

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 43/53** : **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1-2**
Directorate: Internal Medicine Unit
- SALARY** : Grade 1: R1 643 352 – R1 744 191 per annum Ref No: HCU/KALH/01/10/18
Grade 2: R1 796 922 – R1 964 817 per annum Ref No: HCU/KALH/01/10/18
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Specialist Physician with at least MMed in Internal Medicine or FCP (SA) qualification with at least 5-years of experience in clinical medicine post specialist registration. Should be registered as a specialist physician at the HPCSA. Should have experience in teaching and training of medical students. Should have research experience with publications. The applicant should be interested in doing clinical work, training students, doing research and be involved with the administration of the department.
- DUTIES** : Clinical work: Supervision of clinical staff; Manage own service delivery group; Assess and ensure good quality of clinical service delivery; Manage and work in Medical Outpatients; Manage and work in Specialist Clinic; Review discharge summaries. Education and Training: Organize and manage training of pre and postgraduate medical student; Assist in organisation of clinical examinations; Lecturing where required; Evaluate and improve training programme where appropriate; Monitor and evaluate postgraduate student clinical progress; Attend academic meetings; Manage own clinical development. Research: Develop own research interests and publish appropriately; Support postgraduate students with research projects; Supervise postgraduate students with research projects. Administration: Perform administrative tasks related to student training and development; Perform administrative tasks related to patient management and address complaints; Contribute to electronic databases for research purposes; Attend scheduled meetings with hospital management; Help coordinating duty lists and staff allocation in the department; Act as Head of Clinical Department if the HOD is on leave or not available; Assist in coordination of academic program; Liaise with other departments and hospitals where required.
- ENQUIRIES** : Prof D.G. Van Zyl, Tel No: (012) 373-1075
- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 09 November 2018
- POST 43/54** : **MEDICAL SPECIALIST GRADE 1-3**
Directorate: Ophthalmology Unit
- SALARY** : Grade 1 R1 051 368 – R1 115 874 per annum Ref No: MEDSPEC/03/10/18
Grade 2: R1 202 112 – R1 275 885 per annum Ref No: MEDSPEC/04/10/18
Grade 3: R1 395 105 – R1 744 191 per annum Ref No: MEDSPEC/05/10/18
- CENTRE** : Kalafong Provincial Tertiary Hospital

- REQUIREMENTS** : Grade 12. MBChB qualification. MMed (Ophthalmology) or FC (Ophth) SA. A valid registration with HPCSA as an independent medical practitioner and Ophthalmology Medical Specialist. **Grade 1:** No experience required. **Grade 2:** 5-years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist. **Grade 3:** 10-years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist.
- DUTIES** : Successful candidates will be responsible for the provision of Ophthalmology quality, cost effective clinical services at Kalafong PTH. Responsibilities will include full time clinical service provision including after hours (weekends and weekends). Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate students. Participation in the Ophthalmology academic program in the Steve Biko Academic Hospital ensure proper and accurate record keeping as legally and ethically required. Reporting to the Hospital Medical Manager on service delivery, clinical audits and where necessary quality improvement plans.
- ENQUIRIES** : Dr. L.J. Mokwene, Tel No: (012) 318-7040
- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 09 November 2018
- POST 43/55** : **MEDICAL SPECIALIST**
Directorate: Paediatric
- SALARY** : Grade 1: R1 051 368 - R1 115 874 Ref No: MEDSPEC/LERHOSP/001/10/18
Grade 2: R1 202 112 – R1 275 885 Ref No: MEDSPEC/LERHOSP/002/10/18
Grade 3: R1 395 105 – R1 744 191 Ref No: MEDSPEC/LERHOSP/003/10/18
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : An appropriate qualification that allows registration as a Specialist in Paediatrics (MMED/ FCS.SA). Current registration with HPCSA as a Specialist in Paediatrics. Appropriate Knowledge and experience as a Paediatrics. The Following will be an added advantage: Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS) and Advance Trauma Life Support (ATLS).
- DUTIES** : Provision of 24-hour Paediatric services. Manage critically ill patients in the Neonatal ICU. Participate in Commuted Overtime. Supervision and training of Medical Officers, Community Service Medical Officers and Medical Interns. Assist the HOD in ensuring the Department's compliance to National Core Standards. Ensure proper and curate record keeping as legally and ethically require. Ensure effective outreach to District Hospital in the West Rand. Assist the Clinical Head with Administration responsibilities. Provision of Quality cost effective 24 hour's service in keeping with Batho Pele Principles. Perform Clinical Audits and participate in and conduct M&M.
- ENQUIRIES** : Dr Phanzu Tel No: (011) 411 3508/ Dr Mokae Tel No: (011) 411 3614
- APPLICATIONS** : Applications should be submitted at Leratong Hospital Human Department (Block 6) 1 Adcock Street Chamdor 1740
- NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, Qualifications, Certificate of registration with HPCSA Registration and Current registration with HPCSA 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

: 09 November 2018

POST 43/56

: **DEPUTY MANAGER NURSING: SDDR REF NO: EHD2018/10/05**

Directorate: PHC

SALARY

: R801 918 – R902 550 per annum (Inclusive package)

CENTRE

: Ekurhuleni Health District

REQUIREMENTS

: Basic R425 qualification (i.e. an appropriate Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC as a Professional Nurse. Minimum of 9 years appropriate/recognizable experience after registration as Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to must be appropriate / recognizable experience as an Assistant Manager Nursing. Computer literacy and Driver's license is essential. A management Qualification will be an added advantage. Skills: Presentation and report writing skills, Leadership skills, Planning and organizing skills. Problem solving and communication skills and financial management skills. Ability to work under pressure.

DUTIES

: Provide guidance and leadership towards the realization of strategic goals and objectives of the Sub-district: Establish the strategic direction of the component to ensure alignment with its business plans by participating in the development of the District and sub-district plan. Facilitate and oversee the development of PHC operational/business plans and demand plans to give strategic direction to the division by managing and coordinating the activities of the division. Implement all priority programs in the sub-district. Provide professional, technical and management support for the provision of quality patient care through proper management of Primary Health Care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Conduct staff meetings to disseminate information such as new developments on policies, circulars. Participate and respond to queries and questions from relevant structures with regard to complaints on staff conduct on patients. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to health care. Participate in multi-disciplinary quality assurance task teams at various levels. Develop a good working relationship within the department and relevant stakeholders. (EMM & Partners). Participate with members of the health team in decision making pertaining to health care delivery. Participate in the development of DHP and DHER. Ensure facilities are accredited with the Ideal clinic status and national core standards by ensuring that status determination is done at least twice in a year. Human Resource: Analyze staffing needs and develop a plan to meet the needs. Initiate the recruitment and retention of competent personnel. Manage and monitor the implementation of the PMDS. Manage grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Manage the licensing of all staff with relevant professional bodies. Finance: Ensure that budget spending is maximized in line with strategic Objectives. Manage and control material resources and assets.

ENQUIRIES

: Mr C.S Modise Tel No: (011) 876 1725

APPLICATIONS

: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION

: Human Resource Manage

NOTE

: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE

: 09 November 2018

POST 43/57

: **MEDICAL OFFICER GRADE 1-3**

Directorate: Orthopaedics Unit

SALARY

: Grade 1: R780 612 – R840 942 per annum Ref No: MO/KPTH/04/10/18

Grade 2: R892 551 – R975 945 per annum Ref No: MO/KPTH/04/10/18

Grade 3: R1 035 831 – R1 295 025 per annum Ref No: MO/KPTH/04/10/18

CENTRE

: Kalafong Provincial Tertiary Hospital

<u>REQUIREMENTS</u>	:	MBChB qualification. Registration with the HPCSA as Medical Practitioner. Proof of current registration. Grade 1: no experience. Grade 2: 5-years' experience. Grade 3: 10-years' experience. Applicants should have an interest in Orthopaedics.
<u>DUTIES</u>	:	Daily care and management of Orthopaedic patients. Teaching of undergraduate students. Involvement in research programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof S.N. Motsitsi, Tel No: (012) 373-1010/11
	:	Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book
<u>NOTE</u>	:	Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	09 November 2018
<u>POST 43/58</u>	:	<u>REGISTRAR REF NO: REG/KPTH/05/10/18</u> Directorate: Orthopaedics Unit
<u>SALARY</u>	:	R780 612 – R816 264 per annum (all-inclusive package)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	MBChB qualification. Registration as Medical Practitioner with HPCSA. No experience required after registration with HPCSA.
<u>DUTIES</u>	:	Daily care of Orthopaedic patients under the supervision of a Consultant. Teaching of undergraduate students. Research. Rotation in Tembisa, 1 Military, Steve Biko and Witbank Hospitals.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof. S.N. Motsitsi Tel No: (012) 373-1010/11
	:	Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book
<u>NOTE</u>	:	Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	09 November 2018
<u>POST 43/59</u>	:	<u>SOCIAL WORKERS MANAGER REF NO: SOCMAN/06/10/2018</u> Directorate: Social Work Unit
<u>SALARY</u>	:	Grade 1: R755 598 – R850 443 per annum (all-inclusive package) Grade 2: R902 232 – R1 045 935 per annum (all-inclusive package)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the South African Council for Social Service Profession (SACSSP). Registration with SACSSP as Social Worker and proof of current registration. A minimum of 10 years of experience as a Social Worker of which

3 years must be as a Supervisor/Manager in a hospital setting. Must be computer literate and have a valid driver's license. Knowledge of Public Service legislation, policies and procedures pertaining to Social Work. Sound knowledge of National Health programme strategies, priorities, objectives, data elements and indicators. Extensive knowledge of Social Work processes in the different diagnostic fields. Must be able to exercise independence, function independently and seek guidance when necessary. Excellent communication skills (written, verbal, presentation and liaison). Must have good statistical and analytical skills. A high level of diligence and commitment in ensuring that all duties are performed within tight timeframes and outputs are of required quality. Must be able to manage, lead a team, plot trends and make recommendations. An appropriate post graduate qualification will be an added advantage.

DUTIES : Management of Social Work Department (planning, organising, coordinating, controlling, monitoring, evaluating and implementing). Ensure psychosocial and crisis intervention services are provided. Manage and monitor human resource, material, financial and clinical resources. Development of operational and demand management plans and give input to provincial strategic plans. Represent the organisation in the public and support the vision, objectives and goals of the organisation. Serve as an advocate for patients' rights. Support teaching, training and research activities in the department and institution. Collect data and other information to evaluate service impact and ensure quality record keeping. Liaise with relevant internal and external stakeholders. Be an active team member of the Allied medical team and report to the Clinical Manager. Ensure timeous resolution of relevant complaints and serious adverse events. Conduct quarterly audits and participate in National Core Standards activities. Participate and coordinate in CPD activities within the department. Ensure compliance of the prescripts of the Public Sector and Social Work. Attend all scheduled meetings and provide relevant report. Timeous response to legislative queries. Comply with Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES : Dr. K.M. Htwe, Tel No: (012) 318-6502
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 09 November 2018

POST 43/60 : **ASSISTANT MANAGER NURSING: MDR AND TB REF NO: EHD2018/10/02**
 Directorate: Hast

SALARY : R532 449 – R617 253 per annum (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in nursing that allows registration with SANC. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. Evidence of registration with Professional Regulatory Body. Management experience will be an added advantage. Competencies and knowledge should demonstrate in-depth understanding of TB / MDR-TB. Ability to work independently and under pressure. Power Point presentation and report writing skills. Computer skills will be an advantage. A valid driver's license.

DUTIES : Coordinate MDR training for Doctors, Nurses and allied workers. Coordinate mentoring of trained doctors and Nurses. Implement MDR Decentralization strategy according to the National guidelines. Coordinate referrals between MDR satellites site and Centre of

excellent site. Supervise tracer nurses, Support MDR sites and data capturing. Compile reports, data analysis, identify gaps and remedial actions. Liaise with all relevant stake holders in the multidisciplinary team to improve services. Be able to utilize minimum resources optimally adhering to PFMA. Develop Business Plan and ensure implementation of TB / MDR-TB policy guidelines. Perform any other task as delegated by Manager.

ENQUIRIES : Ms S Motloung Tel No: (011) 876 1820
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION : Human Resource Manager
NOTE : People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 09 November 2018

POST 43/61 : **OPERATIONAL MANAGER SPECIALTY (NEONATOLOGY/ADVANCE MIDWIFERY)**
REF NO: OPSMANSP/JDH/001/10/10
 Directorate: Nursing Services

SALARY : R532 449 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Diploma /Degree in Nursing that allows registration with SANC as a Professional Nurse. Diploma in Neonatal Nursing Science/Post Basic in Midwifery and Neonatal Nursing Science. 9 years of experience in Nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate /recognisable experience after obtaining the Diploma in Neonatal Nursing Science /Post Basic in Midwifery and Neonatal Nursing Science. Ability to work under pressure, communication skills management, interpersonal skills.

DUTIES : Coordinate optimal holistic specialized nursing care within standards and a professional/legal framework. Manage effectively the supervision and utilization of resources, coordinate the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth, ethical standards and self-development. Overall supervision of the hospital after hours.

ENQUIRIES : Ms Ngwenya TN Tel No: (012)717 9398
APPLICATIONS : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital

NOTE : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

CLOSING DATE : 09 November 2018

POST 43/62 : **OPERATIONAL MANAGER SPECIALTY (PEADIATRICS) REF NO:**
OPSMASP/002/10/18
 Directorate: Nursing Services

SALARY : R532 449 Per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Diploma /Degree in Nursing that allows registration with SANC as a Professional Nurse. Diploma in Post Basic Child Nursing Science. 9 years of experience in Nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate /recognizable experience after obtaining the Diploma in Post Basic Child Nursing Science. Ability to work under pressure, communication skills management, interpersonal skills.

DUTIES : Coordinate optimal holistic specialized nursing care within standards and a professional/legal framework. Manage effectively the supervision and utilization of resources; coordinate the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth, ethical standards and self-development. Overall supervision of the hospital after hours.

ENQUIRIES : Ms Ngwenya TN Tel No: (012)717 9398

APPLICATIONS : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital

NOTE : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

CLOSING DATE : 09 November 2018

POST 43/63 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: OPSMAN/WRDH/00001/10/18**
Directorate: Nursing

SALARY : R532 449 – R599 274 per annum (Plus Benefits)
CENTRE : Westrand District Health - Region A (Merafong District)
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) as Professional Nurse plus a post basic nursing qualification (Advanced Midwifery and Neonatal Nursing Science), with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Advanced Midwifery and Neonatal Nursing Science). Computer literacy. A valid Driver's licence is essential. Knowledge of all Legislation relevant to Health Care Services.

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

ENQUIRIES : Mrs Cele Tel No: (018) 787 9907
APPLICATIONS : Applications should be delivered to West Rand District Health, Cnr. Vlei & Luipaard Street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp, 1740

NOTE : Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. Salary will be determined in line with OSD Resolution. NB: The incumbent will be subject to a pre-screening process.

CLOSING DATE : 09 November 2018

POST 43/64 : **ASSISTANT MANAGER NURSING: TB REF NO: EHD2018/10/03**
Directorate: Hast

SALARY : R532 449 – R617 253 per annum (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in nursing that allows registration with SANC. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. Evidence of registration with Professional Regulatory Body. Management experience will be an added advantage. Competencies and knowledge should demonstrate in-depth understanding of TB / MDR-TB. Ability to work independently and under pressure. Power Point presentation and report writing skills. Computer skills will be an advantage. A valid driver's license.

DUTIES : Coordinate MDR training for Doctors, Nurses and allied workers. Coordinate mentoring of trained doctors and Nurses. Implement MDR Decentralization strategy according to the National guidelines. Coordinate referrals between MDR satellites site and Centre of excellent site. Supervise tracer nurses, Support MDR sites and data capturing. Compile reports, data analysis, identify gaps and remedial actions. Liaise with all relevant stakeholders in the multidisciplinary team to improve services. Be able to utilize minimum resources optimally adhering to PFMA. Develop Business Plan and ensure

implementation of TB / MDR-TB policy guidelines. Perform any other task as delegated by Manager.

ENQUIRIES : Ms S Motloung Tel No: (011) 876 1820

APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION : Human Resource Manager

NOTE : People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 09 November 2018

POST 43/65 : **ASSISTANT DIRECTOR GRADE 1: RADIOGRAPHY REF NO: ASTDIRAD/07/10/18**
Directorate: Radiography Unit

SALARY : R489 429 – R543 195 per annum (plus benefits)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Appropriate qualification and registration with the Health Professions Council of South Africa (HPCSA). A minimum of 5 years appropriate experience in the relevant profession.

DUTIES : Departmental Operational management, manage and monitor performance and development of all staff. Manage, plan, organize and supervise the provision of general and specialized Radiography Services and students Clinical Training according to the vision and mission statements of the Department of Health. Make sure that the department is able to render a 24-hour Radiology Service at all times. Provide professional advice in issues pertaining to policies and legislation related to health. Compilation of the strategic and operational plans of the Department. Compilation of monthly statistics and stock control. Ensure compliance with budget management, Quality Assurance, Core Standards and Radiation Safety regulations. Problem solving complaints management. Ensure that health and safety systems of work are maintained and that all possible steps are taken to prevent accidents and reduce hazards to Occupational Health. Leave monitoring. Monitor staff allocation and rotation. Ensure radiography equipment's maintenance contracts.

ENQUIRIES : Dr. K.M. Htwe, Tel No: (012) 318-6502

APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 09 November 2018

POST 43/66 : **OPERATIONAL MANAGER GENERAL PNA5-NIGHT DUTY REF NO: OPSMANGEN/DGMAH/100/10/18**
Directorate: Nursing Services

SALARY : R420 318 per annum (All Inclusive Package)

CENTRE : Dr. George Mukhari Academic Hospital

REQUIREMENTS : A Basic R425 qualification (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 7 years

appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing

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 at night by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care at night 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 and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex writing when required. Work as part of multidisciplinary team 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. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring implementation and adherence of Batho Pele principles. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES APPLICATIONS : Dr. LJ Nkosi Tel No: (012) 529 3696
: Application must be delivered to Dr George Mukhari Academic Hospital, 311 Setlogelo Drive, Garankuwa 0208 or posted to Dr George Mukhari Academic Hospital, Private Bag X422 Pretoria 0001.

CLOSING DATE : 09 November 2018

POST 43/67 : **OPERATIONAL MANAGER INFECTION PREVENTION AND CONTROL PNA5 REF NO: OPSMANIPC/DGMAH/002/10/18**
Directorate: Nursing Services

SALARY CENTRE REQUIREMENTS : R420 318 per annum (All-inclusive package)
: Dr. George Mukhari Academic Hospital
: A Basic R425 qualification (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 7 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Must have a certificate in Infection Prevention and Control. Have knowledge on management. Must have a positive attitude and interest to work with a multidisciplinary team. Be able to work under pressure to meet standards of care within the discipline.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with colleagues, supervisors and other members of the multi-disciplinary team. Provide high quality IPC information to staff. Be proactive and manage outbreak of infections. Be up to date with knowledge of policies and protocols in the IPC unit. Have insight about Antibiotics usage. Maintain a safe environment for staff and clients. Give health education on infection prevention and control services. Be able to analyse and interpret data to make sound judgement decision. Proven experience and competence in the implementation of an Infection Prevention and Control programme and systems analysis of health care associated infections and adverse events. Demonstrating leadership characteristics and ability to work within a team and collaborate with internal and external stakeholders to address Infection Prevention and Control matters. Be willing to work under pressure.

ENQUIRIES APPLICATIONS : Dr. LJ Nkosi Tel No: (012) 529 3696
: Application must be delivered to Dr George Mukhari Academic Hospital, 311 Setlogelo Drive, Garankuwa 0208 or posted to Dr George Mukhari Academic Hospital, Private Bag X422 Pretoria 0001

CLOSING DATE : 09 November 2018

POST 43/68 : **OPERATIONAL MANAGER REPRODUCTIVE HEALTH SERVICE PNA5 REF NO: OPSMAN/DGMAH/003/10/18**
Directorate: Nursing Services
This is a re-advert, those who applied before are advised and welcome to re – apply

SALARY CENTRE : R420 318 per annum (All-inclusive package)
: Dr. George Mukhari Academic Hospital

REQUIREMENTS : A Basic R425 qualification (i.e Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 7 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC. Qualified Midwife. Must have a certificate in Termination of Pregnancy Services and a course on Family planning and Management of Sexual Transmitted Infection. Must have a positive attitude and interests to work with women. Be able to work under efficiently under pressure to meet standards of care within the discipline.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with colleagues, supervisors and other members of the multi-disciplinary team. Provide high quality CTOP service for all women on request. Appropriately assess clients for the procedure as well as afterwards. Ensure provision of comprehensive CTOP service to all clients in accordance with DoH, MSF guidelines and the CTOP Act 1 of 2008. Ensure a referral link with other CTOP service clinics. Provide clinical leadership for the assessment of patient needs. Implement and evaluate a programme. Support clients with pregnancy planning. Give health education on Reproductive Health Service to all women on request.

ENQUIRIES APPLICATIONS : Dr. LJ Nkosi Tel No: (012) 529 3696
Application must be delivered to Dr George Mukhari Academic Hospital, 311 Setlogelo Drive, Garankuwa 0208 or posted to Dr George Mukhari Academic Hospital, Private Bag X422 Pretoria 0001

CLOSING DATE : 09 November 2018

POST 43/69 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (TRAINING) REF NO: EHD2018/10/04**
Directorate: Hast

SALARY CENTRE REQUIREMENTS : R420 318 – R473 067 per annum (plus benefits)
: Ekurhuleni Health District
: Basic qualification accredited with SANC in terms of Government Notice No. R425.qualification, i.e. Diploma/ Degree in Nursing. A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse. A post basic qualification in Nursing Education will be added advantage. A valid driver's license and able to drive (attach copy). Computer literacy. Proof of current registration with SANC. Evidence of some Short Courses in HIV, TB, STI, PMTCT, IMCI and MMC. Good interpersonal relationship with colleagues. Excellent communication (Written, Verbal and presentation skills). Ability to plan, organize and facilitate training courses. Proficient in Microsoft office in particularly Excel, word and power point. Ability to work independently and in a team.

DUTIES : Plan, organize, coordinate and monitor Trainings. Ensure clinical practice by the clinical team in accordance with the guidelines. Coordinate training at the level which includes: Develop training materials and manuals aligned to the National guidelines and relevant training needs. Conduct skills audit and training needs analysis for all staff categories, coordinate and train clinical support programmes e.g. PMTCT, ADL etc. Facilitation of training programs across the District. Coordinate professional development training as per Central Office training schedule. Coordinate study leaves applications for part time studies and ensures that the study leave policy is adhered to. Submit plans and quality training reports according to set dates. Attend meetings and updates related to training as well as meetings requested by Supervisor. Coordinate and implement continuous professional development (CPD) according to provincial framework and SANC. Perform all other duties that are delegated by the supervisor/manager.

ENQUIRIES APPLICATIONS : Mr F Mudau Tel No: (011) 876 1774
: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION NOTE : Human Resource Manager
: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 09 November 2018

POST 43/70 : **PROFESSIONAL NURSE SPECIALTY – PHC**
 Directorate: HAST
 Directorate: Nursing

SALARY : Grade 1: R362 559 (Specialty nursing) Ref No: PROFNSPE/HEIDH 1/4of 2018
 Grade 2: R445 917 (Specialty nursing) Ref No: PROFNSPE/HEIDH 2/4of 2018

CENTRE : Heidelberg Hospital

REQUIREMENTS : **Grade 1:** Minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional nurse with the SANC in General nursing plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty of PHC. **Grade 2:** A minimum of 14 years appropriate/recognizable. Experience in Nursing after registration as Professional nurse with the SANC in General nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty (PHC). Basic training on HIV/AIDS/TB and PMTCT and/or comprehensive. HIV/AIDS/STI/TB including PMTCT. NIMART (nurse initiating anti-retroviral treatment) and IMCI (integrated management of childhood illnesses) trained. NAS (National adherence strategy) trained, Tier.net system trained. 5Years minimum working experience with HAST patients including children and pregnant women. Computer literacy and Tier.net system skills. Communication and Problem-solving skills.

DUTIES : Provide a comprehensive HAST (HIV/AIDS/STI/TB) service, perform PICT (provider-initiated counselling and testing), the ability to assess the eligibility of ARV, baseline investigations and interpretation of results. Independently initiate ARV's and monitor the client for the prognosis on ARV. Implement TB/HIV collaboration and PMTCT. Implement NAS strategy and differentiate care(decanting), operate Tier.net and analyse the Tier.net report. Ability/knowledge to implement quality improvement plan, practice within scope of practice for Professional Nurses, Co-ordinate nursing duties with other multidisciplinary teams and utilize Human resources, material and physical resources effectively and efficiently.

ENQUIRIES : Ms. P.E. Thithi, Tel No: (016) 341 9980

APPLICATIONS : Applications should be submitted to HR department at Heidelberg hospital, Hospital street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications and copy of SANC receipt to be attached. Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.

CLOSING DATE : 09 November 2018

POST 43/71 : **PROFESSIONAL NURSE SPECIALTY ADVANCE MIDWIFE (X3 POSTS)**
 Directorate: Nursing

SALARY : Grade 1: R362 559 (Specialty nursing) Ref No: PROFSPE/HEIDH/ 3 of 2018
 Grade 2: R445 917 (Specialty nursing) Ref No: PROFSPE/HEIDH/ 3 of 2018

CENTRE : Heidelberg Hospital

REQUIREMENTS : **Grade 1:** Minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional nurse with the SANC in General nursing plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 in the specialty of advanced midwife. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in Nursing as Professional nurse with the SANC in General nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty (advanced midwifery). Computer literacy. Certificate in ESMOE training will be an added advantage.

DUTIES : Provide quality maternal and neonatal nursing care services, ensure compliance to recommendations of saving mothers and babies. Implementation of EPI programme, PPIP and PMTCT guidelines. Promotion of MBFHI. Ensure compliance to infection control principles and waste management guidelines. Ability to work under pressure. Ability to lead in a shift and shift worker. Flexibility towards departmental needs. Ability to work independently and in a multi-disciplinary team. Managing administration functions. Ability to utilize resources effectively, staff development and PMDS. Ensure

compliance with National Core standard, policies, regulations, protocols, guidelines and SOP. Communication and Problem-solving skills and accurate data collection.
Ms. L.B. Dhlamini Tel No: (016) 34111266

ENQUIRIES APPLICATIONS : Applications should be submitted to HR department at Heidelberg hospital, Hospital street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications and copy of SANC receipt to be attached. Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.

CLOSING DATE : 09 November 2018

POST 43/72 : **PROFESSIONAL NURSE: PNB1-2 (SPECIALTY NURSING) PAEDS**
Directorate: Maxillo Facial and Oral Surgery

SALARY CENTRE REQUIREMENTS : R362 559 – R548 436 per annum plus benefits
University of Pretoria Oral Health Centre
Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 i.e Diploma/Degree in (General, Midwifery, Psychiatry and Community Health) that allows registration with SANC as a Professional Nurse, plus a 1 year post basic nursing qualification in (child nursing Specialty). Drivers licence computer literacy. Working experience in a dental setting will be an added advantage.

DUTIES : Provision optimal holistic specialized nursing care with set standards and within a professional legal framework. Holistic management of patients with cleft lip and palate. Active multidisciplinary team member. Effective utilization of human and physical resources. Provision of support to nursing services. Participate in overall specialized patient care. Maintain professional growth/ethical standards and development. Be willing to do home visits for patients. Participate in training and research.

ENQUIRIES CLOSING DATE APPLICATIONS : Ms. GE Khumalo Tel No: (012) 319 2644
: 09 November 2018
: Quoting the relevant reference number, direct applications to Ms. L Debeila (Tel No: 012 301 5713), Human Resource Management at Louis Botha A Building, Room 2.1, Dr. Savage Road, Riviera, Pretoria OR mail to PO Box 1266, Pretoria, 0001.

NOTE : Attach certified copies of your qualifications, identity book, curriculum vitae and Z83

POST 43/73 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ADADMIN/JDH/006/10/18**
Directorate: Support Services

SALARY CENTRE REQUIREMENTS : R356 289 per annum (plus benefits)
Jubilee District Hospital
An appropriate recognized bachelor's degree/ National diploma or equivalent qualification preferably in Public Administration/Management or Logistics with a minimum of 5 – 10 years' experience in the Public Service Health system and/or 2- 3 years' experience in supervisor level. Relevant experience in People management, Strategic planning, Policy analysis and development etc. Ability to work under pressure. Knowledge and understanding of health-related Acts, Regulations, guidelines and other related policies. Knowledge and understanding of legislative framework governing the Public Service including: Public Service Regulations, Labour Relations Act, Skills Development Act, Disciplinary Code and Procedure, Public Finance Management Act. Leadership skills, Problem solving skills, Listening skills, Interpersonal skills and good communication skills. Planning and organizing skills.

DUTIES : Provide leadership and Strategic direction in the support/cleaning services components. Manage the implementation of policies, programmes, regulations, practices, procedures and standards. Effective management of support services as overall manager in Housekeeping/ Cleaning, Laundry, Food, Facility and Property Care Taking including private security management, Patient Admin and Records and Transport services. Manage the utilization of Human and Financial resources in accordance with relevant directives and legislation. Foster effective relationship with all stakeholders. Evaluate and monitor the PMDS of employees.

ENQUIRIES : Ms. Magano D.L Tel No: (012)717 9336/ 9301

APPLICATIONS : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital

NOTE : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

CLOSING DATE : 09 November 2018

POST 43/74 : **SPEECH THERAPIST AND AUDIOLOGIST GRADE 1-3**
Directorate: Speech Therapy Unit

SALARY : Grade 1 R300 828 – R342 357 per annum Ref No: SPETHER/KPTH/08/10/18
Grade 2: R352 707 – R403 302 per annum Ref No: SPETHER/KPTH/09/10/18
Grade 3: R415 482 – R504 219 per annum Ref No: SPETHER/KPTH/10/10/18

CENTRE REQUIREMENTS : Kalafong Provincial Tertiary Hospital
Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and audiologist or speech therapist. Must have completed community service. A dual qualification will be an advantage. Grade 1 requires no experience, Grade 2 requires 10-years minimum experience and Grade 3 requires 20-years minimum experience after registering with HPCSA as a Speech Therapist and audiologist or speech therapist.

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

ENQUIRIES APPLICATIONS : Dr. K.M. Htwe Tel No: (012) 318-6502
Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 09 November 2018

POST 43/75 : **PHYSIOTHERAPIST GRADE 1-3**
Directorate: Physiotherapy Unit

SALARY : Grade 1: R300 828 – R342 357 per annum Ref No: PHYS/KPTH/11/10/18
Grade 2: R352 707 – R403 302 per annum Ref No: PHYS/KPTH/12/10/18
Grade 3: R415 482 – R504 219 per annum Ref No: PHYS/KPTH/13/10/18

CENTRE REQUIREMENTS : Kalafong Provincial Tertiary Hospital
BSc Physiotherapy or recognised Degree, registration with Health Professions Council of South Africa, HPCSA proof of registration. **Grade 1:** requires no experience. Sound interpersonal communication skills, ability to work in a multidisciplinary environment. Ability to work under pressure. Have analytical and creative skills. Grade 1 requires no experience, **Grade 2:** requires 10-years minimum experience and **Grade 3:** requires 20-years minimum experience in Physiotherapy after registering with HPCSA as a Physiotherapist.

DUTIES : Assessment and treatment of in- and outpatients. Assist in department administrative activities, quality assurance and evidence based programmes. Contribute positively towards the development and growth of Physiotherapy Department. Perform clinical supervision of students. Participate in and contribute towards professional development programmes.

ENQUIRIES APPLICATIONS : Dr. K.M. Htwe Tel No: (012) 318-6502
: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 09 November 2018

POST 43/76 : **CHIEF PERSONNEL OFFICER (LATERAL TRANSFER) REF NO: CPO/KPTH/14/10/18**
Directorate: Human Resources Unit

SALARY CENTRE REQUIREMENTS : R299 709 – R353 043 per annum (Level 08) (plus benefits)
: Kalafong Provincial Tertiary Hospital
: A minimum of a 3-year National Diploma (NQF level 6) or Degree in Human Resource Management with a minimum of 3-years recruitment experience as a specialized field. Excellent communication (verbal and written). Excellent interpersonal relations and organizational skills. Excellent knowledge and ability to interpret HR policies, prescripts and related legislation. Knowledge of PERSAL, ability to work with confidential information and under pressure. Excellent ethics demeanor. Driver's license, knowledge of employee relations and experience of National Core Standards will be an added advantage. Computer literacy is essential.

DUTIES : Monitor and coordinate Recruitment and Selection processes including procedure on recruiting foreigners. Implement and execute effective Human Resource functions. Manage and update staff establishment, databases to assist the HRIM section. Formulate advertisements internally and externally. Coordinate and manage employment equity, render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support performance of subordinates. Allocate and control delegated work, provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Implement National Core Standards file and update it regularly. Attend to HR related enquiries.

ENQUIRIES APPLICATIONS : Ms. Z.A. Mdluli Tel No (012) 318-6686
: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be

accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

- CLOSING DATE** : 09 November 2018
- POST 43/77** : **INFORMATION TECHNOLOGY OFFICER REF NO: INFTECOF/JDH/007/10/18**
Directorate: Information Technology
- SALARY** : R242 475 per annum (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : National Diploma (NQF6) in any of the following fields Computer Science, Business Informatics, Information Management, Information Technology and Informatics with 1 to 2 years' experience or Grade 12 with 5 - 10 years' experience in the Health Information Management environment. A background and / or qualification in a health-related field or certificate in the DHIS, TIER. Net and Electronic TB Register software would be an added advantage. Computer literacy, analytic, numeracy and problem-solving skills. Good communication skills (verbal and written). A valid SA driver's license.
- DUTIES** : Manage and coordinate Hospital Health Information (DHIS) data-handling process to ensure quality and timely data generation and reporting as per official requirements. Provide Health Information Management (HIM) related leadership, guidance, capacity mentoring and support to Managers and health Information System staff as well as line and programme managers. Facilitate and coordinate rollout of web-based DHIS to facility level including electronic data capturing (e-Tick Register). Facilitate hospital indicator data set revision process. Participate in the process to ensure that units are ready for annual audit performance. Provide support to hospital in action to address the auditor opinion. Manage human and logistical resources allocated to the HIM Unit.
- ENQUIRIES** : Ms. Magano D. L Tel No: (012)717 9336/ 9301
APPLICATIONS : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital
- NOTE** : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.
- CLOSING DATE** : 09 November 2018
- POST 43/78** : **PROFESSIONAL NURSE GENERAL (X2 POSTS)**
Directorate: HAST
Directorate: Nursing
- SALARY** : Grade 1: R241 908 per annum (General) Ref No: PROFN/HEIDH1/2 of 2018
Grade 2: R297 516 per annum (General) Ref No: PROFN/HEIDH2/2 of 2018
Grade 3: R362 559per annum (General) Ref No: PROFN/HEIDH3/2 of 2018
- CENTRE** : Heidelberg Hospital
REQUIREMENTS : **Grade 1:** No experience. 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 Professional nurse. **Grade 2:** A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional nurse with the SANC in general nursing. 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 Professional nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. 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 Professional nurse. Basic training on HIV/AIDS/TB and PMTCT and/or comprehensive HIV/AIDS/STI/TB including PMTCT. NIMART (nurse initiating anti-retroviral treatment) and IMCI (integrated management of childhood illnesses) trained. NAS (National adherence strategy) trained, Tier.net system trained. 5Years minimum working experience with HAST patients including children and pregnant women. Computer literacy and Tier.net system skills. Communication and Problem-solving skills.
- DUTIES** : Provide a comprehensive HAST (HIV/AIDS/STI/TB) service, perform PICT (provider-initiated counselling and testing), the ability to assess the eligibility of ARV, baseline

investigations and interpretation of results. Independently initiate ARV's and monitor the client for the prognosis on ARV. Implement TB/HIV collaboration and PMTCT. Implement NAS strategy and differentiate care(decanting), operate Tier.net and analyse theTier.net report. Ability/knowledge to implement quality improvement plan, practice within scope of practice for Professional Nurses, Co-ordinate nursing duties with other multidisciplinary teams and utilize Human resources, material and physical resources effectively and efficiently.

ENQUIRIES : Ms. P.E. Thithi Tel No: (016) 341 9980
APPLICATIONS : Applications should be submitted to HR department at Heidelberg hospital, Hospital street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications and copy of SANC receipt to be attached. Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.

CLOSING DATE : 09 November 2018

POST 43/79 : **PROFESSIONAL NURSE PNA2 (GENERAL) GRADE 1: OCCUPATIONAL HEALTH AND SAFETY REF NO: PROFNUR/KPTH/15/10/18**
 Directorate: Quality Assurance Department

SALARY : R241 908 – R280 437 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 or equivalent NQF level/Basic R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration as a professional nurse. Basic qualifications accredited with the South African Nursing Council in terms of government notice 425, i.e. appropriate degree/diploma in nursing. current registration with South African Nursing Council as a professional nurse. A valid EB or code 8 driver's license. Competencies: minimum 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC, maximum of less than 9 years' experience (post PNA2). Knowledge of OHS prescripts, practices, standards. Qualification in OHS will be an added advantage. Certificate in basic computer skills is a requirement (MS Word). Interpersonal communication and leadership skills. Ability to engage with appropriate stakeholders on OHS matters. Good writing and verbal skills. Knowledge of National Core Standards. Proven working experience in nursing and understanding of nursing legislations. Knowledge of Occupational Health and Safety legislation including relevant regulations. Effective communication skills, written and verbal. Excellent organizational and time management skills. Problem solving skills and ability to multi-task. Compassionate with team work. Ability to interact with diverse stakeholders and employees at all levels. Report writing skills. Coordination skills. Evaluation skills. Analyzing skills.

DUTIES : The successful candidate will be responsible for the implementation of occupational health and safety programs according to the OHS Act, Health Act and the National Core Standards and other relevant policies. Conduct medical surveillance according to the Gauteng Health Policy, including biological monitoring according to the Risk Assessment. Assist in arranging health and safety committee meetings and prepare agendas for the meetings. Adhere to professional standards as outlined by the protocols, rules and regulations and provide training to employees. conduct NCS evaluation and QIP. Train staff on OHS activities.

ENQUIRIES : Ms. M.J. Mbiza Tel No (012) 318-6910 / (012) 380-7059
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security

screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

- CLOSING DATE** : 09 November 2018
- POST 43/80** : **OCCUPATIONAL THERAPY TECHNICIAN GRADE 1 REF NO: EHD2018/10/01**
Directorate: Rehabilitation
- SALARY** : R198 273 – R226 707 per annum (plus benefits)
CENTRE : Ekurhuleni Health District (Kwa-Thema CHC)
REQUIREMENTS : Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as Occupational Therapy Technician. Current proof of registration with HPCSA as an Occupational Therapy Technician. Valid driver's license is essential. Interest in working in a community-based rehabilitation setting. Good communication skills (verbal and written) and customer care orientated. Ability to work in a multi-disciplinary team and in a changing environment and under pressure.
- DUTIES** : Render comprehensive occupational therapy services within the clinic and the community setting in line with the scope of practice. Provide optimal and evidence-based community rehabilitation services to clients. Conduct health promotion and prevention of disability campaigns in collaboration with other stakeholders. Conduct home visits to clients and follow-up visits for specific interventions. Participate in community mapping and development of referral structures for the benefit of all community members including people with disabilities. Engagement with relevant key stakeholders such as ward councilors. Participate in continuous professional development activities. Perform and complete administrative functions including data compilation and monthly report submissions. Advocate for people with disabilities and underprivileged community groups. Establish sustainable support groups in the community and within the clinic.
- ENQUIRIES** : Ms K.R Maluleke Tel No: (011) 876 1776
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
- FOR ATTENTION** : Human Resource Manager
NOTE : People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 09 November 2018
- POST 43/81** : **PHARMACIST ASSISTANT (POST – BASICS) GRADE 1 REF NO: EHD2018/10/07**
Directorate: Pharmacy
- SALARY** : R196 218 - R221 034 per annum (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist Assistant (Post-basic). Current proof of registration with the SAPC as a Pharmacist Assistant (Post-basic). Grade 1: Less than five (05) years appropriate experience after registration as a Pharmacist with the SAPC.
- DUTIES** : Receive and record all stock from suppliers. Filling of stock cards. Cyclic stock counts in the dispensary. Validation and dispensing prescriptions in the CDU. Provide information to clinics and the public. Reconcile parcels for distribution. Participate in bi-annual stock take. Prepacking of bulk items into patient ready packs. Work under direct supervision of a Pharmacist. Storage and distribution of pharmaceuticals.
- ENQUIRIES** : Ms T. Burisch Tel No: (011) 878 8550
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
- FOR ATTENTION** : Human Resource Manager
NOTE : People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 09 November 2018

POST 43/82 : **HUMAN RESOURCES CLERK REF NO: HRC/KPTH/16/10/18 (X2 POSTS)**
Directorate: Human Resources Unit

SALARY : R163 563 – R192 666 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Minimum of Grade 12/ Matric Certificate. Degree / Diploma and 18-months Human Resource experience will be an advantage. Recommendations: Good communication skills (written and verbal). Excellent administrative skills (planning, organizing and coordinating). Sound knowledge of Persal, computer literacy (MS Word and MS Excel) and ability to compile and implement databases will be an advantage.

DUTIES : Provide Human Resource functions, which include but is not limited to appointments, terminations and service conditions. Manage service benefits. Collecting data for delegations (statistics) reports and compiling of databases. Maintaining records.

ENQUIRIES : Ms. Z.A. Mdluli Tel No: (012) 318-6686
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 09 November 2018

POST 43/83 : **HUMAN RESOURCES CLERK REF NO: HRCR/KPTH/17/10/18**
Directorate: Recruitment and Select Unit

SALARY : R163 563 – R192 666 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 / Matric Certificate. 2 or more years' experience in recruitment processes and / or National Diploma in Human Resource Management in recruitment process will be an added advantage. Computer Literacy with extensive knowledge of Microsoft programmes (word and excel). Knowledge of legislative frameworks i.e. Employment Equity Act; Skills Development Act; Basic Conditions of Employment Act; Public Service Act and Public Regulations as amended. Planning and organizing skills; Communication skills; ability to work under pressure.

DUTIES : Implement Recruitment and Selection policies and procedures. Maintain confidentiality. Posting of adverts; collections of applications on daily basis at the main entrance. Monitoring, approve and printing of online applications. Sorting and counting of application forms. Compile and capturing of application forms on Microsoft excel. Attend to shortlisting's and interviews and take minutes. Assist with compiling of submissions; Type regret letters; Assist with verification checks i.e. reference check (previous employment); criminal record check; financial status and citizenship check. Maintain record keeping. Able to work under pressure and meet deadlines. Accept responsibilities given by supervisors from time to time and also report to the supervisor. Attend sectional meeting.

ENQUIRIES : Ms. Z.A. Mdluli Tel No: (012) 318-6686
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form

accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

- CLOSING DATE** : 09 November 2018
- POST 43/84** : **MATERIAL RECORDING CLERK REF NO: MATREC/JDH/008/10/18**
Directorate: Supply Chain
- SALARY CENTRE REQUIREMENTS** : R163 563 per annum (plus benefits)
: Jubilee District Hospital
: Grade 12 Certificate. Minimum of 1-year experience in Supply Chain Management or Diploma /Degree in Supply chain management or logistics with minimum of 6 months experience will be added advantage. Must be knowledgeable on SAP, SRM and SAP R3. good interpersonal relations and computer literate. good understanding of Supply Chain Policy, PAS 1, PAS 2, PFMA, Treasury regulations, BBBEE. PPPFA, Inventory management and contract management policy.
- DUTIES** : Requesting of RFQ'S from suppliers or service providers, ensure that specification are clear and explicit. Obtaining SBD forms, Tax clearance certification, BBBEE certificates, Adjudication of quotations and compilation of comparison schedule. Prepare documents for budget allocations. Timorous creation of requisitions on SRM system. Expedite creation of purchase orders from HPC. Must be able to accept responsibility and complete work with acceptable pressure. Excellent time management, organisational skills, self-motivated and goal driven. Ability to effectively communicate to technical and non-technical personnel in the organization Comply with the performance management and development system (contracting, quarterly reviews, and final assessment).
- ENQUIRIES APPLICATIONS** : Mr. Dladla J.T Tel No: (012)717 9487
: Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital
- NOTE** : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.
- CLOSING DATE** : 09 November 2018
- POST 43/85** : **NURSING ASSISTANT GRADE 1 REF NO: EHD2018/10/08 (X2 POSTS)**
Directorate: PHC
- SALARY CENTRE REQUIREMENTS** : R124 788 – R140 454 per annum (plus benefits)
: Ekurhuleni Health District
: Qualifications that allows registration with SANC ass Nursing Assistant. Current registration with SANC as a Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Grade 1: Less than ten (10) years appropriate experience after registration as a Nursing Assistant with the SANC.
- DUTIES** : Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self – development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service.
- ENQUIRIES** : Ms E. Mashigo Tel No: (011) 876 1815

APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION NOTE : Human Resource Manager
People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 09 November 2018

POST 43/86 : **PHARMACIST ASSISTANT (BASIC) GRADE 1 REF NO: EHD2018/10/06**
Directorate: Pharmacy

SALARY : R115 818 - R122 928 per annum (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Basic). Registration with the South African Pharmacy Council (SAPC) as a Basic Pharmacist Assistant. Proof of payment for current annual fees.

DUTIES : Receive and record all stock from suppliers. Filling of stock cards and maintain electronic stock programmes. Conduct Cyclic stock counts. Reconcile parcels for distribution. Participate in bi-annual stock take. Prepacking of bulk items into patient ready packs. Work under direct supervision of a Pharmacist. Storage and distribution of pharmaceuticals. Other duties with the scope of practice.

ENQUIRIES : Ms T. Burisch Tel No: (011) 878 - 8550
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION NOTE : Human Resource Manager
People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 09 November 2018

POST 43/87 : **CLEANERS REF NO: CLEN/KPTH/18/10/18**
Directorate: Cleaning Department

SALARY : R96 549 – R113 730 per annum (Level 02) (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 10 and above. Minimum of 1-year proven experience and more in a formal clinical cleaning environment. EPWP with the most recent hospital/clinical cleaning experience will be an advantage. Service certificate must be attached as proof of employment from the company stated on the CV (EPWP contract or motivation from the immediate supervisor where EPWP personnel is allocated, stamped and signed attached as proof of being in the programme).

DUTIES : Cleaning services of a routine nature utilizing a variety of heavy duty cleaning equipments, cleaning of clinical and non-clinical areas in the hospital. terminal cleaning of infectious areas. Strip and seal vinyl floors, scrubbing tiled floors, vacuum of carpet floors. Cleaning windows, walls, door frames and handles. Cleaning of bathrooms and toilets. Emptying, cleaning of general waste bin in designated areas. Perform any other cleaning activities as directed by team leader or supervisor. Cope with physical demands of the work individually or in a team. Be prepared to be rotated to different areas in the hospital, shift work including night duty, public holidays and weekend.

ENQUIRIES : Ms. A.T. Mathonsi Tel No: (012) 318-6634
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a

foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

- CLOSING DATE** : 09 November 2018
- POST 43/88** : **LAUNDRY AID REF NO: LAUD/JDH/003/10/18**
Directorate: Admin and Logistics
- SALARY** : R96 549 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 9 or Abet level 4 with one (1) year hospital laundry experience, sewing experience, good communication skills. Be able to count and read, have physical strength demands. Understand government policies. A driver's license will be an added advantage. Willing to work on weekends and holidays. Be able to rotate within laundry department.
- DUTIES** : Assist in the daily functions of laundry including collection and delivery of linen. Sort, count, and record soiled and clean linen. Dispatch clean linen to the wards and other departments. Mend linen. Loading and offloading of linen from delivery truck, informing supervisor of any problems that are encountered. clean working area on daily basis. Lifting of heavy linen bags and pushing of linen trolleys. Willing to undergo continuous training and development program. Execute all legal instructions by the supervisors or management. Comply with the performance management and development system (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Mrs Makuwa M.M Tel No: (012)717 9341
APPLICATIONS : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital
- NOTE** : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.
- CLOSING DATE** : 09 November 2018
- POST 43/89** : **CLEANER REF NO: CLEN/JDH/004/10/18 (X3 POSTS)**
Directorate: Infection Control Unit
- SALARY** : R96 549 Per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Abet Level 4/Grade 9, Previous Experience in Cleaning of Health Facilities, Ability to Work Shifts/Day and Night.
- DUTIES** : Cleaning and Scrubbing of Floors and Walls, Damp Dusting All Equipment and Furniture in Units. Care of Soiled Linen (Sluicing). Emptying of Bins, Washing of Windows, And Glass Doors. Cleaning and Disinfection of Critical Areas, i.e Toilets, Sluice Room and Corridors. Receiving and Packing of Linen. Care of and Storage of Cleaning Equipment and Material. Any Other Duties as Per Delegation of the Supervisor. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment).
- ENQUIRIES** : Ms Mokgabudi JJ Tel No: (012)717 9377
APPLICATIONS : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital
- NOTE** : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.
- CLOSING DATE** : 09 November 2018

- POST 43/90** : **CLEANER REF NO: CLEAN/HEDH/ 1 OF 2018 (X5 POSTS)**
 Department: Support
 This is re advertisement Candidates that previously applied need to re-apply.
- SALARY** : R96 549 per annum (plus benefits)
CENTRE : Heidelberg Hospital
REQUIREMENTS : ABET Level 4 (Adult Education and Training) equivalent to Grade 8 – 9 or NQF level 1. Flexibility regarding shifts and Compulsory shift work. Knowledge of operating various machines/equipment.
- DUTIES** : Provision of cleaning services (cleaning of wards, offices, corridors and boardrooms, dusting and waxing of furniture, sweeping, scrubbing and waxing of floors, vacuuming and shampooing of floors, cleaning walls, windows and doors, emptying and cleaning dustbins, collect and removing of waste papers, freshen office areas). Cleaning of kitchens (cleaning of basins, wash and keep stock of stock, arrange refreshments for meetings and filling of water bottles). Cleaning of restrooms (refilling of hand wash liquid soap, replace toilet paper and hand paper, empty waste bins and refresh toilets and clean toilets. Keep and maintain cleaning materials and equipment (report broken cleaning Machines and equipment, cleaning of machines and equipment after use and request cleaning materials). Adhere to six quality priorities. Good communication skills (verbal and written).
- ENQUIRIES** : Mr. L.G. Mosala Tel No: (016) 341 1288
APPLICATIONS : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.
- NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 3 months) to be attached. Please note that the successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.
- CLOSING DATE** : 09 November 2018
- POST 43/91** : **PORTER REF NO: PORT/JDH/005/10/18 (X2 POSTS)**
 Directorate: Support Services
- SALARY** : R96 549 per annum (plus benefits)
CENTRE : Jubilee District 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 stretchers and wheelchairs. Reporting of damaged or broken equipment to the supervisor.
- ENQUIRIES** : Ms Makuwa MM Tel No: 012 717 9378/ 40
APPLICATIONS : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital
- 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 applicants will undergo a medical screening test. The institution reserves the right not to fill the post.
- CLOSING DATE** : 09 November 2018