ANNEXURE N

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

OTHER POSTS

POST 50/124 : MEDICAL HEAD CLINICAL UNIT IN SURGERY REF NO: SEB-MED-05

Directorate: Surgery

SALARY : R1 643 352 per annum (All-inclusive package)

CENTRE : Sebokeng Hospital

REQUIREMENTS : A degree (MBCHB) or equivalent, Registration with HPCSA as a Medical Specialist in Surgery. Proof of current registration with HPCSA as medical Specialist in Surgery. 5 (five) years post registration experience as a Medical Specialist Grade 1 in Surgery. Appropriate teaching and learning skills and Demonstrate research skills. 5 (Five) years management experience will be an added advantage. An in-depth knowledge of the functioning of Surgery department. Ability to perform appropriate specialized procedures within the field of expertise. Assessment, diagnosis and management of patients within the field of expertise. Proven academic capabilities and training experience, Sound knowledge of management and human resources, Sound knowledge of current health and public service legislation and policies, Good Communication and supervisory skills, Ability to work within a team, Stress tolerance and self-confidence, Capability to build and maintain relationships, Leadership and decision making skills.

DUTIES : Management of designated areas of responsibility within the Surgery Department at Sebokeng Hospital. Conducting of clinics, ward rounds and consultations to other disciplines. Drawing up of protocols for patients and ward/clinic management. Performance of procedures relevant to the discipline. Supervision of / participation in post graduate and undergraduate training. Participation in the academic programs of the department. Conducting relevant research within the department of Surgery. Performing regular audits of the department. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Surgery services in the district. Providing consultative support services to peripheral institutions as part of the department’s outreach program.

ENQUIRIES : Dr Mashele OP Tel No: 016 930 3304

APPLICATIONS : Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Nr. 1 Moshoeshoe Street, Sebokeng, 1983.

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 date please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment.

CLOSING DATE : 28 December 2018

POST 50/125 : MEDICAL SPECIALIST GRADE 1-3

Directorate: Emergency Medicine Department

SALARY : Grade 1: R1 051 368 – R1 115 874 per annum (all-inclusive package) Ref No: MEDSPEC/KPTH/001/12/18
Grade 2: R1 202 112 – R1 275 885 per annum (all-inclusive package) Ref No: MEDSPEC/KPTH/002/12/18
Grade 3: R1 395 105 – R1 744 191 per annum (all-inclusive package) Ref No: MEDSPEC/KPTH/003/12/18

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Grade 12. HPCSA registration: Specialist in Emergency Medicine. ATLS, ACLS, PALS, courses. Core Competencies: Team leader and team player; able to
develop good interpersonal relationships; excellent communication skills; educational capabilities (pre-graduate and postgraduate) in Emergency Medicine; management capabilities of an emergency unit. **Grade 1**: No experience required, **Grade 2**: 5-years appropriate experience and **Grade 3**: 10-years appropriate experience.

**DUTIES**


**ENQUIRIES**

Prof. M.M. Geyser Tel No: (012) 318-6700

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

28 December 2018

**POST 50/126**

**MEDICAL SPECIALIST GRADE 1-3**

Directorate: Internal Medicine Department

**SALARY**

Grade 1: R1 051 368 – R1 115 874 per annum (all-inclusive package) Ref No: MEDSPEC/KPTH/004/12/18

Grade 2: R1 202 112 – R1 275 885 per annum (all-inclusive package) Ref No: MEDSPEC/KPTH/005/12/18

Grade 3: R1 395 105 – R1 744 191 per annum (all-inclusive package) Ref No: MEDSPEC/KPTH/006/12/18

**CENTRE**

Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**

Grade 12. MMed in Internal Medicine or FCP (SA). Should be registered as a specialist physician at the HPCSA. The applicant should be interested in doing clinical work, training students, doing research and follow a career in academic medicine. **Grade 1**: No experience required, **Grade 2**: 5-years appropriate experience and **Grade 3**: 10-years appropriate experience.

**DUTIES**

Clinical work: Supervision of clinical staff; Manage own service delivery group; Assess and ensure good quality of clinical service delivery in own clinical service group; Manage and work in Medical Outpatients on days allocated for clinical group; Manage and work in Specialist Clinic as allocated; Review discharge summaries of all discharges from clinical service group. Education and Training: Assist with training of pre and postgraduate medical student; Assist in clinical examinations; Lecturing where required; Monitor and evaluate postgraduate student clinical progress rotating in clinical service group; Attend and present at academic meetings; Manage own clinical development. Research: Develop own research interests and publish appropriately; Support allocated postgraduate students with research projects; Supervise allocated postgraduate students with research projects. Administration: Perform administrative tasks related to student training and development within clinical service group; Perform administrative tasks related to patient management and address complaints that may occur within
own clinical service group; Ensure that patients and doctors in clinical service group use and upload to the electronic databases for research purposes; May be asked to attend scheduled meetings with hospital management; May be requested to help with duty lists and staff allocation in the department.

ENQUIRIES: Prof. D.G. van Zyl Tel No: (012) 373-1075
APPLICATIONS: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book
NOTE: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE: 28 December 2018

POST 50/127: MEDICAL SPECIALIST GRADE 1
Directorate: Psychiatry
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: Provide effective and efficient inpatient and outpatient Psychiatric care. Doing rounds and supervise Registrars and Medical Officers rotating in Psychiatry. Liaison psychiatry service within Rahima Moosa Mother and Child Hospital and outreach to facilities/services in the catchment area. Participation in the academic duties of the Wits Department of Psychiatry. Teach and supervise undergraduate medical and postgraduate students in the discipline of Psychiatry Research. Conduct and report research and regular clinical audits. Participate in a multidisciplinary team and in management committees.
ENQUIRIES: Dr. F. Benson Tel No: (011) 470-9030
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: 28 December 2018

POST 50/128: MEDICAL SPECIALIST GRADE 1 (ORTHOPAEDIC) REF NO: SEB-MED-06
Directorate: Orthopaedic
SALARY: R1 051 368 per annum (All-inclusive package)
CENTRE: Sebokeng Hospital
REQUIREMENTS: A degree (MBCHB) or equivalent. Registration with HPCSA as a Medical Specialist in Orthopaedic. Proof of current registration with HPCSA as medical Specialist in Orthopaedic. 1 (One) year post registration experience as a Medical Specialist Grade 1 in Orthopaedic.
DUTIES: An in-depth knowledge of the functioning of Orthopaedic department. Ability to perform appropriate specialised procedures within the field of expertise.
Assessment, diagnosis and management of patients within the field of expertise. Proven academic capabilities and training experience. Sound knowledge of management and human resources. Sound knowledge of current health and public service legislation and policies. Good Communication and supervisory skills. Ability to work within a team. Stress tolerance and self-confidence. Capability to build and maintain relationships. Leadership and decision-making skills. Management of designated areas of responsibility within the Orthopaedic Department at Sebokeng Hospital. Conducting of clinics, ward rounds and consultations to other disciplines. Drawing up of protocols for patients and ward/clinic management. Performing regular audits of the department. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Orthopaedic services in the district. Providing consultative support services to peripheral institutions as part of the department’s outreach program.

ENQUIRIES
Dr Mashele OP Tel No: 016 930 3304

APPLICATIONS
Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Nr. 1 Moshoeshoe Street, Sebokeng, 1983.

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 date please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment

CLOSING DATE
28 December 2018

POST 50/129
MEDICAL SPECIALIST GRADE 1 UROLOGY REF NO: SEB-MED-07

Directorate: Urology

SALARY
R991 857 per annum (All-inclusive package)

CENTRE
Sebokeng Hospital

REQUIREMENTS
A degree (MBCHB) or equivalent. Registration with HPCSA as a Medical Specialist in Urology. Proof of current registration with HPCSA as medical Specialist in Urology. 2 (Two) years post registration experience as a Medical Specialist Grade 1 in Urology. Two years management experience will be an added advantage.

DUTIES
An in-depth knowledge of the functioning of Urology department. Ability to perform appropriate specialised procedures within the field of expertise. Assessment, diagnosis and management of patients within the field of expertise. Proven academic capabilities and training experience. Sound knowledge of management and human resources. Sound knowledge of current health and public service legislation and policies. Good Communication and supervisory skills. Ability to work within a team. Stress tolerance and self-confidence. Capability to build and maintain relationships. Leadership and decision making skills. Management of designated areas of responsibility within the Urology Department at Sebokeng Hospital. Conducting of clinics, ward rounds and consultations to other disciplines. Drawing up of protocols for patients and ward/clinic management. Performing regular audits of the department. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Urology services in the district. Providing consultative support services to peripheral institutions as part of the department’s outreach program.

ENQUIRIES
Dr Mashele OP Tel No: 016 930 3301

APPLICATIONS
Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Nr. 1 Moshoeshoe Street, Sebokeng, 1983.

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 date please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment.

**CLOSING DATE** : 28 December 2018

**POST 50/130** : PHARMACIST (GRADE 1 - 3) REF NO: HRM 45/2018 (X2 POSTS)
Directorate: Pharmacy

**SALARY** : R655 980 per annum plus benefits

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : B.Pharm or Diploma in Pharmacy recognized by the South African Pharmacy Council. Registration as a Pharmacist with the South African Pharmacy Council. Communication skills, basic financial management skills, management skills such as planning, decision making, problem solving, organizing, interpersonal skills, training skills, computer and research skills. Act as a tutor.

**DUTIES** : Provision of pharmaceutical care and service to patients through dispensing medication to in and out-patients. Ensure the adherence and monitoring of EML/STG, SOP's, GPP, GCP, NCS, PFMA and work procedures. Evaluating and monitoring medicine supply management. Training and supervising pharmacist interns, pharmacist assistants and any other personnel in the unit. Gather and analyze relevant statistical data for forward planning. Participate in the budgetary monitoring process. Produce relevant reports. Supply relevant information to medical, nursing staff and patients. Monitor and evaluate quality of service. Participate in in-service training. Perform any legitimate task requested that is necessary for the provision of a quality pharmaceutical service.

**ENQUIRIES** : Mrs. Deyesel L Tel No: (012) 354 1282

**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 28 December 2018

**POST 50/131** : ASSISTANT MANAGER NURSING (PNB4 BAR SPECIALTY) REF NO: WKH HR 001
Directorate: Nursing

**SALARY** : R581 826 per annum plus benefits. Salary will be in line with OSD regulations with regards to years of experience after registration.

**CENTRE** : Weskoppies Hospital

**REQUIREMENTS** : Grade 12. Basic qualification as a Professional nurse according to R425 that leads to registration with the South African Nursing Council as a Professional nurse. A post basic qualification in the speciality area: Psychiatry recognized in accordance with R 212. A qualification in nursing administration / management will be a recommendation. Driver’s license. Experience A minimum of 10 years’ experience as a professional nurse after registration as a PN with SANC. 6 years’ experience in psychiatric nursing after registration of the post basic Psychiatry qualification. At least 3 years’ experience on management level.

**DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and professional / legal framework. Manage effectively the utilization and provision 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** : Ms. A Nyathi Tel No: (012) 319 9680

**APPLICATIONS** : Applications should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag X113, Pretoria 0001 or placed in the “Application box” provided at the security gate.

**NOTE** : Applications should include Z83, CV, certified copies of ID and Qualifications. Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting process.
CLOSING DATE: 28 December 2018

POST 50/132: ASSISTANT MANAGER NURSING: SPECIALTY GYNAE & OBSTETRICS REF NO: HRM 46/2018
Directorate: Nursing

SALARY: R581 826 per annum plus benefits

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS:
Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in relevant specialty. Degree/diploma in Nursing Management A minimum of 10 years appropriate recognizable experience in nursing after registration as a Professional nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate recognizable experience after obtaining the 1 year post basic qualification in Advanced Midwifery Nursing Science. At least 3 years of the period referred to above must be appropriate recognizable experience at management level at Public Institution. Strong leadership, good communication and sound interpersonal skills are necessary. Valid EB driver’s license. Service certificates compulsory. South African Nursing Council annual practicing certificate. Computer literacy.

DUTIES:
Coordination of optimal, holistic specialized nursing care provided within set standards and a professional legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth ethical standards and development of self and subordinates.

ENQUIRIES: Mrs. Mowayo AM Tel No: (012) 354 1300
APPLICATIONS: Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE:
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 28 December 2018

POST 50/133: ASSISTANT MANAGER AREA NURSING SPECIALTY (OBSTETRICS & GYNAE) REF NO: ASSTMAN/PHOLH/100/11/18

SALARY: R581 826 – R599 274 per annum

CENTRE: Pholosong Hospital

REQUIREMENTS:
SANC Registration. Post Basic nursing qualification with duration of at least 1 year accredited with SANC. A minimum of 10 years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing at least 6 years of the period referred to above must be appropriate recognizable experience in the speciality. At least 3 years of the period referred to above must be appropriate recognizable experience at management level. Computer literacy (MS Word or Excel).

DUTIES:
Demonstrate an in depth understanding of other legal framework such as National Health Act, Public Service regulation and Labour Relations Act. Demonstrate an in depth understanding of other relevant legal framework such as National Health Act, Occupational Health and Safety Act, Public regulation and labour relations act. Demonstrate an in depth understanding of nursing legislation and related and ethical practices and how this impact on service delivery. Ensure clinical nursing practices by the nursing team/unit in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality on nursing care as directed by the professional scope of practices and standards as determined by the relevant health facility. Demonstrate an understanding of HR and Financial and practices. Demonstrate effective communication with parents, patients, supervisor, other health professionals and junior colleagues, including more complex, writing when required. Work effectively and amicably at supervisory level with person of diverse intellectual, cultural, racial or religious differences. Able
to develop a contract, Build and maintain a network of professional relates in order to enhance service delivery.

**ENQUIRIES**  
Ms KF Mabuza Tel No: (011) 812 5000

**APPLICATIONS**  
Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

**NOTE**  
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. The institution reserves the right not to fill the post.

**CLOSING DATE**  
28 December 2018

**POST 50/134**  
HEAD OF ACADEMIC DEPARTMENT--PND3- GENERAL NURSING SCIENCE

**REF NO:** HADNURS/BARACOL/0010/12/18  
Directorate: Nursing Education and Training

**SALARY**  
R548 436 per annum (plus benefits)

**CENTRE**  
Chris Hani Baragwanath College

**REQUIREMENTS**  
Registration with the South African Nursing Council (SANC). Basic qualifications accredited with SANC in terms of Government Notice R425 i.e. bachelor’s Degree/Diploma in Nursing Education. Computer literacy in MS Office. Minimum of 9 years’ appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education. Experience in theory and clinical facilitation and assessment. Knowledge of procedures and processes related to Basic Nursing Programmes. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards and Scope of Practice. Knowledge of Human Resources and Finance management. In depth knowledge of current changes/developments in Nursing Education; Public Service Prescripts; sound communication skills. Experience in planning, organising, leading and controlling. A valid Driver’s licence.

**DUTIES**  
The successful candidate will be responsible for, amongst others, the following specific tasks: Co-ordinate the provision of education and training of student nurses. Manage clinical learning exposure of students at clinical practice. Develop and monitor implementation of quality assurance programmes. Orientate, support, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes (theory and clinical practice). The incumbent will also be required to supervise and moderate the theoretical and practical examinations. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Perform research work relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Ability to participate in daily management of the College and oversee the supervision of students.

**ENQUIRIES**  
Ms. N.E Ntsele Tel No: 011 983 3009, Ms. P.C. Sithole Tel No: 011 983 3002

**APPLICATIONS**  
Applications should be submitted at the Human Resource Department, Chris Hani Baragwanath Nursing College (inside the Chris Hani Baragwanath Academic Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Berthasham, 2013.

**NOTE**  
All applications must be submitted with a Z83 form, a C.V and Certified copies. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than three month on submission date. Drivers licence and smart card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered

**CLOSING DATE**  
28 December 2018
POST 50/135

OPERATIONAL MANAGER NURSING (SPECIALTY UNIT) PNB3 (PAEDS ICU)

REF NO: OPSMAN/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 specialities 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 - 2050

APPLICATIONS: Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 Olifantsfontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665

CLOSING DATE: 28 December 2018

POST 50/136

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 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, Olfantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. NamaneOlfantsfontein 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: 28 December 2018

POST 50/137: ASSISTANT MANAGER NURSING AREA (QUALITY ASSURANCE) REF NO: WKH HR 11/2018
Directorate: Quality Assurance

SALARY: R532 449 plus benefits. Salary as per OSD Regulations
CENTRE: Weskoppies Hospital
REQUIREMENTS: Grade 12. A basic R425 qualification which allows registration with SANC as a Professional Nurse. A qualification in Quality Assurance or minimum of 5 years’ experience in Quality Assurance. A qualification in management will be a recommendation. Valid driver’s license. Advanced computer literacy. Experience: Minimum of 8 years appropriate/recognisable experience in nursing after registration with SANC in general nursing. Years of experience as contained in the OSD Annexure A. At least 3 years of the abovementioned period must be at managerial level.


ENQUIRIES: Ms. B Schoonwinkel Tel No: (012) 319 9680
APPLICATIONS: Applications should include Z83, CV, certified copies of ID and Qualifications. Applications should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the “Application box” provided at the security gate.

NOTE: Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting process

CLOSING DATE: 28 December 2018

POST 50/138: ASSISTANT MANAGER (QUALITY ASSURANCE) REF NO: ASSTMAN/SEBH/01/12/18
Directorate: Nursing

SALARY: R532 449 per annum (All-inclusive package)
CENTRE: Sebokeng Hospital
REQUIREMENTS: Basic R425 qualification, i.e. Diploma/degree in nursing that allows registration with the SANC as a Professional Nurse and Midwife. A minimum of eight (8) year’s appropriate/recognizable nursing experience after registration as a Professional Nurse and Midwife with SANC. Three years of the period mentioned above must be recognizable experience in a quality assurance and clinical environment. Be
Candidate must be able to work under pressure. Candidate must have knowledge of strategic planning, project management, quality system and National Core Standards, presentation and facilitation skills.

**DUTIES**: Coordinate reporting investigations and management of complaints and serious adverse events incidences in the hospital. Participate in selected clinical audits. Provide initiative to improve customer care at a user-friendly environment. Advocate for and ensure the promotion of National Core Standards. Conduct client satisfaction surveys and share results with the relevant stakeholders. Ensure that monthly internal audits are conducted in patients care units in compliance to National Core Standards.

**ENQUIRIES**
Mr SJK Sejeng Tel No: (016) 930 3302

**APPLICATIONS**
Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Nr. 1 Moshesho Street, Sebokeng, 1983.

**NOTE**
Applications should be on form Z 83; with 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 applicants will undergo pre-employment medical surveillance.

**CLOSING DATE**
28 December 2018

**POST 50/139**
**ASSISTANT DIRECTOR: THERAPEUTIC AND MEDICAL SUPPORT SERVICE**
**REF NO: ASDTHER/PHOLH/200/11/18**

**SALARY**
R489 429 – R543 195 Grade 1- per annum (plus benefits)

**CENTRE**
Pholosong Hospital

**REQUIREMENTS**
A bachelor’s degree or equivalent in Physiotherapy, Occupational Therapy, Speech Therapy, Psychology, Social Work, Dietician, Radiographer or Pharmacy. Registration with the HPCSA. A minimum of 3 years’ experience as a manager of one of the above-mentioned department. Good verbal and non-verbal communication skills. Management and leadership skills. Knowledge and application of relevant legislation and health policies.

**DUTIES**
To ensure efficient service delivery by managing, developing and monitoring allied services as indicate by health policies. Develop, review, monitor and implement policies, guidelines and protocol for related Allied Health services. To ensure compliance with the Quality Assurance Standards in Allied department. To monitor and ensure continuous professional development of staff members according to the regulation of HPSCA. Ensure comprehensive HR Management and effective development of staff. Implement an effective recruitment and retention strategy. Manage staff by implementing the PMDS policy effectively. Plan and monitor financial resources allocated to allied department. Assist in coordinating student training activities and liaises with tertiary institutions. To communicate effectively with the clinical manager and hospital management. To establish a working relationship with external service providers to ensure optimal service delivery to patients with disabilities.

**ENQUIRIES**
Dr NM Makgana Tel No: (011) 812 5000

**APPLICATIONS**
Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

**NOTE**
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. The institution reserves the right not to fill the post.

**CLOSING DATE**
28 December 2018

**POST 50/140**
**THERAPEUTIC & MEDICAL SUPPORT SERVICES PROGRAMME COORDINATOR GRADE 1**
**REF NO: EHD2018/12/03**

Directorate: Rehabilitation

This is a re-advertisement (Applicants who previously applied are advised to re-apply as their previous applications will not be considered)

**SALARY**
R440 982 – R489 429 per annum (plus benefits)

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

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

ENQUIRIES: Ms K.R Maluleke Tel No: (011) 876 1776
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

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

CLOSING DATE: 28 December 2018

POST 50/141: CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: OCCTHERAP/JDH/001/11/18

Directorate: Allied Services

SALARY: R440 982 per annum (plus benefits)
CENTRE: Jubilee District Hospital
REQUIREMENTS: Diploma or Degree in Occupational Therapy. A minimum of 3 years appropriate experience in Occupational Therapy post Community Service. Registration with HPCSA as an independent Occupational Therapy practitioner. Proof of current registration as an Occupational Therapist with HPCSA. Computer Literacy will give you advantage. Applicants should have experience in working in a multi-disciplinary team. They should be able to take initiatives, work under pressure and possess problem-solving skills.

DUTIES: Render an Occupational Therapy service (including promotion and prevention campaigns) in allocated area that complies with the standards and norms as indicated by Health policies. Participate and implement quality assurance measures in own areas of work. Develop and implement strategies in Occupational Therapy services as required. Undertake management and administration tasks as required. Oversee allocated staff and participate in continuous professional development programs. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment).

ENQUIRIES: Mr MP Madavha Tel No: (012) 717 9382
APPLICATIONS: Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital
Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

CLOSING DATE : 28 December 2018

POST 50/142 : OPERATIONAL MANAGER NURSING: GENERAL UNIT REF NO: EHD2018/12/02
Directorate: Clinical Forensic Medical Services

REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice No.R425 qualification i.e. Diploma/ Degree in Nursing. A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse. of which 3 years should be working in Clinical Forensic Medicine. Experience as a sister in charge will be added benefit. Valid driver’s license and ability to drive. Computer literate, report writing skills, good communication skills, ability to work under pressure, good supervisory skills and interpersonal skills are necessary. Basic understanding of relevant legislation that governs Clinical Forensic Medicine. Evidence of registration with professional regulatory body (SANC).

DUTIES : Coordination of optimal, holistic specialized nursing care provided for survivors of gender-based violence within set standards and professional/legal framework. Manage effectively the utilization and supervision of resources including human and financial resources. Promote stakeholder’s collaboration, Provision of Effective Support to Nursing Services, Coordinate, Support, monitor and evaluate program related activities including awareness campaigns and trainings. Relief duties of the Assistant Manager, partake in overall specialized unit functions, i.e. meetings, team building and debriefing. Maintain professional growth/ethical standards and self-development and development of staff members. Generate weekly and monthly reports. Perform any other task as delegated by Manager.

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

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

CLOSING DATE : 28 December 2018

POST 50/143 : CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO: EHD2018/12/01
Directorate: HAST

REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing that allows registration with SANC. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. Evidence of registration with SANC. Supervisory experience will be an added advantage. A valid driver’s license Experience in TB, HIV and AIDS and TB programme management. Ability to work under pressure, presentation and report writing skills. Computer literacy.

DUTIES : Implementation of the HAST Strategic plan in line with the 90 90 90, HIV and TB strategy. Improving access to HIV and TB services through routine HCT, TB screening, GeneXpert and PCR. Implementing quality assurance to the HIV and TB programme to ensure sustained treatment viral suppression and cure rates. Liaison with HIV partners and Municipality to improve service delivery. Implementation of integrated Health information systems for ART, HCT, Pre-ART and TB on Tier.net. Community mobilization and NGO support with particular focus on key populations. Conducting quarterly reviews for performance monitoring at sub district. Manage human, financial and physical resources for HAST at sub
Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms S. Motloung Tel No: (011) 876 1820
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
FOR ATTENTION : Human Resource Manager
NOTE : People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
CLOSING DATE : 28 December 2018
POST 50/144 : 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.
ENQUIRIES : Dr. E. Sampier Tel No: 011 923 2311/2053/ 2060
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 : 28 December 2018
POST 50/145 : ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: EHD2018/12/01
Directorate: Corporate Services
SALARY : R356 289 - R419 679 per annum (Inclusive package)
CENTRE : Ekurhuleni Health District
**REQUIREMENTS**

A relevant three-year tertiary qualification in Commerce, Risk management or related field. Two (2) to three (3) years relevant experience, working in a risk management environment. Practical knowledge and application of Risk Management Standards and risk management methodology and Business Continuity Management. Understanding of the Public Finance Management Act, and public-sector prescripts. Computer literacy including the ability to create and manage a risk database. Working knowledge and understanding of recognized Enterprise Risk Management software in the industry Barn Owl/CURA. Written communication skills, assertiveness and presentation capabilities. Project risk management skills will be an added advantage. Creativity, innovative and analytical thinking skills. Understanding of integrated planning and reporting by risk management with other assurance providers in the organization. Membership of the Institute of Risk Management South Africa will be an added advantage. Knowledge and practical application of risk industry Standards and legislative guidelines.

**DUTIES**

The incumbent will assist in enhancing the risk management philosophy and culture in the organization. Assist in policy development, review and update of such. Develop and maintain a risk and risk incident database including risk registers for the Department. Extract risk information and develop risk profiles for the Department and graphical reports for integrated reporting. Monitor, evaluate on risk movement and performance action plans trends and warning signals by maintaining key risk indicator registers for line function. Assist in the management the secretariat functions for the risk management Committee on behalf of the Directorate. Assist in the marketing and publicity initiatives of the unit on risk awareness, fraud, anti-corruption, and ethics and integrity programmes. Enhance ERM system modification and train end users on system changes. Perform all other duties that are delegated by the supervisor/manager.

**ENQUIRIES**

Mr D.R Nkosi Tel No: (011) 876 1749/ 1751

**APPLICATIONS**

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

**FOR ATTENTION**

Human Resource Manager

**NOTE**

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

**CLOSING DATE**

28 December 2018

**POST 50/146**

**MIDDLE MANAGER (ASD) PATIENT AFFAIRS**

Ref No: WKH HR 003

Directorate: Patient Affairs Department

**SALARY**

R356 289 per annum (plus benefits)

**CENTRE**

Weskoppies Hospital

**REQUIREMENTS**

Senior Certificate and a relevant degree or diploma in Public Administration. OR Senior Certificate with more than 10 years’ experience in Patient Administration and 3 years’ experience at a management level in Patient Administration. Knowledge, understanding and implementation of methods, practices, policies, regulations and acts that governs Patient Administration. Computer literate in MS package. Must possess expertise knowledge on prescripts governing patient affairs including medical records and Medico Legal. Advance knowledge of report writing skills is a pre-requisite. Knowledge of the Public Service Legislations, and procedures such as PFMA, LRA, PSA, BCEA. Good written and advanced communication skills. Must have leadership, planning, organising and problem-solving skills. Must be able to manage and lead a team. Ability to multi task and prioritize. Ability to work in a high volume and highly pressurized environment.

**DUTIES**

Responsible for the overall day – to – day administrative management of the Patient Affairs Department, Central Admission department, Medical Records, Ward Clerks, Child and Adolescent clinic, Medico Legal, Patient Administration. Ensure that Patient Affairs is managed according to policies, procedures efficiently and effectively. Ensure effective management of Service Level Agreements with service providers to ensure efficient service delivery. Develop strategies, programmes and projects to improve service delivery. Determine internal control...
strategies to ensure compliance with prescripts. Produce timeous management reports. Participate in the formulation of the hospital operational and strategic plans. Determine the Patient Affairs department’s annual objectives. Develop, implement and direct preventive and corrective maintenance programmes. Review and evaluate existing programme services, policies and procedures. Prepare and manages department’s budgets. Assist with implementing and monitoring of effective record keeping, accurate statistic collections as well as analysing and maintaining of a high standard of quality assurance. Assist with evaluation and training. Contribute to the hospital planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PMDS) against departmental and hospital’s objectives in line with strategic, operational and turnaround strategy of the department. Perform any other duties delegated by the Head of the Institution.

**ENQUIRIES**
Ms A Potgieter Tel No: 012 319 9917

**APPLICATIONS**
Applications should include Z83, CV, certified copies of ID and Qualifications. Applications should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the “Application box” provided at the security gate.

**NOTE**
Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting process.

**CLOSING DATE**
28 December 2018

**POST 50/147**: CASE MANAGER REF NO: CASEMAN/PHOLH/130/11/18

**SALARY**
R356 281 – R419 679 per annum

**CENTRE**
Pholosong Hospital

**REQUIREMENTS**
A Degree/Diploma in nursing and minimum 5 years of experience in nursing after registration as a Professional Nurse with SANC in general nursing. Computer literacy, good communication, organisational and planning skills and analytical thinking. Knowledge of National Health Act, Medical Scheme Act 131 of 1988, PFMA, RAF, UPTS & ICD 10 coding.

**DUTIES**
Monitor and manage internal patients as for externally funded patients (i.e ensure ALOS within norms. Ensure diagnostic specific length of stays to obtain from Clinical HOD reasons for extended length of stay) Ensure ICD10 code are correct, relevant and specific. To verify DHIS data collection. Efficient and effective communication and updating of clinical information for externally funded patients. Ensure efficient and effective interpretation of case management policies, standards, protocols and procedures. Coordinate the workflow processes between clinical and admin personnel. Management, supervision and development of staff. Evaluation and monitoring of ICD10 coding for supervision. Do authorization & confirmation for medical aid patients. Liase with external funders. Monitor medical aid rejections. Monitor & check RAF, SAPS & Correctional Service files. Assist with completion of charge sheet. Provide training on UPFS & Charge sheet. Personal Attribute: Ability to cope under pressure.

**ENQUIRIES**
Dr NM Mkgana Tel No: (011) 812 5000

**APPLICATIONS**
Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

**NOTE**
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. The institution reserves the right not to fill the post.

**CLOSING DATE**
28 December 2018

**POST 50/148**: SPEECH THERAPIST AND AUDIOLOGIST REF NO: SEB-SPA-08

**Directorate**: Allied

**SALARY**
R300 828 - R342 0357 per annum (plus benefits)

**CENTRE**
Sebokeng Hospital

**REQUIREMENTS**
National Diploma or Degree in Speech and Audio, Registered with the HPCSA as a Speech Therapist and Audiologist. Basic Computer skills will be an added advantage. Experience of A minimum 1years’ as a Qualified Speech and Audio. Proof of original as well as current registration with the HPCSA as an independent Speech and Audiologist. (Excluding community service) knowledge of public
service legislation, policies and procedures. Good writing, communication, planning and organizational skills. Ability to work in multidisciplinary team. Driver’s license will be an added advantage.

DUTIES: Rendering Speech and Audiology service at the Hospital that complies with Norms and standards as indicated by the Health department. Provide community Speech and Audiology services with the focus on health promotions, prevention and intervention. Will be expected to implement early hearing detection and intervention. EHI ECI Screening and treatment. Work in multidisciplinary team with the department. The candidate must have a better understanding of quality assurance audit tools. National Rehabilitation policy and National Core Standards. Complete statistics, annual and monthly reports. Attend and participate in monthly Speech and Audiology meetings and CPD presentations.

ENQUIRIES: Ms. Ndwambi C Tel No: (016 930 3360)

APPLICATIONS: Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Nr. 1 Mosheshoe Street, Sebokeng, 1983.

NOTE: Applications should be on form Z 83; with 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 applicants will undergo pre-employment medical surveillance

CLOSING DATE: 28 December 2018

POST 50/149: ORAL HYGIENIST GRADE 1 REF NO: EHD2018/12/04
Directorate: Oral Health

SALARY: R300 828 - R342 0357 per annum (plus benefits)
CENTRE: Ekurhuleni Health District

REQUIREMENTS: Grade 12 qualification, Degree or Diploma in Oral Hygiene (BOH or Dip OH), registration with Health Professions Council of South Africa (HPCSA) as an Oral Hygienist, proof of current registration with the HPCSA and a copy of the expanded functions certificate. A valid driver’s license. Less than ten years’ experience as an Oral Hygienist since qualifying.

DUTIES: The incumbent will actively participate in all community-based services/programmes held in every sub-district within Ekurhuleni. The incumbent will render clinical services within their scope of practice in the clinics, dental mobile, institutions, hospitals and perform the required administrative duties. Ensure implementation of the Oral Health Strategy. Provide training to other health workers and the community. Perform any other task as delegated by Manager.

ENQUIRIES: Ms Z. Mahao Tel No: (011) 876 1759/1775
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION: Human Resource Manager

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

CLOSING DATE: 28 December 2018

POST 50/150: CLINICAL TECHNOLOGIST PRODUCTION REF NO: HRM 47/2018
Directorate: Cardiothoracic Surgery: Cardiovascular Perfusion

SALARY: R300 828 per annum plus benefits
CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: Qualification: B-Tech in Clinical Technology - Cardiovascular Perfusion. Registration: HPCSA as a Graduate Clinical Technologist - Category Cardiovascular Perfusion (Independent Practice) (Or in process of registration). This is a position for a professional person with integrity and ability to perform under pressure. Self-driven and result orientated. Perfusionists with experience in
neonatal, infant and pediatric bypass will enjoy preference. Perfusionists with experience in ECMO/VAD will enjoy preference. Perfusionists with more post-graduate years of clinical experience will enjoy preference. Good communication, report writing, presentation and interpersonal skills. Computer literate.

**DUTIES:**
To perform /provide a professional and specialized clinical technology service in Cardiovascular Perfusion at Steve Biko Academic Hospital. Cardiopulmonary bypass on patients with all accompanying activities. Autologous blood transfusion and Intra-aortic Balloon Pump experience a necessity. Active member on after-hours call list. Coagulation studies. Infection control. Stock control and administration as delegated by supervisor. Supervision of students. Participant in academic activities.

**ENQUIRIES:**
Mrs. R Marais Tel No: (012) 354 1506

**APPLICATIONS:**
Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE:**
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE:**
28 December 2018

**POST 50/151:**

**SALARY:**
Grade 1: R300 828 – R342 357 per annum Ref No: OCCTHER/PHOLH/300/11/118
Grade 2: R352 707 – R403 302 per annum Ref No: OCCTHER/PHOLH/400/11/118
Grade 3: R415 482 – R504 219 per annum Ref No: OCCTHER/PHOLH/500/11/118

**CENTRE:**
Pholosong Hospital

**REQUIREMENTS:**
Appropriate qualification that allows for the required registration with the HPCSA in the relevant experience after registration with the Health Professional Council of South Africa. BSc Occupational Therapist or recognised Degree, registration with Health Professions Council of South Africa, HPCSA proof of registration. **Grade 1:** requires no experience. Sound interpersonal communication skills, ability to work in a multidisciplinary environment. Ability to work under pressure. Have analytical and creative skills. **Grade 2:** requires 10-years minimum experience and **Grade 3:** requires 20-years minimum experience in Occupational Therapist after registering with HPCSA as an Occupational Therapist.

**DUTIES:**
Render and manage OT service that complies with standards and works as indicated by all health policies. Implant Sectional and Provincial quality assurance measures in Sub-Section. Participate in the formulation and review of sectional strategies as required. Participate in continuous professional development. Manage allocated human resource and other departmental resources. Supervision of support staff and Junior and contribute to related training activities

**ENQUIRIES:**
Ms CK Selepe Tel No: (011) 812 5000

**APPLICATIONS:**
Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

**NOTE:**
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. The institution reserves the right not to fill the post.

**CLOSING DATE:**
28 December 2018

**POST 50/152:**

**SALARY:**
Grade 1: R300 828 – R342 357 per annum (plus benefits) Ref No: OCCTHER/KPTH/007/12/18
Grade 2: R352 707 – R403 302 per annum (plus benefits) Ref No: OCCTHER/KPTH/008/12/18
Grade 3: R415 482 – R504 219 per annum (plus benefits) Ref No: OCCTHER/KPTH/009/12/18

**CENTRE:**
Kalafong Provincial Tertiary Hospital

**REQUIREMENTS:**
This is a rotator post between adult physical and paediatric. Grade 12. Bachelor’s degree in occupational therapy. Registration with HPCSA. Current registration with HPCSA. Identity document. Driver’s license. Must have completed community service. CV attached and Z83 completed. Good writing and communication skills.
Basic computer skills. Ability to work in a multi-disciplinary team. Any previous experience and post graduate courses in the field of work assessments and vocational rehabilitation, and work with adult neurology patients/paediatric patients will be considered. All certificates authenticated in the last 3 months. **Grade 1** requires no experience, **Grade 2** requires 10-years minimum experience and **Grade 3** requires 20-years minimum experience after registering with HPCSA as an Occupational Therapist.

**DUTIES**
Planning and implementing effective therapy to referred clients, and manage own patient load. Assist with implementing effective record keeping. Helping to develop and assessment of patients for work and assist with referring patients adequately to other team members. Implementing administration tasks allocated. Working with and supervising support staff. Participate in performance management reviews. Assist with student supervision, evaluation and training. This will include demonstrating assessments and treatment. Observing and assessing students therapy and marking written work. Required to attend relevant meetings and ward rounds. Participate in developing the department and profession.

**ENQUIRIES**
Ms. R.C. Louw Tel No: (012) 318-6702

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

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

**CLOSING DATE**
28 December 2018

**POST 50/153**
PHYSIOTHERAPIST GRADE 1-3

**SALARY**
Grade 1: R300 828 – R 342 357 per annum Ref No: PHYTHER/PHOLH/600/11/18
Grade 2: R352 707 – R403 302 per annum Ref No: PHYTHER/PHOLH/700/11/18
Grade 3: R415 482 – R504 219 per annum Ref No: PHYTHER/PHOLH/800/11/18

**CENTRE**
Pholosong Hospital

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

**DUTIES**
Render Physiotherapy services in allocated wards, OPD or Clinics. Develop clinical guidelines and protocols in line with the National and Provincial strategies and monitor the implementation and compliance Thereof. Monitor utilization of allocated Financial and Physical Resource and participate in continuous professional develop programmes. Coordinate and ensure the promotion & marketing of Physiotherapy Services in the hospital and community. Initiate, Implement & monitor quality assurance programs.

**ENQUIRIES**
Ms CK Selepe Tel No: (011) 812 5000

**APPLICATIONS**
Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

**NOTE**
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. The institution reserves the right not to fill the post.
CLOSING DATE : 28 December 2018

POST 50/154 : OCCUPATIONAL THERAPIST GRADE 1/2/3 REF NO: WKH HR002
Directorate: Occupational Therapy

SALARY : R300 828 – R415 482 per annum (plus benefits), salary will be in line with OSD regulations with regards to years of experience after registration as independent practitioner.

CENTRE : Weskoppies Hospital

REQUIREMENTS : Degree in Occupational Therapy. Registration with the Health Professional Council. An interest in Mental Health. Experience in Mental Health will be an advantage. Adherence to CPD requirements from HPCSA. Computer literate.

DUTIES : Provide an OT service to adult Mental Health Care users (Acute, Forensic and or Longer stay MHCU). Follow prescribed OT processes in Mental Health such as assessment/s, planning and executing treatment (individual and groups). Execute all patient related administrative tasks according to the standards set by Quality assurance principles. Actively do program planning within the Unit – Acute and Forensic. Do group treatment as planned. Participate in the annual de-institutionalization program. Do general administrative duties. Work effectively in a multi discipline team. Do student training. Participate in the WKH OT department CPD program. Do supervision of OTT/ OTA according to PMDS process.

ENQUIRIES : Ms. H Beetge, Tel No: (012) 319 9783

APPLICATIONS : Applications should include Z83, CV, certified copies of ID and Qualifications. Applications should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the “Application box” provided at the security gate.

NOTE : Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting process

CLOSING DATE : 28 December 2018

POST 50/155 : SPEECH THERAPIST AND AUDIOLOGY GRADE 1-3

SALARY : Grade 1: R300 828 – R342 357 per annum Ref No: SPEETHER/PHOLH/900/11/18
Grade 2: R352 707 – R403 302 per annum Ref No: SPEETHER/PHOLH/110/11/18
Grade 3: R415 482 – R504 219 per annum Ref No: SPEETHER/PHOLH/120/11/18

CENTRE : Pholosong Hospital

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

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

ENQUIRIES : Ms CK Selepe Tel No: (011) 812 5000

APPLICATIONS : Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. The institution reserves the right not to fill the post.

CLOSING DATE : 28 December 2018
**POST 50/156**

**SALARY**
Grade 1: R242 553 per annum (plus benefits) Ref No: CCRC/SW1/2018/12/01
Grade 2: R298 299 per annum (plus benefits) Ref No: CCRC/SW2/2018/12/01
Grade 3: R636 507 per annum (plus benefits) Ref No: CCRC/SW3/2018/12/01

**CENTRE**
Cullinan Care and Rehabilitation Centre

**REQUIREMENTS**

**DUTIES**
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.

**ENQUIRIES**
Mr. JJ Ngcobo Tel No: 012 734 7000 x 259

**APPLICATIONS**
Applications must be hand delivered to: Cullinan Care and Rehabilitation Centre, HR Department, Zonderwater Road, Cullinan or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.

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

**CLOSING DATE**
28 December 2018

**POST 50/157**

**SALARY**
R242 475 – R285 630 per annum

**CENTRE**
Central Office, Johannesburg

**REQUIREMENTS**
A 3-year Degree/ National Diploma or Grade 12 with 10 years’ appropriate experience, negotiation, people and financial management, planning and organization, verbal and written communication and time management skills. Computer literacy. Ability to work under pressure, to work long hours and to work after hours. Knowledge of the Mental Health Care Act No. 17 of 2002. A valid driver’s licence is a pre-requisite.

**DUTIES**
Co-ordinate and organize all administrative and operational resources of the Mental Health Review Boards (MHRBs). Ensure that documents relating to admissions, transfers, reviews, appeals and investigations are processed. Establish and maintain an effective information management and recordkeeping system for accurate and complete data capturing and reporting. Overseen document flow and ensure quality control of document processing. Provide leadership, direction, supervision, mentoring and training to the team as well as related key stakeholders, on all aspects of management of the secretariat functions to the MHRBs. Hold regular staff meetings and monitor attendance. Ensure that proceedings and decisions of meetings and investigations are properly and accurately recorded. Deal with queries of the Boards e.g. incomplete and incorrectly completed documents. Ensure that decisions made by the Boards are
sent to facilities e.g. Hospitals, NGOs and the High Court. Ensure adherence to quality standards and database entry. Monitor workload and expenditure of boards. Controls orders/ claims, evaluate administrative system and report on gaps. Deal with queries from the public and Mental Health Care users. Prepare detailed reports on cases/ decisions taken. Assist in drawing up the budget, manage procurement and track expenditure. Organise appeal hearings, including ensuring timely notification of all relevant parties, obtaining and distribution of documentation and issuing of subpoenas. Make provision for translation services and legal representation for users at hearings. Ensure communication of the decisions of the MHRB and follow up by monitoring implementation there-of. Ensure that Review Board members comply with accountability procedures. Manage remuneration process of Review Board members. Carry out other functions as directed by the Review Board or the chairpersons.

ENQUIRIES

APPLICATIONS

CLOSING DATE

NOTE

ENQUIRIES

APPLICATONS

CLOSING DATE

NOTE

A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to appoint. “The Gauteng Department of Health supports the appointment of persons with disabilities.

POST 50/158

FOOD SERVICE MANAGER REF NO: CCRC/FSM/2018/12/01
Directorate: Food Service Department

SALARY

CENTRE

REQUIREMENTS

DUTIES

Direct control and administration of food service operations in the kitchen and ensure daily allocating of staff for wards to ensure quality food and beverage delivery to patients. Monitor ordering of meals and diets from the wards, monitoring statistics, storage and issuing of stock as well as the reconstitution of meals distributed to wards. Monitor the ward hostess service in the wards allocated. Do quality control checks, be involved with the planning and implementation of plate waste and opinion surveys, do analysis, compiling of reports for feedback and implementation of adjustment. Involved in menu planning for normal diets, inputs in departmental budget and implementation of cost containment measures. Ensure implementation of all food service protocols, guidelines and policies. Involved in planning of equipment, utensils maintenance of equipment in all units. Monitor effective and optimal labour utilization in all units and monitor that disciplinary guidelines are maintained. Guide and implement evaluation appraisal process. Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff. Monitor that disciplinary guidelines are maintained. Guide and implement evaluation appraisal process. Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant
training of human nutrition food service staff. Implementation of all food service protocols, guidelines and policies. Involved in planning of equipment, utensils maintenance of equipment in all units. Monitor effective and optimal labour utilization in all units and monitor that Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff disciplinary guidelines are maintained. Guide and implement evaluation appraisal process.

ENQUIRIES
Mr. Rasidzoge NA Tel No: (012) 7347047

APPLICATIONS
Applications must be hand delivered to: Cullinan Care and Rehabilitation Centre, HR Department, Zonderwater Road, Cullinan or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.

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

CLOSING DATE
28 December 2018

POST 50/159
ADMINISTRATION OFFICER (PERSONAL ASSISTANT) REF NO: ADMINOFF/PHOLH/140/11/18
Directorate: Chief Executive Officer

SALARY
R242 475 - R285 630 per annum (plus benefits)

CENTRE
Pholosong Hospital

REQUIREMENTS
Grade 12 or equivalent. Computer literate. Minimum of 3 – 5 years’ experience in rendering support service to Senior Manager. Good telephone etiquette and strong interpersonal relations. Competencies: Ability to communicate well with people at different levels and from different backgrounds. Ability to act with Tact and discretion. Ability to work under pressure and independently.

DUTIES
Manage the office of the CEO. Manage all incoming and outgoing Correspondence. Maintaining a filing system to file and retrieve documentation. Managing the diary of the CEO. Arranging meetings and appointment and taking minutes. Liaise on behalf of the CEO with departmental officials. Other stakeholders and the public. Attend telephone calls and messages and referring appropriately where required. Ensure effective flow of information and documents. Make official travel arrangements for the CEO and processing of subsistence and travel claims and reconciliation timeously.

ENQUIRIES
Dr A Mthunzi Tel No: (011) 812 5000

APPLICATIONS
Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

NOTE
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. The Institution reserves the right not to fill the post.

CLOSING DATE
28 December 2018

POST 50/160
HUMAN RESOURCE OFFICER REF NO: HROFF/JDH/002/11/18
Directorate: Human Resource Development

SALARY
R242 475 per annum

CENTRE
Jubilee District Hospital

REQUIREMENTS
Grade 12 or equivalent with 3-5 years’ experience in Human Resource Development and PMDS. PERSAL Certificate. Drivers licence will be an added advantage. Knowledge of the prescripts that govern Human Resource Development and Management. Presentation and Facilitation Skills, Computer literacy, Communication Skills (written and verbal) and Interpersonal Skills.

DUTIES
Coordinate and facilitate training and induction programmes. Liaise with external training providers. Assist to conduct skills development audits. Facilitate needs directed courses/workshop. Serve as secretary during training committee meetings. Assist and advice management and staff on Employment Equity issues. Assist in development Training, Orientation and Induction, and workplace skills plans. Assist with PMDS issues and ensure capturing of PMDS on PERSAL system. Monitor the development and attendance of experiential learners. Attend training meetings in and outside of the institution. Assist with National Core
Standards on matters relating to Training and Development and PMDS. Monitor performance and ensure development of subordinates in the unit. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment).

ENQUIRIES
Ms Morudu O.C Tel No: (012)717 9448/9530

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

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

CLOSING DATE
28 December 2018

ENQUIRIES
Mr s. M Ntseke Tel No: (012) 354 5359

APPLICATIONS
Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE
28 December 2018
POST 50/162: ADMINISTRATION OFFICER (RISK MANAGEMENT) REF NO: ADMOFF/JDH/003/11/18
Directorate: Finance Services

SALARY: R242 475 per annum
CENTRE: Jubilee District Hospital
REQUIREMENTS: Grade 12 or equivalent plus 3-5 years of experience in risk management field, risk management skills. Writing skills, Finance, Analytical skills, internal control skills, report writing skills, computer literate and proficient in English.
DUTIES: Ensure the implementation of enterprise Risk Management (ERM), Implementation plan, policy and strategy, co-ordinate risk management activities among various structures and provide guidance to management. Provide technical guidance to risk management committee on the integration of risk management with business processes. Facilitate yearly identification and assessment of risk. Compile and present risk profiles and ensure quarterly progress report on status of risk management in the institution to the departmental risk committee. Compile a report on status of internal controls and consolidated progress report, on the implementation controls. Complete and submit the monthly incident and emergency risk report. Coordinate audit action plan and internal administrate performance indicator monitoring and control. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment).

ENQUIRIES: Ms Magano DL Tel No: (012)717 9336
APPLICATIONS: Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital
NOTE: Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.
CLOSING DATE: 28 December 2018

POST 50/163: DATA CAPTURE REF NO: DATACAP/CARLH/0100/11/18
Directorate: Patient Affairs

SALARY: R163 563 – R192 666 per annum (plus benefits)
CENTRE: Carletonville Hospital
REQUIREMENTS: Grade 12 or equivalent. Experience in data management will be an added advantage. A Degree or Diploma with one-year experience in the relevant field will be an added advantage. Understanding of health information processes and procedures. Good communication and interpersonal skills. The incumbent must be computer literate. Ability to function in a team.
DUTIES: Hospital data capturing and analysis on DHIS. Communicate effectively with managers and supervisors at data generation points. Provide support to management through provision of health information in compilation of health strategic documents. Provide health information training to managers and supervisors. Monthly capturing of data on Web DHIS. Coordinate and participate in health information verification committee. Ensure compliance with District Health Information Management System (DHIMS) policy.
ENQUIRIES: Mr. C Maseko Tel No: (018)788 1703
APPLICATIONS: Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500
NOTE: Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. The employer reserves the right to fill or not to fill the post. People with disabilities are encouraged to apply.
CLOSING DATE: 28 December 2018

POST 50/164: ADMINISTRATION CLERK REF NO: ADMCLE/JDH/004/11/18
Directorate: Patient Affairs Department

SALARY: R163 563 – R192 666 per annum
<table>
<thead>
<tr>
<th>CENTRE</th>
<th>Jubilee District Hospital</th>
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<tbody>
<tr>
<td>REQUIREMENTS</td>
<td>Minimum of Grade 12. Computer literacy (capturing, processing email, internet. 18months experience of admin services. (Patients affairs experience will be an added advantage). Must be willing to work shifts and work under pressure. Knowledge of PAAB, Records Management and using Metro file system, PFMA, Basic conditions of employment act will be an added advantage.</td>
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<tr>
<td>DUTIES</td>
<td>Admission and registration of patients on PAAB and manual, filing and retrieval of files from records. Capturing data on TPH31A and TPH31. Completion of SPR01 during down time and updating electronic downtime information. Billing and collecting money from patients and issuing receipts; balancing in-paying register at the end of every shift. Completion of GPF 3, 4 and 5 forms. Classification of patients according to the UPFS. Assisting in other units within patient’s affairs when the need arises and ensuring that working material and equipment’s are always available. Reporting of lost, damaged, and not working equipment's. Perform any other duties as delegated by supervisor. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment).</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms M M Makuwa Tel No: (012)717 9378</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449, Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital</td>
</tr>
<tr>
<td>NOTE</td>
<td>Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.</td>
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<tr>
<td>CLOSING DATE</td>
<td>28 December 2018</td>
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<tr>
<td>POST 50/165</td>
<td>DENTAL ASSISTANT GRADE 1 REF NO: EHD2018/12/01</td>
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<tr>
<td>SALARY</td>
<td>R158 595 - R181 332 per annum (plus benefits)</td>
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<tr>
<td>CENTRE</td>
<td>Ekurhuleni Health District</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 or equivalent qualification, Dental Assistant certificate from recognized institutions (TUT), registration with HPCSA, proof of current registration with the HPCSA, copy of an ID document. A driver’s license will be an added advantage.</td>
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<tr>
<td>DUTIES</td>
<td>The incumbent should have knowledge of dental assisting including: infection control, chair side assisting, maintaining of equipment, stock control, knowledge of materials and instruments and conducting inventory. The person will work in the dental surgery in clinics, mobiles, correctional services, institutions and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. The person will also be doing relief duties in other clinics, prisons, mobile and institutions. He or she will be assisting the oral hygienist at schools as well as in the clinics. The person should have good communication skills, good interpersonal relations and an ability to work under pressure.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr L B Mudau Tel No: (011) 876 1759</td>
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<tr>
<td>APPLICATIONS</td>
<td>Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.</td>
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<tr>
<td>FOR ATTENTION</td>
<td>Human Resource Manager</td>
</tr>
<tr>
<td>NOTE</td>
<td>People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. No S&amp;T claims and resettlement allowance will be paid.</td>
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<tr>
<td>CLOSING DATE</td>
<td>28 December 2018</td>
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<tr>
<td>POST 50/166</td>
<td>CLEANING SUPERVISOR REF NO: CCRC/CLN/12/01</td>
</tr>
<tr>
<td>SALARY</td>
<td>R136 800 per annum (plus benefits)</td>
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<tr>
<td>CENTRE</td>
<td>Cullinan Care and Rehabilitation Centre</td>
</tr>
</tbody>
</table>
| REQUIREMENTS               | Abet level 4 with minimum cleaning experience of 10 years and 2 years as a supervisor or grade 12 as a supervisor or grade 12 with 2 years relevant
experience. Ability to read and write. (Skills needed): Management abilities such as time management and personnel management, verbal communication skill, computer literacy, supervisory experience and negotiation abilities. Knowledge of cleaning chemicals.

**DUTIES**
Supervise the work of subordinate and ensure that high standard of cleaning is attained. Designed shifts, allocate duties and cleaning materials/equipment. Orders, receive and store cleaning material safely. Management of Human Resource (PMDS, Leave, Sectional Reports) report any broken equipment and send for repairs/maintainace. Attend meetings, address the issue of the personal protective equipment, do weekly inspections, write reports about incidents in the cleaning section.

**ENQUIRIES**
Ms. NM Mbinga Tel No: 012 734 7000 x 259

**APPLICATIONS**
Applications must be hand delivered to: Cullinan Care and Rehabilitation Centre, HR Department, Zonderwater Road, Cullinan or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.

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

**CLOSING DATE**
28 December 2018

**POST 50/167**
**GENERAL STORES ASSISTANT REF NO: GENSTOR/KPTH/010/12/18**

**Directorate:** Pharmacy Department

**SALARY**
R96 549 – R113 730 per annum (plus benefits)

**CENTRE**
Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**
Minimum Grade 10 and above. Excellent communication and interpersonal skills, customer oriented, responsible, time management, positive attitude and enthusiastic, self-motivated, dynamic and a quick learner, able to work under pressure and meet the schedule of ward stock delivery.

**DUTIES**
Load, off-load stock and pack in designated areas under the supervision of a Pharmacist. Movement and dispatch of stock of medicines to designated areas during stock delivery from supplier, under the supervision of a Pharmacist. Pack vacolitres to designated area according to FIFO/FEFO principles. Adhere to good general pharmacy housekeeping to maintain a neat and clean environment. Delivery of medicine stock to wards and other outlets. Delivery /collection of documents to and from wards and other outlets. Assist with queue management at outpatients pharmacy as required.

**ENQUIRIES**
Ms. M.G. Mayayise Tel No: (012) 318-6839

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

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

**CLOSING DATE**
28 December 2018
POST 50/168 : FOOD SERVICE AID REF NO: CCRC/FSA/2018/12/01 (X2 POSTS)
Directorate: Food Services

SALARY : R96 459 per annum (plus benefits)
CENTRE : Cullinan Care and Rehabilitation Centre
REQUIREMENTS : Grade 12 with 1-3 years’ experience in Food Service environment. Good communication skills and willing to work in a team. Be able to work shifts, including weekends and public holidays. Mass catering experience will be an added advantage.

DUTIES : Perform routine task in the food service unit and perform the general cleaning task assign to you and maintain hygiene and safety measures in the unit. Wash crockery and cutlery of patients and for function. Dishing up for the patient’s food according to portion control measures.

ENQUIRIES : Ms. NP Lekhade Tel No: 012 734 7000 x 264
APPLICATIONS : Applications must be hand delivered to: Cullinan Care and Rehabilitation Centre, HR Department, Zonderwater Road, Cullinan or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.
NOTE : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies are found, services will be terminated with immediate effect. The Institution reserves the right not to fill the post. People with disability are encouraged to apply.
CLOSING DATE : 28 December 2018

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE : 04 January 2019, 12H00. No late applications will be considered.
NOTE : Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s). Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts.

MANAGEMENT ECHELON

POST 50/169 : DIRECTOR: MANAGEMENT ACCOUNTING REF NO: REFS/003555
Directorate: Management Accounting

SALARY : R1 005 063 per annum (Level 13) (All-inclusive remuneration package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A B.Com Degree in Accounting or relevant equivalent qualification. A minimum of 5 years’ relevant experience at middle/senior managerial level. (CA will be an added advantage). Competencies: Good communication skills (both verbal and written), presentation skills, planning and organising skills, ability to interact with stakeholders at different levels, management of personnel. Knowledge and understanding of the PFMA, DORA, Treasury Regulations, National Housing Act and National Housing Code.

DUTIES : Ensure implementation of policies and procedures: Contribution to the review of policies and procedures of the legislature on finance in line with the applicable prescripts. Manage budget development process: Ensure correspondence is sent out requesting budget inputs. Ensure Provincial Treasury guidelines are
implemented, operational plans are costed and, budget remains in line with the strategic objective. Manage virement process, direct the preparation of database and confirm budget is correctly divided between relevant cost centres. Maintain and manage budgetary control: Verify that legal and administrative compliance follow the procedure prescribed in the financial regulations. Analyse budget performance and recommend cost effective spending. Ensure transactions are properly recorded and accounted for, and that transactions are adjusted monthly. Account for timeous compilation of monthly IYM expenditure reports, provision of explanations on report content where major variances between actual and budget / projections exist. Prepare presentations on budget submissions and quarterly budget performance and ensure that a report is sent to the Executive Authority and other stakeholders. Monitor the compilation of the monthly cash flow of the budget and submission to Treasury. Ensure expenditure is covered in the budget and the proposed amounts, expenditure commitments are in line expenditure limits and the released spending authority. Ensure validation of account for financial statement and implement financial delegation of authority: Validate a statement of comparison and authorise expenditure or financial transaction. Bank and cash management: Ensure that petty cash, bank and cash activities are managed and monitored properly. Ensure clearing of suspense account and efficient system of record management. Systems and Master Data Management: Monitor input and maintenance of SAP master data, period maintenance. Manage preparation of reports and schedules and ensure reconciliation of expenditure to budget. Management of Payments: Ensure correct calculations, timeous issuance of funds certificate/s and payment to service providers, municipalities, accounting records are kept, conform to prescribed format. Secretariat Services: Perform secretariat service to the department’s budget committee. Supervision of Staff: Supervise and manage staff, conduct performance reviews, attend meetings (Budget, Manco, etc).

ENQUIRIES

APPLICATIONS

PROVINCIAL TREASURY

It is the department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS

Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

CLOSING DATE

04 January 2019

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 recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(s). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process.
(candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POSTS

POST 50/170 : DEPUTY DIRECTOR: AUDIT COMMITTEE SECRETARIAT
Directorate: Financial Governance

SALARY : R697 011 per annum (All inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A three year tertiary qualification Degree or National Diploma in Business Administration/Public Administration or equivalent NQF Level 6 qualification in Office Administration and 3-5 years’ experience in the public sector in the area of Finance/ Auditing/Administration of which 2 year should be at a Supervisory/Management Level. High level of minutes taking, report writing skills, Computer Literacy (Word, Excel, MS Outlook etc), proficient verbal and written communication skills are a prerequisite and must be able to work under pressure.
DUTIES : The incumbent will be responsible to develop and manage the operational plan to ensure effectiveness of the Audit Committee Sub-Directorate and report on progress as required, including the facilitation of effective communication with the relevant stakeholders. Ensure fully functional, operational and effective governance principles as well as communication with key stakeholders both internally and external. Compile budget forecast and monitor expenditure through the implementation of adequate payment reconciliation as well as the payment of Audit Committee Members within the stipulated timeframes. Ensure effective administration, logistical arrangements and managing of risks pertaining to the operations of the GPG Audit Committee Sub-Directorate. Attend all GPG Audit Committee and Provincial Audit Committee meetings and record the proceedings of the meetings.
ENQUIRIES : Ms T Sokupha Tel No: (011) 227-9000

POST 50/171 : ASSISTANT DIRECTOR: ASSET MANAGEMENT
Directorate: Financial Governance
Re-advertisement. This position was previously advertised in circular 35, post 35/135. Those who applied previously are encouraged to re-apply.

SALARY : R356 289 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three year tertiary qualification (NQF level 7) as recognised by SAQA, in Finance/Auditing or Accounting. 3–5 years’ experience in Accounting or Auditing or Asset management and/or related field. Knowledge and understanding of PFMA and corresponding Treasury Regulations and asset management frameworks. Knowledge and understanding of GRAP, GAAP and/or IFRIS. Advanced computer literacy.
DUTIES : Responsible for implementing, co-ordinating and monitoring the Asset and Inventory Management Strategies and the initiatives in GPG Departments and Entities. Provide continuous technical support on the implementation of the Asset and Inventory framework and guidelines within GPG Departments and Entities. Identify Asset management capacity gaps within GPG Departments and develop strategies to address capacity gaps. Ensure timely and accurate resolution of queries relating to Asset and inventory management. Improve the asset management function within GPG Departments and Entities by proposing, implementing and re-engineering asset and inventory management processes and policies. Monitor, evaluate and report on compliance with the asset management guidelines and framework. Review of s40 reports and Interim/Annual financial statements of GPG. Departments and Entities to ensure accurate and correct asset and inventory management information has been properly disclosed.
ENQUIRIES : Mr Sihle B Hlomuka Tel No: 011 227 9000
POST 50/172: ASSISTANT DIRECTOR: RISK AND COMPLIANCE AUDIT SERVICES (X2 POSTS)
Directorate: Gauteng Audit Service

SALARY: R444 693 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: A three year tertiary qualification NQF level 6 (as recognized by SAQA) in Internal Auditing. 3 – 5 years’ experience in internal auditing.
DUTIES: Plan assigned projects. Determine the resources required for the project and compile a time budget. Supervise a pool of multi-skilled auditors while on the audit. On the job supervision/mentoring, coaching motivating and training of team (Maintain the standards set by the IIA and methodology) Co-ordinate short term (quarterly) plans. Liaise with team members at the planning, execution and reporting phases of each review. Appraise and evaluate the performance of the team members and draw up developmental plans. Prepare weekly progress report to be submitted to Supervisor. Review working papers compiled by the team members. Compile the audit findings and the report. Conduct interviews with clients when required. Comply with GAS admin requirements. Maintain accurate time records. Conduct interviews during recruitment for the cluster.
ENQUIRIES: Ms. L Ninzi Tel No: (011) 227 9000

POST 50/173: INTERNAL AUDITOR QUALITY ASSURANCE & IMPROVED PROGRAMME (X2 POSTS)
Directorate: Gauteng Audit Services

SALARY: R299 709 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Relevant diploma or degree in Internal Auditing with 2 years’ experience in auditing environment. Attributes: The role require an innovative thinker with good analytical, interpersonal, communication skills, have sound business.
DUTIES: To perform quality assurance reviews of audit files according to the International Professional Practices Framework (IPPF) and Research for Gauteng Audit Services and related Services. Document system descriptions and prepare flowcharts. Prepare audit programmers. Execute audit programmers. Compile and reference audit working papers. Liaise with team leaders at the planning execution and reporting phases of each internal review. Review working papers and referencing prepared by trainees and assistant auditors. Compile the audit findings and prepare draft audit report. On the job mentoring/coaching motivating and training of other team members. Contribute expertise and industry knowledge to ensure value is added to the client and Gauteng Audit Services. Liaise and inform the supervisor regularly on the progress of the audit. Comply with Gauteng Audit Services admin requirements. Maintain accurate time records. Maintain acumen and decision-making skills.
ENQUIRIES: Ms B Sedibe Tel No: (011) 227 9000

POST 50/174: SENIOR PRACTITIONER: FINANCIAL BUSINESS SYSTEMS
Directorate: Financial Governance

SALARY: R299 709 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: National Diploma or Degree in Information Technology or Financial Information Management Systems. 1 – 2 years (SAP, PERSAL, BAS) system support experience. Solid experience in designing and developing training tools i.e. simulation tools, assessment tools and learning management systems. Knowledge of (SAP, PERSAL, BAS) systems. SAP Certification will be an advantage. Applicable legislative and regulatory framework. Ability to analyse problems and provide clear recommendations. Driver’s license, must be prepared to travel. Strong organizational skills. Able to collaborate with clients, and have a strong desire to excel. Excellent communication skills, written and verbal. Must be able to work independently as well as a team player and can manage own workload. Able to Multi-task and work under tight deadlines. Must be an effective problem solver.
DUTIES: The successful candidate will assist in improving the level of skills in system end-user in (SAP, PERSAL, BAS) applications within the GPG. Provide system support on (SAP, PERSAL, BAS) applications for GPG system end-users by ensuring the efficient and timely operation of all incoming requests and incidents from various departments. Provide appropriate support and inputs to comply with system processes and procedures. Responsible for ensuring issues are handled professionally and promptly, issues are tracked, reported on/or escalated accurately as required. Prepare and maintain transversal and other systems for utilization. Identify and conduct both informal and formal (SAP, PERSAL, BAS) systems training to users. Prioritizes the training needs in collaboration with managers for their team ensuring that the areas that lead to the highest impact and value add are selected. Monitor the effectiveness of the training received, by receiving feedback reports from officials as well as continuous feedback from departmental managers. Assist and train departments on how to draw and analyse.

ENQUIRIES: Mr S Hlomuka Tel No: (011) 227 9000

POST 50/175: SENIOR PRACTITIONER: FINANCIAL AUTOMATION MANAGEMENT SYSTEM (FAMS)
Directorate: Financial Governance

SALARY: R299 709 per annum (plus benefits)
CENTRE: Johannesburg

REQUIREMENTS: Relevant 3-year tertiary qualification (NQF level 6) National Diploma / Degree in Finance .1 – 2 years’ experience in the Finance or related field.

DUTIES: Performance of user-acceptance testing for P Card and E-Invoicing. P Card, E-Invoicing and EIS queries attended to on ITSM. Ensure Business Unit Applications are running efficiently by: (provide technical support for P – Card and all E – Invoicing modules). Ensure that EIS Registration is accurate and all EIS - Electronic Invoice submitted documents are correct. Ensure technical support is provided (E – Invoicing and P – Card). Provide timeous submission of accurate reports. Implementation of Ad – Hoc Projects.

ENQUIRIES: Ms Linda Ninzi Tel No: (011) 277 9000