

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**MANAGEMENT ECHELON**

<b><u>POST 02/52</u></b>	:	<b><u>DIRECTOR REF NO: REFS-001290</u></b> Directorate: Clinical Forensic Medical Services (Re-Advertisement)
<b><u>SALARY</u></b>	:	R1 005 063 per annum (All Inclusive Package)
<b><u>CENTRE</u></b>	:	Forensic Medical Service – Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate (NQF level 7) Degree/Diploma in Nursing or Health related field. A minimum of five years or more relevant experience at Middle/Senior management level in Clinical Forensic Medical Services. Excellent Strategic capability and Leadership skills; good planning and organising skills; good negotiation and conflict management skills. Proven track record of managing change management initiatives and applying innovative thinking. Sound interpersonal relations. Computer literacy. Management in field of clinical Forensic Medical Services will be an added advantage.
<b><u>DUTIES</u></b>	:	Strategic capability and leadership by ensuring appropriate internal controls and reporting systems. Direct and manage the provision of clinical forensic medical service to ensure that required standards are met and maintained. Direct and manage the provision of medical services to offenders at Correctional Centres. Ensure that policies and/or guidelines relevant to this area are developed and approved. Manage human resource aspects of the directorate. Support and promote the strategic intent of the Gauteng Health Turnaround Strategy, specifically violence and other clinical forensic medical cases especially violence against women and children. Manage and support victims of violence especially domestic violence, sexual and gender-based violence. Create a friendly environment for diagnosis and reporting cases of clinical forensic nature especially violence against women and children.
<b><u>ENQUIRIES</u></b>	:	Dr Mosou Morule Tel No: 082 448 0917
<b><u>APPLICATIONS</u></b>	:	Applications must be forwarded or hand delivered to Forensic Pathology Service, PO BOX 7128, Johannesburg, 2000
<b><u>NOTE</u></b>	:	All applicants that have previously submitted their applications before need not re-apply as their received applications will still be considered. Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993. Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . 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( no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment may 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 Department of Health 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). GDOH also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

**CLOSING DATE** : 01 February 2019

#### **OTHER POSTS**

**POST 02/53** : **HEAD CLINICAL UNIT EMERGENCY MEDICINE REF NO: MHCUEM/FERH/01**  
Directorate: Emergency Medicine Department

**SALARY** : R1 643 352 – R1 744 191per annum  
**CENTRE** : Far East Rand Hospital  
**REQUIREMENTS** : Basic Medical Degree (MBCHB). Postgraduate qualification in Emergency Medicine Specialist. Proof of current registration with the HPCSA as Emergency Medicine Specialist. Minimum of 3yrs appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Speciality or recognised Sub-Speciality. Appropriate teaching and learning skills and demonstrate research skills. Ability to perform appropriate function within the field of expertise. Assessment, diagnosis and management of patients within the field of specialty. Good communication and supervisory skills. Ability to work within a team. Stress tolerance and self-confidence.

**DUTIES** : Management of designated areas of responsibility. Drawing up of protocols for patients in the field of expertise. Collaboration and consultations with other disciplines. Providing consultative support services to peripheral institutions.

**ENQUIRIES** : Dr. Lobo, Clinical Manager Tel No: (011) 812 8546/8561  
**APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

**NOTE** : Applications must be submitted on Z83 form obtainable from any public service or the internet at [www.dpsa.goa.za/](http://www.dpsa.goa.za/) documents. The completed and signed form should be accompanied by a recent updated CV with detailed description of duties and names of two or more referees who are previous supervisors, certified Copies of all Qualifications and ID document (certification not more than 3months old). It is the applicant responsibility to have foreign qualifications evaluated by SAQA. 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 3 months after the closing date please accept that your application was not successful. The Gauteng Department of Health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

**CLOSING DATE** : 01 February 2019

**POST 02/54** : **HEAD- CLINICAL UNIT GRADE 1 REF NO: HCU/HJH/001/01/19**  
Directorate: Anaesthetic

**SALARY** : R1 643 352 (all-inclusive Package)  
**CENTRE** : Helen Joseph Hospital  
**REQUIREMENTS** : Education: Basic Medical Degree (MBBCH) or equivalent. Postgraduate Degree in Anaesthesia. Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Anaesthesia. Proof of current registration as a Specialist Anaesthetist with the HPCSA for a period exceeding five (5) years, with a valid, unattached Code 08 Driver's License. The applicant must be willing to work as a joint appointment between Helen Joseph Hospital and University of Witwatersrand.

**DUTIES** : Clinical: Overall in-charge of Anaesthesia department. Coordinate and supervise clinical care and treatment of patients in Anaesthesia department. Participation in commuted overtime option C. Academic participation in Anaesthesia department at the University. Management / Administration: Administrate and coordinate all Anaesthesia activities. Construct rosters for the provision of 24-hour medical care. Assist with Clinical governance and quality assurance according to National Core

Standards within the Anaesthesia department. Advance protocol development, policy implementation, and norms and standards for Anaesthesia department. Conduct research and clinical audits including adverse events reporting. Evaluate staff performance according to the hospital's PMDS processes. Cooperation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Helen Joseph Hospital. Cost-containment within Anaesthesia department in accordance with the hospital's cost-saving plan. Spearhead projects in accordance with the operational plan of the Clinical Services Management unit. Management of Other Remunerative Work (ORW) for self and other clinical staff. Academic: Participation in the academic duties of Wits Anaesthesia and related departments. Performance of research within the department. Supervision of research within the department and MMed students. Provide guidance on issues pertaining to academic development of Clinicians. Teaching: Develop and enhance training and development of healthcare workers in Anaesthesia department. Training and supervision of Senior Registrars, Registrars, Medical Officers, Medical Interns and Medical Students - This includes tutorials, teaching, ward rounds and skills development. The successful candidate will also be required to provide medical support and guidance to Nursing and Anaesthesia staff. Interpersonal Engagement: Patient first mentality, general management skills, excellent communication skills, good professional judgment, integrity and professional dependability, leadership experience, coaching and mentoring experience of clinical staff.

- ENQUIRIES** : Chief Executive Officer Dr. F Benson Tel No: 011 489 1070
- APPLICATIONS** : Applications should be submitted at the Helen Joseph Hospital, No14 Perth Road Auckland Park. Human Resource Department
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, HPCSA and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test. Candidates who previously applied are welcomed to apply.
- CLOSING DATE** : 01 February 2019
- POST 02/55** : **MEDICAL MANAGER GRADE 1 REF NO: MADMAN/PHOL/0100/01/19 (X2 POSTS)**
- SALARY** : R1 115 874 per annum (All-inclusive package)
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : A minimum of 4 years appropriate experience as a Medical Practitioner after registration with HPCSA. Proof of registration for 2018/2019. Recommendations: Ability to work independently and in a multi- disciplinary team context. Analytical thinking, independent decision making and problem-solving skills. Responsive and pro-active with flexible approach. Good co-ordination and planning skills. Experience in root cause analysis process or medical legal processes. Time management. Communication and interpersonal skills. Computer literacy. Creative and innovative. Professionalism. Confidentiality.
- DUTIES** : To manage hospital Clinical Services/ Department and Clinical Support to ensure its effective and efficient delivery of quality service. Ensure integration of Clinical Services, Clinical Support Services and Nursing service. Develop, implement, monitor and evaluate operational plans for Clinical Services and Clinical Support Service. Co-operation, liaison and communication with stakeholders. Responsible for managing Medico- Legal risk and ethical dilemmas. To ensure the implementation of policies and protocols. To carry out tasks as delegated by the CEO. Manage Finance and Human Resource of Clinical Services.
- ENQUIRIES** : Dr A Mthunzi (011) 812 5000
- NOTE** : The institution reserves the right not to fill the post.
- CLOSING DATE** : 01 February 2019

**POST 02/56** : **SPECIALIST ANAESTHESIOLOGIST REF NO: SPECANAE/HJH/002/01/19**  
Directorate: Anaesthesiologist

**SALARY** : R1 051 368 – R1 115 874 per annum (all-inclusive package)  
**CENTRE** : Helen Joseph Hospital  
**REQUIREMENTS** : MBCHB degree and registration with HPCSA as a Specialist. Good Leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal relations skills. Good resource management, problem solving and decision-making skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with a diverse team. The applicant must be willing to work in Helen Joseph and Rahima Moosa Hospitals. He /she will be part of joint staff with Wits University.

**DUTIES** : Direct clinical service provision with the assigned clinical department. Provide direct clinical leadership to the department. Formulate treatment guidelines and protocols for the department. To oversee training and supervision of junior doctors. Organize departmental clinical meetings with doctors, nurses and other category of clinical staff within the unit. Attend meetings of heads of clinical unit and make meaningful contribution in these meetings. Manage any medical adverse events within the unit and report them to the clinical manager. Oversee and manage administrative duties of the unit. Give support to the clinical manager.

**ENQUIRIES** : Dr. DR Monika, Roland. Monika @gauteng.gov.za Tel No: 0114890974  
**APPLICATIONS** : Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park.

**NOTE** : Kindly take note that successful candidates will be subject to security clearance, Citizenship verification and any other Recruitment and Selection compliance measures. Applications to be submitted on a signed and dated Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Applications should have annual HPCSA renewal and HPCSA certificate attached and certified. All documents to be certified.

**CLOSING DATE** : 01 February 2019

**POST 02/57** : **MEDICAL SPECIALIST (INTERNAL MEDICINE) REF NO: MEDSPEC/FERH/JAN01**  
Directorate: Medical

**SALARY** : Grade 1 R1 051 368– R1 115 874 per annum (all-inclusive package)  
Grade 2: R1 202 112 – R1 275 885 per annum (all-inclusive package)  
Grade 3: R1 395 105 – R1 744 191per annum (all-inclusive package)

**CENTRE** : Far East Rand Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as a medical specialist in the internal medicine. Proof of current registration.

**DUTIES** : The incumbent will be responsible for interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors. Willing to do commuted overtime.

**ENQUIRIES** : Dr PS Lobo, Tel No: 011 812 8546  
**APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs

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

**CLOSING DATE** : 01 February 2019

**POST 02/58** : **MEDICAL OFFICER GRADE 1 -3**  
Paediatric Department

**SALARY** : Grade 1: R780 612 per annum (all-inclusive package) Ref No: MO/PHOLO/0200/01/19  
Grade 2: R892 551 per annum (all-inclusive package) Ref No: MO/PHOLO/0300/01/19  
Grade 3: R1 035 831 per annum (all-inclusive package) Ref No: MO/PHOLO/0400/01/19

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

**DUTIES** : Sound knowledge of management of emergency medical, Obstetrics & Gynaecological and paediatrics conditions. Leadership skills including but not limited to conflict resolution. Attend relevant administrative meetings like mortality, near miss and completing MEDICO legal documents timeously (e.g. death certificates). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Participate in multidisciplinary team to the management of patients. Ensure that administration and record keeping is done in the department. Commuted overtime is compulsory.

**ENQUIRIES APPLICATIONS** : Dr NM Makgana Tel No: (011) 812 5000  
Application must be submitted on a Z83 form, certified copies of Identity Document, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1550 or can be posted to Private Bag X4, Brakpan, 1540

**NOTE CLOSING DATE** : The institution reserves the right not to fill the post.  
01 February 2019

**POST 02/59** : **MEDICAL OFFICER GRADE 1 -3 (OBSTETRICS & GYNAECOLOGY)**

**SALARY** : Grade 1: R780 612 per annum (all-inclusive package) Ref No: MO/PHOLO/0500/01/19  
Grade 2: R892 551 per annum (all-inclusive package) Ref No: MO/PHOLO/0600/01/19  
Grade 3: R1 035 831 per annum (all-inclusive package) Ref No: MO/PHOLO/0700/01/19

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

**DUTIES** : Sound knowledge of management of emergency medical, Obstetrics & Gynaecological and paediatrics conditions. Leadership skills including but not limited to conflict resolution. Attend relevant administrative meetings like mortality, near miss and completing MEDICO legal documents timeously (e.g. death certificates). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Participate in multidisciplinary team to the management of patients. Ensure that administration and record keeping is done in the department. Commuted Overtime Is Compulsory.

**ENQUIRIES APPLICATIONS** : Dr NM Makgana Tel No: (011) 812 5000  
Application must be submitted on a Z83 form, certified copies of Identity Document, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1550 or can be posted to Private Bag X4, Brakpan, 1540

**NOTE** : The institution reserves the right not to fill the post.  
**CLOSING DATE** : 01 February 2019

**POST 02/60** : **MEDICAL OFFICER GRADE 1 -3 (INTERNAL MEDICINE)**

**SALARY** : Grade 1: R780 612 per annum (all-inclusive package) Ref No: MO/PHOLO/0800/01/19  
Grade 2: R892 551 per annum (all-inclusive package) Ref No: MO/PHOLO/0900/01/19  
Grade 3: R1 035 831 per annum (all-inclusive package) Ref No: MO/PHOLO/0110/01/19

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

**DUTIES** : Sound knowledge of management of emergency medical, Obstetrics & Gynaecological and paediatrics conditions. Leadership skills including but not limited to conflict resolution. Attend relevant administrative meetings like mortality, near miss and completing MEDICO legal documents timeously (e.g. death certificates). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Participate in multidisciplinary team to the management of patients. Ensure that administration and record keeping is done in the department. Commuted overtime is compulsory

**ENQUIRIES** : Dr NM Makgana Tel No: (011) 812 5000  
**APPLICATIONS** : Application must be submitted on a Z83 form, certified copies of Identity Document, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1550 or can be posted to Private Bag X4, Brakpan, 1540

**NOTE** : The institution reserves the right not to fill the post.  
**CLOSING DATE** : 01 February 2019

**POST 02/61** : **MEDICAL OFFICER GRADE 1 REF NO: MO/HJH/700/01/19**  
Directorate: Anaesthesia

**SALARY** : R780 612 – R1 035 831 per annum (all-inclusive package)  
**CENTRE** : Helen Joseph Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Registration with HPCSA as a Medical Practitioner and proof of current registration. Experience in Anaesthesia will be an added advantage.

**DUTIES** : Clinical Care: Facilitate a holistic approach to patient care within the multidisciplinary team. Administrative Duties: Keep statistics of patients seen as directed by the line Manager. Facilitate optimal running of clinical services. Assist in updating protocols and SOPs as required by the Clinical departments and ensuring that they are being followed. Training and CME: In-service training of Medical students, Nurses and Supplementary Health Professions. Attendance of academic meetings and acquiring necessary CPD points. Keep abreast with developments in the medical field. Networking: Liaise with local community Clinics to assist them with telephonic consults and when needed facilitate transfer of the patient. Arrange referral for patients requiring services not offered by Bheki Mlangeni District Hospital. Legislation and Policies and Procedures: Familiarize self with rules and regulations with the Health Act and other relevant legislations. Comprehensive understanding of the rights of patients in terms of employment.

**ENQUIRIES** : Dr. Monika, Roland. Monika @gauteng .gov.za, Tel No: (011) 489 0974  
**APPLICATIONS** : All documents to be certified. Applications should be submitted at Helen Joseph Hospital HR department

**NOTE** : Kindly take note that successful candidates will be subject to security clearance, Citizenship verification and any other Recruitment and Selection compliance measures. Applications to be submitted on a signed and dated Z83 form with a

C.V, Certified copies of I.D and Qualifications to be attached. Applications should have annual HPCSA renewal and HPCSA certificate attached and certified.

**CLOSING DATE** : 01 February 2019

**POST 02/62** : **REGISTRAR REF NO: REG/UPOHC/00100/01/19**  
Directorate: Periodontics and Oral Medicine

**SALARY** : R780 612 – R816 264 per annum (All-inclusive package)  
**CENTRE** : University of Pretoria Oral Health Centre  
**REQUIREMENTS** : BChD or equivalent qualification. Registered with the HPCSA as a Dentist in the category Independent Practice. Completed primary subjects, Anatomy, physiology, General Pathology and Oral Biology for specialisation. College of Dentistry (CMSA) primaries are not accepted. At least two years' general dental practice experience. Recommendations: Good academic record. Additional qualifications. Proven interest in the field of periodontics, Oral Medicine and Implantology. Participation in Periodontal, Oral Medicine Implantology related courses recognised by the HPCSA for credits towards the requirements for Continuing Professional Development.

**DUTIES** : The successful candidates will be expected to carry out responsibilities and requirements necessary for the completion of MChD degree in Periodontics and Oral Medicine, teaching and supervision of undergraduate students, rendering of service to patients, assisting in departmental refresher courses for general practitioners, performing administrative and management duties, and undertaking research linked to the requirements of the course.

**ENQUIRIES** : Prof J.C. Marnewick Tel No: 012 319 2688  
**APPLICATIONS** : Quoting the relevant reference number. Direct applications to Ms. I Swart, Human Resource Management at Louis Botha A Building, Room 1.28, Dr. Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: 012 301 5705.

**NOTE** : Attach certified copies of your qualifications, identity book, curriculum vitae, HPCSA Registration and Z83 must be attached Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

**CLOSING DATE** : 01 February 2019

**POST 02/63** : **REGISTRAR REF NO: REG/UPOHC/00200/01/19 (X2 POSTS)**  
Directorate: Orthodontics

**SALARY** : R780 612 – R816 264 per annum (All-inclusive package)  
**CENTRE** : University of Pretoria Oral Health Centre  
**REQUIREMENTS** : Qualified as a Dentist. Minimum of two years post community service experience. Registration with the HPCSA in the Independent Practice Category. Recommendations: Good pre-graduate orthodontics record, postgraduate qualifications, primary subjects and proven interest in field of Orthodontics.

**DUTIES** : In addition to fulfilling the requirements of a MChD Degree in Orthodontics, the successful candidates will also participate in proving service to patients, teaching and training of undergraduate dental students, contribute toward the research output in the Department as well as assist in the continuing education courses and general administration.

**ENQUIRIES** : Prof S.M Dawjee. Tel No: 012 319 2448  
**APPLICATIONS** : Quoting the relevant reference number. Direct applications to Ms. I Swart, Human Resource Management at Louis Botha A Building, Room 1.28, Dr. Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: 012 301 5705.

**NOTE** : Attach certified copies of your qualifications, identity book, curriculum vitae, HPCSA Registration and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted

candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

**CLOSING DATE** : 01 February 2019

**POST 02/64** : **REGISTRAR REF NO: REG/UPOHC/00300/01/19**  
Directorate: Prosthodontics

**SALARY** : R780 612 – R816 264 per annum (All-inclusive package)  
**CENTRE** : University of Pretoria Oral Health Centre  
**REQUIREMENTS** : BChD or equivalent qualification. Registered with the HPCSA as a Dentist in the category Independent Practice. Completed primary subjects, Anatomy and Physiology for specialization. At least two years' general dental practice. Recommendations: Good academic record. Additional qualifications. Proven interest in the field of Prosthodontics. Participation in Prosthodontically related courses recognized by the HPCSA for credits towards the requirements for Continuing Professional Developmental.

**DUTIES** : The successful candidates will be expected to carry out responsibilities and requirements necessary for the completion of MChD degree in Prosthodontics, teaching and supervision of undergraduate students, rendering of service to patients, assisting in departmental refresher courses for general practitioners, performing administrative and management duties, and undertaking research linked to the requirements of the course.

**ENQUIRIES** : Prof LM Sykes Tel No: 012 319 2681  
**APPLICATIONS** : Quoting the relevant reference number. Direct applications to Ms. I Swart, Human Resource Management at Louis Botha A Building, Room 1.28, Dr. Savage Road, Riviera, Pretoria, or mail to PO Box 1266, Pretoria, 0001, Tel No: 012 301 5705.

**NOTE** : Attach certified copies of your qualifications, identity book, curriculum vitae, HPCSA Registration and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

**CLOSING DATE** : 01 February 2019

**POST 02/65** : **REGISTRAR (MEDICAL): FAMILY MEDICINE REF NO: REG/FAMMED/SGDHS.01/01/19**  
Registrars will be appointed jointly between the Gauteng Provincial Government and the University of the Witwatersrand (WITS).  
Directorate: Health (Family Medicine)

**SALARY** : R780 612 per annum (plus benefits)  
**CENTRE** : Southern Gauteng District Health Services (Johannesburg Health District, Ekurhuleni Health District, Sedibeng Health District, West Rand Health District)  
**REQUIREMENTS** : MBChB or equivalent. Candidates must be registered with the Health Professions Council of South Africa (HPCSA), in good standing and have completed Community Service. A minimum of one-year experience as a Medical Officer is preferred. Appointment will be dependent on academic registration for an MMed (Family Medicine) degree with the University of Witwatersrand. Preference will be given to South African citizens and permanent residents. Other Skills: Knowledge of relevant legislation, regulations, health programmes and policies within the South African medical sector. Good communication, problem solving and interpersonal skills. Exemplifies tolerance, diligence and empathy when working up and down the organogram. Programme planning, implementation and evaluation skills are a plus, Computer literacy, particularly with Microsoft Office.

**DUTIES** : Support the provision of the following services: PHC in the District as per prescribed rotations; patient care in the regional hospital complex, satellite clinics and hospitals as per prescribed rotations, inter alia, through the management of problem cases; support of junior doctors; supervision of students and trainees; and provision of emergency medical care. Complete the rotations required within the regional hospital complex and district as prescribed by the family medicine training



programme and the Supervisor of Registrar Training/Head of Clinical Unit. Be actively involved in all aspects of the Family Medicine Department's academic, teaching and clinical programmes. Participate fully in training activities such as Registrar meetings, family medicine training in the District and in hospitals and the CPD programmes. Complete the clinical and academic requirements for registration as a family physician, including obtaining the MMED degree. Support the development of quality assurance/improvement. Conduct research in Primary Care.

**ENQUIRIES** : Dr Jimmy Akii @ 071 678 5777 (Johannesburg District Health Services)  
 Dr Sam Agbo Tel No: (011) 878-8548 (Ekurhuleni District Health Services)  
 Dr Aswin Kalain @ 083 468 6922 (Sedibeng District Health Services)  
 Dr Michel Mpangula @ 079 108 4323 (West Rand District Health Services)  
 General Enquiries: Prof Olufemi Omole (Academic Head) @ 079 523 5318 or Prof Laurel Baldwin-Ragaven (Clinical Head) @ 079 162 5228

**APPLICATIONS** : **For Johannesburg District Health Services:** Department of Human Resources Management, Cnr Smith & Klein Street, Hillbrow, 2001. Private Bag X21, Johannesburg 2001.  
**For Ekurhuleni District Health Services:** Department of Human Resources Management, West Wing, 40 Catlin Street, Germiston, 1401. Private Bag X1005, Germiston 1400.  
**For Sedibeng District Health Services:** Department of Human Resources Management, Cnr. Frikkie Meyer Ave and Pasteur Blvd, Vanderbijlpark. Private Bag X023 Vanderbijlpark 1911  
**For West Rand District Health Services:** Department of Human Resources Management, Corner Vlei & Luipaard St, Krugersdorp, Johannesburg, 1740. Private Bag X2053, Krugersdorp 1739.

**NOTE** : Applications must be completed using a Z83 form. Certified copies of original required documents must be attached and submitted to the relevant district office. Appointment as a registrar is for a maximum of 4 years and this is subject to satisfactory academic progression in the MMed program. Opportunities for Family Medicine registrar training are available in the following Health Districts. The Wits Family Medicine Division reserves the right to place registrars in any one or none of the four Southern Gauteng Districts.

**CLOSING DATE** : 01 February 2019

**POST 02/66** : **PNB3 OPERATIONAL MANAGER SPECIALTY (PAEDIATRICS) REF NO: OPSMAN/KPTH/100/01/19**  
 Directorate: Nursing Department

**SALARY** : R532 449 – R599 274 per annum (plus benefits)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Grade 12. Basic R425 qualification (i.e. Diploma /Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification, with a duration of 1 year, accredited with the SANC in Child Nursing Science. Minimum of 9 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in general nursing, at least 5-years of period referred to above must be appropriate / recognizable experience in the specialty (Paediatrics) after obtaining the 1-year post-basic qualification in the specific specialty. Current 2018 and/or 2019 proof of registration with SANC. Proof of service records. Diploma in Nursing Administration / Management as well as Nursing Education will be an added advantage. Computer literacy and driver's license will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act, etc. Skills Required: Leadership, organizational, decision making and problem-solving abilities within the limit of the Public Sector institutional policy framework. Computer skills in basic programmes. Financial and budgetary knowledge pertaining to the relevant resources under management. Interpersonal skills including conflict management and counselling.

**DUTIES** : Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively the supervision and

utilization of Human Financial resources. Coordination of provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the Batho Pele Principles and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility.

- ENQUIRIES** : Mr. O.E. Cebisa, Tel No: (012) 318-6637
- 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 Applicants must indicate the post reference number on their applications.
- NOTE** : 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. Failure to submit the required documents will result in the application not being considered. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. 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** : 01 February 2019
- POST 02/67** : **ASSISTANT MANAGER- NURSING - PNA-7 REF NO: ASSTMAN/HJH/300/01/19 (X4 POSTS)**  
Directorate: Nursing
- SALARY** : R532 449 – R617 253 per annum (all-inclusive package)
- CENTRE** : Helen Joseph Hospital
- REQUIREMENTS** : Registration with S.A.N.C as a Professional nurse with General. Minimum of (8) years' experience post registration. Three (3) years' experience in Hospital Management as an Operational Manager. Diploma / Degree in Nursing Administration /Management. Diploma/Degree in Nursing Education will be an added advantage. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as: Nursing Act, OHS Act, Patient Rights Charter, Batho Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, Organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operations, Team player, Supportive, Assertive. Ethical standards are a requisite and upholding the organizational culture.
- DUTIES** : Delegate, supervise and coordinate provision of effective and efficient patient care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate information on health care. Develop/ establish and maintain constructive working relationships with nursing and other stakeholders (inter-professional, inter-sectorial and multi-disciplinary team work). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure proper utilization of financial and physical resources. Manage Human Resources and ensure skilling and quality care in the department.
- ENQUIRIES** : Ms T.G Baloyi Tel No: (011) 489 0896

**APPLICATIONS** : Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park. Human Resource Department.

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

**CLOSING DATE** : 01 February 2019

**POST 02/68** : **OPERATIONAL MANAGER GENERAL STREAM PNA-5 REF NO: OPSMAN/900/01/19 (X2 POSTS)**  
Directorate: Nursing

**SALARY** : R420 318 – R473 067per annum (all-inclusive package)  
**CENTRE** : Helen Joseph Hospital  
**REQUIREMENTS** : Grade 10 or 12 Certificate. Registration with SANC as a Professional Nurse, Diploma or Degree in Nursing Science. Minimum of seven (7) years' experience as a professional Nurse. Willing to work shifts when need arises Ability to function in a multi-disciplinary setting. Ability to function under stressful situations.

**DUTIES** : Ensure effective communication within the health setting. Take charge of a ward/unit and ensure smooth running Develop policies and protocols for the Department, Supervision and control of all material resources and manage costs Strict control of equipment and budget of the department, Liaise with Hospital management regarding complex issues Maintain sound relations and team work within the department. Ensure optimal utilizations of personnel in the unit, Ability to deal with conflict and knowledge of DoH policies, Ensure and have knowledge of national core standards, Ensure training needs are met by staff, Quality patient care with prevention of serious adverse events, Programme of skilling staff through in-service and demonstration, Develop systems to ensure efficient running of the ward, Ensure health value to patients, Conduct PMDS of all staff in the department.

**ENQUIRIES** : Ms T.G Baloyi Tel No: (011) 489 0896  
**APPLICATIONS** : Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park. Human Resource Department

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

**CLOSING DATE** : 01 February 2019

**POST 02/69** : **ASSISTANT DIRECTOR: SENIOR DATABASE ADMINISTRATOR REF NO: ASSTDIR/HJH/400/01/19 (X2 POSTS)**  
Directorate: Administration

**SALARY** : R356 289 – R419 679 (all-inclusive Package)  
**CENTRE** : Helen Joseph Hospital  
**REQUIREMENTS** : National Diploma or bachelor's Degree in Computer Science/ Statistical or equivalent qualification; 3 years' experience in a health data base administration of which 1 year should be at a Supervisory level. Training of DHIS Web Application. Use statistic to inform operational planning serve as the custodian of a hospital information. Manage personnel and other resources effectively; Ensure implementation of data collection systems, procedures and processes. Provide statistical support to all departments. Co-ordinate and facilitate request for information from various stakeholder. Skills and Competencies: Sound knowledge of data collection and validation and analysis process; Knowledge and understanding of computer applications especially spreadsheets, database and

operating systems Communication skills (verbal and written); Computer literacy (MS office) (Attach certificate); Ability to work under pressure and independently; Efficient and resourceful; Ability to operate/interface with information management technical systems; Ability to initiate and plan information systems projects. Strong mathematical and analytical skills. KPA: Manage data collection tools to meet identified information Requirements. Convert statistical data into information formats. Facilitate the technical running of the Department's data base administration.

**ENQUIRIES** : CEO Dr. F Benson Tel No: 011 489 0306  
**APPLICATIONS** : Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park. Human Resource Department

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

**CLOSING DATE** : 01 February 2019

**POST 02/70** : **ASSISTANT DIRECTOR RISK AND SECURITY REF NO:**  
**ADRISK/BMDH/40010/01/19**  
 Directorate: Risk and Security

**SALARY** : R356 289 (Plus Benefits)  
**CENTRE** : Bheki Mlangeni District Hospital  
**REQUIREMENTS** : A relevant bachelor's degree/diploma in risk management. At least three (3) years relevant experience at supervisory level in risk and security management. Understanding of the relevant legislation and policies framework. Public finance management act (PFMA), treasury regulations and guidelines. Public sector risk management framework. Public service anti-corruption strategy and departmental anti-corruption measures. Principles of enterprise risk management governance and accountability. Internal control and assurance. ERM concepts, framework and methodologies. King report on corporate governance. Knowledge of minimum physical security standards (MPSS), minimum information security standards (miss), security breaches, investigations, security awareness programme, occupational health and safety act (OHSA) and fire regulations. Good communication (verbal and written), interpersonal, computer (MS Office Packages), report writing, knowledge of performance management system development, conflict resolution and, auditing, disaster and recovery plan. Departmental policies and procedures. Driver's license.

**DUTIES** : manage security guard services, liaise regularly with NIA, saps and risk management directorate of the department of health (DOH). Implement the department security policy and minimum information. Implement the ERM implementation plan. Implement risk assessment methodologies, models and systems. Facilitate the assessment of identified risks. Facilitate the compilation of operational risk registers. Facilitate the development of risk response strategies (mitigate plans). Report all relevant ERM matters including, findings risk positions and recommendations to relevant stakeholders. Establish and maintain a risk management philosophy and culture within the organization. Manage and coordinate of risk management with all assurance providers. Coordinate the activities of risk management committee and perform the secretariat function. Implementation of security policies standards. Assess and improve the effectiveness of security measures and procedures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Develop and implement procedures for the movement of movable assets and information documents. Maintain records of information security breaches/incidents. Recommend interventions/ improvements/ disciplinary measures where appropriate. Compile and provide management reports. Hold regular meetings with security service

providers. Investigate all reported security breaches incidents and write reports. Report security breaches to the SSA or saps. Develop, implement, evaluate and monitor the performance agreements with security personnel. Assess performance of security staff.

**ENQUIRIES** : Ms RS Mabyana Tel No: 010 345 0970  
**APPLICATIONS** : Applications must be submitted to: HR department at Bheki Mlangeni District Hospital or posted to Bheki Mlangeni District Hospital, P.O. Box 731, Jabulani, 1868.

**NOTE** : 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** : 01 February 2019

**POST 02/71** : **ASSISTANT DIRECTOR: SENIOR DATABASE ADMINISTRATOR REF NO: ADSNR/HJH/800/01/19**  
Directorate: Administration

**SALARY** : R356 289 – R419 679 (all-inclusive Package)  
**CENTRE** : Helen Joseph Hospital

**REQUIREMENTS** : National Diploma or bachelor's Degree in Computer Science/ Statistical or equivalent qualification; 3 years' experience in a health data base administration of which 1 year should be at a Supervisory level. Training of DHIS Web Application.

**DUTIES** : Use statistic to inform operational planning serve as the custodian of a hospital information. Manage personnel and other resources effectively; Ensure implementation of data collection systems, procedures and processes. Provide statistical support to all departments. Co-ordinate and facilitate request for information from various stakeholder. Skills and Competencies: Sound knowledge of data collection and validation and analysis process; Knowledge and understanding of computer applications especially spreadsheets, database and operating systems Communication skills (verbal and written); Computer literacy (MS office) (Attach certificate); Ability to work under pressure and independently; Efficient and resourceful; Ability to operate/interface with information management technical systems; Ability to initiate and plan information systems projects. Strong mathematical and analytical skills. Key Performance Areas: Manage data collection tools to meet identified information Requirements. Convert statistical data into information formats. Facilitate the technical running of the Department's data base administration.

**ENQUIRIES** : CEO Dr. MR Billa Tel No: 011 489 0306  
**APPLICATIONS** : Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park. Human Resource Department

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

**CLOSING DATE** : 01 February 2019

**POST 02/72** : **DIETITIAN PRODUCTION GRADE 1 REF NO: DIETPRO/HJH/110/01/19 (X2 POSTS)**  
 Directorate: Allied  
**SALARY** : R300 828 - R342 357 per annum (all-inclusive package)  
**CENTRE** : Helen Joseph Hospital  
**REQUIREMENTS** : Relevant degree or post graduate Diploma in Dietetics: B.SC/B Degree in Dietetics: 4 year integrated or 3-4 years plus 1-year post graduate. Completed Community Service (After 2003). Registered with the Health Professional Council of South Africa (HPCSA). Proof of yearly annual renewal. Experience: Completed Community service successfully.  
**DUTIES** : To provide optimal nutritional patient care to both in and out patients in all the units. To ensure training and education for all categories of health professionals as well as Dietetic student training. Health promotion: Implementation and coordination of health days. To perform therapeutic management duties. To coordinate clinical nutrition and food service management. To implement and monitor quality assurance and National Core Standards. Administrative accountability through keeping statistics and effective recordkeeping as prescribed. Must be able to function in a multidisciplinary team. Adhering to the Public Financial Management Act.  
**ENQUIRIES** : Ms. E. Henning Tel No: (011) 489 0364  
**APPLICATIONS** : Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park. Human Resource Department  
**NOTE** : Kindly take note that successful candidates will be subject to security clearance, Citizenship verification and any other Recruitment and Selection compliance measures. Applications to be submitted on a signed and dated Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Applications should have annual HPCSA renewal and HPCSA certificate attached and certified. All documents to be certified.  
**CLOSING DATE** : 01 February 2019

**POST 02/73** : **STATION MANAGER GRADE 3 TO 6 REF NO: STAMAN/EMS/3001/01/19 (X9 POSTS)**  
 Directorate: Emergency Medical Services  
**SALARY** : R299 475 - R340 830 (plus benefits)  
**CENTRE** : Various District  
**REQUIREMENTS** : Grade 12 certificate or equivalent qualification/ECT/CCA/ with 3-year experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver's license with PrDP, Registration certificate and current registration with HPCSA. Supervisory experience is compulsory.  
**DUTIES** : Responsible for all EMS activities in the station. Provide advice on procedures and policy matters to staff. Ensure compliance with all policies operating in the service. Ensure effective communication system for ambulance and staff in the station. Ensure that fleet management is properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service complaints received. Ensure the control and have an inventory of all resources at the station. Assist the District Manager in the control and implementation of the EMS policies. Maintain, monitor and review continuous quality improvement for the station in accordance with the policy on quality improvement of EMS. Collect all relevant statistics and indicators. Process overtime and leave forms. Ensure that staff attends to calls timeously. Ensure adherence to EMS procedures. Attend to major incidents and co-ordinate such incidents within the operational area. Ensure effective control and be accountable over resources in the station. Undertake any other duties as allocated by management. Ensure station comply with OHS standards in respect of medical waste storage and disposal.  
**APPLICATIONS** : Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 halfway house 1685  
**ENQUIRIES** : Mr. T Mnisi Tel No: (011) 564 2026  
**NOTE** : Eligible candidates will be subjected to a medical, practical, theoretical, computer and driving evaluation(s)

**CLOSING DATE** : 01 February 2019

**POST 02/74** : **PHYSIOTHERAPIST PRODUCTION GRADE 1 - 3**  
Directorate: Allied

**SALARY** : Grade 1: R281 148 per annum (Plus benefits) Ref No: PHYPRO/HJH/400/01/19  
Grade 2: R331 179 per annum (Plus benefits) Ref No: PHYPRO/HJH/500/01/19  
Grade 3: R390 129 per annum (all-inclusive Package) Ref No: PHYPRO/HJH/600/01/19

**CENTRE REQUIREMENTS** : Helen Joseph Hospital  
Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). A minimum of 1-year community service completed. Sound knowledge of clinical theory, practice and ethics relating to the delivery of Physiotherapy services within a hospital setting. Knowledge of current health and public service legislation, regulations and policies. Good communication skills (verbal and written), computer skills and good interpersonal skills. Ability to work in a multi-disciplinary team and in a changing environment and under pressure. **Grade 1:** No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa.

**DUTIES** : Render effective patient centered physiotherapy service for in- and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

**ENQUIRIES APPLICATIONS** : Mrs. A. Rawat Tel No: 011 489-0334  
Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park. Human Resource Department

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

**CLOSING DATE** : 01 February 2019

**POST 02/75** : **SHIFT LEADER GRADE 3 TO 6 REF NO: SHFTLEA/EMS/3002/01/19 (X9 POSTS)**  
Directorate: Emergency Medical Services

**SALARY** : R250 467 – R282 165 (plus benefits) Salary will be determined by experience attached to the professional category

**CENTRE** : Gauteng EMS Various Districts

**REQUIREMENTS** : Grade 12 certificate or equivalent qualification. AEA/ECT/CCA with 03-year experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver's license with PDP, Registration certificate and current registration with HPCSA. Computer skills. Knowledge of labour relations and OHS. Incident management and supervisory experience.

**DUTIES** : Provide an ongoing supervisory function in respect of all operational issues in terms of HPCSA and Department policies by ensuring compliance and report thereon. Implementation of Operational plans, at shift level, manage all resources allocated to the shift in an efficient manner by ensuring control, monitoring use and reporting deviations and deficiencies facilitate ongoing administration and human resource management. Supervisory functions, Responsible for performance management and development system assessment. Assist in management of overtime and leave. Ensure that staff attends to calls timeously. Analyses trips sheet and patient assessment forms and report discrepancies to the station manager. Respond to mass casualty and disaster scenes and provide advice and leadership in such situations. Manage complaints from external and internal sources. Compile reports, conduct investigations when required. Ensure compliance with service protocol and procedures. Undertake any other duties as allocated by management.

**ENQUIRIES** : Mr. V Mokobodi Tel No: (011) 564 2005

**APPLICATIONS** : Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 halfwayhouse 1685

**NOTE** : Eligible candidates will be subjected to a medical, practical, theoretical, computer and driving evaluation(s)

**CLOSING DATE** : 01 February 2019

**POST 02/76** : **ADMINISTRATION CLERK REF NO: ADMCL/MHRB/2019 (X6 POSTS)**  
Directorate: Mental Health (Specialised Services)

**SALARY** : R163 563 per annum

**CENTRE** : Central Office, Johannesburg

**REQUIREMENTS** : Grade 12 Certificate 0-2 years' experience in the Health Sector. Good interpersonal and communication skills. Ability to prioritize work, work under pressure and meet deadlines. Good writing and editing skills. Must be computer literate. Drivers licence. Must be willing to travel within the Gauteng Department of Health institutions.

**DUTIES** : Provide administrative tasks in accordance with the regulatory framework/ guidelines relating to general office functions. Receive, check and process documents before and after consideration by Mental Health Review Board members. Open individual user files and file documents. Track documents/ files. Maintain a register of periodic reports submitted or due and follow up overdue reports without delay. Maintain a register of quarterly reports on ECT, seclusion and mechanical restraint submitted or due and follow up overdue reports without delay. Record and file notices of emergency admission, transfer between hospital and discharges. Enter information in a record system and produce reports as required. Provide receptionist support services to the Mental Health Review Board. Record and track movement of documents in accordance with guidelines and instructions. File documents in a way which is orderly and enable easy access to information. Arrange meetings, parking and venues. Ordering of stationery. Perform administrative duties such as photocopying, faxing, postage and e-mailing of documents.

**ENQUIRIES** : Mr. T.E. Mathada Tel No: (011) 355 3038 / 071 685 7945

**APPLICATIONS** : Applications may be submitted at HR Department, Life Centre Building 45 Commissioner Street, Johannesburg or posted to Private Bag X085 Marshalltown 2107

**FOR ATTENTION** : Recruitment Section

**NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. The Department of Health supports and encourage persons with disabilities to apply.

**CLOSING DATE** : 01 February 2019



**POST 02/77** : **DATA CAPTURER REF NO: DATACAP/PKTH/200/01/19**  
 Directorate: Health Information Management

**SALARY** : R163 563 per annum (plus benefits)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Grade 12. Diploma/NQF Level 5 in Information Management Science or Epidemiology Statistics or related 5 years' experience as a DHIS Data Capturer. Advanced DHIS and Knowledge Management. More than 3-years working experience in Health environment. Computer literate with extensive knowledge of MS Excel, Word, PowerPoint, Outlook and Internet is compulsory. Analytical and numerical skills. Good communication, presentation, interpersonal, coordination and reporting skills. A valid driver's licence is compulsory. Knowledge, Skills and Abilities: Strong numeracy skills and be able to create graphs and presentation using MS packages. Ability to draw data out of webDHIS. Basic skills in presenting information. Basic skills in data analysis. Basic filing and information management skills. Experience and knowledge in NIDS, DHIS definitions, indicators and structured way to capture data into system currently used.

**DUTIES** : Daily collection, collation and capturing of data and statistics from clinics and wards on to the webDHIS. Compilation of Portfolio of Evidence on compiled reports.

**ENQUIRIES** : Mr. O.E. Cebisa Tel No: (012) 318-6637  
**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. Applicants must indicate the post reference number on their applications.

**NOTE** : 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. Failure to submit the required documents will result in the application not being considered. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. 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** : 01 February 2019

**POST 02/78** : **EMERGENCY CARE OFFICER GRADE 3 (ILS) REF NO: EMRCAROFF/EMS/3003/01/19 (X60 POSTS)**  
 Directorate: Emergency medical services

**SALARY** : R159 300 - R208 277 per annum (plus benefits)  
**CENTRE** : Various Gauteng EMS Districts  
**REQUIREMENTS** : Grade 12 certificate, Ambulance Emergency Assistant certificate, current and valid registration with HPCSA as an Ambulance Emergency Assistant, valid driver's license code 10 and PDP. Previous experience in emergency care environment will be an added advantage.

**DUTIES** : Responsible for the treatment of patient within the scope of practice of Intermediate Life Support. Transport patients as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shift.

**ENQUIRIES** : Mr V Mokobodi Tel No: 011 564 2005

**APPLICATIONS** : Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 Halfway House 1685

**NOTE** : Eligible candidates will be subjected to a medical, practical, theoretical and driving evaluation(s)

**CLOSING DATE** : 01 February 2019

**POST 02/79** : **QUEUE MARSHALL SUPERVISOR REF NO: QUEMAR/HJH/700/01/19**  
Directorate: Quality

**SALARY** : R136 800 – R161 148 per annum (all-inclusive package)  
**CENTRE** : Helen Joseph Hospital  
**REQUIREMENTS** : Minimum Grade10 - 12 Certificate or ABET level 4. 1-year experience in hospital environment as courtesy officer. Must have trained as a care worker (3 or 6 months training) or currently training as a care worker. Basic CPR training will be an added advantage. Good verbal and written communication skills. Must be willing to work shifts and under pressure.

**DUTIES** : Lead and provide customer care. Apply Customers Care and Batho Pele Principles. Welcome patients and visitors. Direct clients to appropriate service areas of the Hospital. Control and Maintain order in waiting areas. Assist to screen patients in the waiting areas. Give health talks to waiting patients. Provide clean cups and water. Oversee/mend helpdesk and handle queries and complaints. Provide supervision to Courtesy marshals. Perform of any other duties as delegated by supervisor and ensure departmental objectives are met.

**ENQUIRIES** : Ms. M Mthezuka – Kganakga Tel No: 011 489 0873  
**APPLICATIONS** : Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park. Human Resource Department

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

**CLOSING DATE** : 01 February 2019

**POST 02/80** : **FOOD SERVICE AID LEVEL 2 REF NO: FSA/KPTH/300/19 (X8 POSTS)**  
Directorate: Human Nutrition Department

**SALARY** : R96 549 – R113 730 per annum (plus benefits)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Grade 10 and above or NQF Level 2. Knowledge of hygiene procedures and processes. Appropriate knowledge of food and food preparation. Good communication and interpersonal skills. Be able to work effectively within a team. Awareness of Batho Pele Principles. Previous experience in a Food Service / Food Related Sector will be an added advantage.

**DUTIES** : Ensure proper and effective catering service. Perform daily cleaning tasks; hygiene and sanitation in the kitchen. The preparation of food for normal; therapeutic diets and snacks. Assist with preparation of functions. Daily dishing up of food and distribution of meals to patient's wards. Monitoring milk and bread issued to wards every morning. Transport food trolleys to different patient's wards. Adhere to all Food Service Policies and Procedures. Be prepared to relieve in all areas of the Food Service Unit when required. Willing to undergo continuous training and development. Issuing of snacks and special diets to patients on therapeutic diets and where required. Milk kitchen duties when required. Be able to work shifts including weekends and Public Holidays.

**ENQUIRIES** : Dr. K.E Letebele-Hartell Tel No: (012) 318-6651  
**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. Applicants must indicate the post reference number on their applications.

**NOTE** : 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. Failure to submit the required documents will result in the application not being considered. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. 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. 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** : 01 February 2019

**DEPARTMENT OF ROADS AND TRANSPORT**

**APPLICATIONS** : Applications to be delivered: to Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to P.O Box X83, Marshalltown, 2107

**CLOSING DATE** : 01 February 2019

**NOTE** : Shortlisted candidates will be subject to pre- employment screening (vetting). Applications received after the closing date will be disqualified. Your Z83 form must be signed. Copies of qualifications and driver's license copy must be certified. Persons from designated groups are encouraged to apply. Errors and Omissions will be rectified. The Department reserves the right not to fill the position(s).

**OTHER POSTS**

**POST 02/81** : **DEPUTY DIRECTOR: HUMAN RESOURCES ADMINISTRATION REF NO: REFS/003289**  
 Branch: Corporate Services  
 Chief Directorate: Human Resources Management

**SALARY CENTRE REQUIREMENTS** : R697 011 per annum (An all-inclusive remuneration package)  
 : Johannesburg  
 : A relevant Bachelor's degree in Human Resources Management or equivalent NQF Level 7 qualification with 5 years' junior management experience. Proven competency and experience of 5 years operational Human Resources Management experience and related fields will be an added advantage. Knowledge and understanding of PERSAL, CORE, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Act and its regulations, HR Policies and procedures. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills. A valid drivers' license.

**DUTIES** : To manage the Human Resources Administration sub-directorate. Provide operational leadership to the sub – directorate. Manage the sub – directorate resources including the budget in terms of the Public Finance Management Act and its regulations. To assist in the development and manage the implementation of policy guidelines on general employment practices including recruitment, appointment deployment, promotion, transfer and terminations services. To manage leave administration. Provide advice to line managers and employees on conditions of services including remuneration. Advise line managers and employees on conditions of services. Maintain and develop the Service Level Agreement (SLA's). To compile, interpret statistics and relevant reports for management. Manage the submission of inputs on HR matters for annual reports and HR plan. Manage the conducting of internal and external audits.

**ENQUIRIES** : Mr. G. Taunyane Tel No: (011) 355 - 7526

<b><u>POST 02/82</u></b>	:	<b><u>DEPUTY DIRECTOR: ORGANISATIONAL DESIGN AND DEVELOPMENT REF NO: REFS/003290</u></b> Branch: Corporate Services Chief Directorate: Human Resources Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R697 011 per annum (An all-inclusive remuneration package) Johannesburg A relevant Bachelor's degree in Human Resources Management / Industrial Psychology or equivalent NQF Level 7 qualification in HRM. 3 - 5 year's junior management experience in Human Resource Management - Organizational Development. Knowledge and understanding of Human Resource theory, practice and management; Knowledge of DPSA regulations and Ministerial Handbook; Human Resource and Organisational Development policies, procedures and guidelines; Relevant Human Resource legislation e.g. CORE, BCEA, LRA, EEA, SDA, OHSA; A Valid Drivers' license and must be computer literate. Proficiency required in Microsoft Office Suite (especially Excel, Word, Visio and / or Access); Experience with Government systems and Tools – OrgPlus; PERSAL; Equate/Evaluate System, Vulindlela and Business Process Mapping.
<b><u>DUTIES</u></b>	:	Overall management of the Organisational Development sub-directorate: Overseeing the development and implementation of business plans, outlining critical strategic/service delivery improvement interventions to be effected in accordance with the relevant legislation. Ensure the reviewing, re-designing, coordination and implementation of organisational structures and post establishment of the department; Manage and coordinate the job evaluation process within the department; Ensure the development of generic job profiles; Provisioning of HR Organisational Development Information Systems; Ensure the preparation of HR OD related monthly statistics e.g. vacancy rate, headcounts etc. Conduct research on HR OD matters; Coordinate the development of business improvements, standardisation of business processes and process information; Manage overall change management interventions; Assess the overall organization and units affected by change; Develop a change management strategy for the department; Design, develop and implement training and education programmes pertaining to change; Compile submission(s) on any development that relates to organizational structure, business processes, job evaluations, OSD's and any directive from the Minister of Public Service and Administration (MPSA); Facilitate the creation of organisational development strategies that support the business strategy of the department; Supervise and manage staff; Plan, organize and control activities pertaining to the functions of the component; Provide a mentoring and quality assurance role to Organisational Development personnel.
<b><u>ENQUIRIES</u></b>	:	Mr. G. Taunyane Tel No: (011) 355 - 7526
<b><u>POST 02/83</u></b>	:	<b><u>ASSISTANT DIRECTOR: LEAVE ADMINISTRATION AND TERMINATIONS REF NO: REFS/003292</u></b> Branch: Corporate Services Chief Directorate: Human Resources Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R356 289 per annum (plus benefits) Johannesburg A relevant National Diploma / Bachelor's degree or equivalent NQF Level 6 / 7 qualification in Human Resources Management with 3 – 5 years' experience within the HR environment. Knowledge and understanding of: Human Resource theory, practice and management; human resource policies, procedures and guidelines; relevant human resource legislation e.g. Basic Conditions of Employment Act, Labour Relations Act and Employment Equity Act. A valid driver's license.
<b><u>DUTIES</u></b>	:	Overall management of the division PILIR, Leave Administration and Termination of Services delivered by the unit to ensure continuous quality, quantity of the impact of services delivered linked to conditions of services. Develop/communicate/and manage the implementation of processes, procedures, programs, databases, quality assurance measures, service delivery improvements and strategies regarding PILIR, Leave Administration and Termination of Service functions. Establish control and monitoring mechanisms to ensure departmental

compliance with legislative requirements in scope PILIR, Leave Administration and Termination of Services processes and assertively manage non-compliance. Compile monthly, quarterly and annual management information reports.  
Mr. G. Taunyane Tel No: (011) 355 - 7526

**ENQUIRIES** :

**POST 02/84** : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: REFS/003293**  
Branch: Corporate Services  
Chief Directorate: Human Resources Management

**SALARY CENTRE REQUIREMENTS** : R356 289 per annum (plus benefits)  
: Johannesburg  
: A relevant National Diploma / Bachelor's degree or equivalent NQF level 6 / 7 qualification in Human Resources Management with 3-5 years' experience within the HR environment. Knowledge and understanding of Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Act, PSA Regulations, HR Policies, procedures and guidelines. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills. A Valid Driver's license.

**DUTIES** : Overall management of the division Recruitment and Selection. Develop/communicate and manage the implementation of processes, procedures, programs, database and filling of vacancies. Develop, maintain and implement HR related policies and strategies. Monitor all career incidents on PERSAL and implement control measures, procedures and processes. Render guidance and training advice to managers or employees on matters relating to Recruitment and Selection. Develop or quality assures the correctness of submissions to delegated authorities. Compile monthly, quarterly and annual management information reports. Establish control and monitoring mechanisms to ensure departmental compliance with legislative requirements.

**ENQUIRIES** : Mr. G. Taunyane Tel No: (011) 355 - 7526