

DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and struben streets, Pretoria.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 12 November 2018 @ 12:00 Mid-Day
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's license. (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POST

- POST 43/15** : **PROFESSIONAL NURSE – (SPECIALTY NURSING) REF NO: NDOH 55/2018**
Chief Directorate: CCOD and Occupational Diseases
Directorate: Medical Bureau for Occupational Diseases
- SALARY** : Grade 2: R445 917 per annum
- CENTRE** : Gauteng
- REQUIREMENTS** : A Degree/Diploma or equivalent NQF 6 qualification in Nursing (general, community health science or psychiatric operating theatre nursing and midwifery). A minimum of fourteen (14) years' appropriate experience in nursing after registration as Professional Nurse with SANC in General Nursing and a proof of registration. At least ten (10) years of the above should be in Occupational Health Nursing and Operating Theatre Nursing after obtaining a 1-year post-basic qualification in the relevant specialty. A Bachelor of Technology Degree in Occupational Health Nursing will be an advantage. Original certified certificates of service must be submitted with your application as well as proof of registration as a Professional Nurse. Salary grades will be determined in accordance with the above requirements as per the OSD. Qualification and years of experience required are indicated above. Knowledge of Occupational Diseases in Mines and Works Act (ODMWA), Public Service Act and its regulations, Nursing Act and its regulations, Medicine and Related Substances Act, Occupational Health and Safety Act, COIDA, Labour Relations Act, BCEA and EEA, Professional and Ethical conduct and Batho Pele Principles and Patients' Rights Charter. Good communication (written and verbal), planning, organisational, report writing and Computer literacy skills. A valid driver's license.
- DUTIES** : Performance of benefit medical examination. Provide health education and professional advice to patients. Refer patients to appropriate health facilities according to identified problems. Render emergency medical care to clients and staff members. Plan, provide and co-ordinate first-aid treatment to staff members. Health screening of members of staff for non-communicable diseases. Conduct quality check on all files submitted for benefit medical examination. Ensure that medical report forms and supporting documents are completely filled and signed, sent with the submission claims.

Administration of the clinic. Order, maintain and control of the equipment and supplies including drugs for the clinic. Prepare budget report and control expenditure. Management of risks and queries. Ensure that health and safety policies are practiced all times.

ENQUIRIES

: Dr N Mtshali at (011) 339 - 1433