

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Head Office [HO] Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001
- CLOSING DATE** : 22 February 2019
- NOTE** : Application 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 as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed). 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 months after the closing date, please accept that your application was unsuccessful

OTHER POSTS

- POST 05/199** : **CHIEF ELECTRICAL ENGINEER GRADE A REF NO: HO2019/02/01**
Directorate: Infrastructure Delivery Management
- SALARY** : R991 281 - R1 133 427 per annum all-inclusive package (The (Department will award a higher salary depending on the expertise of the applicant)
- CENTRE** : Head Office
- REQUIREMENTS** : An appropriate Degree in Electrical Engineering. Other Requirements: Registered as a Professional Engineer with ECSA. [Electrical Engineer] Six years' experience post qualification. Computer literate. Valid Drivers' License.
- DUTIES** : Prepare and update the Infrastructure Programme Management Plan. Manage infrastructure programmes, projects and contracts. Prepare tender documentation and manage technical. Manage payments against approved budgets. Manage cash flow projects and commitments register. Conduct site visits and prepare progress reports. Prepare strategic briefs. Validate Concept & Design Reports. Conduct project evaluations. Manage performance and risks associated with infrastructure programmes, projects and contracts. Manage Implementing Agents. Prepare credible information on all infrastructure projects and programmes as well as updating of the Infrastructure Reporting Model. Contribute to annual infrastructure evaluation of projects and programmes as well as post occupation evaluations. Manage people.
- ENQUIRIES** : Ms. Ntendeleni Radzilani Tel No: 011 355 0009
- POST 05/200** : **DEPUTY DIRECTOR: INFRASTRUCTURE PROGRAMME MANAGER (QUANTITY SURVEYOR) REF NO: HO2019/02/02**
Directorate: Infrastructure Delivery Management
- SALARY** : R826 053 per annum (an all-inclusive package)
- CENTRE** : Head Office
- REQUIREMENTS** : An appropriate Degree or Equivalent in Quantity Surveyor. Other requirements: Five years' experience post qualification. Valid Drivers' License. Computer literate.
- DUTIES** : Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Manage payments against approved budgets. Manage cash flow projects and commitments register. Conduct site visits and prepare progress reports. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Prepare credible information on all infrastructure projects and programmes as well as updating of the Infrastructure Reporting Model. Contribute to annual infrastructure evaluation of projects and programmes as well as post occupation evaluations.
- ENQUIRIES** : Ms. Ntendeleni Radzilani Tel No: 011 355 0009

<u>POST 05/201</u>	:	<u>DEPUTY DIRECTOR: MAINTENANCE REF NO: HO2019/02/03</u> Directorate: Maintenance
<u>SALARY</u>	:	R697 011 per annum (All inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate National Diploma/ Degree or Equivalent in Engineering. Five years' experience in the management of maintenance projects. Computer literate. Valid Drivers' Licence.
<u>DUTIES</u>	:	Design and implement day-to-day, routine and preventative maintenance projects at Schools. Manage the development of work orders and implementation of projects within time, budgets and quality standards. Determine needs for framework agreements. Manage procurement for maintenance projects through Departmental SCM Unit. Develop the maintenance budget and monitor spending within the budgets. Manage approval and payment of invoices through Departmental Finance Unit. Manage condition assessments of all Districts and Schools. Manage communication with Schools and Districts. Manage preparation of performance and financial progress reports. Manage people and provide technical guidance to Control Works Inspectors.
<u>ENQUIRIES</u>	:	Ms. Ntendeleni Radzilani Tel No: 011 355 0009
<u>POST 05/202</u>	:	<u>DEPUTY DIRECTOR: OFFICE MANAGER REF NO: HO2019/02/04</u> Chief Directorate: Legal Services and Dispute Management
<u>SALARY</u>	:	R697 011 per annum (All inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate recognised three year National Diploma/Degree. At least a minimum of five years' experience in general administration experience, which three years must be at an Assistant Director level 3-5 years in an administrative environment. Working knowledge of the relevant Acts, prescripts, regulations, policy practice notes and procedures pertaining to Public Administration, Finance, labour relations, human resource administration. Strong Organising, Planning, Problem solving, Research and Analytical skills, Strong computer and information systems management, Time management, Conflict management skills. Financial management skills, Project planning / management skills, Good inter-personal relations, verbal and written communication skills. Presentation and policy analysis skills. Self-disciplined and able to work under pressure with minimum supervision. Supervisory skills. Valid Driver's license.
<u>DUTIES</u>	:	Undertake policy or line function tasks as required. Execute research, analyse information and compile complex documents for the Chief Director. Source information and compile memoranda as required. Scrutinize submissions / reports; make notes and recommendations to present to the Chief Director. Co-ordinate, follow-up and compile reports of a transverse nature for the Chief Director. Advise / sensitize the Chief Director on reports to be submitted. Be able to track documents between office of the HOD and MEC Compile presentations for the Chief Director. Provide support to the Chief Director. Record minutes / resolutions and communicate / disseminate to relevant role-players, follow-up on progress made, prepare briefing notes; Co-ordinate the performance agreements / assessments and financial disclosures with regard to SMS in the relevant branch. Manage Performance Management of staff and general support services in the office of the Chief Director. Set up and maintain systems in the Office that will ensure efficiency in the office. Establish, implement and maintain effective processes / procedures for information and documents flow to and from the Office. Ensure the safekeeping of all documentation in the Office and. Manage the engagements of the Chief Director. Manage the resources of the Office of the Chief Director. Determine and collate information with regard to the budget needs of the Office. Keep record of expenditure commitments and monitor expenditure. Monitor and evaluate the performance of the Staff. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.
<u>ENQUIRIES</u>	:	Ms. Jacky Manyape Tel No: 011 355 0505

POST 05/203 : **DEPUTY DIRECTOR: OFFICE MANAGER REF NO: HO2019/02/05**
Branch: Corporate Management

SALARY : R697 011 per annum (All inclusive remuneration package)
CENTRE : Head Office

REQUIREMENTS : An appropriate recognised three year National Diploma/Degree. At least a minimum of five years' experience in general administration experience, which three years must be at an Assistant Director level 3-5 years in an administrative environment. Working knowledge of the relevant Acts, prescripts, regulations, policy practice notes and procedures pertaining to Public Administration, Finance, labour relations, human resource administration. Skills: Strong Organising, Planning, Problem solving, Research and Analytical skills, Strong computer and information systems management, Time management, Conflict management skills. Financial management skills, Project planning / management skills, Good inter-personal relations, verbal and written communication skills. Presentation and policy analysis skills. Self-disciplined and able to work under pressure with minimum supervision. Supervisory skills. Valid Driver's license.

DUTIES : Undertake policy or line function tasks as required. Execute research, analyse information and compile complex documents for the Chief Director. Source information and compile memoranda as required. Scrutinize submissions / reports; make notes and recommendations to present to the Chief Director. Co-ordinate, follow-up and compile reports of a transverse nature for the Chief Director. Advise / sensitize the Chief Director on reports to be submitted. Be able to track documents between office of the HOD and MEC Compile presentations for the Chief Director. Provide support to the Chief Director. Record minutes / resolutions and communicate / disseminate to relevant role-players, follow-up on progress made, prepare briefing notes; Co-ordinate the performance agreements / assessments and financial disclosures with regard to SMS in the relevant branch. Manage Performance Management of staff and general support services in the office of the Chief Director. Set up and maintain systems in the Office that will ensure efficiency in the office. Establish, implement and maintain effective processes / procedures for information and documents flow to and from the Office. Ensure the safekeeping of all documentation in the Office and. Manage the engagements of the Chief Director. Manage the resources of the Office of the Chief Director. Determine and collate information with regard to the budget needs of the Office. Keep record of expenditure commitments and monitor expenditure. Monitor and evaluate the performance of the Staff. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

ENQUIRIES : Ms. Ntendeleni Radzilani Tel No: 011 355 0009

POST 05/204 : **ASSISTANT DIRECTOR: G-FLEET MANAGEMENT REF NO: HO2019/02/08**
Directorate: Auxiliary Service & Fleet Management

SALARY : R356 289 per annum (Plus benefits)
CENTRE : Head Office

REQUIREMENTS : An appropriate recognized three-year National Diploma/ Degree plus 5 years' relevant experience of which 3 years must be on supervisory level. Transport administration experience and qualification will be an added advantage. Knowledge of Transport policies GG cars. Knowledge of Legislative frameworks applicable in the public sector. Good managerial skills, good interpersonal skills, organizing ability, computer literacy and typing skills-Advance, Ms Word and Excel. Candidate must be in possession of a driver's license (Manual). Key competencies: Training in electronic Log System, Vehicle Tracking systems, GG vehicle management system, Financial and Risk management and Policies regulating the use of Government vehicles and logistic scheduling. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline. Planning and organization skills, report writing, leadership and management skills.

DUTIES : Provide administration support to the unit. Execute daily office record keeping. Management and control of logbooks for G-Fleet as prescribed by Policies. Management of the Asset registers for G Fleet. Monitor effective utilization of both G- Fleet vehicles (PFMA compliance). Ensure GG cars are sent for maintenance.

Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure that capturing of expenditure for GG vehicles takes place monthly on the ELS System. Attendance of monthly meetings and provide feedback to the District team. Manage application and issuing of parking in the department and ensure that payment of parking to all officials are allocated with parking takes place on monthly basis. Update accurate data base for all parking's allocated to the department. Ensure that Performance Management System is executed.

ENQUIRIES : Mr. Victor Manngo Tel No: 011 355 0189

POST 05/205 : **ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HO2019/02/09**
Directorate: Enterprise Risk Management

SALARY : R356 289 per annum (Plus benefits)

CENTRE : Head Office

REQUIREMENTS : An appropriate recognized three-year Degree or Equivalent in Risk Management, Internal Auditing, Auditing, Financial Management, At least three years one of which is in Risk Management and/or Internal Control. The ability to communicate at all levels, both verbally and in writing, Good human relations. Ability to manage conflict situations effectively, Presentation skills, Computer literacy, Investigation skills, Project management skills, Time management, Good leadership and managerial skills, Negotiations and Research skills. Valid Driver's license.

DUTIES : Develop risk management processes, Analysis of government objectives and risks. Identify and evaluate risk, Design and implement risk interventions. Assessments of potential risks against government on different levels. Determination of residual risks with resultant emergency and contingency plans. Monitoring and reporting on risks. Education and awareness on risk management. Facilitate and coordinate risk management workshop. Make stakeholders aware of risk management strategy. Assess the government exposure and look at the assessment criteria. Assess the effectiveness of risk management processes in managing significant risk. Ensure that necessary action is taken to rectify any significant failure and weakness. Ensure that the result obtained from review process indicates extensive monitoring required establishing areas for improvement. Ensure that risk management culture is inculcated and the appropriate infrastructure built within the department and municipalities. Liaise with the external stakeholders on broader effective risk management strategies. I.e. National and Provincial Treasury. Facilitate review and implementation of Business Continuity plans. Facilitate identification of Fraud Risks. Follow up on implementation of mitigating measures to prevent fraud and corruption. Create awareness for fraud and corruption. Liaise with treasury on measures implemented to [prevent fraud and corruption.

ENQUIRIES : Ms. Ntendeleni Radzilani Tel No: 011 355 0009

DEPARTMENT OF E-GOVERNMENT

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 : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za.

FOR ATTENTION : Ms Sithembile Buthelezi, Human Resources Management Tel No: (011) 689 6527

CLOSING DATE : 22 February 2019

NOTE : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates may be subjected

to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

- POST 05/206** : **ASSISTANT DIRECTOR: EMPLOYEE EXITS REF NO: REFS/003604**
 Directorate: Human Resource Administration (Employee Exits)
- SALARY** : R356 289 per annum (Level 09) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus relevant National Diploma/Degree with 3-5 years' experience in HR OR Matric plus 6-7 years' HR experience. Persal experience. Computer literacy. Basic termination experience. Driver's license will be an added advantage.
- DUTIES** : Administer termination of services, leave gratuity/discounting and service bonus and pension withdrawal for the Gauteng Provincial Government (GPG). Ensure compliance and give advice on legislation and regulations governing termination of service and pension benefits (Public Service Regulations (PSR/ Acts. Manage relations with all stakeholders. Resolve complex and sensitive termination on the cases. Lead, manage, support and mentor HR Termination Practitioners. Manage performance of the team. Ensure compliance with SLA's by the team. Enforce quality improvements in the performance processes & services. Generate management reports for GPG Departments on SLA achievement for terminations, Leave Gratuity and Discounting and Pension Withdrawals. Conduct training on employee exits processes to GPG employees and potential Retirees. Administer and manage the exit interview reports to GPG Departments. Perform any other additional responsibilities as allocated by the manager.
- ENQUIRIES** : Ms Sithembile Buthelezi Tel No: (011) 689 6527
- POST 05/207** : **SENIOR COMMUNICATION OFFICER REF NO: REFS/003613 (X2 POSTS)**
 Directorate: Strategy & Media Liaison
- SALARY** : R299 709 per annum (Level 08) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 6 in Communication/ Journalism/ Marketing/ Public Relations with 2-3 years' experience in Communications, or Matric plus 5-6 years' experience in Communications. Computer Literate. Project Management; Basic marketing and advertising skills. Good communicator; innovative thinker; attention to detail; time management.
- DUTIES** : To coordinate activities as directed by the Communications Manager for events, launches, promotions, and any other communication related activities. To gather intelligence within the organization to facilitate effective communication through posters and the Newsletter. Coordinate the execution of format and themes for the Internal Newsletter and other internal Communications. Compile content for the Newsletter to be edited by the editor. Identify themes and content for the Newsletter. Cultivate relationships with internal clients to ensure fulfillment of their communications needs. Compile a data base of internal and external stakeholders. Maintain an image bank of key stakeholders for media and other related purposes. Manage digital content. Research, collect, and write articles for the Newsletter for the Communications Manager's approval. Ensure the professional execution of events, launches, and promotions in accordance with a defined check list is adhered to. Provide intelligence that contributes to the functioning of the Communications unit. Maintain formal and informal relationships with internal and external stakeholders. Optimise the organisation's digital medium as a communication tool.
- ENQUIRIES** : Mr. Oscar Baloyi Tel No: (011) 689 4648

POST 05/208 : **PRACTITIONER: PAYROLL SERVICES REF NO: REFS/003605 (X2 POSTS)**
 Directorate: Payroll Services

SALARY : R242 475 per annum (Level 07) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 with Mathematics plus National Diploma/Degree in HR with 1-2 years' experience in HR environment OR Grade 12 with Mathematics pl 4-5 years' experience in HR environment. Knowledge and Experience of Persal and BAS system would be added advantage. Financial background.

DUTIES : Salary amendments administration. In Service Debt administration. Banking Details amendments. Query handling. Payment of allowances.

ENQUIRIES : Ms Sithembile Buthelezi Tel No: (011) 689 6527

POST 05/209 : **PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: REFS/003606 (X5 POSTS)**
 Directorate: Human Resource Administration

SALARY : R242 475 per annum (Level 07) (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus HR related National Diploma/ Degree with 1-2 years HR transactional experience OR Matric plus 3-5 years HR transactional experience.

DUTIES : Check/ Verify completeness of HR Administration applications/requests from Departments and capture on PERSAL, timeously and accurately. Identify HR administration problems, gaps and needs to be investigated and proposed corrective measures. Give advice on HR Administration matters pertaining to the application of Public Service Regulations (PSR)/ Act. Resolve HR Administration problems and queries.

ENQUIRIES : Ms Sithembile Buthelezi Tel No: (011) 689 6527

DEPARTMENT OF HEALTH

OTHER POSTS

POST 05/210 : **MEDICAL SPECIALIST REF NO: HRM 54/2018**
 Directorate: Paediatric Surgery

SALARY : Grade 1: R1 051 368 per annum plus benefits
 Grade 2: R1 202 112 per annum plus benefits
 Grade 3: R1 395 105 per annum plus benefits

CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Registration with the HPCSA as a Specialist Paediatric Surgeon Ability and willingness to supervise and train staff. Willingness to participate in pre-and postgraduate teaching programmes. Willingness to cover after hour calls. Valid driving license. Research experience. Computer skills. Ability and willingness to assess equipment. Financial acuity.

DUTIES : Supervise and provide tertiary surgical services at Steve Biko Academic and Kalafong Hospitals. This includes performing specialized surgery for children, such as neonatal surgery, oncological surgery, endoscopic and trauma surgery. Teaching and training of senior paediatric surgical registrars, general and urology surgical registrars, interns, medical students and nurses. Active participation in all the academic activities in the department. Management of theatre lists. Management of morbidity and mortality meetings.

ENQUIRIES : Dr. E Müller Tel No: (012) 354 2102
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 : 22 February 2019

POST 05/211 : **PHARMACIST GRADE 1 REF NO: PHARM/SRH/162/19**
 Directorate: Allied

SALARY : R655 980 per annum (plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) registration with the SAPC as Pharmacist. Proof of current registration as a pharmacist with South African Pharmacy Council. Proof of payment of 2018 Pharmacist fee. Must have completed Community Service by the 31st December 2018. Responsible for providing pharmaceutical care as per the requirements of the department according to Pharmacy legislation and regulations (Good Pharmacy Practice) and Standard Operating Procedures (Gauteng Province). Excellent numeracy skills. Good communication and interpersonal skills. Good time management and people's management.

DUTIES : Provision of effective pharmaceutical care in the hospital pharmacy. Ensure that all regulations covering the operations of the pharmacy are carried out and complied with. Compliance with all relevant legislations, rules, codes and guideline of the SAPC and the Public Service. Continuously reviewing his/her level of professional knowledge and expertise. Participation in regular CPD programs. Compliance with STG's, SOP's and work procedures to ensure best patient care. Participation in ward rounds and the afterhours service provided at this hospital pharmacy.

ENQUIRIES : Ms R. Patel Tel No: 011 681 2057
APPLICATIONS : Applicants must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital, Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road, HR manager's office.

NOTE : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.

CLOSING DATE : 22 February 2019

POST 05/212 : **CLINICAL PSYCHOLOGIST GRADE 1 REF NO: CLINPSY/SRH/167/19 (X1 POST)**
 Directorate: Psychology

SALARY : R633 702 Grade 1 per annum (all-inclusive remuneration package)
CENTRE : South Rand Hospital
REQUIREMENTS : The candidate must have a Master's Degree in Clinical Psychology and current registration with the Health Professions Council of South Africa (HPCSA) in the appropriate category. Broad experience working in a psychiatric setting is required. Knowledge of and experience in working with a wide range of patients, and particularly with children, adolescents, and their families and/or caregiving organization is necessary. In-depth knowledge of and experience with complex trauma as well as psychopathology within individuals and within systems is required. Experience in psychometric assessment, different forms of individual and group therapy, and parent counselling is necessary. Supervising, lecturing and training skills are also required. The candidate must be abreast of the Mental Health Care Act and the Children's Act and other laws and policies pertaining to the field and have a sound knowledge of professional ethics. The candidate must be computer literate and in possession of a valid driver's license.

DUTIES : Psychometric evaluation and the provision of suitable therapeutic modalities and interventions. The training and supervision of psychology interns, psychiatric registrars, medical students, and nursing staff. The candidate will work within –and at times lead – a multidisciplinary team. The candidate will assist in coordinating, developing and promoting service delivery where relevant in the hospital. The candidate will collaborate with and participate in Hospital Committees and the broader academic circuit. They will also serve as a joint appointee of the Department of Psychiatry, University of the Witwatersrand, and participate in the teaching and training of various categories of undergraduate and postgraduate students and health professionals. They will be expected to attend and participate

		in all relevant ward rounds and meetings. The candidate will need to have knowledge of the local mental health care environment and the ability to identify, implement and provide outreach services to the surrounding community.
<u>ENQUIRIES</u>	:	Dr. JJ Seepane Tel No: (011) 681 2002
<u>APPLICATIONS</u>	:	Applicants must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital, Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road, HR manager's office.
<u>NOTE</u>	:	Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.
<u>CLOSING DATE</u>	:	22 February 2019
<u>POST 05/213</u>	:	<u>ASSISTANT MANAGER NURSING: SPECIALTY GYANE AND OBSTETRICS</u> <u>REF NO: HRM 01/2019</u> Directorate: Nursing This is a re-advertisement. It was previously advertised in circular 50 of 2018 and those who have applied previously do not need to re-apply.
<u>SALARY</u>	:	R581 826 per annum (plus benefits)
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	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 the 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 at management level at a public institution. Strong leadership, good communication and sound interpersonal skills are necessary. Valid EB driver's license. Service certificate compulsory. South African nursing Council annual practicing certificate. Computer literacy.
<u>DUTIES</u>	:	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 services 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.
<u>ENQUIRIES</u>	:	Mrs. A Mowayo Tel No: 012-354 1300
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	22 February 2019
<u>POST 05/214</u>	:	<u>CHIEF SPEECH AND AUDIOLOGIST GRADE 1 REF NO: CHIEFS&A/SRH/165/19</u> Directorate: Allied
<u>SALARY</u>	:	R440 982 Per annum (Plus benefits)
<u>CENTRE</u>	:	South Rand Hospital
<u>REQUIREMENTS</u>	:	An appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) A minimum of 3 years' appropriate experience in the relevant profession after registration with the HPCSA (Where applicable).
<u>DUTIES</u>	:	Managerial tasks inclusive of supervision of staff, monitoring of performance of staff, attending and contributing to various meetings within the hospital as well as provincially, being involved in provincial workgroups, being involved in day to day managerial duties within the department. Student administration and supervision.

Patient treatment with especial emphasis on pediatric dysphagia. Experience in VFS/MBS will be an added advantage.

ENQUIRIES : Dr JJ Seepane Tel No: (011) 681 2002

APPLICATIONS : Applicants must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital, Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road, HR manager's office.

NOTE : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.

CLOSING DATE : 22 February 2019

POST 05/215 : **OPERATIONAL MANAGER NURSING -GENERAL UNIT (MEDICAL & SURGICAL UNIT) REF NO: OPS/SRH/160/19 (X2 POSTS)**
Directorate: Nursing

SALARY : R420 318 Per annum (plus benefits)

CENTRE : South Rand Hospital

REQUIREMENTS : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. A minimum of 7 years appropriate or recognizable experience in nursing after registration with SANC as a professional Nurse. Diploma in Nursing Management will be an added advantage. Skills, Knowledge and Competencies required: Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards. Promote quality nursing care as directed by the professional scope of practice and standards in nursing. Demonstrate in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate basic understanding of HR, financial and material resources policies and practice. Conflict management and problem-solving skill in the unit.

DUTIES : Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, culture, racial and religious differences. Demonstrate effective communication with patients, supervisors, other health professionals including more complex report writing when required. Display concern for patients, promoting, advocating and facilitating proper treatment and care and adheres to all principles, policies, guidelines and protocols. Able to manage own work, time and that of staff in the unit. Display complex report writing skills. Willing to work after hours, standby or on call basis.

ENQUIRIES : Mrs E.K Kgomongwe Tel No: (011) 681 2018

APPLICATIONS : Applicants must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital, Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road, HR manager's office.

NOTE : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.

CLOSING DATE : 22 February 2019

POST 05/216 : **OPERATIONAL MANAGER NURSING REF NO: OPS/SRH/169/19**
Directorate: Nursing

SALARY : R420 318 Per annum (Plus benefits)

CENTRE : South Rand Hospital

REQUIREMENTS : A Diploma in general nursing, BTech /National Diploma in Occupational Health Nursing Science qualification that allows for registration with the SANC. Qualification in Primary Health Care (PHC) and Dispensing course will be advantageous. 5 years' experience in providing occupational health services and developing programmes is required. Knowledge of an integrated Employee Wellness Model would be an added advantage. Strong writing and policy

development skills. Strong computer skills. Good verbal and written communication skills. Proficiency in English. Ability to work under pressure and a changing environment. Have ability to work independently. Good interpersonal skills.

DUTIES : Plan, develop and administer policies and procedures of Occupational Health and safety. Provide OH services to employees that lead to the promotion, protection and restoration of the employee's health within a safe working environment. Manage resources to meet the departmental Occupational and Health objectives. Comply with statutory requirement and departmental policies and procedures and administrative duties. Develop relevant Occupational Health protocols and SOP's. Ensure the rendering of OH and Occupational injury and disease services to employees through the means of Employee Wellness Centre. Manage policy administration in the formulation and implementation of effective action plans aimed at complying with the Wellness Management Policy and Protocol. Establish a referral system for institution, programme development, expansion and implementation and marketing of Employee Wellness and OH services. The incumbent will also be expected to do operational work such as medical surveillance, management of injury on duty, management of medical emergency, provision of counselling and support services to staff, PHC and participate in Disaster Management, work with HR and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for the OH. Identify training needs and develop programmes. Ensure promotion of health and well-being through OH services.

ENQUIRIES : Mrs E.K Kgomongwe Tel No: (011) 681 2018

APPLICATIONS : Applicants must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital, Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road, HR manager's office.

NOTE : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.

CLOSING DATE : 22 February 2019

POST 05/217 : **ULTRASOUND RADIOGRAPHER GRADE 1 REF NO: HRM 02/2019**
Directorate: Radiography

SALARY : R385 683 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : A bachelor degree/diploma in Diagnostic Radiography and B.tech ultrasound. Current registration with HPCSA as a Sonographer. Knowledge, skills, training and competency in all fields of ultrasound radiography. Knowledge of sonar assessments, diagnostic procedures and equipment. Computerized literacy. Good communication Skills. More than one year experience as a Sonographer will be an added advantage.

DUTIES : To perform diagnostic ultrasound images and write reports in accordance with the prescribed protocols. Must be able to work independently without supervision. Adhere and ensure compliance with Radiation Control Board and HPCSA legislation Equipment Maintenance, order consumables and do monthly stats in ultrasound department. Partake in CPD as required by HPCSA. High level of responsibility.

ENQUIRIES : Mrs. S van Niekerk Tel No: 012-354 1379

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 : 22 February 2019

- POST 05/218** : **SOCIAL WORKER SUPERVISOR GRADE 1 REF NO: SOCWRK/SRH/168/19**
- SALARY** : R363 507 per annum (Plus benefits)
- CENTRE** : South Rand Hospital
- REQUIREMENTS** : A bachelor's degree in Social Work with 7 years appropriate / recognizable experience in Social Work after registration as a Social Worker with the South African Council for Social Services (SACSSP). Submission of valid proof of registration with the council. Knowledge and understanding of Social Work Systems. A valid driver's license will be added as an advantage.
- DUTIES** : To assist with planning, organization, management and control activities in the department to ensure quality client care. Evaluate work performance according to PMDS guidelines of supervisees assigned to post holder. Provide guidance and support to social work staff. Motivate and identify staff for performance rewards. Assist with the conducting of regular audits of social work staff's work. Advise subordinates. Ensure that planned intervention programmes are implemented by supervisees by providing continuous support, counselling, guidance and advice to supervisees. Ensure that records of social work interventions processes and outcomes are produced and maintained. To identify evaluate and manage risk on a continuous basis. To identify, evaluate and address risks on a continuous basis before such risks can impact negatively on the department's service delivery. Monitor, interpret and review legislation, policies and determine their relevance. Perform all the administrative functions required of the job. Consultation with supervisees and conduct supervision according to supervision policy. Supervise and efficient social work services. Study interpret, apply and give guidance on legislation and work policies in the identified work fields to supervisees, social work staff, volunteers and other role-players/ stakeholders. Induction of new employees, compile induction programme and be involved in implementation. Assist with ongoing staff development. Ensure that other disciplines are informed about social work practices.
- ENQUIRIES** : Dr JJ Seepane Tel No: (011) 681 2002
- APPLICATIONS** : Applicants must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital, Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road, HR manager's office.
- NOTE** : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.
- CLOSING DATE** : 22 February 2019
- POST 05/219** : **CLINICAL TECHNOLOGIST REF NO: HRM 55/2018**
Directorate: Pulmonology
- SALARY** : Grade 1: R300 828 per annum plus benefits
Grade 2: R352 707 per annum plus benefits
Grade 3: R415 482 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : N.Dipl or BTech in Clinical Technology - Specialized Category Pulmonology. Registration with HPCSA as a Clinical Technologist – Specialized Category Pulmonology. **Grade 1:** One to ten years relevant experience after registration with the HPCSA as Clinical Technologist in Pulmonology. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA Clinical Technology in respect of SA qualified employees. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees. Professional person with integrity and ability to perform under pressure. Self-driven and result orientated. Good communication, report writing, presentation and interpersonal skills. Knowledge of computer literacy.
- DUTIES** : To perform /provide a professional and specialized clinical technology service in the department of Pulmonology to the various clinical platforms at Steve Biko Academic Hospital. Effectively perform selected specialize diagnostic, and/or therapeutic and/or corrective lung function procedures on patients. Effectively

perform clinical technology quality control procedures. Utilize resources efficiently and effectively in the workplace. Effectively contribute to the training of students. Daily calibration and sterilization of equipment. Must participate in CPD activities as required by the HPCSA.

ENQUIRIES APPLICATIONS : Mr. VH Sujun Tel No: (012) 354 1562

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

CLOSING DATE : 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.
22 February 2019

POST 05/220 : **SOCIAL WORKER GRADE 1: EMPLOYEE WELLNESS COORDINATOR REF NO: SOCWRK/SRH/166/19**
Directorate: Human Resource Management

SALARY CENTRE REQUIREMENTS : R242 553 per annum (Plus benefits)
: South Rand Hospital
: Social worker with appropriate qualification that allows registration with South African Council for Social Services Professions body as a social worker. Knowledge and experience in an integrated Employees Wellness model of delivery would be an added advantage. Minimum of 3 years' experience in the field of Social work in an EAP department. Computer literacy (Word, Excel, Access and Power point). Strong writing and computer skills. Good verbal and written communication skills. Proficiency in English. Ability to work under pressure in a changing environment. Have ability to work well independently and in a team. Good interpersonal skills. Registration with EAP professional body will be an added advantage.

DUTIES : Develop relevant protocols in line with National and provincial policy. Ensure the rendering of Counselling and Debriefing services to South Rand Hospital employees. Implement programs to manage Violence in the workplace and substance abuse. The incumbent will be responsible for assisting with psychological assessment when dealing with cases of incapacity and fitness to work management and assist in any Labour Relations cases as required. Assist in the implementation of the department healthy Lifestyle drive. Establish an EAP referral system. Ensure EAP Program development, expansion and implementation and marketing of services. Plan and budget for all EAP Programs and services in the hospital. Identify training needs. Provide details reports ensuring quality control and confidentiality including monthly, quarterly and annual reports to supervisor. Work together with other HIV/ Occupational health safety components to ensure employees remain healthy and productive. The incumbent will also be expected to be involved with staff Satisfaction survey. Must ensure promotion of health and well-being through occupational therapy services. The incumbent will represent the hospital at the monthly and quarterly provincial meetings.

ENQUIRIES APPLICATIONS : Ms R.E Mlangeni Tel No: 011 681 2009

NOTE : Applicants must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital, Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road, HR manager's office.

CLOSING DATE : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.
22 February 2019

POST 05/221 : **LABOUR RELATION OFFICER, LABOUR RELATION OFFICER REF NO: LRO/SRH/164/19**
Directorate: Human Resource

SALARY : R242 475 per annum (Plus benefits)

CENTRE REQUIREMENTS : South Rand Hospital
: A relevant 3- year tertiary qualification in HRM with a minimum of 3 years' experience in Labour Relation or Grade 12 qualification with 3 - 5 demonstrable experience in Labour Relations in the Public Service. Knowledge of Misconduct Management, Grievance Management, Collective Bargaining, Dispute resolution and other relevant legislations applicable within the Public Sector. Verbal and written communication skills. Report writing skills. Be able to work independently. Conflict management Computer literacy, knowledge in MS Office package. Knowledge of PERSAL will an added advantage.

DUTIES : Write reports inter-alia Misconduct report and Grievance reports. Investigate allegations of misconduct and/or grievance. Be able to draft charge sheets, prepare witnesses and represent the Employer in disciplinary and/or grievance hearings. Analyses trends and advise management on serious adverse events cases, forensic cases and hotline cases. Identify labour relations training needs for Managers, Supervisors and Employees in the department. Conduct labour relations training. Ensure compliance of Code of Conduct. Support and/or advice management on progressive discipline. Be a link between Management and recognized Labour Unions. Facilitate and chairing Bi-lateral and Multi-lateral meetings within the institution. Provision of advice to employees and management on labour relations matters.

ENQUIRIES APPLICATIONS : Ms R.E Mlangeni Tel No: (011 681 2009)
: Applicants must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital, Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road, HR manager's office.

NOTE : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.

CLOSING DATE : 22 February 2019

POST 05/222 : **FINANCIAL CLERK REF NO: HRM 03/2019**
Directorate: Finance

SALARY CENTRE REQUIREMENTS : R163 563 per annum plus benefits
: Steve Biko Academic Hospital
: Senior Certificate (grade 12) or equivalent with atleast six months finance experience. Post matric qualification will be an advantage. Good interpersonal and communication skills. Ability to work under pressure. Be prepared to work after hours when necessary. Knowledge of PFMA, Treasury Regulations and all relevant policies. Knowledge of BAS and SAP systems.

DUTIES : Supplier payments, processing of journals, handling of supplier queries, compiling of expenditure reconciliations i.e. BAS/PERSAL, BAS/SAP and BAS/MEDSAS, Supplier statements reconciliations. Handling of Petty Cash. General office duties.

ENQUIRIES APPLICATIONS : Mrs. E Rammuda Tel No: (012) 354 1562
: 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 : 22 February 2019

POST 05/223 : **NURSING ASSISTANT GRADE 1 REF NO: NURASS/SRH/161/19 (X2 POSTS)**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R124 788 per annum (plus benefits)
: South Rand Hospital
: Qualification that allows registration with the South African Nursing Council as a nursing assistant. Valid proof of current registration with the SANC as a Nursing Assistant.

DUTIES : Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform elementary clinical care. Demonstrate element communication with patients, supervisors and other clinicians. Able to work shift s and night duty in different areas of allocation. Display effective and efficient customer care according to the Patients' Right charter and Batho Pele Principles.

ENQUIRIES : Mrs E.K Kgomongwe Tel No: (011) 681 2018

APPLICATIONS : Applicants must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital, Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road, HR manager's office.

NOTE : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.

CLOSING DATE : 22 February 2019

POST 05/224 : **FOOD SERVICE AID REF NO: FSA/SRH/163/19 (X1 POST)**
Directorate: Support

SALARY : R96 549 per annum (Plus benefits)

CENTRE : South Rand Hospital

REQUIREMENTS : Minimum Grade 10 with 0 – 2 years' experience in food industry. Knowledge of hygiene and safety procedures and processes. Good verbal and written communication skills. Time management, interpersonal skills and basic numeracy. Appropriate knowledge of food and food preparation. Awareness of Batho Pele Principles, Be able to read and write, work shifts, public holidays and weekends. Experience in food service sector will be an advantage.

DUTIES : Perform specific duties regarding receiving storage, preparation, cooking, dishing up and distribution of food and snacks, for patients on normal and special diets. Perform general scullery duties in the food service unit. Follow daily cleaning schedule as delegated. Apply hygiene and safety procedures in the service unit. Operate and care for equipment and report broken equipment. Perform general work-related tasks as delegated by the supervisor. Apply Batho Pele principles in area of work. Rotate to different areas in the food service unit and undergo food service work related trainings.

ENQUIRIES : Mrs R.E Masenya Tel No: (011) 681 2038

APPLICATIONS : Applicants must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital, Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road, HR manager's office.

NOTE : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.

CLOSING DATE : 22 February 2019