

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

POST 49/116 : **HEAD OF CLINICAL UNIT (DENTAL) GRADE 1 REF NO: HCU/MOHC/01/11/18**
Directorate: Prosthodontics

SALARY : R1 643 352 per annum (all-inclusive remuneration)
CENTRE : Medunsa Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Prosthodontics. Registration with the HPCSA as a Dental Specialist in Prosthodontics. A minimum of three years appropriate experience as a Prosthodontic Specialist after registration with the HPCSA or similarly recognized statutory registration authority, with preference given to those with more years of clinical experience that includes academic management and postgraduate dental education and research supervision must have appropriate clinical skills with special focus on Maxillofacial Prosthodontics; Implantology; contemporary Prosthodontics, amongst others. Appropriate experience in supervision and training of staff and students at both under and postgraduate levels. Previous experience utilizing educational and simulation technology is expected. Proven ability to conduct and supervise research activities. Published research record. Good communication as well as analytical and problem-solving skills. Interventional management skills. Ability to work under pressure. The successful candidate will be required to sign a performance agreement.

DUTIES : Will be responsible to coordinate courses in the undergraduate and postgraduate sections for the Prosthodontic module as directed by HoD. Participate in patient care. Implementation, monitoring and evaluation of academic dental services on the SMU / MOHC Teaching platform. Quality Assurance of clinical governance and teaching, learning and associated assessment. Supervision and administrative role with regards to teaching, training, assessment and education of under and postgraduate students. Active participation in Prosthodontic research and supervising on-going research. Contribute to and participate in training of other healthcare workers where requested to do so. Promote and stimulate continuing professional development in the Department of Prosthodontics and among practicing oral health professionals in South Africa. Participate in any other duties as may be determined by the supervisor. Deputise for the HoD as when required.

ENQUIRIES : Dr PD Moipolai Tel No: (012) 521 4817/3349
APPLICATIONS : Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001

FOR ATTENTION : Ms EM Shibambo
NOTE : Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the HPCSA.

CLOSING DATE : 21 December 2018

POST 49/117 : **DENTAL SPECIALIST**
Directorate: Prosthodontics

SALARY : Grade1: R1 051 368 per annum (all-inclusive remuneration) Ref No: DENSPEC/02/11/18
 Grade 2: R1 202 112 per annum (all-inclusive remuneration) Ref No: DENSPEC/03/11/18
 Grade 3: R1 395 105 per annum (all-inclusive remuneration) Ref No: DENSPEC/04/11/18

CENTRE : Medunsa Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Prosthodontics.

Registration with the HPCSA as a Dental Specialist in Prosthodontics. Appropriate experience as a Prosthodontic Specialist after registration with the HPCSA as a Dental Specialist in Prosthodontics. Keen/Proven ability to conduct and potential to supervise research activities. Adequate administrative skills. Good communication as well as analytical and problem-solving skills. Appropriate experience in supervision and training of staff and students at under- and postgraduate levels. Computer literacy. Positive and supportive attitude towards embracing diversity.

DUTIES : Implementation, monitoring and evaluation of academic dental services of the Oral Health Teaching platform. Quality Assurance of clinical governance and teaching and learning. Operational, educational and clinical research. Supervisory and administrative role with regards to teaching and training of post- and undergraduate students. Compliance with audit and asset management requirements in the University and Oral Health Services. Render general and specialist Prosthodontic dental services at MOHC and SMU Oral Health Teaching platform. Participate in any other activities as directed by the Head of department. The successful candidate will be required to perform overtime.

ENQUIRIES : Dr PD Moipolai Tel No: (012) 5214817/ 3349
APPLICATIONS : Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001

FOR ATTENTION : Ms EM Shibambo
NOTE : Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the HPCSA.

CLOSING DATE : 21 December 2018

POST 49/118 : **MEDICAL SPECIALIST GRADE 1**
 Directorate: Anaesthesiology

SALARY : R1 051 368 per annum (All-inclusive package)
CENTRE : Rahima Moosa Mother and Child Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. No experience required after registration with the HPCSA as Medical Specialist in a normal specialty.

DUTIES : Ensure effective and efficient anaesthesiology service delivery. Co-ordinate and supervise clinical care and treatment. Interact with Nursing and Admin departments in order to ensure effective running of operating theatres. Provide guidance on academic development of Registrars and Medical Officers. Assess and develop junior staff. Uphold the teaching, research and service values of the University of the Witwatersrand Department of Anaesthesiology. Provide administrative support to the head of the unit.

ENQUIRIES : Dr. T. Kleyenstuber Tel No: (011) 470-9303
APPLICATIONS : Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor. Correspondence will be limited to shortlisted candidates.

NOTE : Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached.

CLOSING DATE : 21 December 2018

POST 49/119 : **MEDICAL SPECIALIST GRADE 1**
 Directorate: Anaesthesiology

SALARY : R1 051 368 per annum (All-inclusive package)
CENTRE : Rahima Moosa Mother and Child Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. No experience required after registration with the HPCSA as Medical Specialist in a normal specialty.

DUTIES : Ensure effective and efficient anesthesiology service delivery. Co-ordinate and supervise clinical care and treatment. Interact with Nursing and Admin departments in order to ensure effective running of operating theatres. Provide guidance on academic development of Registrars and Medical Officers. Assess and develop junior staff. Uphold the teaching, research and service values of the University of the Witwatersrand Department of Anesthesiology. Provide administrative support to the head of the unit.

ENQUIRIES : Dr. T. Kleyenstuber Tel No: (011) 470-9303

APPLICATIONS : Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor. Correspondence will be limited to shortlisted candidates.

NOTE : Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached.

CLOSING DATE : 21 December 2018

POST 49/120 : **REGISTRAR DENTAL REF NO: REGDENT/MOHC/05/11/18 (X2 POSTS)**
Directorate: Periodontology and Oral Medicine

SALARY : R780 612 per annum (all inclusive)

CENTRE : Medunsa Oral Health Centre

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a dentist in the category Independent Practice. Minimum 2 years' experience and having completed Community Service. Computer skills. Post graduate course in Anatomy, physiology and Pathology. Research experience will be an added advantage.

DUTIES : Register for a four (4) year MDent degree in periodontology and Oral Medicine with the Sefako Makgatho Health Sciences University. Be employed by the Gauteng Department of Health. Be expected to perform clinical training at the MOHC and any other sites accredited by the SOHS. Be responsible for teaching, service delivery and research. Take part in commuted overtime duties as directed by the SOHS. Participate in any other activities as directed by the Head of Department.

ENQUIRIES : Prof Feller Tel No: (012) 521 4835

APPLICATIONS : Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001

FOR ATTENTION : Ms EM Shibambo

NOTE : Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the HPCSA.

CLOSING DATE : 21 December 2018

POST 49/121 : **MEDICAL OFFICER REF NO: MED 14/2018 (X6 POSTS)**
Directorate: Medical

SALARY : R780 612 per annum (all inclusive package)
Grade 2: R892 551 per annum (all-inclusive package)
Grade 3: R1 035 831 per annum (all inclusive package)

CENTRE : Kopanong Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. One must be registered and have proof of the current registration with the HPCSA. Grade 1: No experience. Grade 2: A minimum of 5 years appropriate experience as Medical Officer with the HPCSA is required. Grade 3: A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA is required.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Supervise junior doctors (interns and community service doctors). Attend relevant administrative meetings like mortality, near miss and completing MEDICO legal documents timeously (e.g. death certificates). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Participate in multidisciplinary team to the management of patients.

Ensure that administration and record keeping is done in the department. Be willing to participate in commuted overtime and after-hour duties to provide continuous uninterrupted care of patients.

ENQUIRIES : DR P Mabena Tel No: (016) 428 7160

APPLICATIONS : must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

CLOSING DATE : 21 December 2018

POST 49/122 : **ASSISTANT MANAGER – SPECIALTY – HAST PROGRAM REF NO: 17/2018**
Directorate: Nursing

SALARY : R697 011 – R821 052 per annum (plus benefits)

CENTRE : Kopanong Hospital

REQUIREMENTS : A Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife plus a qualification in Clinical Nursing Science, Health assessment, Treatment and care. A minimum of ten years appropriate experience as a nurse after registration with SANC and six years as a Clinical Nurse. Three years of the period referred above must be appropriate / recognizable experience in management level. Able to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. A strategist who is client focused. Skills: good communication skill, leadership, problem solving, report writing and information management.

DUTIES : Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop and maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Demonstrate knowledge and understanding on National Core Standards and in reporting and monitoring of indicators. Candidate must have an in-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice 2012/13 – 2016/17.

ENQUIRIES : MS M.E. Polo Tel No: (016) 428 7130

APPLICATIONS : must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

CLOSING DATE : 21 December 2018

POST 49/123 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DDHRM/TMRH/02/11/18**
Directorate: Human Resource Management
This is a re-advertisement- All people who applied before are encouraged to re-apply again

SALARY : R697 011 – R821 052 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual's needs)

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : An appropriate 3-year bachelor's degree/National diploma in Human Resources Management/ Development or Public Management, with at least 10 years' relevant experience in the Human Resource field of which at least 5 years must be at Assistant Director/Middle Management level. A relevant post graduate qualification will be an added advantage. The applicants must have proven

managerial/supervisory experience in Human Resource Management. A demonstrated ability to provide leadership in HR practices and Administration. The ability to develop, monitor and evaluate HR policies and procedures. The ability to interpret and analyse HR data and extensive computer literacy (MS office). Experience in developing reports and presenting them to management. Demonstrate experience in managing PERSAL and drawing reports. Ability to manage staff, work independently, adhere to strict deadlines. Job knowledge: knowledge of PERSAL system. Knowledge of the Public Service Act, the Public Service Regulations, Labour Relations Act, Employment Equity Act, Skills Development Act, Basic Condition of Employment Act, Public Finance Management Act and other HR legislation and prescripts (including PSCBC and other relevant bargaining council resolutions). Competencies Required: strategic capability and leadership, people management and Empowerment, Programme and Project Management, financial management, change management, Knowledge Management, Service Delivery innovation, Problem solving and analysis, Client Orientation and Customer focus and Communication.

DUTIES : Implement Human Resources policies and strategies and ensure the alignment of the organizational structure to the hospital strategic plan. Develop Standard Operating Procedures in areas of responsibility. Manage human resources information and knowledge. Monitor and evaluate the implementation of human resources strategies. Render efficient human resources administration services including the departmental performance management and development system (PMDS). Manage appointments, transfers, and terminations on the personnel and salary (PERSAL) system. Manage the compensation and conditions of services of staff members. Manage human resources personnel records. Coordinate the development of the institutional Human Resources plan in line with the allocated budget. Manage salary administration and remuneration. Monitor and evaluate the quality of information captured on PERSAL and other HRM database. Authorize manual and electronic transactions and verify source documents. Maintenance of post establishment on HRM database. Attend to Auditor-General (AG) findings, National Core Standards, HR risk management, and compile action plan reports.

ENQUIRIES : Dr. M.M. Malaka Tel No: (010) 345 0971 ext. 0006
APPLICATIONS : Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, First Floor HR Department (place your application on the recruitment cabinets) and sign in register book or post to Private Bag X01 Alrode 1451.

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

CLOSING DATE : 21 December 2018

POST 49/124 : **DEPUTY DIRECTOR: HUMAN RESOURCES REF NO: SEB/HR/01**
 Directorate: Human Resource

SALARY : R697 011 – R821 052 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual's needs)

CENTRE : Sebokeng Hospital

REQUIREMENTS : National Diploma / Degree in Human Resources, 10 years' experience in HR and at least 5 years' experience in Human Resources as an Assistant Director HR. Computer literacy (MS Word. MS Excel and PowerPoint). Knowledge of and experience in the Persal System. Knowledge of the Public Service Act, Finance Management Act and other legislative prescripts that govern Human Resource

Management. Knowledge of the Human Resource administration process. Ability to communicate well with people at different levels and from different backgrounds. Must be driven, customer – focused individual with excellent planning, organizing (verbal and written), good interpersonal relations and presentation skills. Ability to interact at strategic level and implement turn – around strategies. Proven project management skills. Supervisory, planning and organizing skills. Must be able to work under pressure.

DUTIES : Manage and render effective personnel administration, salary administration and leave administration. Manage all conditions of service practices. Give guidance, manage and monitor safekeeping and recordkeeping of personal information and ensure compliance with Human Resource legislative framework and prescripts. Manage and oversee the smooth running and functioning of the Conditions of Service Unit. Ensure that the units' monthly and quarterly reports are compiled and presented. Participate in management committees and meetings. Give advice on procedural policy matters to line managers and end users. Manage and supervise staff and activities within the department. Train and motivate staff. Administrate discipline and implement grievance procedures. Direct and manage performance to meet Batho Pele standards for customer in all areas within the hospital. Review performance of team players and attend to audit queries. Report on sectional activities and collate statistics for management analysis. Compile and update reports. Contribute to the departments' planning, budgeting and procurement processes as well as monitoring and evaluation. Comply with Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES : Mrs. M.A Madolo Tel No: 016 930 3300

APPLICATIONS : Applications should be sent by courier to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street, Sebokeng.

NOTE : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents the completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subject to medical assessment.

CLOSING DATE : 21 December 2018

POST 49/125 : **ASSISTANT MANAGER NURSING PN B-4 (SPECIALTY)**
Directorate: Nursing Services

SALARY : R581 826 per annum (Plus benefits)
CENTRE : Rahima Moosa Mother and Child Hospital
REQUIREMENTS : Diploma/degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC as a Professional Nurse. A post basic qualification in Paediatrics. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care.

- Computer skills in basic programmes. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operation, Team player, Supportive, Assertive.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor.
Matron R Luphai Tel No: (011) 470-9033
- NOTE** : Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached. Correspondence will be limited to shortlisted candidates.
- CLOSING DATE** : 21 December 2018
- POST 49/126** : **ASSISTANT MANAGER NURSING PN B-4 (SPECIALTY)**
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R581 826 per annum (Plus benefits)
: Rahima Moosa Mother and Child Hospital
: Diploma/degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC as a Professional Nurse. A post basic qualification in Pediatrics. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operation, Team player, Supportive, Assertive.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor.
Matron R Luphai Tel No: (011) 470-9033
- NOTE** : Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached. Correspondence will be limited to shortlisted candidates.
- CLOSING DATE** : 21 December 2018
- POST 49/127** : **OPERATIONAL MANAGER NURSING TRAUMA & EMERGENCY SPECIALTY (PN B3) REF NO: OPSMAN/TPTH/0100/11/18**
Directorate: Nursing
- SALARY CENTRE** : R532 449 per annum (plus benefits)
: Tembisa Provincial Tertiary Hospital

- REQUIREMENTS** : Basic R 425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum of 9 years. Appropriate / recognizable experience in nursing after the resignation as a Professional nurse with SANC in general nursing with at least 5 years of the period referred to above must be appropriate / recognizable experience in the specific Specialty after obtaining the 1-year post basic qualification in relevant specialty Trauma and emergency nursing science. A post basic nursing qualification, with a duration of At least, 1 year accredited with SANC in trauma and emergency nursing science.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other health Professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating Proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contracts, build and maintain a network of professional Relations in order to enhance service delivery and demonstrative basic computer literacy as a support tool to enhance service delivery. Be informed with labour act practices– manage and monitor proper utilization of human financial and physical Resources. Provision of effective support to nursing.
- ENQUIRIES** : Mr W.N Mothwane Tel No: (011) 923 – 2053
- APPLICATIONS** : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private bag X07, Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. NamaneOlifantsfontein 1665.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attach your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.
- CLOSING DATE** : 21 December 2018
- POST 49/128** : **OPERATIONAL MANAGER NURSING: (SPECIALTY UNIT) LABOUR WARD**
ADMISSION (PN – B3) REF NO: OPSMAN/0200/TPTH/11/18
Directorate: Nursing
- SALARY** : R532 449 per annum (plus benefits)
- CENTRE** : Tembisa Provincial Tertiary Hospital
- REQUIREMENTS** : Basic R 425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after the resignation as a Professional nurse with SANC in general nursing with at least 5 years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining the 1-year post basic qualification in relevant specialty in Advanced midwifery. A post basic nursing qualification, with a duration of At least, 1 year accredited with SANC in Advanced midwifery. Financial management Skills, human resource management skills, leadership and organizational skills, decision making and problem-solving skills and sound knowledge of public service policies and code of conduct. Computer literacy and rivers licence will be added as an advantage. Recognizable experience after obtaining the 1-year post- basic qualification in the relevant specialty, appropriate/recognizable experience at management level.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other health Professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and

- facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contracts, build and maintain a network of professional Relation in order to enhance service delivery and demonstrative basic computer Literacy as a support tool to enhance service delivery. Be informed with labour act Practises– manage and monitor proper utilization of human financial and physical Resources. Provision of effective support to nursing.
- ENQUIRIES APPLICATIONS** : Mr W.N Mothwane Tel No: (011) 923 – 2053
- Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private bag X07, Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. NamaneOlifantsfontein 1665.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attach your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.
- CLOSING DATE** : 21 December 2018
- POST 49/129** : **ASSISTANT MANAGER (GENERAL) REF NO: SEB/NURSE/01**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R532 499 per annum (plus benefits)
Sebokeng Hospital
Basic R425 qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional nurse, with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. (Less one year from experience for candidates appointed from outside the Public Service after complying with registration requirements). Competency/Skills: Supervisory, problem solving; conflict resolution and interpersonal skills. Good leadership and communication skills Computer literacy. Knowledge of nursing legislation and related legal and ethical nursing practices and framework. Labour relations legislation and relevant Public-Sector policies and protocols. Human resources and financial management Knowledge of nursing legislation and relevant legal and ethical; nursing practices and framework. Labour relation and relevant public-sector policies. Ability to plan, organize, lead and co-ordinate quality health services in the unit. Demonstrate basic understanding of Human Resources, disciplinary procedures as well as financial management policies, guidelines and practices.
- DUTIES** : Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standard procedures and regulations related to nursing care. Provide effective support and management of human, material and financial resources. Manage staff performance, training and personal development of self and sub-ordinates including management of under-performance and grievance. Collect, provide and use relevant information/Statistics for the enhancement of service delivery. Execute after hours and week-end duties as scheduled. Prepared to do shifts.
- ENQUIRIES APPLICATIONS** : Mr. SJK Sejeng Tel No: (016) 930 3302
- Applications should be sent by courier to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street, Sebokeng.
- NOTE** : Applications must be submitted on form Z83 obtainable form any Public Service Department or on the internet at www.dpsa.gov.za/documents the completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been

contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subject to medical assessment.

- CLOSING DATE** : 21 December 2018
- POST 49/130** : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT) PNB3 (PAEDS ICU)**
REF NO: PSMAN/TPTH/0300/11/18
Directorate: Nursing
- SALARY** : R532 449 per annum
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma / Degree in nursing) or equivalent that allows registration with SANC as a Professional Nurse, Plus a Post – Basic Nursing Qualification (Child Nursing Science Specialty) with duration of at least 1 year, Accredited with SANC in one of the specialties referred to in the glossary terms, A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing, At least 5 years of the period referred to above must be appropriate / recognizable experience and the 1 year post basic (Child Nursing Science) qualification in Paeds.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care through Adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the hospital. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter professional, inter- sectoral and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guideline, practice, standard and procedures. Manage and Monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing service. Maintain professional growth / ethical standard and self-development. Be informed with Labour Act Practices.
- ENQUIRIES** : Mr W.N Mothwane Tel No: (011) 923 – 2053
APPLICATIONS : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private bag X07, Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. Namane Olifantsfontein 1665.
- CLOSING DATE** : 21 December 2018
- POST 49/131** : **OPERATIONAL MANAGER (GENERAL NURSING) REF NO: SEB/OM/02 (X2 POSTS)**
Directorate: Nursing
- SALARY** : R420 318 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Basic R425 qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 7 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (Knowledge/Skills): Principles of management: Supervisory, problem solving, conflict resolution and interpersonal skills; Leadership, communication skills and computer literacy. Knowledge of nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant Public-Sector policies and protocols. Human resources and financial management. Knowledge of UPFS billing forms, NCS, HIS performance indicators related to Renal.
- DUTIES** : Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standard procedures and regulations pertaining to nursing care. Provide effective support and management of human, material and financial resources. Manage staff performance, training and personal development of self

and sub-ordinates including management of under-performance and grievance. Collect, provide and use relevant information/Statistics for the enhancement of service delivery. Execute after hours and week-end duties. Deputize for Assistant Manager Nursing.

- ENQUIRIES APPLICATIONS** : Mr SJK Sejeng Tel No: (016) 930 3302
- NOTE** : Applications should be sent by courier to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street, Sebokeng.
- NOTE** : Applications on form Z 83; CV; certified copies of ID; qualifications and registration certificates of relevant council (SANC) proof of current registration and relevant service certificates. Service certificates should have the company name; job title; specialty area; locum or permanent position; (if locum state how many hours per week) start and end date (yymmdd) name of contact person(s) and contact details and company/institution date stamp with signature. People with disabilities are encouraged to apply. Successful candidates will be subject to medical assessment.
- CLOSING DATE** : 21 December 2018
- POST 49/132** : **CHIEF PHYSIOTHERAPIST REF NO: SEB/PHYS/01**
Directorate: Physio Department
- SALARY CENTRE REQUIREMENTS** : R440 982 per annum (All-inclusive package)
: Sebokeng Hospital
: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Current proof of registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist must be attached. A minimum of 3 years appropriate experience as a Physiotherapist after registration with the HPCSA as a Physiotherapist. Appropriate, extensive clinical experience as a Physiotherapist in a regional hospital setting with appropriate experience in Pediatric, Orthopedic, Spinal, OPD, Cardiopulmonary and Intensive Care. Appropriate managerial experience. Knowledge of applicable health legislation, relevant Acts and Public Service Policies and Procedures. Good problem solving, conflict resolution, interpersonal, communication, leadership, administrative and organizational skills.
- DUTIES** : Conceptualize, promote, manage and develop Physiotherapy services in the hospital. Assist in the management, policy formation, strategic planning process of unit and Physiotherapy Department, and deputize for the head of Department as required. Supervise and develop personnel in the team, including mentoring physiotherapist at a more junior level and undertaking quarterly evaluations for staff. Manage physical and human resources in the unit and co-ordinate all administrative activities regarding the patients in the unit. Supervise, train and co-ordinate student placements; undertake and participate in appropriate research and investigations in area of work. See Physiotherapy patients and attend management meetings and report back to staff appropriately.
- ENQUIRIES APPLICATIONS** : Mrs.Madolo MA Tel No: (016 930 3300)
- NOTE** : Applications should be sent by courier to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street, Sebokeng.
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents the completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subject to medical assessment.
- CLOSING DATE** : 21 December 2018

- POST 49/133** : **OPERATIONAL MANAGER (GENERAL STREAM) REF NO: TDH03/2018 (X2 POSTS)**
 Directorate: Nursing
- SALARY** : R420 318 – R473 067
CENTRE : Tshwane District Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with South African Nursing Council as a professional nurse in terms of government notice R425 qualification (i.e. degree/ diploma in Nursing Science, General, Midwifery, Community Nursing Science and Psychiatric). A minimum of 7 years appropriate/ recognizable experience in Nursing after registration as a professional Nurse with SANC in General Nursing. Diploma/ degree in Nursing Management will be an added advantage. Proof of current registration with SANC. Experience in patient care, computer literate (MS Excel, MS word and MS PowerPoint), driver's licence will be an added advantage. Strong leadership, good communication and sound interpersonal skills are necessary. Ability work under pressure.
- DUTIES** : supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordination of required nursing care which id compliance with standards set by the service and professional framework. Participate in management and utilize physical, financial and human resource to fulfil operational and developmental function in accordance with legislation and policies. Ensure that participate in research related activities are evident in the practice. Maintain constructive working relationship with nursing and other stakeholders. Participate in CPD implementation and training. Maintain professional growth / ethical standards and development of self and staff members in the unit. Be in charge of the hospital in the absence of the senior managers (After hours and Weekends).
- ENQUIRIES** : Mrs Motlhaga DS Tel No: 012-354 7600
APPLICATIONS : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag X179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.
- CLOSING DATE** : 21 December 2018
- POST 49/134** : **PROFESSIONAL NURSE (SPECIALTY NURSING) TRAUMA; CRITICAL CARE REF NO: SEB/PN/02 (X2 POSTS)**
 Directorate: Nursing
- SALARY** : R362 559 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with duration of at least one year, accredited with SANC in Trauma and Emergency Critical Care. A minimum of four years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with SANC – as Professional Nurse and Midwife. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
- DUTIES** : Provision of quality clinical nursing care in area of specialty within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.
- ENQUIRIES** : Mr. SJK Sejeng Tel No: (016) 930 3302
APPLICATIONS : Applications should be sent by courier to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street, Sebokeng.
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents the completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been

contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subject to medical assessment.

CLOSING DATE : 21 December 2018

POST 49/135 : **PROFESSIONAL NURSE: PHC (SPECIALTY NURSING) GRADE 1 REF NO: SEB/HAST/PHC/01**
Directorate: HAST Programme

SALARY : R362 559 - R420 318
CENTRE : Sebokeng Hospital
REQUIREMENTS : Grade 12 Certificate. Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No. R48 in the relevant Specialty (Primary Health Care) Minimum experience of 1 – 2 years working in a PHC Clinic. Possession of NIMART certification will be an advantage.

ENQUIRIES : Mrs. M.C. Zwane Tel No: 016 930 3353
APPLICATIONS : Applications should be sent by courier to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street, Sebokeng.

NOTE : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents the completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed). Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subject to medical assessment.

CLOSING DATE : 21 December 2018

POST 49/136 : **MONITORING AND EVALUATION AUDITOR REF NO: MONEVA/TPTH/0400/11/18**

SALARY : R356 289 per annum (plus benefits)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Minimum of Grade12 with a National Diploma/Degree in any of the following; monitoring and Evaluation/auditing/Risk Management/Quality Assurance or information (Statistics) A minimum of 3 years relevant experience working in Monitoring and Evaluation or Health Information Management (DHIS) will be an added advantage. Exposure to auditing service and reporting, including data /information gathering, processing and data analysis is a must. Competencies: Strong interpersonal and communication skills with good knowledge in computer packages (Ms Word, Excel, MS PowerPoint and Access) and Batho-Pele Principles. Proficiency in English and other official languages.

DUTIES : Administration of audit process in the M&E unit within the hospital environment. Ensuring that the audits are conducted as planned and as merited by urgency of the situation as per the mandate of the supervisor. Write reports of the outcome of the audit taken. Work with departments and unit to correct discrepancies emanating from audits conducted. Ensure the gathering and collection of quality data for compilation of M & E auditing reports. Regular follow-up on non-submission of M & E and Information data. Manage own work and identify own developmental needs. Perform duties and functions assigned or delegated M & E manager and senior management. Collate and coordinate Daily Weekly Operating Reports (DWORs) to inform clinical intervention and planning. Update all the DWOR information within the Hospital and ensure that all challenges encountered are escalated accordingly. Communicate with the staff in the directorate assigned to you and insure the delivery of the Hospital strategy and operational plan. Perform regular follow-ups to directorates for gathering evidence of performance.

		Ensure a pleasant working environment through maintaining positive attitude at all times. Execute the implementation of the unit's operational plan. Provide monthly M&E report including ad-hoc reporting.
<u>ENQUIRIES</u>	:	Dr. E. Sampier Tel No: 011 923 2311/2053/ 2060
<u>APPLICATIONS</u>	:	Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private bag X07, Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. NamaneOlifantsfontein 1665.
<u>NOTE</u>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attach your CV, certified copies of your Identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.
<u>CLOSING DATE</u>	:	21 December 2018
<u>POST 49/137</u>	:	<u>MIDDLE MANAGER: SUPPLY CHAIN (ASSISTANT DIRECTOR) REF NO: ASDSCM/CMJAH/0001/11/18</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R356 289 per annum (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	A relevant three-year Bachelor's degree/National Diploma qualification with experience between 5 and 10 years in Supply Chain Management, of which three years must be at supervisory level. Knowledge of the public-sector procurement processes, rules and regulations with emphasis on GDH: SCM policy as well as SCM delegations. Understanding of PFMA, Treasury Regulations, preferential policy framework Act and other Supply Chain Management related prescripts. Good presentation and communication skills. Interpersonal relations, time management, office management and administration skills. Knowledge of the SAP / SRM and transversal systems will be added advantage. Good computer literacy in Microsoft Office suite, Excel, PowerPoint including accounting system. Ability to work under pressure and deliver to tight deadlines. A valid driver's license will be added advantage.
<u>DUTIES</u>	:	Coordinate (synergise) demand planning, Acquisition and logistics processes. Coordinate the review and sourcing of quotations from database according to the threshold values determined by the National Treasury and other applicable prescripts. Ensure compliance, coordinate and quality control all required administrative reports. Supervise employees to ensure an effective demand planning and acquisition management service and undertake all administrative functions required regarding financial and HR administration.
<u>ENQUIRIES</u>	:	Mr S. Mokgoko Tel No: 011 488 4847
<u>APPLICATIONS</u>	:	Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.
<u>CLOSING DATE</u>	:	21 December 2018
<u>POST 49/138</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1</u> Directorate: Occupational Therapy
<u>SALARY</u>	:	R300 828 per annum (Plus benefits)
<u>CENTRE</u>	:	Rahima Moosa Mother and Child Hospital
<u>REQUIREMENTS</u>	:	Four (4-year degree in Occupational Therapy and current registration with HPCSA. Proof of current registration with HPCSA. Must have completed Community Service. Ability to work in a multi-disciplinary team environment. Able to handle

large caseloads. Ability to work under pressure and independently. Render specialized Occupational Therapy services in a Mother and Child Hospital.

DUTIES : Assessment and treatment of In and Out patients. Manage effective record keeping (Including patient records). Manage own continuous professional development. Assist with the running of clinics. Plan and conduct group therapy. Supervise university students and oversee job shadowing and compile statistics. Attend weekly multi-disciplinary meetings and ward rounds. Making pediatric and adult splints when necessary. Contribute to budget planning and cost saving measures. Oversee Repair and maintenance of equipment. Promote and market the Occupational Therapy services. Participate in the Professional Development Management System (PMDS). Represent the Department at the Occupational Therapy forum and or Rehabilitation Forum as per delegation. Participate in fundraising activities. Participate in Allied Quality Assurance Audits and National Core Standard Assessments. Perform all administrative functions required of the job.

ENQUIRIES : Mrs. S. Mbandlwa. Tel No: (011) 470-9074/ 9075

APPLICATIONS : Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor.

NOTE : Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached. Correspondence will be limited to shortlisted candidates.

CLOSING DATE : 21 December 2018

POST 49/139 : **DIAGNOSTIC RADIOGRAPHER GRADE 1**
Directorate: Radiography

SALARY : R300 828 per annum (Plus benefits)

CENTRE : Rahima Moosa Mother and Child Hospital

REQUIREMENTS : National Radiographic Diploma / Degree. Registration with HPCSA as Diagnostic Radiographer. Proof of current registration with HPCSA. Must have completed Community Service as a Diagnostic Radiographer. In respect to foreign radiographers, one-year relevant experience after registration with HPCSA must be completed.

DUTIES : Must be able to produce X-ray images according to prescribed protocols, radiation control measures and medico-legal requirements. Must be willing and able to work weekends, night duty and standby as required. Must be able to work independently, without supervision. Must be able to cover a 24 hours duty roster. Must have good interpersonal and communication skills. Thorough knowledge of radiation protection, quality assurance and equipment. Must have knowledge of Supply, Provision and maintenance. Participation in Continuous Professional Development of self as well as subordinates.

APPLICATIONS : Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor.

NOTE : Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached. Correspondence will be limited to shortlisted candidates.

CLOSING DATE : 21 December 2018

POST 49/140 : **DIAGNOSTIC RADIOGRAPHER**
Directorate: Radiology

SALARY : R300 828 - R342 357 per annum (plus benefits)

CENTRE : Sebokeng Hospital

REQUIREMENTS : National Diploma or Degree in Diagnostic Radiographer, Registered with the HPCSA as a Diagnostic Radiographer. Basic Computer skills will be an added advantage. Knowledge of Labour Relations Legislation. Knowledge of Quality Control and Radiation. Control Legislations and Quality Assurance. Experience of A minimum 1-3years' as a Qualified Radiographer. Proof of original as well as current registration with the HPCSA as an independent Radiographer. (Excluding community service) knowledge of public service legislation, policies and

- procedures. Good writing, communication, planning and organizational skills. Ability to work in multidisciplinary team.
- DUTIES** : Perform a diagnostic radiographer services which includes: General, Screening, CT scanner, Mobiles and Theater work. Deliver Radiology images of diagnostic quality. Perform duties as a general Radiographer during the week, weekends, public holidays as well as night duties (after hour shifts) Will be responsible for operation diagnostic Radiography Equipment to ensure Diagnostic imaging of the highest standard and maintain highest quality and patient care. Must be focused, good interpersonal skills with patients, colleagues, referring physicians and radiologists. Compliance with Continuing Professions Development (CPD) programs as required HPCSA.
- ENQUIRIES** : Mrs. A. Arie Tel No: (016) 930 3039/6
- APPLICATIONS** : Applications should be sent by courier to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street, Sebokeng.
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents the completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed). Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subject to medical assessment.
- CLOSING DATE** : 21 December 2018
- POST 49/141** : **DIETICIAN GRADE 1**
Directorate: Dietetics
- SALARY** : R300 828 per annum (Plus benefits)
- CENTRE** : Rahima Moosa Mother and Child Hospital
- REQUIREMENTS** : Grade 12 and a BSc degree in Dietetics and registration as an independent practitioner. Registration with HPCSA as a Dietician. Good written and verbal communication skills.
- DUTIES** : Implement anthropometric and other measurements of patients. Provide dietetic advice and plan nutritional care for individual or group of patients to meet specific nutritional requirements. Implementation of nutritional plans. Evaluate the effects of nutrition care intervention on patients and determine the efficiency of nutritional care plans and adapt if necessary. Provision of evidence-based nutrition education for patients to implement nutrition principles. Monitor patient compliance and give appropriate counselling. Improve professional competence by regular self-evaluation and application of current research information to optimize care. Attend scheduled ward rounds and meetings. Refer patients to appropriate level of care. Communication with relevant stakeholders. Implement quality assurance measures to improve patient care. Auditing of standards and implementation of corrective measures. Apply Batho Pele principles. Work in a multi-disciplinary team. Give training and advice to other occupational classes. Participate and facilitate continuous professional development. Provide in-service training to relevant stakeholders. Implement National and Provincial strategies and policies and assist with compiling and implementation of operational plans. Perform all administrative functions required of the job.
- ENQUIRIES** : Mrs. I. Delport Tel No: (011) 470-9241
- APPLICATIONS** : Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor.
- NOTE** : Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached. Correspondence will be limited to shortlisted candidates.
- CLOSING DATE** : 21 December 2018

<u>POST 49/142</u>	:	<u>SOCIAL WORKER</u> Directorate: Social Services
<u>SALARY</u>	:	Grade 1: R242 553 per annum (plus benefits) Ref No: 2018/01/01 Grade 2: R298 299 per annum (plus benefits) Ref No: 2018/01/02 Grade 3: R636 507 per annum (plus benefits) Ref No: 2018/01/03
<u>CENTRE REQUIREMENTS</u>	:	Cullinan Care and Rehabilitation Centre Registration with South African Council for Social Professional (SACSSP) as Social Worker. 0-2 years' experience. Tertiary qualification in Social Work. Valid driver's license. Experience in working in community-based Rehabilitation setting and have sound knowledge of Mental Health Care Act and other Social work-related legislation. Good communication, interpersonal, problem solving and organizational setting. Knowledge of relevant policies, protocols and guidelines. Must be proactive, innovative and independent. Team leader. Excellent time management. Self-motivated and goal orientated. analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.
<u>DUTIES</u>	:	Render Social Work services in the Centre that complies with the norms and standards as indicated by Health policies. Provide community based Social Work with the focus on health promotion, Complete monthly stats, reports and other administrative tasks for Social Work Services. Implement and contribute to the proper utilization of allocated financial and physical Resources. Implement quality Assurance policies and develop appropriate quality improvement plan for the Social Work unit. Comply with the staff appraisal, development, coaching and mentoring. Attend staff meetings, Social work forums and Quality Assurance meetings. Ensure adherence of government policies and protocols including National Core Standard. Batho Pele Principles and Patients right. Take part in the Gauteng Turnout strategy.
<u>ENQUIRES APPLICATIONS</u>	:	Mr. JJ Ngcobo Tel No: 012 734 7000 x 259 Applications must be hand delivered to: Cullinan Care and Rehabilitation Centre, HR Department, Zonderwater Road, Cullinan or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies are found, services will be terminated with immediate effect. The Institution reserves the right not to fill the post.
<u>CLOSING DATE</u>	:	21 December 2018
<u>POST 49/143</u>	:	<u>FOOD SERVICE MANAGER REF NO: SEB/FSM/01</u> Directorate: Support Services
<u>SALARY</u>	:	R242 475 –R285 630 per annum (plus benefits)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	An Appropriate Degree/Diploma in Food Service Management/ Food and Beverages/ Hospitality Management. Relevant B/Tech Degree will be an added advantage. Five to seven (5-6) years of relevant experience is recommended. Operations and basic computer literacy will be recommended. Excellent communication (written and verbal) skills. Prior knowledge of stock and key control is required. Good interpersonal, analytical and problem-solving skills. Ability to work as a team and independently under pressure. Have effective leadership skills. Knowledge of Public Service Act and regulations, Basic conditions of Employment Act, National and Provincial Policy framework, PFMA. Good financial management knowledge, problem solving, quality survey knowledge, presentation, analytical skills and conflict management. Valid driver's license is essential.
<u>DUTIES</u>	:	Manage food services according to Food Based Guidelines (FBG), in terms of portion control, quality control and service standard. Manage food preparation, serving of food and refreshment. Manage stock levels and conduct stock taking on a monthly basis. Key control policy should be implemented and be monitored. Ensure that equipment functions well and that compliance to occupational health and safety (OHS), Environmental Health Practices (EHP) and Infection Control (IPC) is adhered to. Apply hygienic in food service unit by ratifying that cleanliness in the unit is up to good standard. Compile performance documents (PMDS) and

conduct performance reviews of staff on a quarterly basis. Be involve in developing and implementing of SOP's in the section. Compiling of reports and submit on monthly basis. Supervision in the section at all times.

ENQUIRIES APPLICATIONS : Mrs Ndoda N Tel No: (016 9303236)
Applications should be sent by courier to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street, Sebokeng.

NOTE : Applications must be submitted on form Z83 obtainable form any Public Service Department or on the internet at www.dpsa.gov.za/documents the completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subject to medical assessment.

CLOSING DATE : 21 December 2018

POST 49/144 : **CLINICAL ASSOCIATE REF NO: 18/2018 (X2 POSTS)**
Directorate: Medical

SALARY CENTRE REQUIREMENTS : R242 475 per annum (plus benefits)
Kopanong Hospital
Grade 12 plus a three-year university degree in Bachelor of Clinical Medical Practice. Candidate must be registered with the HPCSA as a Clinical Associate and have a current receipt. Candidate must have good communication skill both verbal and written and able to function as part of a team.

DUTIES : Perform patient-centered consultations across all ages in a district Hospital. Apply clinical reasoning in the assessment and management of patients. Be able to provide emergency care to patients. Perform investigative and therapeutic procedures appropriate for a district Hospital. Prescribe appropriate medication within scope of practice. Facilitate communication and provide basic counseling. Integrate understanding of family, community and health system in practice.

ENQUIRIES APPLICATIONS : DR P Mabena Tel No: (016) 428 7160
must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

CLOSING DATE : 21 December 2018

POST 49/145 : **HUMAN RESOURCE SUPERVISOR REF NO: HRMSUP/TMRH/02/11/18**
Directorate: Human Resource

SALARY CENTRE REQUIREMENTS : R242 475 per annum (plus benefits)
Thelle Mogoerane Regional Hospital
Grade 12 with 10 years extensive experience in Human Resource Management. Sound knowledge of Persal system and functions. The applicant must have good understanding of Public Service Act, Public Service Regulations, and Basic Conditions of Employment Act. Knowledge of Microsoft Office (MS Word, MS Excel MS Power Point). Good verbal and communication skills. Must be prepared to work under pressure with tight schedules.

DUTIES : Management and Implementation of HR best practices, control of Recruitment and selection processes, ensuring compliance to appointment measures, Development and Implementation of the control measures with regard to the Termination of Services: Transfers, death, abscondment, retirement and resignations. Leave Management: Sick leave management, Temporary and Permanent Incapacity leave. Salary administration, Payroll administration, Injury on duty, Remuneration Work Outside the Public service (RWOPS) Responsible for the compilation of monthly HR Delegation Report, BAS PERSAL reconciliation,

manage the implementation of PMDS, contracting and quarterly reviews and prepare quarterly reports to Head Office. Ensure proper records management of the state guarantees. Supervision, training and development of subordinates.

ENQUIRIES : Mr. K. Mabena Tel No: 011 590 0306
APPLICATIONS : Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, First Floor HR Department (place your application on the recruitment cabinets) and sign in register book or post to Private Bag X01 Alrode 1451.

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

CLOSING DATE : 21 December 2018

POST 49/146 : **ADMINISTRATION OFFICER (LINEN ROOM) REF NO:**
ADMOFF/CMJAH/0006/11/18
Directorate: Logistics department

SALARY : R242 475 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 12/Matric with more than 10 years' relevant experience or a relevant Diploma / Degree with 0-2 years' relevant experience. Computer Literacy; 3 to 5 years' experience in supervisory post (Linen) in a hospital environment and Driver's license will be an added advantage. Good communication skills, writing skills; Customer relations skills; problem solving; Be able to work shifts; Be a team player and be able to work independently; knowledge about OHS & PFMA; knowledge of handling linen; Batho Pele principles; six ministerial priorities.

DUTIES : Supplying the hospital wards, clinics and theatres with clean linen. Ensure that staff wear PPE at all times. Monitoring Team Performance and Development of staff. Identify and Solve Problems Affecting Service delivery. Compiling leave plan, record keeping, and update leave register. Ensure maintenance of machinery and equipment. Apply Disciplinary Code and procedure; Management of leave; Compile RLS01 and RLS02. Implemented PMDS for staff. Effective Communication and Writing of Reports. Be willing to rotate within and supervise Logistics units; be willing to work shift; Take instructions from the Manager.

ENQUIRIES : Mr M Nyembe Tel No: 011 488 3757
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown.

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

CLOSING DATE : 21 December 2018

POST 49/147 : **MATERIAL RECORDING CLERK (MEDICAL WORKSHOP) REF NO:**
MATRECMED/0002/CMJAH/0003/11/18
Directorate: Supply Chain Management

SALARY : R242 475 per annum (plus benefits)

CENTRE REQUIREMENTS : Charlotte Maxeke Johannesburg Academic Hospital
: Grade 12/Matric with more than 10 years' experience in Supply Chain Management or Diploma/Degree in Supply Chain Management with 0 to 2 years' experience in Supply Chain Management. Computer literacy. Knowledge of PFMA, PPPFA, Treasury Regulation and any other related Supply Chain Management prescripts. SAP R3/SRM, MEDICOM knowledge. Good written, verbal, interpersonal communication, problem solving and numerical skills. Ability to work under pressure and deliver on tight deadlines. Understanding of expectations of clients. High level of confidentiality and professionalism. Client relationship Management. Ability to interpret and execute policies, directives and procedures.

DUTIES : Supervising medical workshop SCM support. Ensure that all TPH-48-R are receive, recorded on receiving book, transfer book and assets register book. Issuing pass out to all assets going out for repairs. Follow up on long outstanding repairs. Assist Management during audit, inspection and clearance of the web cycle. Monitoring staff attendance. Compile job description, contracting and evaluating of employee. Management of leave (vacation, sick, and family responsibility leave). Requesting one quotation on equipment ready to be repaired. Compile list of medical equipment repairs and present to MERC for approval. Attend vetting committee meetings every Thursdays. Comply with safety regulations and maintain clean and orderly work area.

ENQUIRIES APPLICATIONS : Mr.M. Mbunda Tel No: 011 488 3528/3526
: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown.

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

CLOSING DATE : 21 December 2018

POST 49/148 : **MATERIAL RECORDING CLERK (DRY DISPENSARY STORE ROOM) REF NO: MATREC/CMJAH/0004/11/18**
Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R242 475 per annum (plus benefits)
: Charlotte Maxeke Johannesburg Academic Hospital
: Grade 12/Matric with more than 10 years' experience in Supply Chain Management. Diploma/Degree in Supply Chain Management with 0 to 2 years' experience in Supply Chain Management. Computer literacy. Knowledge of PFMA, PPPFA, Treasury Regulation and any other related Supply Chain Management prescripts. SAP R3/SRM, PAS 1, and MEDICOM Dry dispensary item and codes knowledge. Good written, verbal, interpersonal communication, problem solving and numerical skills. Ability to work under pressure and deliver on tight deadlines. Understanding of expectations of clients. High level of confidentiality and professionalism.

DUTIES : In charge of Dry dispensary storeroom. Manage and control the flow of stock in and out the warehouse and keeping proper records. Identify damage, loss, or surplus of goods stored in the warehouse. Spot check incoming delivery in order to verify specification, description against invoices, orders, delivery note to ensure the accuracy of the orders. Contacting suppliers directly if a problem or discrepancy is found and keeping careful records. Cycle count of inventory and assist with developing actions to correct inventory problems. Storing of stock in the appropriate space ready for routing to various end user department. Trace and track stock to ensure timely delivery. Cooperate with end user departments to provide stock receipt information as requested. Conduct stock take dealing with discrepancies, submission stock take certificate and monthly reconciliations. Assist management in audit, internal or external inspection and the clearance of the web cycle. Strict monitoring of the expired stock and disposals. Comply with

safety regulations and maintain clean and orderly warehouse. Compile job description, contracting and evaluating of employee. Management of leave. Attend weekly vetting meetings.

ENQUIRIES APPLICATIONS : Mr.M. Mbunda Tel No: 011 488 3528/3526
Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown.

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

CLOSING DATE : 21 December 2018

POST 49/149 : **HUMAN RESOURCE OFFICER REF NO: HRMOFF/CMJAH/0005/11/18**
Directorate: Human Resource Management

SALARY CENTRE REQUIREMENTS : R242 475 per annum (plus benefits)
: Charlotte Maxeke Johannesburg Academic Hospital
: Grade 12 with more than 10 years' experience in Human Resource or equivalent qualification. Diploma/Degree in Human Resource Management with 0 to 2 years' experience in Human Resource. Extensive experience in Human resource working with incapacity leave, HR registry and payroll. Computer literacy, Report writing skills. Introduction to PERSAL Certificate. Extensive knowledge and understanding of PILIR policy and processes.

DUTIES : Implement, administer and manage Human Resource Administration practises pertaining to incapacity leave (PILIR), Human Resource Registry and payroll services. Supervise and manage the incapacity leave processes, registry processes and payroll processes. Administer and manage PMDS. Secretarial duties during PILIR committee meeting. Provide quality client service to internal and external stake holders.

ENQUIRIES APPLICATIONS : Ms BJ Kajana Tel No: 011 488 4011
: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown.

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

CLOSING DATE : 21 December 2018

POST 49/150 : **HUMAN RESOURCE CLERK REF NO: HRMCLE/CMJAH/0007/11/18 (X2 POSTS)**
Directorate: Human Resource Management

SALARY CENTRE REQUIREMENTS : R163 563 per annum (plus benefits)
: Charlotte Maxeke Johannesburg Academic Hospital
: Grade 12 with 2 to 5 years' experience in Human Resource Management or National Diploma/Degree in Human Resource Management or equivalent qualification with 2 years' experience in Human Resource environment as a generalist in Human Resource Administration, Computer literacy, Report writing skills. Introduction to PERSAL Certificate will be added advantage.

DUTIES : Implement and administer Human Resource Administration practises. Conditions of service (Leave, Housing, Medical Aid, Injury on duty Long service recognition, re-allocations, Overtime, Pension and other Allowances. Recruitment and Selection: (Advertisement, Appointments, Transfers, Verification of Qualifications, Reference checks, Absorptions, Probationary periods). Serve as secretary during

interviews and compilation of submissions. Provide quality client service to internal and external stake holders.

ENQUIRIES : Ms Patricia Rapetswa Tel No: 011 488 3919

APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown.

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

CLOSING DATE : 21 December 2018

POST 49/151 : **ADMINISTRATION CLERK REF NO: 19/2018**
Directorate: Patient Activity

SALARY : R163 563 per annum (plus benefits)

CENTRE : Kopanong Hospital

REQUIREMENTS : Grade 12 or equivalent / or Grade 10 with three years' relevant experience. Be able to Work under pressure. Be able to read, write and communicate effectively. Be computer literate. Good Customer service. Be prepared to work shifts, night duty and public holidays and also rotate. Exposure or Experience in Patient Activity will be an advantage.

DUTIES : Carry out administrative duties in accordance with guidelines and prescripts. Perform a variety of duties, e.g., patient registration and records. Capture accurate and correct patient data both electronically and manually and attach supporting documents. Retrieve and file of patient clinical records. Perform cashier duties (patient fees cash collection). Maintain proper and correct patient data and do regular update.

ENQUIRIES : MS LP Phaswana Tel No: (016) 428-7111

APPLICATIONS : must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

CLOSING DATE : 21 December 2018

POST 49/152 : **HUMAN RESOURCE CLERK REF NO: HRMCL/TMRH/03/11/18 (X2 POSTS)**
Directorate: Human Resource

SALARY : R163 563 per annum (plus benefits)

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : Grade 12 or equivalent qualification with 0-3 or more years' experience in Human Resource. Computer literacy with extensive knowledge of Microsoft Programmes (Word, Excel and PowerPoint). Knowledge of Legislative Frameworks i.e. Employment Equity Act, Public Service Act and Public Service Regulations as amended. Planning and organizing Skills, communication skills and ability to work under pressure.

DUTIES : Perform Human Resource Administration functions from appointments to termination of service. Process the following matters regarding service benefit: housing, allowances, ill health retirement, leave, leave audit, injury on duty, pension fund queries, issuing service certificates, process Persal transactions including Performance Management a& Development System, Collect and issue pay slips and compilation of Payroll Certificates. Implement Recruitment and Selection Policies and Procedures. Compiling of submissions. Verify qualifications.

ENQUIRIES : Mr. K. Mabena Tel No: 011 590 0306

APPLICATIONS : Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, First Floor HR Department (place your application

on the recruitment cabinets) and sign in register book or post to Private Bag X01 Alrode 1451.

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

CLOSING DATE : 21 December 2018

POST 49/153 : **PERSONAL ASSISTANT /SECRETARY TO OFFICE OF THE CEO REF NO: 20/2018**
Directorate: Administration

SALARY : R163 563 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Grade 12 plus a Secretarial / Office Administration Diploma or relevant qualification. Candidate must have a minimum of one-year experience in rendering secretarial or administrative support to senior management. Good communication skill (verbal and written), planning, organizing, telephone etiquette and advanced computer literacy skills. Customer service orientation, office management, problem solving skills and a high level of reliability and confidentiality is expected.

DUTIES : Provide secretarial and administrative support to the Senior Manager. Receive telephone calls and refer them to the correct role players if not meant for the manager. Manage the diary of the manager. Arrange meetings and events for the manager, invite role players and set up schedules for meetings and events. Process all invoices that emanate from the activities of the work of the manager. Administer matters like claim forms, leave and attendance registers. Handle the procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts / policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager.

ENQUIRIES : DR Kgomojoo AM Tel No: (016) 428 7160
APPLICATIONS : must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

CLOSING DATE : 21 December 2018

POST 49/154 : **STAFF NURSE REF NO: SEB/HAST/SN/01**
Directorate: HAST

SALARY : R161 376 – R181 620 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Grade 12 certificate. Registration with SANC as Staff Nurse (Enrolled Nurse). HIV/AIDS or TB certificate of attendance. Zero to one year working experience in HIV/ TB management. Computer literacy. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : Ward visits to identify and trace TB patients. Updating of TB and suspect registers .Referrals to local clinics. Tracing of loss to follow up patients. Patient referrals to different destinations Monthly stats. Blood taking. Carry out duties as delegated. Participation in outreach programs.

ENQUIRIES : Mrs. MC Zwane Tel No: (016) 930 3353

APPLICATIONS : Applications should be sent by courier to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street, Sebokeng.

NOTE : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents the completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subject to medical assessment.

CLOSING DATE : 21 December 2018

POST 49/155 : **STAFF NURSE GRADE 1 REF NO: 15/2018 (X5 POSTS)**
Directorate: Nursing

SALARY : R161 376 per annum (plus benefits)

CENTRE : Kopanong Hospital

REQUIREMENTS : Grade 12 plus a qualification that allows registration with SANC as a Staff Nurse. Candidate must have current registration receipt as a Staff Nurse. Candidate must have basic communication and writing skills. Be able to function as part of a team. Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient's needs, requirements and expectations.

DUTIES : Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient's needs, requirements and expectations.

ENQUIRIES : MS Polo ME Tel No: (016) 428 7130

APPLICATIONS : must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

CLOSING DATE : 21 December 2018

POST 49/156 : **DENTAL ASSISTANT**
Directorate: Dental Assisting

SALARY : Grade1: R158 595 per annum (plus benefits) Ref No: DENTASS/MOHC/06/11/18
Grade 2: R186 813 per annum (plus benefits) Ref No: DENTASS.MOHC/07/11/18

CENTRE : Medunsa Oral Health Centre

REQUIREMENTS : Grade 12 with appropriate qualification that allows registration with the HPCSA as a Dental Assistant. Registration with HPCSA as a Dental Assistant and proof of current registration. Ability to work under pressure, organizational skills, good communication skills, self-motivated and goal orientated.

DUTIES : Assist Clinicians with the oral health procedures. Preparation of instruments and dental material for the dental procedures. Cleaning and sterilization of instruments. Ordering of consumables as needed. Do inventory of dental instruments. Perform administrative duties. Adhere to the Health Care Waste Management Legislation and principle.

ENQUIRIES : Ms J Peteke Tel No: (012) 521 5631

APPLICATIONS : Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001

FOR ATTENTION NOTE : Ms EM Shibambo
: Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the HPCSA.

CLOSING DATE : 21 December 2018

POST 49/157 : **DRIVER REF NO: DRIV/MOHC/08/11/18**
Directorate: Transport

SALARY CENTRE REQUIREMENTS : R136 800 per annum (Level 04) (plus benefit)
: Medunsa Oral Health Centre
: Grade 10 and above.2 years and above experience as driver a valid code 10 (C1) Driver's License with PDP. Knowledge of government fleet and Gauteng Department of Health transport guidelines. Excellent time management and loyalty, ability to work under pressure and good verbal and written communication skills. Experience as a driver/messenger will be an added advantage.

DUTIES : Transporting of staff members to various places i.e. meetings and workshops. To collect and deliver documents, parcels and mail internally and externally. To collect and deliver medication from medical depot. Record and check the conditions and faults of the vehicle before and after each trip. (Do pre-inspection on daily basis). Report any accidents and dents to the supervisor. Ensure that car tools are in good condition. Report and calculate starting kilometres and the closing kilometres. Update the log book at all times. Ensure that all the petrol cards and keys are kept safe and returned with the log book. Update log sheet and submit all fuel receipts. Keep the vehicle clean at all times.

ENQUIRIES APPLICATIONS : Mr Ben Makhubela, Tel No: (012) 521 4770
: Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001

FOR ATTENTION NOTE : Ms EM Shibambo
: Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the HPCSA.

CLOSING DATE : 21 December 2018

POST 49/158 : **AUXILIARY WORKER (MORTUARY) REF NO: AUXMORT/CMJAH/0008/11/18**
Directorate: Logistics

SALARY CENTRE REQUIREMENTS : R136 981 per annum plus benefits
: Charlotte Maxeke Johannesburg Academic Hospital
: Abet level 4/ Grade 10 or Grade 12 with 5-10 years' experience in auxiliary mortuary services. Must have interpersonal relations, organizing skills, numeracy and literacy. Good communication skills, writing skills; Customer relations skills; problem solving; Be able to work shifts; Be a team player and be able to work independently; Batho Pele principles and six Ministerial Priorities.

DUTIES : Removal of corpses with in the hospital. Collect death reports, postmortem and other accompanying documents from the wards. Register corpses in the death register book. Ensure that D28 forms are completed by doctors; complete SAP379 /180 Forms for unnatural deaths. Transport corpses to Medical School for post mortem. Assist families with the viewing of the corpses. Assist undertakers to remove the bodies from the fridges or storage room. Clean mortuary pans and equipment using chemicals. Assist FPS to identify and remove corpses from the storage room. Assist the appointed undertaker to identify and remove bodies from the fridges for pauper's burial. Check room temperatures in the cold storage regularly. Adhere to internal working procedures and policies. Wear PPE at all times. Take instructions from the supervisor.

ENQUIRIES APPLICATIONS : Mr M Nyembe Tel No: 011 488 3757
: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D

and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

- CLOSING DATE** : 21 December 2018
- POST 49/159** : **NURSING ASSISTANT GRADE 1 REF NO: 16/2018 (X4 POSTS)**
Directorate: Nursing
- SALARY** : R124 788 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Grade 12 plus a qualification that allows registration with SANC as a Nursing Assistant. Candidate must have current registration receipt as a Nursing Assistant. Candidate must have elementary communication and writing skills. Be able to function as part of a team.
- DUTIES** : Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate elementary communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient's needs, requirements and expectations.
- ENQUIRIES** : MS Polo ME Tel No: (016) 428 7130
APPLICATIONS : must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
- NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.
- CLOSING DATE** : 21 December 2018
- POST 49/160** : **CLEANER REF NO: DH004/2018 (X2 POST)**
Directorate: Administration and Patient affairs
- SALARY** : R96 0549 per annum (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Minimum requirement of ABET level 2 or/Grade 10 with cleaning experience. Possesses good communication skills. Be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Possesses physical and to cope with physical demands of the position. Be able to work as a team. Internal EPWP, NYS and learnership are encouraged to apply.
- DUTIES** : Cleaning of hospital wards, bathrooms, showers, toilets, offices, or department, passages and waiting arrears. Damp dusting, wash, scrub and polish floors, walls, windows stairs, fire escapes, side wall etc. clean equipment, clean and wash dust bins and remove waste including medical waste and adhere to health care waste management policy. Operate heavy duty cleaning machine.
- ENQUIRIES** : Ms Lewis A Tel No: 012 354 7364
APPLICATIONS : PO Box 173, Pretoria, 0001, Tel No: 012 354 7000, Fax: 012 354 7608
CLOSING DATE : 21 December 2018