Directorate: Transport

SALARY : R136 800 per annum (Level 04) (all-inclusive package)

CENTRE : Cullinan

<u>REQUIREMENTS</u>	:	Grade 10 and above.2 Years and above experience as driver, a valid code 10 (C1) Driver's License with PDP. Knowledge of government fleet and Gauteng Department of Health transport guidelines. Excellent time management and loyalty, ability to work under pressure and good verbal and written communication skills. Be prepared to work shifts, weekends and public holidays. Experience as a messenger will be an added advantage
<u>DUTIES</u>	:	Transporting of patients and staff to various institutions. Drive staff members to various places i.e. meetings and workshops. To collect and deliver mail. To collect and deliver medication from medical depot. Record and check the conditions and faults of the vehicle before and after each trip. (Do pre-inspection on daily basis). Report any accidents and dents to the transport officer. Ensure that car tools are in good condition. Report and calculate starting kilometers and the closing kilometers. Update the log book at all times. Ensure that all the petrol cards and keys are kept safe and returned with the log book. Update log sheet and submit all fuel receipts.
<u>ENQUIRIES</u>	:	Mrs. Mbinga Nancy, Tel No: (012) 734 7059/7000)
<u>APPLICATIONS</u>	:	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
<u>NOTE</u>	:	People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	02 November 2018
<u>POST 42/191</u>	:	<u>DRIVER REF NO: CCRC TRANS 08/01/18</u> Directorate: Transport
<u>SALARY</u>	:	R136 800 per annum (Level 04) (plus benefits)
<u>CENTRE</u>	:	Cullinan
<u>REQUIREMENTS</u>	:	Grade 10 and above.2 Years and above experience as driver A valid code 10 (C1) Driver's License with PDP. Knowledge of government fleet and Gauteng Department of Health transport guidelines. Excellent time management and loyalty, ability to work under pressure and good verbal and written communication skills. Be prepared to work shifts, weekends and public holidays. Experience as a messenger will be an added advantage.
<u>DUTIES</u>	:	Transporting of patients and staff to various institutions. Drive staff members to various places i.e. meetings and workshops. To collect and deliver mail. To collect and deliver medication from medical depot. Record and check the conditions and faults of the vehicle before and after each trip. (Do pre-inspection on daily basis). Report any accidents and dents to the transport officer. Ensure that car tools are in good condition. Report and calculate starting kilometers and the closing kilometers. Update the log book at all times. Ensure that all the petrol cards and keys are kept safe and returned with the log book. Update log sheet and submit all fuel receipts.
<u>ENQUIRIES</u>	:	Mrs. Mbinga Nancy Tel No: (012) 734 7059/7000)
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	02 November 2018
<u>POST 42/192</u>	:	<u>PHARMACIST ASSISTANT (BASIC) GRADE I, II AND III REF NO: PHARM/CMJAH/000013/10/2018</u> Directorate: Pharmacy Department
<u>SALARY</u>	:	R115 818 per annum (Plus Benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 with English, Biology and Mathematics. Current registration with the SACP study toward a Basic Pharmaceutical Assistant qualification. Basic communication skills (verbal and written). Good interpersonal relation skills, good calculation and computer skills. Excellent team work skills, time management, problem solving, decision making, team building and people's skills. Highly motivated and enthusiastic to contribute to pharmacy services. The ability to work under pressure.

DUTIES : Assist the Pharmacy team in the running of the Pharmacy including all the 4 satellite pharmacies on the premises. Assist with the control of stock both in ordering, receiving and distribution of finished product of schedule 1 to schedule 5 in accordance with the standard operating procedure and legislation. To assist with the compounding, manipulation or preparation of non-sterile medicine or schedule substances according to a formulae and standard treatment guidelines approved by the responsible Pharmacist. To record all transactions in accordance to the standard operating procedures. Good pharmacy practice as published in the rules of the council must be adhered to at all times. Implementation of the standard operating procedure, good pharmacy practice, norms and standards. Implement and maintain security measures. Ensure proper drug supply management. Contribute to pharmacy planning. Actively participate in administrative duties of the pharmacy. Perform duties assigned by supervisors. Maintain quality standards and other departmental policies.

ENQUIRIES : Ms A Animashahun Tel No: 011 488 3926

APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.

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

CLOSING DATE : 02 November 2018

POST 42/193 : **LAUNDRY AID REF NO: LAUN/ODH/10/2018**

SALARY : R96 549 per annum (Level 02) (plus benefits)

CENTRE : Odi District Hospital

REQUIREMENTS : Minimum of standard 8/ grade 10 or Abet Level 4. Experience in laundry services will be an added advantage (proof must be attached). Ability to read and write. Prepare to work under pressure. Prepared to work shifts (night, weekends and public holidays), possess physical demands of the post.

DUTIES : Sorting and counting dirty linen in/from different areas. Prepare and send dirty linen to the service provider. Operate laundry machines and equipment's. Sluicing and washing dirty linen. Receive clean linen from the service provider. Issuing and delivering of clean linen to relevant department/ areas. Packing clean linen on the shelves. Making follow ups on linen not received back. Cleaning of laundry area. Assist in the process of linen stock taking. Perform any other duties delegated by the supervisor.

ENQUIRIES : Ms MG Sebopela Tel. No: (012) 725 2401

APPLICATIONS : Applications to be sent to Odi District Hospital, Hand Post and other means of posting delivery to Odi District Hospital, Kilpgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

FOR ATTENTION : Ms J Vilakazi Recruitment Section

NOTE : The hospital reserves the right to check criminal records of a candidate.

CLOSING DATE : 02 November 2018

POST 42/194 : **CLEANER REF NO: CLEN 10/2018 (X17 POSTS)**
Directorate: Support Services

SALARY : R96 549 per annum (plus benefits)

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : Grade 10 or ABET and cleaning experience. Possesses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable, possesses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Cleaning of Facilities, Offices, toilets, passages and waiting areas. Dust, wash, scrub and polish floors, walls, windows side walls etc. Clean equipments, clean and wash dust bins and remove waste including medical waste and adhere to

Health Waste Management policy. Operate heavy duty cleaning machines. Be able to rotate within the scope of work and assist in laundry duties.

ENQUIRIES : Ms E. Mbele Tel No: 011 390 0365

APPLICATIONS : Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, Ground Floor Main entrance (Brown Boxes) and sign in register book or post to Private Bag X01 Alrode

NOTE : Application must be submitted on a Z83 form, obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents. With a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS. Act 85 of 1993. Persons with disability are encouraged to apply. If you do not receive response within three (3) month please accept that your application was not successful. The appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following Criminal clearance, citizenship, credit records, Verification of Education qualification by SAQA, Verification of previous employers and verification from the Company Intellectual Property Commission (CPIC). The institution reserves the right not to fill the post

CLOSING DATE : 02 November 2018

POST 42/195 : **LAUNDRY WORKER REF NO: LAUD 10/2018 (X2 POSTS)**
Directorate: Support Services

SALARY : R96 549 per annum (plus benefits)

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : Grade 10 or equivalent qualifications. Ability to cope with physical demands. Be prepared to work shifts.

DUTIES : Collect dirty linen from different areas within the hospital. Deliver clean linen to different areas with the hospital. Pack clean linen for distribution to different areas within to the wards. Pack dirty linen from the wards ready for collection by the laundry truck. Sluice soiled linen from the wards. Keep linen trolleys clean. Assist with stock taking.

ENQUIRIES : Ms L. Tshayingwe Tel No: 011 590 0332

APPLICATIONS : Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, Ground Floor Main entrance (Brown Boxes) and sign in register book or post to Private Bag X01 Alrode

NOTE : Application must be submitted on a Z83 form, obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents. With a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS. Act 85 of 1993. Persons with disability are encouraged to apply. If you do not receive response within three (3) month please accept that your application was not successful. The appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following Criminal clearance, citizenship, credit records, Verification of Education qualification by SAQA, Verification of previous employers and verification from the Company Intellectual Property Commission (CPIC). The institution reserves the right not to fill the post

CLOSING DATE : 02 November 2018

POST 42/196 : **PORTER REF NO: PORT 10/2018 (X5 POSTS)**
Directorate: Support Services

SALARY : R96 549 per annum (plus benefits)

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : Grade 10 Certificate or equivalent qualifications with between 0-2 years Relevant experience. Basic communication skill. Ability to work in a team. Client liaison course will be an added advantage. Must be willing to work shifts and prepared to work under pressure.

DUTIES : Responsible for the transportation of walking, wheelchair and patients on stretchers. Collection of wheelchairs and stretchers from all hospital treatment points to the Porter's pool. Responsible for the cleaning and maintenance of

stretchers and wheelchairs. Reporting of damaged or broken equipment to the supervisor.

ENQUIRIES : Ms L. Tshayingwe Tel No: 011 590 0332

APPLICATIONS : Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, Ground Floor Main entrance (Brown Boxes) and sign in register book or post to Private Bag X01 Alrode

NOTE : Application must be submitted on a Z83 form, obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents. With a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS. Act 85 of 1993. Persons with disability are encouraged to apply. If you do not receive response within three (3) month please accept that your application was not successful. The appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following Criminal clearance, citizenship, credit records, Verification of Education qualification by SAQA, Verification of previous employers and verification from the Company Intellectual Property Commission (CPIC). The institution reserves the right not to fill the post

CLOSING DATE : 02 November 2018

POST 42/197 : **STORE ASSISTANT REF NO: STOASS 10/2018**
Directorate: Support Services

SALARY : R96 549 per annum (plus benefits)

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : Grade 10 or equivalent qualifications. Ability to read and write. Good verbal and written communication skills. Experience in Health department will be an added advantage.

DUTIES : Assist with receiving and issuing of stock in the Warehouse. Offloadstock from delivery truck and pack the stock per their family group. Check quantity on hand against that one on the issue voucher before delivery can take place and distribute. Issue stock to various departments in the hospital. Assist with bi-annual stock taking. Hand over all signed issued vouchers to the warehouseman immediately after distribution of stock to various departments in the hospital. Deliver urgent stock on demand. Execute any reasonable order given by the person authorized to do so.

ENQUIRIES : Ms N. Ndimande Tel No: 011 590 0232

APPLICATIONS : Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, Ground Floor Main entrance (Brown Boxes) and sign in register book or post to Private Bag X01 Alrode

NOTE : Application must be submitted on a Z83 form, obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents. With a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS. Act 85 of 1993. Persons with disability are encouraged to apply. If you do not receive response within three (3) month please accept that your application was not successful. The appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following Criminal clearance, citizenship, credit records, Verification of Education qualification by SAQA, Verification of previous employers and verification from the Company Intellectual Property Commission (CPIC). The institution reserves the right not to fill the post

CLOSING DATE : 02 November 2018

POST 42/198 : **FOOD SERVICE AID REF NO: FOOD 10/2018 (X3 POSTS)**
Directorate: Food Service

SALARY : R96 549 per annum (plus benefits)

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : Grade 10 Certificate or equivalent qualifications, Good communication skills. Ability to read and write. Be prepared to work under pressure must have sound

interpersonal relations. Good mathematical skills experience in food service will be an added advantage.

DUTIES : Perform specific duties regarding the receiving, storage, preparation, cooking, dishing up, delivering and serving of food, snacks and beverages to patient and staff. Load and unloading of food containers/plates from trolley. Cleaning the food service unit and wash crockery, cutlery, utensils. Operate and care for equipment's. Responsible for general neatness and hygiene with regards to the cleaning tasks. Wear clean appropriate uniform and protective clothing. Work according to duty roster. Act as a messenger when necessary/needed. Perform all general work related to food service as delegated by supervisor. Expected to work in a team. Work shifts and Public holiday.

ENQUIRIES : Ms Helen Tagana, Tel No 011 590 0357
APPLICATIONS : Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, Ground Floor Main entrance (Brown Boxes) and sign in register book or post to Private Bag X01 Alrode

NOTE : Application must be submitted on a Z83 form, obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents. With a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS. Act 85 of 1993. Persons with disability are encouraged to apply. If you do not receive response within three (3) month please accept that your application was not successful. The appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following Criminal clearance, citizenship, credit records, Verification of Education qualification by SAQA, Verification of previous employers and verification from the Company Intellectual Property Commission (CPIC). The institution reserves the right not to fill the post

CLOSING DATE : 02 November 2018

OFFICE OF THE PREMIER

APPLICATIONS : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 30 Rahima Moosa Street, Newtown, Johannesburg or online on www.gautengonline.gov.za (Please do not send applications to 30 Simmonds street)

CLOSING DATE : 02 November 2018

NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POSTS

- POST 42/199** : **DEPUTY DIRECTOR: LGBTIQA AND OTHER REF NO: 003256**
(12 months contract)
Directorate: Transformation
- SALARY CENTRE REQUIREMENTS** : R697 011 - R821 052 all-inclusive package
: Johannesburg
: Degree in Social Science/Gender Studies/Public Policy/Post Graduate qualification will be an added advantage. Minimum 3 years' experience in management and policy work in respect of LGBTIQA and others. Public Sector experience. Customer Management skills, problem solving, communication and analytical skills.
- DUTIES** : The incumbent's responsibility will be to promote a human rights-based culture in both government and civil society in respect of LGBTIQA and others. Develop the Provincial Intervention Strategy to respond to and prevent sex and gender-based violence crimes perpetrated against LGBTI persons. Strengthen government's ability to respond to the needs and specific vulnerability of LGBTI persons and strengthen the capacity of civil society organisations (CSOs) to deliver related services. Guide the development and design of new programmes that will seek to encourage and fast-track integration of LGBTIQA people in the communities. Ensure that GPG departmental policies, strategies and programmes are free from LGBTIQA and others discrimination and promote equality. Ensure LGBTQA and other sectors are reached through awareness raising to increase access to government services through educational programmes in the form of dialogues and workshops. To review and analyse acts, policies and frameworks which promote the rights of LGBTIQA and other focusing on i.e. marriage, paternity, culture, education, health, safety and security, workplace, church and family rejection. To provide strategic leadership in coordinating and facilitating interventions targeting the sector. To provide strategic leadership in coordinating facilitating interventions targeting the sector. To provide strategic leadership in facilitating and establishing partnerships between state and civil society. Lead the review and development of legislative regulations to eliminate discriminatory practices in hospitals, Government Departments and service centres. Oversee the development of media and other awareness campaign that can play a role of sensitising the public on LGBTI and Other and reduce hate crimes.
- ENQUIRIES** : Ms Gugulethu Mdhului Tel No: (011) 298 5651/5696
- POST 42/200** : **DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: 003264**
Directorate: Financial Management
- SALARY CENTRE REQUIREMENTS** : R697 011 - R821 052 all-inclusive package
: Johannesburg
: Degree in Cost and Management Accounting or Financial Management. CiMA would be an advantage. At least five (5) years working experience in Management Accounting environment in the public service with three (3) years Junior Management experience. A valid driver's license. Knowledge of Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions. Sound knowledge of Budget Formulation. Revenue and Expenditure Management and Control. Cash Flow Management. Knowledge of Management Accounting. Policy development, presentation and analytical skills. Good communication skills (written and verbal communication). Computer literacy.
- DUTIES** : The incumbent will be responsible for management accounting with proper and timeous implementation of the budget circulars. Manage the Departmental MTREF budget process and associated Medium Term Expenditure Committee (MTEC) process. Revenue and Expenditure management and control for the entire Vote (1). IYM and Cash Flow reporting. Prepare the Appropriation Statement inputs into the Annual Financial Statements. Coordinate budget adjustment and MTEF input from Programmes (Branches). Prepare and undertake budget bilateral meetings with all branches. Responsible for initial review of monthly variance reporting. Assist with compilation and distribution of monthly management accounts reports. Coordinate monthly expenditure meetings with programme managers and keeping

minutes. Manage and drive audit processes with the external auditor. Develop quarterly reports for oversight committees. Assist branches with expenditure planning and forecasting. Responsible for monthly, quarterly and annual cash flow projections for the Department. Assist with management of information systems used in budgeting and reporting. Responsible for integrity of budgeting data and reports. Oversee the capturing of budget data and maintenance of database. Ensure that reporting deadlines are observed regularly and enhance the quality of monthly reports sent to the Provincial Treasury. Establish filing systems. Staff supervision, training, and development. Establish culture of professionalism and inculcate good working ethics.

ENQUIRIES : Ms Gugulethu Mdhului Tel No: (011) 298 5651/5696

POST 42/201 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 003262**
Directorate: Supply Chain Management

SALARY : R697 011 – R821 052 all-inclusive package
CENTRE : Johannesburg

REQUIREMENTS : Bachelor degree or National diploma in Logistics/Financial Management/Purchasing Management with 4-5 years' experience in Supply Chain Management. Budgeting, financial management and financial administration. Computer literacy, communication, management skills and good interpersonal relations. The ability to work under pressure as well as to meet tight deadlines will be of essence. Knowledge of the Basic Accounting System (BAS), the Public Finance Management Act (PFMA), Government budget procedures, Division of Revenue Act and Treasury Regulations.

DUTIES : The incumbent's responsibility will to manage and administer the Supply Chain Management sub-directorate at Department level. Provide interface on operational issues between the Office of the Premier and e-Government. Manage and facilitate entire procurement process from users. Manage and execute functions between e-Government and the Office of the Premier in line with the Service Level Agreement. Liaise with managers within the Office of the Premier and e-Government. Evaluate and approve tenders and orders. Manage the financial aspects of contracts between the Office of the Premier and outsiders. Oversee supply management. Compile monthly, quarterly and annual financial reports. Manage and train staff. Develop and maintain effective internal controls within the procurement process. Execute the procurement of goods and services in conformity with delegated powers and all related legislation.

ENQUIRIES : Ms Gugulethu Mdhului Tel No: (011) 298 5651/5696

POST 42/202 : **ASSITANT DIRECTOR: LGBTIQA AND OTHER REF NO: 003266**
(12 months contract)
Directorate: Transformation

SALARY : R356 289 – R419 679 per annum
CENTRE : Johannesburg

REQUIREMENTS : Degree in Social Science/Gender Studies/Public Policy. Minimum of 2 years' experience in the public service in working with LGBTIQA and other sectors. Good communication, problem solving and policy development skills.

DUTIES : The incumbent's responsibility will be to support the Directorate in establishing the LGBTI and other desks in the Province. Facilitate the establishment the Gauteng Interdepartmental and Intergovernmental committee on LGBTI and other as well as the LGBTI and other forums. Coordinate research and policy development on issues affecting LGBTI and others and their rights. Facilitate and coordinate LGBTIQA and other awareness and advocacy programmes in the form of dialogues and workshops. Facilitate the development of POA for the Province in consultation with the LGBTIQA and other sectors. Increase skills development for the sector through capacity building. Facilitate and coordinate the review and analyse acts, policies and frameworks which promote the rights of LGBTIQA and other focusing on ie marriage, paternity culture, education, health, safety and security, workplace, church and family rejection. Coordinate the establishment of partnerships between state and civil society. Coordinate quarterly reports from Departments and Municipalities.

ENQUIRIES : Ms Gugulethu Mdhluhi Tel No: (011) 298 5651/5696

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Gauteng Provincial Department of Health and Social Development, Physical Address: West Rand Region, 16 Human Street, Krugersdorp, 1740

FOR ATTENTION : Mr S Makgorogo

CLOSING DATE : 02 November 2018

NOTE : Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Short listed 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 managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate for a SMS post will sign an annual performance agreement, complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding this advertised contract position may direct their enquiries to the person as indicated. The Department of Social Development reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POST

POST 42/203 : **DATA CAPTURER: WEST RAND DISTRICT OFFICE REF NO: J2/2018**
(Contract until 31 March 2019)
Chief Directorate: HIV/AIDS and Burdens of Diseases (Global Fund Project)

SALARY : R136 800 per annum
CENTRE : Krugersdorp, West Rand Region, 16 Human Street
REQUIREMENTS : A Grade 12 Certificate or equivalent qualification PLUS 1 year relevant working experience in data capturing and data management environment. Knowledge of the administrative field. Knowledge of Community Based Information Systems. Knowledge of document management, tracking and retrieving of information. Data quality management. Competencies: Data capturing skills. Communication (written and verbal) skills. Planning and organising skills. Problem-solving skills. Customer care and client orientation skills. Understanding of Community Based Organisations. Attributes: Good interpersonal relations. Drive and energy. Ability to work under pressure. Friendly and trustworthy. Diplomacy. Discipline. Ability to work in a team and independently.

DUTIES : Assist with the capturing of organisations data in the departmental online reporting system. Gather and conduct data quality checks on community based data sets relevant information systems. Assist officials and Community Based Organisations (CBO) with relevant information and training sessions. Maintain and compile weekly, monthly and quarterly statistics reports.

ENQUIRIES

: Mr Sam Makgoro Tel No: 011 950-7782