ANNEXURE N

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

OTHER POSTS

POST 07/76 : MEDICAL SPECIALIST PSYCHIATRY GRADE 1 (X1 POST)
Directorate: Health

SALARY : R1 051 368 – R1 115 874 (package)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Basic Medical Degree (MBChB or equivalent) and post graduate qualification that allows registration with HPCSA as a Specialist Psychiatrist. Registration with HPCSA as medical specialist and proof of current registration. Relevant working experience in field of psychiatry and mental health.

DUTIES : provide effective and efficient inpatient and outpatient mental health care. Provide medical health and support to patients in the wards. Provide outreach to facilities / services in the catchment area. Attendance of relevant administrative meetings like mortality meetings, completing medico legal documents timeously. Improve quality of care of by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Liaise with referral centers for patients who need further care and investigations. Facilitates serious adverse incidents meetings in the unit. Provide supervision and teaching to staff. Participate in the multidisciplinary team and manage the clinical unit. Participation in hospital committees such as risk management, MDT and occupational health and safety. Implement and monitor adherence to national core standard (norms and standards). Rendering of afterhours services including weekends. Participate in infrastructure improvement, sop and protocol development. Performing any delegated work as may be assigned from time to time. Must be willing to do commuted overtime.

ENQUIRIES : DR Modise Tel No: (012)717 9338
APPLICATIONS : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital

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

CLOSING DATE : 08 March 2019

POST 07/77 : MEDICAL OFFICER REF NO: BGH/2019/FEB/01 (X1 POST)
Directorate: Medical

SALARY : Grade 1: R780 612 - R840 942 per annum (all-inclusive package)
Grade 2: R892 551 - R975 945 per annum (all-inclusive package)
Grade 3: R1 035 831 - R1 295 025 per annum (all-inclusive package)
CENTRE : Bertha Gxowa Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. One must be registered and have proof of the current registration with the HPCSA. Grade 1: No experience. Grade 2: A minimum of 5 years appropriate experience as Medical Officer with the HPCSA is required. Grade 3: A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA is required.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Supervise junior doctors (interns and community service doctors). Attend relevant administrative meetings like mortality, near PSI and completing MEDICO legal documents timeously (e.g. death certificates). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Participate in multidisciplinary team to the management of patients. Ensure that administration and record keeping is done in the department. Be willing
to participate in commuted overtime and after-hour duties to provide continuous uninterrupted care of patients. Be willing to work in all disciplines.

ENQUIRIES: Dr. Manning Tel No: (011) 278 7600
APPLICATIONS: Applications must be delivered to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.
NOTE: Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

CLOSING DATE: 08 March 2019
POST 07/78: OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2019/02/03
Directorate: PHC
SALARY: R532 449 - R599 274 per annum
CENTRE: Andries Raditsela Clinic (ESDR)
REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver’s license. Knowledge of all Legislation relevant to Health Care Services.

DUTIES: Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR Finances, Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee’s development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients’ Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.

ENQUIRIES: Ms. AB Sayed Tel No: 082 476 6273
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
FOR ATTENTION: Human Resource Manager
NOTE: Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
CLOSING DATE: 08 March 2019
POST 07/79: OPERATIONAL MANAGER NURSING (MOU) REF NO: EHD2019/02/04
Directorate: PHC
SALARY: R532 449 - R599 274 per annum (plus benefits)
CENTRE: Jabulane Dumane CHC (SSDR)
REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification (Advanced
Midwifery and Neonatal Nursing Science) with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Advanced Midwifery and Neonatal Nursing Science). Computer literacy. A valid Driver’s license. Knowledge of all Legislation relevant to Health Care Services.

**DUTIES**

Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR Finances, Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee’s development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients’ Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager: Deputize the Assistant Manager when then the need arises.

**ENQUIRIES**

Ms M.E. Mopeli Tel No: (010) 345 1091

**APPLICATIONS**

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

**FOR ATTENTION**

Human Resource Manager

**NOTE**

Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE**

08 March 2019

**POST 07/80**

AREA MANAGER NURSING (GENERAL) GRADE 1 (DAY & NIGHT) REF NO: BGH2019/FEB/02

Directorate: Nursing

**SALARY**

R532 449 - R617 253 per annum (plus benefits)

**CENTRE**

Bertha Gxowa Hospital (Germiston)

**REQUIREMENTS**

Basic R425 qualification (i.e. Diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Diploma in Midwifery required. Diploma in Nursing Administration required. Registration with SANC as a professional nurse. Proof of current registration. A minimum of 8 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. At least 3 years of the period referred to above must be appropriate recognizable experience at management level (less than 1 year experience for candidates appointed outside a public service after complying with registration requirements). Strong leadership, good communication and sound interpersonal skills are necessary. Must be computer literate. Service certificates from the previous employer/s are compulsory. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Human Resources, 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 the procedures and policies pertaining to nursing care. Personal: responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team
player, supportive, assertive. Computer literacy (MS Excel, MS PowerPoint, e-
mail), drivers license will be an added advantage.

**DUTIES**
Delegate, supervise and co-ordinate the provision of effective and efficient patients 
care through adequate nursing care. Initiate and participate in health promotion to 
sure consistent communication of relevant, accurate comprehensive on health 
care. Develop/establish and maintain constructive working relationships with 
nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-
disciplinary team work). Manage, monitor and ensure proper utilization of human 
financial and physical resources. Participate in the analysis, formation and 
implementation of nursing guidelines, practices, standards and procedures. To 
work on night as a supervisor and expected to assist on day. Participate in the 
nursing management team for both day/night consistently. To act on behalf of 
Nursing Service Manager (day/night) and all other managers especially on night 
and after hours. Communication as a skill is highly expected. Expected to 
recommend, advice, give information in the form of reports, letters, and memos. 
General and strategic advice, nursing and management support. Maintain 
professional growth/ethical standards and self -development: SANC, Nurses day 
vollvement, promoting the image of both nursing and hospital. In-depth 
knowledge and understanding of national core standards.

**ENQUIRIES**
Mrs. Z. P. N. Mofokeng Tel No: (011) 089 8540

**APPLICATIONS**
Applications should be submitted to: Human Resource Department, Bertha Gxowa 
Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 
1400.

**NOTE**
Applications must be submitted on a Z83 form, certified copies of CV, ID AND 
Qualifications to be attached. Failure to do so will lead to disqualification

**CLOSING DATE**
08 March 2019

**POST 07/81**
CHIEF DIETITIAN GR.1 REF NO: BGH 2019/FEB/03

**CENTRE**
Bertha Gxowa Hospital

**REQUIREMENTS**
Qualified Dietitian (B / Bsc Dietetics) and currently be registered with the HPCSA 
as a Dietitian. Educated to a Basic Degree. Sound knowledge of dietitian principles 
including nutritional assessment and analysis. Registration with Health Profession 
Council of South Africa (HPCSA). A minimum of at least 5 years working 
experience. Supervisory experience will be an added advantage. A valid driver’s 
license, Computer literacy, Communication Skills, Monitoring and evaluation and 
comprehensive knowledge of community-based rehabilitation Sound knowledge of 
general clinical nutritional management. Sound knowledge of nutrition for people 
with HIV/AIDS and TB. Excellent counseling skills. Good verbal and written 
communication skills. Knowledge in monitoring and evaluation of the ART 
programme. Good interpersonal and team building skills. Skills in research 
methods. Ability to work under pressure and independently. Time management 
skills. Basic computer literacy in MS Word and MS Excel.

**DUTIES**
To provide nutritional counseling and support for HIV/AIDS and TB with emphasis 
on nutrition assessment, planning, implementation and evaluation. To monitor, 
evaluate and follow-up all HIV/AIDS and TB patients receiving nutritional 
intervention. To liaise with other health care professionals regarding the nutritional 
care of patients in HAST and various clinics. To train of staff on nutritional related 
issues and to ensure the smooth running of food service unit. To ensure that the 
site has adequate supplies of supplements and to manage the supplements 
according to supply chain approved principles. To manage, plan, coordinate 
departmental functions including report writing (monthly and annual) and collation 
of daily and monthly statistics. To contribute towards quality improvement within 
the site and Dietetics Unit. To make recommendations with regard to policies / 
procedures for active functioning of HAST and various Clinics / Dietetic site. To 
collaborate with District and Central Office, attend meetings and provide required 
information / statistics. To supervise nutrition counselors / Assistant in the hospital.

**ENQUIRIES**
Ms. L. Smook Tel No: (011) 278 7696
APPLICATIONS: Applications must be delivered to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.

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

CLOSING DATE: 08 March 2019

POST 07/82: CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1
Department: Allied

SALARY: R440 982 per annum (plus benefits)
CENTRE: Heidelberg Hospital
REQUIREMENTS: National diploma/degree in Diagnostic Radiography, registered with the Health Professional Council of South Africa. A minimum of 3 years appropriate experience in Diagnostic Radiography. 2 years managerial experience in a hospital environment. Experience in digital radiography will be an advantage. Knowledge of relevant Public Service regulations, policies, acts and procedures. Ability to work under pressure. Good communication skills (verbal and written) compliance with budgeting, Radiographic Quality assurance, National Core Standards, Health information management, PMDS, Health and Safety and Infection Control principles.

DUTIES: Manage the entire Radiography department and associated functions. Participate and supervise in providing 24-hour radiographic services in the hospital. Report to Clinical Manager. Advise the management in Radiographic policy planning and implementation for service improvement. To supervise, develop and train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering and complying to Batho Pele Principles, National Core Standards and other Public Service policies and acts. Manage conflict and implement corrective Measures according to all governing departmental policies. Strategically coordinate and delegate departmental activities and ensuring that resources of the department are used effectively and efficiently to achieve maximum productivity. Manage the workflow in the entire department. Ensure timeous submission of monthly cost centre reports, manage budget and expenditure and submit the performance report to the manager. Must be a team player within the department and institution. Ensure recommended maintenance of the X-Ray equipment. Perform and ensure that prescribed National Core Standards requirements are adhered to.

ENQUIRIES: Dr. M.B. Moalusi Tel No: (016) 341 1209
APPLICATIONS: Applications should be submitted to HR department at Heidelberg hospital, Hospital Street, Heidelberg 1441 or posted to Heidelberg hospital, Private Bag 612, Heidelberg 1438

NOTE: Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 3 months) to be attached. Please note that the successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check. The Gaute Department of Health is committed to the achievement and maintenance of diversity and equity in employment especially in respect of race, gender and disability.

CLOSING DATE: 08 March 2019

POST 07/83: CLINICAL PROGRAMME COORDINATOR GRADE 1 (MENTAL HEALTH) REF NO: EHD2018/12/05
Directorate: Health Programmes

SALARY: R420 318 – R473 067 per annum (plus benefits)
CENTRE: Ekurhuleni Health District (ESDR)
REQUIREMENTS: Basic R425 qualification. i.e. Diploma/ Degree in Nursing that allows registration with SANC. A minimum of 4 years appropriate experience in Nursing after registration as a professional Nurse. Evidence of registration with professional Regulatory Body. Supervisory experience will be an added advantage. A valid
Driver's License. Experience in Psychiatric Nursing, Proof of current registration with SANC Good Human relations, communication and management skills in Mental Health, Ability to plan and organize own work.

**DUTIES**

Coordinate the management of Mental Health Services in the ESDR to strengthen the DHS by providing quality Mental Health Services ensure integration of Mental Health Services at Primary and Secondary Mental Health Clinics including Hospitals. Monitoring and Evaluation of existing and new NGOs. Supporting Mental Health staff within the Sub-District. Supporting all programs within the Sub-District on Mental Health Promotions. To strengthen and implement training of Mental Health and Substance abuse services at all levels by ensuring training of all categories of staff within the Sub District and the community. Crisis intervention and complaints or crisis management within the Sub-District. Effective Management, Utilization and of Human and Material resources within the program and District Clinics. Knowledge and legislative frame work governing Public Health. To be part of the Sub-District Management team. Perform all other duties delegated by supervisor/Manager.

**ENQUIRIES**

Ms J.F. Joubert Tel No: 011 737 9701

**APPLICATIONS**

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

**FOR ATTENTION**

Human Resource Manager

**NOTE**

Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE**

08 March 2019

**POST 07/84**

OPERATIONAL MANAGER GRADE 1 REF NO: SIZ002

Directorate: Nursing Services

**SALARY**

R420 318 - R473 067 per annum plus benefits.

**CENTRE**

Sizwe Tropical Disease Hospital

**REQUIREMENTS**

Grade 12(Standard 10), Basic qualification in terms of Government Notice 425 i.e. Degree/Diploma or equivalent qualification that allows registration with SANC. Minimum of seven (7) years of recognised experience in general Nursing after registration with SANC as a Professional Nurse. Diploma in Midwifery.

**DUTIES**

Demonstrate an in-depth understanding of nursing legislation and ethical nursing practice and how this impacts on service delivery. Ensure holistic quality patient care and compliance to National Core Standard (NCS) and the implementation thereof. Participate in development of policies and protocols in the institution. Effective and efficient utilization and management of resources. Participate in CPD implementation and training for professional growth. Participate in committees as delegated and ensure healthy relationship with external and internal stakeholders. Effective communication with relevant stakeholders. Compiling and submission of reports for quality services. Management and supervision of staff to ensure 24-hour service delivery on daily basis.

**ENQUIRIES**

Mrs B.M Rikhotso, Tel No: (011) 531 4304

**APPLICATIONS**

Private Bag X2, Sandringham, 2131, or Physical Address: Conner Modderfontein Road and Club Street, Sandringham

**NOTE**

Quoting the relevant reference number, applications must be submitted on a Z83 form, Certified copies of Identity Document, SANC current registration, CV and Qualifications

**CLOSING DATE**

08 March 2019

**POST 07/85**

PROFESSIONAL NURSE: SPECIALTY (OPERATIONAL THEATRE/NEONATAL/PAEDIATRIC /CRITICARE/TRAUMA&EMERGENCY/ADVANCED MIDWIFERY) REF NO: BGH/FEB/04

Directorate: Nursing

**SALARY**

R362 559 - R420 318 per annum (plus benefits)

**CENTRE**

Bertha Gxowa Hospital

**REQUIREMENTS**

Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse.
A minimum of four (4) years appropriate /recognizable experience in nursing after registration as a professional nurse with South African Nursing Council in General Nursing. A post-basic qualification in Advanced Midwifery with a duration of at least 1 year accredited with the SANC in terms of Government Notice No R212 in Advanced Midwifery. Registration with South African Nursing Council as a professional nurse and specialist.

**DUTIES**
Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Provision of optimal, holistic specialised nursing care within set standards and professional/legal framework. Promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of multi-disciplinary team to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Lead shifts and transfer skills through in-service training including ESMOE training. Effectively manage material resources and ensure adherence to minimum and maximum levels. Effective human resource management through implementation of PMDS. Maintain professional growth /ethical standards and self-development. Participate in training and research.

**ENQUIRIES**
Mrs P.Z.N. Mofokeng Tel No: (011 278 7640)

**APPLICATIONS**
Applications must be delivered to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.

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

**CLOSING DATE**
08 March 2019

**POST 07/86**
ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: EHD2019/02/06
Directorate: Corporate Services
Re-Advertisement (Candidates who have previously applied are encouraged to re-apply)

**SALARY**
R356 289 - R419 679 per annum (Inclusive package)

**CENTRE**
Ekurhuleni Health District

**REQUIREMENTS**
Bachelor Degree or Relevant Qualification in Risk Management. Two (2) to three (3) years relevant experience, working in a risk management environment. Practical knowledge and application of Risk Management Standards and risk management methodology and Business Continuity Management. Understanding of the Public Finance Management Act, and public-sector prescripts. Computer literacy including the ability to create and manage a risk database. Written communication skills, assertiveness and presentation capabilities. Project risk management skills will be an added advantage. Creativity, innovative and analytical thinking skills. Understanding of integrated planning and reporting by risk management with other assurance providers in the organization. Knowledge and practical application of risk industry Standards and legislative guidelines.

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

ENQUIRIES : Mr D.R Nkosi Tel No: (011) 876 1749/ 1751
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
FOR ATTENTION : Human Resource Manager
NOTE : People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
CLOSING DATE : 08 March 2019

POST 07/87 : PHYSIOTHERAPIST PRODUCTION REF NO: HRM 11/2019
Directorate: Physiotherapy

SALARY : R300 828 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : B.Sc Physiotherapy or equivalent qualification. Proof of registration with the HPCSA as an independent Physiotherapy practitioner. (Original and current). Ability to work in a multidisciplinary team. Creativity and analytical skills.
DUTIES : Render Physiotherapy services in allocated areas. Participate in departmental Continued Professional Development activities. Monitor proper utilization of allocated financial, human and physical resources as outlined by departmental and national, policies. Coordinate training of students. Coordinate and ensure the promotion and marketing of Physiotherapy services in the organization. Develop operational standard procedures in line with the national and provincial strategies and monitor the implementation thereof.
ENQUIRIES : Mrs. N Pebane Tel No: (012) 354 1625
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 : 08 March 2019

POST 07/88 : MEDICAL NATURAL SCIENTIST REF NO: HRM 07/2019
Directorate: Medical Oncology

SALARY : R300 828 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as a Medical Natural Scientist, Medical Biological Technologist or other similar profession. Appropriate computer literacy. Willingness to do Clinical research.
DUTIES : Prepare regulatory documentation. Collect and disseminate clinical research data accurately and within the regulated timelines. Ensure all GCP requirements are adhered to.
ENQUIRIES : Prof. LM Dreosti Tel No: (012) 354 1054
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 : 08 March 2019

POST 07/89 : MEDICAL ORTHOTIST AND PROSTHETIST REF NO HRM 08/2019
Directorate: Orthotics\Prosthetics

SALARY : R300 828 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : National diploma in Medical Orthotics and Prosthetist. Registration with HPCSA as a Medical Orthotic and Prosthetist.


ENQUIRIES : Mr. HA Du Toit Tel No: (012) 354 6615
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 : 08 March 2019

POST 07/90 : PRODUCTION RADIOGRAPHY GRADE 1 REF NO: HJH/PRGR1
Directorate: Allied Medical Profession

SALARY : R300 828 – R342 357 per annum plus benefits
CENTRE : Helen Joseph Hospital

REQUIREMENTS : Diploma in Diagnostic Radiography. Certificate of registration with HPCSA. Annual registration with HPCSA. Postgraduate/community service work experience required is 0-1 knowledge of public service legislation, policies and procedures. Skills on the following areas: good patient care, organizing, communication, Computer literacy, Interpersonal relationship, Quality Assurance, accreditation standards, knowledge of specialized procedures and equipment.

DUTIES : Production of diagnostic radiographs. Partake in a 24hr service delivery. Partake in the student Radiographer’s clinical training. Plan and organize the provision of the Radiography service according to the vision and mission statements of the department of health. Monitor stock control. Ensure the high level of patient care. Partake in departmental QA. Communicate with external and internal professionals to ensure patient safety and fair treatment.

ENQUIRIES : Ms T. Hadebe. Tel No: (011) 489 0929
APPLICATIONS : Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park. Human Resource Department or apply online at: www.gautengonline.gov.za

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, HPCSA and Qualifications to be attached 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, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. 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 : 08 March 2019

POST 07/91 : HRD AND PMDS OFFICER (LATERAL TRANSFER) (X1 POST)
Directorate: HRD (Human Resource Development)

SALARY : R299 709 – R353 043 (plus benefits)
CENTRE : Jubilee District Hospital

REQUIREMENTS : Matric with a recognized 3years Degree/Diploma in Human Resource Development/Management with 5 years’ experience or Grade 12 with at least 8

**DUTIES**

Co-ordinate and facilitate training and induction programs, liaise with external training providers. Ensure the development of skills development audit. Facilitate needs directed courses/seminars/workshop. Serve as a secretary during training committee meetings. Ensure development of institutional HRD plans and Programs. Assist department with PMDS. Ensure that departments submits PMDS contracts and quarterly reviews. Monitor the implementation of PMDS. Render an effective advisory service to management and staff on PMDS and Employment equity issues. Capturing of PMDS on PERSAL system. Co-Ordinate employment equity meeting and secretarial duties during meetings. Assist with development of employment Equity plan and monitor its implementation. Provide Training and Support to subordinates. Manage and support performance of subordinates. Allocate and control delegated work, provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Implement national Core Standards file and update it regularly. Attend to HRD related queries.

**ENQUIRIES**

MS M.M Leballo Tel No: (012)717 9434

**APPLICATIONS**

Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital

**NOTE**

Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially race, gender and disability. Appointment is subject to the signing of performance agreement contract. The successful candidates will be required to submit security clearance check. It is the responsibility of applicant to have any qualifications verified by the South African Qualifications Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed.

**CLOSING DATE**

08 March 2019

**POST 07/92**

SOCIAL WORKER GRADE 1 REF NO: HRM 01/2019 (X1 POST)

Directorate: Social Work

**SALARY**

R242 553 per annum (plus benefits)

**CENTRE**

Sterkfontein Hospital

**REQUIREMENTS**

Recognized four (4) year degree in Social Work. Registration with the SA Council for Social Service Professions and proof of current registration. Knowledge/experience regarding Health Care Social Work will be an advantage. Applicants must be able to function within a multi-disciplinary team. Applicant must be willing to rotate between different wards in the hospital. A driver’s license is compulsory.

**DUTIES**

Render comprehensive health care social work services incorporating case and group work to patients and their next of kin. Render social work services in a mental health setting. Participate in community work and projects when needed. You would be required to act as a link between the patient and relevant community resources. Function as member of a multi-disciplinary team. Administrative accountability through keeping statistics and effective record keeping as prescribed. Liaison and networking with community resources. Study, interpret and apply relevant legislation, policies and protocols. Engage in continuous professional development activities. You will be required to attend ward rounds, conduct home visits, assess home circumstances and provide feedback to the multi-disciplinary team. Must demonstrate basic computer literacy as a support tool to enhance service delivery. Must demonstrate social work values and the
principles of human rights and social justice. Must have a basic understanding of the Mental Health Care Act.

ENQUIRIES: Ms. R. Reddy Tel. No: (011) 951-8298
APPLICATIONS: Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
NOTE: Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications and valid driver’s license. Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
CLOSING DATE: 08 March 2019
POST 07/93: SOCIAL WORKER REF NO: CCRC/SW/2019/01/01
Directorate: Social Services
SALARY: Grade 1: R242 553 per annum (plus benefits)
Grade 2: R298 299 per annum (plus benefits)
Grade 3: R363 507 per annum (plus benefits)
CENTRE: Cullinan Care and Rehabilitation Centre
DUTIES: Render Social Work services in the Centre that complies with the norms and standards as indicated by Health policies. Provide community based Social Work with the focus on health promotion, complete monthly stats, reports and other administrative tasks for Social Work Services. Implement and contribute to the proper utilization of allocated financial and physical Resources. Implement quality Assurance policies and develop appropriate quality improvement plan for the Social Work unit. Comply with the staff appraisal, development, coaching and mentoring. Attend staff meetings, Social work forums and Quality Assurance meetings. Ensure adherence of government policies and protocols including National Core Standard. Batho Pele Principles and Patients right. Take part in the Gauteng Turnout strategy.
ENQUIRIES: Mr. JJ Ngcobo Tel No: 012 734 7000 X 250
APPLICATIONS: Quoting the relevant reference number, applications must be hand delivered to: Cullinan Care and Rehabilitation Centre, HR Department, Zonderwater Road, Cullinan or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.
NOTE: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies are found, services will be terminated with immediate effect. The Institution reserves the right not to fill the post. A Successful candidate will be appointed according to OSD Requirements and those who applied previously are encouraged to reapply.
CLOSING DATE: 08 March 2019
POST 07/94: CLINICAL ASSOCIATE REF NO: BGH/2019/FEB/05
SALARY: R242 475 - R285 630 per annum (plus other benefits)
CENTRE: Bertha Gxowa Hospital
REQUIREMENTS: Grade 12 plus a three-year university degree in Bachelor of Clinical Medical Practice. Candidate must be registered with the HPCSA as a Clinical Associate and have a current receipt. Candidate must have good communication skill both verbal and written and able to function as part of a team.
DUTIES: Perform patient-centered consultations across all disciplines in a district Hospital. Apply clinical reasoning in the assessment and management of patients. Be able
to provide emergency care to patients. Perform investigative and therapeutic procedures appropriate for a district Hospital. Prescribe appropriate medication within scope of practice. Facilitate communication and provide basic counseling. Integrate understanding of family, community and health system in practice.

ENQUIRIES: Dr. Manning Tel No: (011) 278 7600
APPLICATIONS: Applications must be delivered to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.

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

CLOSING DATE: 08 March 2019
POST 07/95: HUMAN RESOURCE OFFICER REF NO: BGH/2019/FEB/06
Directorate: Human Resource

SALARY: R242 475 - R285 630 per annum (Level 07) (plus benefits)
CENTRE: Bertha Gxowa Hospital
REQUIREMENTS: An appropriate Three (3) Year National Tertiary Qualification and a minimum of Three (3) years relevant experience within Human Resource or Grade 12 with a minimum of 5-10 years in Human Resource experience. Working on the PERSAL system. Computer skills (evidence based). Vast knowledge of Public Service related prescripts- Public Service Act; Public Finance Management Act, labour relations Act; Basic Conditions of Employment Act, Skills Development Act; Occupational Health and Safety Act and other HR legislations. A sound human resource budget management skill is recommended.

DUTIES: Implementation of departmental policies, regulations and legislations as well as Resolutions. Manage performance of staff under span of control. Implement service benefits, appointments; leave administration, terminations and all matters relating to overtime. Ensure compliance with AG compliance with prescripts. Manage payrolls and physical verification of staff. Assist with recruitment of staff. Provide expert advice to management and the entire staff. Provide support function in labour matters especially grievance and misconduct issues. Ensure compliance with PMDS compliance. Assist with effective management of training. Assist in coordination of Work Place Skills Plan. Execute any other relevant tasks upon instruction by the supervisor and when necessary.

ENQUIRIES: Ms. C.C. Molele Tel No: (011) 278 7688
APPLICATIONS: Applications must be delivered to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.

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

CLOSING DATE: 08 March 2019
POST 07/96: LABOUR RELATIONS OFFICER REF NO: BGH/2019/FEB/07 (X1 POST)
Directorate: Human Resources Management

SALARY: R242 475 - R285 630 per annum (Level 07) (plus other benefits)
CENTRE: Bertha Gxowa Hospital
REQUIREMENTS: A relevant 3 year tertiary qualification with 5 years’ experience or Grade 12 with 5-10 experience in Labour Relations in the Public Service. Knowledge of Grievance Management, Collective Bargaining, Dispute resolution and other relevant legislations. Verbal and written communication skills. Report writing skills. Conflict management Computer literacy, knowledge in MS Office package. Knowledge of PERSAL will an added advantage. A driver’s license is a prerequisite.

DUTIES: Preside over disciplinary cases and write reports. Investigate allegations of misconduct, draft charge sheets, prepare witnesses and represent the Employer in disciplinary hearings. Support institutions in the management of progressive discipline. 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 with relevant disciplinary code and procedures. Support management with progressive discipline. Provide an effective channel for communication and co-operation between hospital management and organized labour. Facilitate Bi-lateral and Multi-lateral meetings within the institution.

ENQUIRIES
Ms. C.C. Molele Tel No: (011 278 7688)

APPLICATIONS
Applications must be forwarded to Private Bag X1035, Germiston 1400 or hand delivered to Bertha Gxowa Hospital –Corner Angus & Joubert Streets Germiston, Admin Block.

FOR ATTENTION
Ms. CC Molele

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

CLOSING DATE
08 March 2019

POST 07/97
LABOUR RELATIONS OFFICER REF NO: HRM 06/2019
Directorate: Human Resource Management

SALARY
R242 475 per annum plus benefits

CENTRE
Steve Biko Academic Hospital

REQUIREMENTS
A relevant NQF level 6 in Labour Relations Management/ Human Resource Management. Appropriate experience in human resource management/ labour relations management. Excellent communication skills and analytical skills. A good team player. A firm commitment to the hospital’s success. Absolute commitment to customer services. In depth understanding of applicable legislation and various policies and procedures regulating employment relations. Good report writing skills. Valid driver’s license.

DUTIES
Coordinates all external referred disputes i.e labour court, CCMA etc. Arrange and collate background information on disputes. Give advice to management and staff on labour related matters. Build and maintain constructive relationships with unions and management. Ensure compliance with collective agreements. Provide training to line managers and supervisors. Assist the Assistant Director on labour related matters.

ENQUIRIES
Mr. PM Motsweni Tel No: (012) 354 2235

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
08 March 2019

POST 07/98
CLIENT INFORMATION CLERK REF NO: HRM 04/2019
Directorate: ICT- Switchboard

SALARY
R242 475 per annum plus benefits

CENTRE
Steve Biko Academic Hospital

REQUIREMENTS
Grade 12 certificate with minimum of 5 years’ experience in switchboard/ Helpdesk/ Call Centre or a National Diploma in Office Administration with 3 years’ experience in switchboard environment. A+ or N+ certificate or Experience working with telephones system such as PABX and TMS and Exposure to administration, supervision and reporting in switchboard environment will add as advantage. Driver's License. Strong interpersonal and communication skills with good knowledge in computer packages and Batho Pele Principles. Office Management, Computer literacy, Customer Service skills, experience in client liaison and telephone etiquette. Proficiency in English and other official Languages.

DUTIES
Management of the switchboard. Ensuring the availability of communication services on a 24/7 basis. Monitor all incoming and outgoing calls. Ensuring a pleasant working environment and customer relations at all times. Perform Office
Administration, execute and implement the unit’s operational plan. Continual updating of the internal telephone directory. Responsible for fault reporting on telephone systems and liaising with service providers when needy. Ensure the utilization of the Telephone Management System to manage and minimize telephone costs. Manage performance of staff through PMDS. Draft, avail and monitor the work shifts roster, implicating the 24/7 hours of work as per hospital shift work cycle. Provide monthly operational report, including ad-hoc reports.

PERFORMANCE OF STANDBY DUTIES.

ENQUIRIES: Ms. LOS Mogane Tel No: (012) 354 3927
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: 08 March 2019

POST 07/99: MATERIAL RECORDING CLERK REF NO: HRM 05/2019
Directorate: Supply Chain Management

SALARY: R163 563 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Grade 12 with 2 years’ experience of supply chain management or related, procedures and policies will be an added advantage. Proven computer literacy in MS office package (MS word, MS excel and MS outlook), Data management skills and filing skills. Ability to maintain good interpersonal relationships. Ability to work under tight deadlines and pressure. A valid driver’s license.

DUTIES: Perform administration duties with regard to supply chain management services including ware house management. Completion of SAP related forms. Capturing of data on the SAP/SRM system. Receiving and issuing of stock and equipment, asset management, warehouse management and stocktaking.

ENQUIRIES: Mr. D Moraswi Tel No: (012) 354 5159
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: 08 March 2019

POST 07/100: FINANCE CLERK REF NO: SDHS/FC/2019 (X1 POST)
Directorate: Finance

SALARY: R163 563 per annum (Level 05) (plus benefits)
CENTRE: Sedibeng District Health Services
REQUIREMENTS: Grade 12 Certificate with 0-2 years’ experience. Must have sound knowledge of PFMA Treasury regulation, SCOA, DORA, BAS, MED SAP. Computer literacy (MS Word, Excel and Power Point. Good communication skills (verbal and written and report writing skills). Take instruction from the Supervisor. Person Profile: Excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.

DUTIES: Monitoring and controlling expenditure. Compile and capture journals, compile petty cash and replenishment. Capturing, processing and allocating invoices through E invoicing (SAP). Filling and record keeping of the documents. Payments of creches and another NGO. Attending to service providers queries with GDF. Attending to web cycles. Reconciliation of standalone system. E.g. BAS, SAP, MED SAP and any other duties delegating by the supervisor. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES: Ms. M. Leonard, Tel No: (016) 950 6168
APPLICATIONS: Quoting the relevant reference number, direct applications to The HR Manager-
Sedibeng DHS Private Bag x023 Vanderbijlpark 1900 or hand deliver at 2nd Floor,
Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE: Attach certified copies of your qualifications, identity book, curriculum vitae, and
z83. The Gauteng Department of Health is guided by the principles of Employment
Equity; therefore, all the appointments will be made in accordance with The
Employment Equity target of the Department. Preference for this position will be
given to people with disability

CLOSING DATE: 08 March 2019

POST 07/101: HUMAN RESOURCE CLERK REF NO: DPL/HRC/02/2019 (X1 POST)
Directorate: Administration

SALARY: R163 563 – R192 666 per annum (Level 05) (plus benefits)
CENTRE: Dunsward Provincial Laundry
REQUIREMENTS: Grade 12 /Senior Certificate (or equivalent Certificate) plus 2 years’ experience in
(written and verbal). Ability to work under pressure. Knowledge of Human
Resource Legislative framework.

DUTIES: Perform various duties related to human resource administration. Promotion, Allowance, Medical, Overtime Remuneration, Long Service Awards, Home Owner
Allowance, Appointment, Transfer, Service Terminations, Service Benefits, Recruitment and Selection as well as PMDS Capturing of leave on PERSAL. Send
mandates to Gauteng Department of Finance. Ensure proper record keeping of
leave, appointments, transfers, terminations of service and finance documents.
Coordination of documents between department and E-Gov. Liaise with E-Gov and
attend to queries presented to HR carry out lawful instructions and daily tasks
allocated by supervisor ect.

ENQUIRIES: Wendy Oberholzer / Ria Muller Tel No: 011306-4601/6

APPLICATIONS: Applications should be submitted at HR Department Dunswart Laundry, 134 Main
reef road, Boksburg -North. Private Bag X1, Dunswart Laundry, 1508.

NOTE: Applications must be submitted on Z83 form, CV, Certified Copies of id and
qualifications to be attached

CLOSING DATE: 08 March 2019

POST 07/102: STAFF NURSE GRADE 1 REF NO: BGH/FEB/08 (X2 POSTS)
Directorate: Nursing

SALARY: R161 376 - R216 861 per annum (plus benefits)
CENTRE: Bertha Gxowa Hospital
REQUIREMENTS: Grade 12 plus a qualification that allows registration with SANC as a Staff Nurse. Candidate must have current registration receipt as a Staff Nurse. Candidate must have basic communication and writing skills. Be able to function as part of a team.

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

ENQUIRIES: Mrs. P.Z.N. Mofokeng Tel No: (011 278 7640)

APPLICATIONS: Applications must be delivered to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.

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

**CLOSING DATE**: 08 March 2019

**POST 07/103**: ASSISTANT MEDICAL ORTHOTIST AND PROSTHETIST REF NO: HRM 09/2019

**Directorate**: Orthotics/Prosthetics

**SALARY**: R158 595 per annum plus benefits

**CENTRE**: Steve Biko Academic Hospital

**REQUIREMENTS**: Grade 12 and Registration with HPCSA as Assistant Orthoptist/Prosthetist.

**DUTIES**: Consult and assist the Medical orthoptist/Prosthetist regarding type of orthosis/prosthesis required. Manufacturing part of orthosis/prosthesis which requires either leatherwork, laminating and shoe alterations or plastic moulding.

**ENQUIRIES**: Mr. HA Du Toit Tel No: (012) 354 6615

**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**: 08 March 2019

**POST 07/104**: LAUNDRY MANAGER REF NO: DPL/LM/01/2019 (X1 POST)

**Directorate**: Factory

**SALARY**: R136 800 – R161 148 per annum (Level 04) (plus benefits)

**CENTRE**: Dunswart Provincial Laundry

**REQUIREMENTS**: Grade 12/ 10 or Equivalent with appropriate experience. Good interpersonal relations. Communication skills. Computer literacy will be an advantage. Must have Practical knowledge and experience of Policies and procedures. Laundry Management Certificate/Diploma and laundry experience will be an advantage.


**ENQUIRIES**: Mr Jerry Rampou /MRS Wendy Oberholzer Tel No: 011 306-4606/17

**APPLICATIONS**: Applications should be submitted at HR Department Dunswart Laundry, 134 Main reef road, Boksburg-North, Private Bag X1, Dunswart Laundry, 1508.

**NOTE**: Applications must be submitted on Z83 form, CV, Certified Copies of id and qualifications to be attached

**CLOSING DATE**: 08 March 2019

**POST 07/105**: DRIVER (HEAVY DUTY VEHICLE) REF NO: DPL/D/04/2019 (X1 POST)

**Directorate**: Factories

**SALARY**: R136 800 – R161 148 per annum (Level 04) (plus benefits)

**CENTRE**: Dunswart Provincial Laundry

**REQUIREMENTS**: Grade 10 Certificate (or equivalent Certificate) Plus extensive experience in transport Department. A valid driver’s license Code 10/ C1 Must be in possession of Valid Public Drivers Perm. Must be prepared to do double Trips and assist in all instances of Emergency and relieve. Able to work under pressure and remain focus to productivity. Good communications and interpersonal skills with staff Supervisors, management and public Sound knowledge of Public Service prescripts and other relevant administration legislation

**DUTIES**: Responsible for safe and legal operation of Vehicle Responsible for the Transportation and safety of linen between Clients and the laundry Report any mechanical Faults to the Transport officer. Completing of Log sheet full Responsible for Cleanliness of Vehicles Responsible to report accident and
ENQUIRIES: Mrs. Wendy Oberholzer/Mrs. Ria Muller Tel No: 011 306-4606/1
APPLICATIONS: Applications should be submitted HR Department Dunswart Laundry, 134 Main reef road, Boksburg-North, Private Bag X1, Dunswart Laundry, 1508.
NOTE: Applications must be submitted on Z83 form, CV, Certified Copies of ID and qualifications to be attached. Candidate might be subjected to a Test Driving.
CLOSING DATE: 08 March 2019
POST 07/106: ENROLLED NURSING ASSISTANT GRADE 1 REF NO: HRM 02/2019 (X4 POSTS)
Directorate: Nursing
SALARY: R124 788 per annum
CENTRE: Sterkfontein Hospital
REQUIREMENTS: Grade 12 or equivalent qualification. Certificate as Enrolled Nursing Assistant. Current registration with the South African Nursing Council. Passion for working with mentally ill patients. Ability to work within a team, good interpersonal and communication skills. Knowledge of the National Core Standards, Public Service Regulations and Patient Rights Charter, Batho Pele principle and other Public Service Legislative framework. Previous Psychiatric experience will be an added advantage. Proof of current registration with SANC.
DUTIES: Assist and supervise patients with activities of daily living, i.e. maintain good hygiene, nutrition, and measure and record vital signs. Assist with the preparation of patients for diagnostic surgical and other medical procedures. Escort patients for clinical procedures and other errands as required by the Supervisor. Maintain professional conduct as required by the Public Service Code of Conduct and SANC. Attend in-service training as required. Relieve in other wards when the need arises. Preferably male nurses of any race, to address the needs of the Mental Health Care Users.
ENQUIRIES: Ms. M.M. Sono Tel. No: (011) 951-8202
APPLICATIONS: Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
NOTE: Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications and valid driver’s license. Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
CLOSING DATE: 08 March 2019
POST 07/1O7: NURSING ASSISTANT GRADE 1 REF NO: BGH 2019/FEB/09 (X1 POST)
Directorate: Nursing
SALARY: R124 788 - R 140 454 per annum (plus benefits)
CENTRE: Bertha Gxowa Hospital
REQUIREMENTS: Grade 12 plus a qualification that allows registration with SANC as a Nursing Assistant. Candidate must have current registration receipt as a Nursing Assistant. Candidate must have elementary communication and writing skills. Be able to function as part of a team.
DUTIES: Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate elementary communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient’s needs, requirements and expectations. Shift work mandatory.
ENQUIRIES: Mrs. P.Z.N. Mofokeng Tel No: (011 278 7640)
APPLICATIONS: Applications must be delivered to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.

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

CLOSING DATE: 08 March 2019

POST 07/108: SENIOR OPERATOR REF NO: DPL/SO/03/2019 (X3 POSTS)
Directorate: Factories

SALARY: R115 437 - R135 981 per annum (Level 03) (plus benefits)

CENTRE: Dunswart Provincial Laundry

REQUIREMENTS: Grade 12/10 or Equivalent with appropriate experience. Must be able to read and write. Good interpersonal relations Communication skills.

DUTIES: Inspection, monitors, operates, routinely maintains and cleans, program and adjust equipment. Load and weigh linen on scale. Clean all filters of tunnel washer and dryers, press and roller irons. Report all dysfunctions to supervisor. Responsible for quality and safety control. Entering the CBW when a blockage occurs and unblock it. Keep statistics of production figures. Responsible for formal and informal training of operators. Apply prescribed safety and precautionary measures. Do any other tasks as per departmental need. Previous laundry experience will be an advantage. Supply trolleys at dispatching area for clean linen at tunnel washer and dryers. Unload clean washing and provide to ironing and folding area and other areas.

ENQUIRIES: Ms. MM Muller/Ms. Wendy Oberholzer Tel No: 011 306-4606/1

APPLICATIONS: Applications should be submitted at HR Department Dunswart Laundry, 134 Main reef road, Boksburg-North. Private Bag X1, Dunswart Laundry, 1508.

NOTE: Applications must be submitted on Z83 form, CV, Certified Copies of id and qualifications to be attached.

CLOSING DATE: 08 March 2019

DEPARTMENT OF SOCIAL DEVELOPMENT

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.

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 07/109: DIRECTOR: COMMUNICATIONS REF NO: SD/2019/02/01

SALARY: R1 005 011 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

CENTRE: Head Office (Communications)

REQUIREMENTS: A degree (NQF Level 7) Honours in Communications/Public Administration/Public Relations. A minimum of 5 years' relevant experience at middle/senior management level. Code B driver's license. Knowledge and understanding of
Legislative framework governing the Public Service. Excellent communication (verbal and written), analytical and problem solving, change and financial management, strategic capability and leadership, excellent planning and organising, good negotiation and conflict management, excellent managerial and knowledge management and computer literacy skills.

**DUTIES**
Managing of Internal Communications Functions. Ensure the promotion of the Department internally through communication liaison support and advisory services. Managing External Communication Functions. Ensure sound management of Departmental events and co-ordinate Imbizos. Manage Media Liaison and Strategy Functions. Ensure the establishment and maintenance of good media relations.

**ENQUIRIES**
Mr Hayden Pillay Tel No: (011) 227 0067

**APPLICATIONS**
Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

**FOR ATTENTION**
Mr Z Jaca Tel No: (011) 355 7678

**CLOSING DATE**
08 March 2019

**POST 07/110**

**DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: SD/2019/02/02**

**SALARY**
R1 005 011 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

**CENTRE**
Head Office (Human Resource Management)

**REQUIREMENTS**
A degree/ (NQF Level 7) in Human Resource Management. A minimum of 5 years' relevant experience at middle/senior management level. Excellent knowledge of the Public Service Act (PSA), Public Service Regulations (PSR), Employment Equity Act (EEA), white paper on Transformation and Batho Pele, Basic Condition of Employment Act (BCEA), Labour Relations Act (LRA), Public Finance Management Act (PFMA), Human Resource Systems. Code B driver’s licence. Human Resource Management in the Public Service will be an added advantage. Excellent communication (verbal and written), analytical and problem solving, sound project and financial management, strategic capability and leadership, excellent planning and organising, good negotiation and conflict management, excellent managerial and change management and computer literacy skills.

**DUTIES**
Manage the effective implementation of Human Resource Management, including Human Resource Development, Human Resource Administration, Labour Relations, Organisational Development and Recruitment. Oversee the management and promotion of fair and sound Labour Relations. Strategically manage special programmes, including Employee Health and Wellness (EHWP). Manage resources (Human, Finance, Equipment, Assets) in the Directorate. Oversee and provide support to the designated operational and delegated management responsibilities of the HRM Directorate. Ensure the realisation of performance outcomes and MPAT. Optimise the achievement of service delivery and unqualified clean audit opinion. Serve as member of the Senior Management Team.

**ENQUIRIES**
Mr Hayden Pillay Tel No: (011) 227 0067

**APPLICATIONS**
Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

**FOR ATTENTION**
Mr Z Jaca Tel No: (011) 355 7678

**CLOSING DATE**
08 March 2019

**OTHER POST**

**POST 07/111**

**SOCIAL WORK POLICY DEVELOPER: SERVICES TO FAMILIES REF NO: SD/2019/02/03**

**SALARY**
R344 184 – R549 837 per annum (within the OSD Framework)

**CENTRE**
Head Office

**REQUIREMENTS**
Bachelor Degree in Social Work with 8 years’ appropriate/recognizable experience in Social Work after registration as a Social Worker with the SACSSP. Submission
of valid registration certificate with the SACSSP Council. A valid driver’s license. Knowledge and understanding of legislation, policy, procedures, processes and systems regulating services to families in the Public Service. Knowledge and understanding of Departmental priorities, values and commitments related to care and services to families. Good planning and capability, presentation, project and programme management, monitoring and evaluation, reporting, verbal and written communication skills.

**DUTIES**

Develop and implement guidelines on services to families. Implement developed guidelines on services to families. Disseminate information on training of staff in the regions. Monitor and evaluate services to families. Provision of programmes for families. Implement policy guidelines, norms and standards to families. Implement family preservation programmes and family re-unification programmes. Implement and provide family crisis intervention and forums. Capacity building on services to families. Provide capacity building programmes to regions. Provide capacity building services to NPO’s rendering services to families. Communicate revised policies, norms and standards. Research and development of services to families. Identify research priorities on services to families. Communicate research results to regions and NPO’s. Monitor the implementation of research results on services to families.

**ENQUIRIES**

Ms E Choshi Tel No: (011) 355 7700

**APPLICATIONS**

Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or Private Bag X 35, Johannesburg, 2000.

**CLOSING DATE**

08 March 2019