ANNEXURE Q

PROVINCIAL ADMINISTRATION: GAUTENG
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: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imumbia House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.

CLOSING DATE: 15 March 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 Z.83. 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 maybe 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.

MANAGEMENT ECHELON

POST 08/88: DIRECTOR: STRATEGIC PLANNING REF NO: REFS/003628
Chief Directorate: Strategy Management

SALARY: R1 005 063 per annum (all-inclusive remuneration package)
CENTRE: Johannesburg

REQUIREMENTS: Matric/Grade 12 plus a recognized NQF level 7 qualification in Business Management or related. A minimum of 5 years’ experience in a middle management role relating to Strategic Planning. Experience in data analysis will be an added advantage.

DUTIES: To manage and coordinate the implementation of strategic planning management services. Develop, implement and sustain synchronized strategic management processes. Articulate GPG outcomes and define e-Government outcomes. Develop the e-Government Strategic Plan, working closely with senior management, involving them in proposing key elements of the overall e-Government strategy and develop major strategic initiatives. Facilitate the process of developing the Annual Performance Plan (APP) and Operational Plans according to policy guidelines. Ensure alignment across the strategic plan, APP, Operational plans and performance contracts. Manage the strategy execution.

ENQUIRIES: Mr. Errol Ogle Tel No: (011) 689 6861

POST 08/89: DIRECTOR: HUMAN RESOURCE ADMINISTRATION (CLUSTER 1) – REF NO: REFS/003629
Chief Directorate: Human Resource Services

SALARY: R1 005 063 per annum (all-inclusive remuneration package)
CENTRE: Johannesburg


DUTIES: Efficiently and effectively executing all HR related mandates on behalf of the GPG departments based on client expectation in terms of SLA compliance as well as
compliance to Service Standards stipulated in the e-Government’s Batho Pele Service Charter. Furthermore, by contributing towards the achievement of e-Government’s vision, mission and strategic objectives as contained in its Annual Performance Plan. Strategic leadership direction and operational support and supervision. Customer Relationship Management. General Management. Strategic leadership: provide strategic and operational leadership support by developing the Service Unit’s APP and developing the Service Unit’s Operational Plan. Financial Management-submit unit’s annual demand plans to undertake key delivery projects and ensure optimal spending of allocated resources. Customer Relations Management-draft and sign off letters of engagement with GPG clients about the rollout of key projects. Knowledge Management-establish and maintain a knowledge repository to enable business continuity. People Management-implement effective people management skills to sustain a healthy labour relations environment. Risk Management-draft approve and update risk mitigation plans. Change Management-ensure uptake and optimal utilization of modernization tools rolled out to targeted departments. Communications-build internal strong interpersonal, team relations as well as strengthening external relations by establishing appropriate channels and stakeholder forums.

ENQUIRIES: Mr. Errol Ogle Tel No: (011) 689 6861

OTHER POST

POST 08/90 : SENIOR LEGAL ADMINISTRATION OFFICER (OSD MR6) REF NO: REFS/003630
Directorate: Legal Services

SALARY : R725 487 - R1 084 437 per annum (all-inclusive remuneration package) OSD – MR6

CENTRE : Johannesburg

REQUIREMENTS : An LLB degree or four year recognised legal qualification coupled with at least 8 years post qualification experience in the legal environment. Admission as an Attorney or Advocate. At least three years’ experience in a managerial position in legal environment will serve as an advantage. Proven knowledge and experience in litigation, drafting of contracts, contract management, conducting legal research and providing well researched legal opinions. Good communication skills (written & verbal). Ability to draft comprehensive and well researched legal opinions. Ability to draft, review, vet policies, contracts, SLAs, charters and Memorandum of Understanding (MOU). Basic understanding of legislation applicable to the Public Service including thorough knowledge of Administrative law, knowledge of SCM regulatory framework, PFMA and relevant National Treasury prescripts, LRA, PSA and regulations. Extensive knowledge and proven experience in labour relations litigation and dispute resolution procedure will serve as an added advantage. Good Office Administration, planning, and organisational skills. Computer skills in MS Office (Word, Excel, PowerPoint, etc.). A valid driver’s license will be an added advantage.

DUTIES : Provide litigation management services and support including Labour relations matters. Conduct vetting of policies, contracts, charters and related legal documents. Draft contracts, MOU's and SLA's, memorandum and letters on behalf of the Department. Provide well researched legal opinions and advice in complex matters relating to the operations of the Department. Ensure that the administrative and contractual decisions of the department are compliant with governing legislation and to provide advice, presentations, awareness raising on the impact of any new legislative requirements and related issues. Provide support on contract management services, support practitioners in the drafting of procurement contracts. Drafting, reviewing and vetting contracts after consultation with business units. Reviewing and carrying out the amendments to draft contracts. Management of correspondence in the event of breaches of contract or legal disputes including contract cancellation. Manage the resolution of legal disputes which includes representing the Department (e-Gov) at arbitrations and in a court of law in addition to liaising with outside appointed legal professions. Ensure and maintain professionalism in providing key legal support to business units within the e-Gov. Ensure that all administration processes adhere to legislative and policy
planner in assessing the level of adherence of the depot procurement unit to national and provincial contracts. Assess the degree of compliance of contracted suppliers to general and specific conditions of contract. Analyse trends of non-compliance and develop strategies to improve compliance. Oversee the implementation of the penalty clause as detailed in the general conditions of contract to all underperforming and non-performing contracted suppliers. Work with the finance unit in analyzing compliance of the depot to the Public Finance Management Act (PFMA) in the payment of suppliers and service providers. Analyse the reasons for delayed payments and develop strategies and innovative interventions to improve and align supplier payments to the PFMA. Continually advise the procurement unit to procure based on submitted estates.

ENQUIRIES : Ms N Thipa Tel No: (011) 628 9002
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

NOTE : A curriculum vitae with a detailed description of duties and the names of two referees, plus recently certified copies of proof of registration with SAPC, payment of annual fees and your driver’s license as well as recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.

CLOSING DATE : 15 March 2019
DEPUTY MANAGER: PHARMACEUTICAL SERVICES PROJECT
MANAGEMENT REF NO: MSD2019/02/02 (X1 POST)

Directorate: Pharmaceutical Services

SALARY: R975 945 per annum (all inclusive salary package consist of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules).

CENTRE: Medical Supplies Depot

REQUIREMENTS: A B. Pharm. degree or an equivalent qualification registerable with the South African Pharmacy Council (SAPC) as a pharmacist. Proof of current payment of annual fees with the SAPC. Must have 3 years experience at a middle management level in the pharmaceutical supply chain management environment. A qualification in Project Management. Proof of formal training on advanced excel. A valid driver's license. A good understanding of the National Drug Policy, the Essential Drugs Programme, the Public Finance Management Act, Good Pharmacy Practice(GPP), the Medicines and related substances Act, Supply Chain management protocols in the public service and the planning process of the Department. Good verbal and written skills. Good communication and presentation skills. Willingness to register with SAPC as a tutor for the training of pharmacy interns and learner pharmacist's assistants.

DUTIES: Project management for all special projects undertaken at the depot. Stakeholder engagement both in the public service and private sector. Overseeing change management activities at the depot and affected institutional pharmacies. Marketing of all projects undertaken at the depot to all relevant stakeholders. Communication of policy changes and all other relevant information to all stakeholders. Assist in inventory management in the warehouse. Ensure the depot is compliant to Good Pharmacy Practice, Good Warehouse Practice and all the requirements of the Medicines Control Council at all times.

ENQUIRIES: Ms N Thipa Tel No: (011) 628 9002

APPLICATIONS: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in register book.

NOTE: A curriculum vitae with a detailed description of duties and the names of two referee, plus recently certified copies of proof of registration with SAPC, payment of annual fees and your driver’s license as well as recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.

CLOSING DATE: 15 March 2019

REGISTRAR (MEDICAL) REF NO: HRM 13/2019

Directorate: Nuclear Medicine

SALARY: R780 612 per annum plus benefits

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: Registrars must be registered with the Health Professions Council of South Africa and must be post Community Service.

DUTIES: Involvement in the provision of a professional clinical nuclear medicine service. Performance, interpretation and reporting of diagnostic nuclear medicine investigations. Patient treatment with unsealed sources. Patient management and clinical assessment. Responsibility for patient care in the department. Liaison with other disciplines. Teaching and training within the service. Providing after hour care in accordance with the commuted overtime contract. Working with the Head of Department in the day-to-day running of the department.

ENQUIRIES: Prof. MM Sathekge Tel No: (012) 354 1794

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** : 15 March 2019

**POST 08/94** : DEPUTY DIRECTOR REF NO: DDHRM/2019/01
Directorate: Human Resource Management

**SALARY** : R697 011 All Inclusive Package

**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS** : Appropriate bachelor’s degree/ National diploma in Human Resources Management NQF level 7 or equivalent qualification, with at least 10 years relevant experience in the Human Resource field of which at least 5 years must be at a Middle Management Level. A relevant post Graduate qualification will be an added advantage. The applicants must have relevant managerial/ supervisory experience in Human Resource Management. A demonstrated ability to develop, monitor and evaluate HR policies and Procedures. The ability to interpret, and analyse HR data and extensive computer literacy (MS Office). Experience in developing reports and presenting them to management. Demonstrate experience in managing PERSAL and drawing reports. Ability to manage staff, work independently, adhere to strict deadlines. Job knowledge: Knowledge of PERSAL system, knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Public Finance Management Act and other HR legislation and prescripts (including PSCBC and other relevant bargaining council resolutions). Competencies Required: Strategic capability and leadership, people management and Empowerment, Programme and Project management, Service Delivery innovation, Problem solving and analysis, Client orientation and customer focus and communication. A valid driver’s license.

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

**ENQUIRIES** : Ms K. Lekgetho Tel No: 011 488 3762

**APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 18, No. 17 Jubilee Road, Parktown

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

**CLOSING DATE** : 15 March 2019
POST 08/95 : ASSISTANT MANAGER NURSING: SPECIALTY GYANE AND OBSTETRICS
REF NO: HRM 01/2019
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.

SALARY : R581 826 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in relevant specialty. Degree/diploma in Nursing Management with at least 10 years appropriate \ recognizable experience in nursing after registration as a Professional nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate recognizable experience after obtaining the 1 year post basic qualification in Advanced midwifery Nursing Science. At least 3 years of the period referred to above must be appropriate recognizable experience at management level at Public Institution. Strong leadership, good communication and sound interpersonal skills are necessary. Valid EB driver’s license. Service certificates compulsory. South African Nursing Council annual practicing certificate. Computer literacy.

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

ENQUIRIES : Mrs. A Mowayo Tel No: (012) 354 1300
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 15 March 2019

POST 08/96 : ASSISTANT MANAGER-ORTHOPAEDIC NURSING PNB4
Directorate: Nursing

SALARY : R532 449 – R617 253 per annum
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 (standard 10) Basic qualifications in terms of Government Notice 425 (i.e. Diploma/Degree or equivalent qualifications that allows registration with the SANC as a professional nurse. Plus, post basic Orthopaedic Nursing qualification with at least 1 year accredited with SANC in terms of R212. Minimum of 10 years appropriate recognizable experience in nursing after registration with SANC as a professional nurse. At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty Critical Care Nursing. A neuro-surgical and Burns ICU experience will be added an advantage.

DUTIES : To ensure safe and effective clinical nursing practice general and Orthopaedic Nursing. Ensure effective management of quality nursing service. Co-ordinate of optimal, holistic specialized nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development mentoring of Operational Managers. Ability and knowledge to carry out Orthopaedic Nursing procedures and management as per scope of practice. Ensure ongoing monitoring and evaluation of Orthopaedic services. Provision of quality Nursing care, assist team members with quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, do hospital calls. Maintain, manage PMDS of subordinates, ensure effective communication within the health setting,
ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

ENQUIRIES
APPLICATIONS
NOTE

ENQUIRIES : Mr. W.N Mothwane Tel No: (011) 923 2050/ (011) 923 2331
APPLICATIONS : Applications to be addressed to: Human Resource Department, Tembisa Provincial Tertiary Hospital, Private Bag X07, Olifantsfontein 1665 or submitted to Corner Flint Mazibuko & Reverend Namane, Olifantsfontein 1665.
NOTE : The provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any public service department or from website, which must be completed in full and attached your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. N.B: The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

CLOSING DATE : 15 March 2019
POST 08/97 : CHIEF DIETITIAN GRADE 1 REF NO: BGH 2019/FEB/25
Directorate: Allied

SALARY : R440 982 per annum (plus benefits)
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 3 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 genral 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** : 15 March 2019

**POST 08/98** : CLINICAL PROGRAMME COORDINATOR: GRADE-1 TRAINING & DEVELOPMENT
Directorate: Nursing

**SALARY** : R420 318 – R473 067 per annum

**CENTRE** : Tembisa Provincial Tertiary Hospital

**REQUIREMENTS** : Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualifications that allows registration with the SANC as a Professional nurse. A minimum of 7 years appropriate / recognisable experience in nursing after registration as professional nurse with SANC in general nursing. Qualification/experience in nursing education/staff development will be added an advantage.

**DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Monitor, coach and mentor staff in delivery of quality patient care in the units according to nursing education and practice standards and national core standards and health department goals and objectives. Identify in-service training needs for all nursing personnel across the hospital. Programming, plan the implementation monitoring and evaluation of in-service programs. Orientation and induction of newly appointed nursing personnel. Plan, co – ordinate, facilitate and monitor clinical learning exposure in various clinical setting for individual nursing personnel. Coordinate career, professional, leadership and skills development program implementation of continuing professional development for nurses and midwives. Participate in relevant research projects in the wards and education and training. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES** : Mr. W.N. Motlwane Tel No: (011) 923-2050

**APPLICATIONS** : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665.

**NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Due to the large number of applications we envisage receiving, applications will not be an acknowledged, If you do not receive any response within 3 months, please accept that your application was not successful. N.B: The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

**CLOSING DATE** : 15 March 2019

**POST 08/99** : OPERATIONAL MANAGER NURSING: OPERATING THEATRE CSSD
Directorate: Nursing

**SALARY** : R420 318 – R473 067 per annum

**CENTRE** : Tembisa Provincial Tertiary Hospital
REQUIREMENTS: Grade 12 (standard 10) Basic qualifications in terms of Government Notice 425 (i.e. Diploma/Degree or equivalent qualifications that allows registration with the SANC as a professional nurse. Minimum of 9 years appropriate /recognizable experience in nursing after registration with SANC as a professional nurse with SANC in general nursing with at least 5 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty trauma & emergency nursing science. A post basic nursing qualification, in theatre tech with a duration of at least 1 year accredited with SANC in Theatre Tech- (Operating Theatre) and emergency nursing science.

DUTIES: Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues, including more complex report writing when required. Work as part of multidisciplinary team unit level to ensure good nursing care by the team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment, care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contracts, build and maintain a network of professional relations in order to enhance service delivery and demonstrative basic computer literacy as a support tool to enhance service delivery. Be informed with labour act Practices- manage and monitor utilization of human financial and physical resources. Provision of effective support to nursing.

ENQUIRIES: Mr. W.N Mothwane Tel No: (011) 923 2050/ (011) 923 2331

APPLICATIONS: Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665.

NOTE: The provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any public service department or from website, which must be completed in full and attached your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.

CLOSING DATE: 15 March 2019

POST 08/100: OPERATIONAL MANAGER: MEDICAL OPD – NURSING – PNA5
Directorate: Nursing

SALARY: R420 318 – R473 067 per annum

CENTRE: Tembisa Provincial Tertiary Hospital

REQUIREMENTS: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum of 07 years appropriate / recognisable experience in nursing after registration as a professional nurse. Primary health care and experience in outpatient department will be an added advantage.

DUTIES: Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Ensuring that patient are seen by doctors. All red flags monitored and reported to Area Manager and relevant programme co – ordinatar. Overall supervision of queue management / and management of waiting time. Triaging of patient according to condition. Prepare and help doctor in consulting rooms. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the hospital. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter professional, inter – sectoral and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guideline, practice, standard and procedures. Manage and monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing service. Maintain professional growth / ethical standard and self-development. Be informed with Labour Act Practices.
ENQUIRIES: Mr. W.N Mothwane Tel No: (011) 923 2050
APPLICATIONS: Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665.
NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful. N.B: The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
CLOSING DATE: 15 March 2019
POST 08/101: SW A/S SOCIAL WORK SUPERVISOR GRADE 1 REF NO: HRM 12/2019
Directorate: Social Work Department
SALARY: R363 507 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: BA Degree in Social Work. A minimum of 7 years appropriate experience in Social Work after registration with the SACSSP. Proof of supervisory experience of 3-5 years will be an advantage. To have computer literacy and a valid driver’s license.
DUTIES: Provide Social Work Services of an advanced and specialized nature. Extensive involvement with management of the Social Work Department and subordinate. Conduct supervision according to supervision policy and be conversant with Performance Management and Development System. Training to be offered to the Social Work Team, the hospital staff, students and communities where indicated. Research involvement where indicated. Knowledgeable regarding the acts relevant to health care and social development. Extensive knowledge regarding resources in the community to assist effective service delivery to patients. Network with team members, communities and resources in the community to assist the client population effectively. Effective administration skills, record-keeping and completion of compulsory statistics.
ENQUIRIES: Mrs. NA Mashego Tel No: (012) 354 1212
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: 15 March 2019
POST 08/102: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: SEB/AD/02
Directorate: Human Resources
SALARY: R356 289 per annum plus benefits
CENTRE: Sebokeng Hospital
REQUIREMENTS: National Diploma/Degree in Human Resources, with 5 years experience or Grade 12 (Matric) with 15 years. Experience in HR. At least 3 years supervisory experience in HR. 2 years experience in Health Environment will be an advantage. Computer literacy. Knowledge of and experience in the Persal System. Knowledge of Public Service Act and other legislative prescripts that govern Human Resource Management. Knowledge of Human Resources administration process. Ability to communicate well with people at different levels from different backgrounds. Must be driven, customer-focused individual with excellent
planning, organizing, good interpersonal relations and presentation skills. Must be able to work under pressure.

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

**ENQUIRIES:**
Mr. NV Mathonsi Tel No: 016 930 3004

**APPLICATIONS:**
Applications should be sent by courier or posted to Sebokeng Hospital Private Bag X058 Vanderbijlpark 1900 or hand delivered to Sebokeng Hospital, The HR Department, Moshoeshoe Street, Sebokeng. Please refrain from online applications as we are experiencing system challenges

**NOTE:**
Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old) Failure to submit all the requested documents will result in the application not being considered. People with disabilities are encouraged to apply. Recommended Applicants will undergo pre-employment medical surveillance.

**CLOSING DATE:**
15 March 2019

**POST 08/103:**
**MIDDLE MANAGER- FMU REF NO: REFS/003673 (X1 POST)**
Directorate: FMU Department

**SALARY:**
R356 289 – R430 389 per annum (all-inclusive package)

**CENTRE:**
Helen Joseph Hospital

**REQUIREMENTS:**
Grade 12 certificate plus 5 -10 years’ experience in Management of Facility Maintenance or 3 years National Diploma in facility management or build environment. Good interpersonal skills and writing. Knowledge of the PFMA.

**DUTIES:**
Will be responsible for the maintenance of building, Horticulture, Pest control and the landscape. Ensure that specifications for projects are in compliance with statutory requirements and are done on time. Liaise with inspectors of the department of infrastructure development internally and at the regional office. Compile weekly and monthly reports. Ensure that contractors working in the hospital comply with OHS regulations. Make daily walkabouts on a daily basis and attend to risk encountered. Will be required to work weekends and after hours if necessary. Control day to day budget to meet hospital requirements. Attend OHS facility and security meeting.

**ENQUIRIES:**
Mr. CD Mogale Tel No: 011 489 0571

**APPLICATIONS:**
Applications should be submitted at the Helen Joseph Hospital, No14 Perth Road Auckland Park. Human Resource Department or apply online at: www.gautengonline.gov.za

**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). 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 check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE : 22 March 2019

POST 08/104 : MONITORING & EVALUATION OFFICER
Directorate: Human Resource

SALARY : R356 289 – R419 769 per annum (Level 09)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Minimum of Grade 12 with a Diploma/ Degree in Monitoring & Evaluation, Risk Management, Statistic (information) a minimum of 3 years relevant experience working in Monitoring and Evaluation or Health Information Management (DHIS) will be added an advantage. Exposure to data collection, analysis and interpreter, assessment and reporting of service outputs using Monitoring and Evaluation principles/framework. Competencies, strong interpersonal and communication skills with good knowledge in computer packages (Ms word, Excel, MS PowerPoint and Access) and Batho Pele Principles, Proficiency in English and other official languages.

DUTIES : Administration of Clinical Audit processes, quality Audits/data audits in the Monitoring and evaluation unit within the hospital environment. Ensuring that the audits are conducted as planned and as merited by urgency of the situation as per mandate of the supervisor. Write reports of the outcome of the audit taken. Work with departments and units to correct discrepancies emanating from audits conducted. Ensure the gathering and collection of quality date for compilation of M & E and Information data. Manage own work and identify own development needs. Perform duties and functions assigned or delegated M & E Manager and Senior Management. Collate and Coordinate daily /weekly operating reports (DWORs) to inform clinical intervention and planning. Update all the DWOR information within the hospital and ensure that all challenges encounter are escalated accordingly. Communicate with the staff in the directorates for gathering evidence of performance. Ensure a pleasant working environment through maintain positive attitude at all times. Execute the implementation of the unit’s operational plan. Provide monthly M & E reports including ad-hoc reporting.

ENQUIRIES : Dr. E Sampier Tel No: (011) 923 2311
APPLICATIONS : Applications to be addressed to: Human Resource Department, Tembisa Provincial Tertiary Hospital, Private Bag x07, Olifantsfontein 1665 or submitted to Corner Flint Mazibuko & Reverend Namane, Olifantsfontein 1665.
NOTE : The provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any public service department or from website, which must be completed in full and attached your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. N.B: The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

CLOSING DATE : 15 March 2019

POST 08/105 : ASSISTANT DIRECTOR: FINANCIAL CONTROLLER- FINANCIAL REPORTING REF NO: MSD2019/02/03 (X2 POSTS)
Directorate: Financial Management

SALARY : R356 289 per annum (Level 09)
CENTRE : Medical Supplies Depot
REQUIREMENTS : The applicants must be in possession of a recognised 3 year National Diploma or Degree in Financial Management (Accounting or Finance -NQF 7) with at least 5
years of proven relevant experience in the field of financial management with emphasis in financial reporting. Knowledge: Computer Literacy and in particular MS office, BAS and PERSAL. Skills: Accounting and Financial Management and Project Management Skills, High numerical skills, Communication: Good verbal and Written communication skills, Creativity: Pro-active, Innovative thinker and must be able to work under pressure and have a driver’s license.

DUTIES: The successful candidate will assist the middle manager: financial reporting (L11) with the compilation and preparation of GRAP compliant monthly, interim and annual financial statements. Maintain properly reconciled accounts up-to-the general ledger in the entity’s books i.e. Assets, Liabilities, Revenue and Expenditure accounts. Assist with the provision of relevant information to a number of applicable internal and external oversight committees. Must apply sound knowledge of generally recognised accounting practice (GRAP) standards, Public Finance Management Act (PFMA), treasury regulations and supply chain management (SCM) policies such as the PPPFA, among other things. Make effective use of MS excels in the generation of numerous financial reports of the entity in a manner that is efficient to financial reporting. Use your acquired experience in inventory management system(s) to add value to the entity’s core business functions. Collate all the entity’s financial and pre-Determined Objectives (PDO) information timeously e.g. monthly, quarterly and annually for consolidated reporting purposes. Plan and manage staff and projects. Prepare presentations in appropriate applications to senior management and other internal oversight committees.

ENQUIRIES: Mr K.M Kasumba Tel No: (011) 628 9002
APPLICATIONS: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in register book.

NOTE: A curriculum vitae with a detailed description of duties and the names of two referee, your driver’s license as well as recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification authority (SAQA).

CLOSING DATE: 15 March 2019
POST 08/106: OCCUPATIONAL THERAPIST – PRODUCTION LEVEL – GRADE 1 REF NO: HRM 05/2019 (X1 POST)

Directorate: Allied

SALARY: R300 828 per annum (All inclusive Package)
CENTRE: Sterkfontein Hospital

REQUIREMENTS: Degree in Occupational Therapy. Registration with HPCSA as an Occupational Therapist in Independent Practice. Experience in Psychiatry will be an advantage. Must be computer literate.

DUTIES: Render an Occupational Therapy service (including promotion and prevention campaigns) in allocated areas of work that complies with the standards and norms as indicated by Health Policies. Assessment, treatment planning and treatment of patients (individual and group) in allocated work. Be responsible for therapeutic or income generating projects in area of work. Effective report writing skills needed. Active participation in Quality Assurance and Monitor the development and performance of staff. Working well within the MDT set up. Supervision of OTT’s and students. Participate in CPD activities.

ENQUIRIES: Ms. L.R. Hendricks Tel No: (011) 951-8364
APPLICATIONS: Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740.

NOTE: Applications must be submitted on a Z83 form, CV, certified copies of ID, and Qualifications to be attached. Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE: 15 March 2019
POST 08/107 : SUPPLY CHAIN SUPERVISOR REF NO: HRM 03/2019
Directorate: Supply Chain Management

SALARY : R242 475 per annum (Level 07) (Plus Benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Grade 12 with 3 – 5 years’ experience in Supply Chain Management. NQF level 5 relevant to Supply Chain Management or equivalent qualification. Knowledge of PFMA Policies and Supply Chain Management procedure and Asset Management. Understanding of expectations of customers and good communication skills. Valid Driver’s License and Computer literacy.

DUTIES : Manage and Supervise Laundry Department and Asset management in line with the Departmental Policies. Manage the procurement of goods and services in line with the needs of the Institution. Manage the Goods received vouchers and transit in functions effectively and efficiently. Manage the warehouse and contract management effectively and efficiently. Compile the monthly theoretical report and submit it on time. Attend to queries from internal and external stakeholders. Attend to all committees seconded to and provide the feedback if requested. Assist in the management of budget in the Institution. Monitor the development and performance of staff. Act as the link between the Management and Procurement.

ENQUIRIES : Mr. B.H. Shuping Tel No: (011) 951-8207
APPLICATIONS : Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740.
NOTE : Applications must be submitted on a Z83 form, CV, certified copies of ID, and Qualifications to be attached. Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
CLOSING DATE : 15 March 2019

POST 08/108 : FACILITY MANAGEMENT SUPERVISOR REF NO: HRM 04/2019
Directorate: Administration

SALARY : R242 475 per annum (Level 07) (Plus Benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Grade 12 certificate with 3 - 5 years’ experience in Facility Management. NQF level 5 relevant to Facility Management or equivalent qualification. Knowledge of Building maintenance and Projects Management. Knowledge of Managing Facility Services in a Hospital environment. Good Financial Management skills. Knowledge of PFMA, OHS Act and other related Legislations. Valid Driver’s license, Computer literacy, Presentation and analytical Skills, Conflict Management and ability to work independently and under pressure.

DUTIES : Manage the maintenance of hospital buildings, machineries (boilers, generators, laundry washing machines and other). Manage state accommodation. Conduct building audits, office accommodation and residential allocation and hospital keys. Manage all statutory projects and onsite contractors, liaise with all stake holders, draft specification and / or scrutinize specification in consultation with DID inspectors. Ensure the availability of boiler coals and supplements. Identify, receive and log call for all the defects. Record management (develop and manage all relevant registers). Order day to day maintenance accessories of the section, control and organize all the activities of the section. Rendering support in OHS, Infection Control and Quality Assurance Committees. Take water and electricity meter reading on monthly basis and submit to Finance for billing. Attend meetings, compiling of reports and motivations. Develop and management of maintenance plan in line with the strategic and operational plan of the Institution. Conduce monthly inspection of all critical areas and develop plan of action. Monitor the development and performance of staff. Perform all delegated responsibilities.

ENQUIRIES : Mr. B.H. Shuping Tel No: (011) 951-8207
APPLICATIONS : Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740.
NOTE : Applications must be submitted on a Z83 form, CV, certified copies of ID, and Qualifications to be attached. Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE : 15 March 2019

POST 08/109 : FOOD SERVICE MANAGER REF NO: FSM/SRH/170/19
Directorate: Allied

SALARY : R242 475 per annum (Plus Benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : An appropriate Degree/Diploma in Food Service Management/ Food and Beverages/ Hospitality Management. Relevant B/Tech Degree will be an added advantage. Minimum of three years relevant experience in Food Service Management in the clinical (hospital) environment. Operations and basic computer literacy will be recommended. Excellent communication (written and verbal) skills. Prior knowledge of stock and key control is required. Good interpersonal, analytical and problem-solving skills. Ability to work as in a team and independently under pressure. Have effective leadership skills. Knowledge of Public Service Act and regulations, Basic conditions of Employment Act, National and Provincial Policy framework, PFMA. Good financial management knowledge, presentation, analytical skills and conflict management.

DUTIES : Manage food services according to Food Based Guidelines (FBG), in terms of portion control, quality control and service standard. Manage food preparation, serving of food and refreshment. Manage stock levels and conduct stock taking monthly. Do plate wastage and opinion surveys to ensure that production, serving and distribution of meals follow the prescribed guidelines. To plan menus with standardized recipes, do master orders, costing of all menus and functions, control, ordering, storage, issuing of perishables and non-perishables supplies, do quality control checks. Key control policy should be implemented and be monitored. Ensure that equipment is functioning well and that compliance to occupational health and safety (OHS), Environmental Health Practices (EHP) and Infection Control (IPC) is adhered to. Compile performance documents (PMDS) and conduct performance reviews of staff on a quarterly basis. Be involve in developing and implementing of SOP’s in the section. Compiling of reports and submit on monthly basis. Supervision in the section at all times. Plan and implement procedures to stay in line with budget.

ENQUIRIES : Dr J.J Seepane Tel No: 011 681 2018
APPLICATIONS : Applicant 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.

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

CLOSING DATE : 15 March 2019

POST 08/110 : PRINCIPAL PERSONNEL OFFICER REF NO: PPO/SRH/171/19
Directorate: Human Resource Department

SALARY : R242 475 per annum (Plus Benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : An appropriate three (3) year relevant tertiary qualification and a minimum of three (3) years relevant experience within Human Resource Department or Grade 12 with a minimum of five (5) years in Human Resource experience. Knowledge of 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. Good communication skills, planning, organizing and able to work under pressure. Supervisory skills will be added as an advantage.

DUTIES : Implementation of departmental policies, regulations and legislations as well as resolutions. Manage performance of staff. Management of service benefits, appointment, leave, terminations and all matters relating to salaries. Ensure
compliance with AG matters. Ensure compliance requirements with suitability checks and verification of staff. Management of leave and incapacity. Ensure compliance with training / HRD. Approval of all transactions on persal system. Approve and ensure quality checks of all HR mandates before submitting to Department of E-gov. Compilation of reports. Management of payroll. Assist with recruitment and selection processes. Provide expert advice to management and the entire staff. Ensure compliance with PMDS. Assist and ensure national core standards compliances. Execute any other relevant tasks upon instruction by the supervisor.

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

APPLICATIONS
Applicant 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.

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

CLOSING DATE
15 March 2019

POST 08/111
ADMINISTRATION OFFICER CONTRACT DEPARTMENT REF NO: MSD2019/02/04 (X 1 POST)
Directorate: Pharmaceutical Services

SALARY
R242 475 per annum (Level 07) plus benefits

CENTRE
Medical Supplies Depot

REQUIREMENTS
A certificate or any qualification in supply chain. Matric certificate. Good negotiation skills are required. Understanding of the general conditions of contract. Must have Word and excel skills. Good oral and written communication skills are a requirement. Better understanding of the MEDSAS system will be an added advantage. Attention to detail.

DUTIES
Responsible for the loading of new contracts on the MEDSAS system. Loading of addendums on the MEDSAS system especially price changes for the different contracts. Loading of approved quotations on the EDSAS system. Penalising of suppliers for late deliveries and where we bought out against a contracted supplier. Receiving and following up of complaints from demanders regarding product quality to ensure that the supplier comply with the terms and conditions of contract. Follow-up with suppliers for non-performance and the cancellation of long outstanding orders after communicating with both the supplier and the demanders. Management of samples received from suppliers for tender purposes. Update of ledges on the MEDSAS system. Registration of demanders on MEDSAS. Application for new NSN numbers for new items that are being used by facilities to the National Department of Health.

ENQUIRIES
Mr D.S Malele Tel No: (011) 628 9131

APPLICATIONS
Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

CLOSING DATE
15 March 2019

POST 08/112
ADMINISTRATION OFFICER FOR THE OFFICE OF THE CEO REF NO: MSD2019/02/05 (X1 POST)
Directorate: Pharmaceutical Services

SALARY
R242 475 per annum (Level 07) plus benefits

CENTRE
Medical Supplies Depot

REQUIREMENTS
Matric certificate or a qualification in office administration will be highly recommended. The following will be highly recommended: Discretion and trustworthy. Flexibility and adaptability. Good oral and written communication skills. Organisational skills and the ability to multitask. The ability to be proactive and take the initiative. Tact and diplomacy. Communication skills. A knowledge of standard software packages and the ability to learn company-specific software if required.
DUTIES: responsible for the management of the schedule of the CEO and her office. Draft letters and submissions on behalf of the CEO. Schedule appointments for the CEO. Take minutes of the meetings that are scheduled by the CEO and the Depot manager. Management of the bookings of the boardrooms for meetings. Management of documents in the office of the CEO’s office. Ensure that the office of the CEO is always up to date and the filing is up to date. Management of documents that are coming in and out of the CEO’s office. Portray a professional image of the office of the CEO. Typing, compiling and preparing reports, presentations and correspondence. Acting as a first point of contact: dealing with correspondence and phone calls. Reminding the CEO of important tasks and deadlines. Managing diaries and organising meetings and appointments, often controlling access to the CEO. Organising events and conferences.

ENQUIRIES:
Ms N Thipa Tel No: (011) 628 9002

APPLICATIONS:
Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

CLOSING DATE:
15 March 2019

POST 08/113:
FINANCIAL CONTROLLER: FINACIAL REPORTING REF NO: MSD2019/02/06 (X4 POSTS)
Directorate: Financial Management

SALARY:
R242 475 per annum (Level 07) plus benefits

CENTRE:
Medical Supplies Depot

REQUIREMENTS:
The applicants must be in possession of a recognised NQF level 6/7 qualification in Accounting or Finance with at least 3 years of proven relevant experience in the field of financial management and reporting. Knowledge: computer literacy and in particular – MS Office, BAS and PERSAL; Skills: accounting and Financial management and project management skills, High numerical skills Communication: Good verbal and written communication skills; Creativity: Pro-active, Innovative thinker and must be able to work under pressure and have a driver’s license.

DUTIES:
The successful candidate will assist the middle manager: financial reporting with the compilation and preparation of GRAP compliant monthly, interim and annual financial statements. Maintain properly reconciled accounts up-to-the general ledger in the entities books ie Assets, liabilities, Revenue and Expenditure Accounts. Assist with the provision of relevant information to a number of applicable internal and external oversight committees. Must apply sound knowledge of generally recognised Accounting Practice (GRAP) standards, public Finance Management Act (PFMA), Treasury Regulations and Supply Chain Management (SCM) policies such as the PPPFA, among other things. Make effective use of MS Excels in the generation of numerous financial reports of the entity in a manner that is efficient to financial reporting. Use your acquired experience in inventory management system(s) such as MEDSAS but not limited thereof to add value to the entities core business functions. Collate all the entity's financial and Pre-Determined Objectives (PDO) information timeously eg monthly, quarterly and annually for consolidated reporting purposes. Ability to supervise staff.

ENQUIRIES:
Mr K.M Kasumba Tel No: (011) 628 9141

APPLICATIONS:
Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

CLOSING DATE:
15 March 2019

POST 08/114:
SERVER ADMINISTRATION REF NO: MSD2019/02/07 (X1 POST)
Directorate: Logistical Support - ICT

SALARY:
R242 475 per annum (Level 07) plus benefits

CENTRE:
Medical Supplies Depot
REQUIREMENTS: Grade 12 with National Diploma / Degree in Information Technology and Computer Science, MCSE or MCITP will be an added advantage. Current 3-5 years practical experience in the provision and support of directory services & core server infrastructure and associated services. Knowledge of System Performance; Server Performance Management; TCP/IP, DNS and DHCP protocols; Windows and Linux Servers; Server Operations, Server applications, etc. Knowledge of both physical and virtualized servers, especially Hyper-V. Understanding of the government regulations. A solid understanding of hardware and software support for client system/solutions. Server & storage related technologies & related management tools and solutions. Service Management Systems (ASPECT/ARS/ITSM7) or equivalent applications. ICT Operational Trends; Network Operating Systems; Project Management; NOS/Active Directory/Virtualisation; Quality assurance standards; DNS, E-Mail, software deployment, Patch management, Core Stack builds; VPN technologies and concepts; Disaster Recovery; Virtualisation technologies and concepts; Computer and network security principles; Operating System Stack builds (OS Imaging); Service Level Management. Skills: Proficiency in maintenance of Core Server Infrastructure and Services (Patch management, Antivirus, DNS, DHCP, Agents etc.); Microsoft administration and related services; Virtualised server designs and support; Server monitoring; Server operating system rebuilds and restore; Domain controllers rebuild and restore. Communication skills, Interpersonal skills, Self-Management skills and Intellectual skills.

DUTIES: To maintain the Medical Supplies Depot core server infrastructure. Rectify faults affecting availability. Install / configure servers and other related devices. Resolve medium to high operational incidents and requests. Provide support associated services within the Medical Supplies Depot enterprise or LAN environment to ensure good service delivery. Ensure server infrastructure availability, capacity, and uptime / response time. Investigate / confirm / refer / log a call for any issues relating to the server environment responsible for. Installation / configuration of the Microsoft Server Platform / SAN Storage. Clustering and load balancing. Implement procedures and standards for Directory Services, Messaging, VMware, Backup, Data Security and related services and monitor adherence thereof using Services Toolsets & Dashboards. Resolution and handling of medium to high operational incidents as per SLA incident handling timeframes.

ENQUIRIES: Mr G Romain Tel No: (011) 628 9009

APPLICATIONS: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

CLOSING DATE: 15 March 2019

POST 08/115: LABOUR RELATION OFFICER REF NO: MSD2019/02/08 (X1 POST)
Directorate: Human Resource Management

SALARY: R242 475 per annum (Level 07) plus benefits

CENTRE: Medical Supplies Depot

REQUIREMENTS: A relevant 3- years’ 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 Relation in the public Services. 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 be added advantage. Basic knowledge of employee Health & Wellness programmes will be an advantage.

DUTIES: write reports inter-alia Misconduct reports and Grievance reports. Investigate allegations of misconduct and/ or grievance. Be able to draft charge sheets, prepare witness 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 recognised labour unions. Facilitate and charring Bi-lateral and multi-lateral meetings within the institution. Provision of advice to employee and management on labour relations matter. Write reports on EAP (EHWP) programmes and help in facilitation of events thereof.

ENQUIRIES : Ms G.S Mbokazi Tel No: (011) 628 9012
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.
CLOSING DATE : 15 March 2019

POST 08/116 : AUXILIARY WORKER REF NO: MSD2019/02/09 (X1 POST)
Directorate: warehouse
SALARY : R242 475 per annum (Level 07) plus benefits
CENTRE : Registration as a Post Basic Pharmacist Assistant with the South African Pharmacy Council. Must have a minimum of five year's experience as a Post Basic Pharmacist Assistant in warehousing, stock management, stock take, distribution and management. Proof of current registration with Pharmacy Council. Good leadership and pro-active skills are required. Experience In staff management is essential. Both written and verbal communication skills are necessary. Must have an understanding of the Pharmacy Act, Medicines and Related Substances Act, the Public Finance Management Act and waste management.

DUTIES : Management of a stores functions and staff. Supervise the receiving, storage, issuing and distribution of pharmaceuticals within your designated store. Practice stock management according to the FIFO/FEFO principles. Supervision, training and disciplining of staff within the store. Preparation of store for the annual and bi annual stock take. Assume responsibility for resolving complaints from Demanders, cyclic stock counts and all investigations within the store. Leave planning of staff is essential. Ensure that all Acts, rules, regulations, instructions, procedures and policies are adhered to. Ensure that all SOP’S in the pharmacy store are adhered to at all times. Ensure that the store complies with the GPP and Good warehousing practice. Ensure that the performance of staff members are managed and done according to the schedule. Manage time and attendance of staff members in the pharmacy store. Ensure that the pharmacy store complies to OHS regulations at all times. Ensure that staff members adhere to the rules and regulations of OHS including wearing protective clothing at all times. Involved in the development of staff members in the pharmacy store. Do daily planning for the pharmacy store.

ENQUIRIES : Ms K Dheda Tel No: (011) 628 9183
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.
CLOSING DATE : 15 March 2019

POST 08/117 : PHARMACIST ASSISTANT: POST BASIC GRADE 1 REF NO: MSD2019/02/10 (X4 POSTS)
Directorate: Warehouse
SALARY : R196 218 per annum plus benefits
CENTRE : Registration as a Post Basic Pharmacist Assistant with the South African Pharmacy Council. Must have a minimum of five year's experience as a Post Basic Pharmacist Assistant in warehousing, stock management, stock take, distribution and management. Proof of current registration with Pharmacy Council. Good supervisory skills are required. Experience In staff management is essential. Both written and verbal communication skills are necessary. Must have an understanding of the Pharmacy Act, Medicines and Related Substances Act, the Public Finance Management Act and waste management. Must have experience in warehousing, stock management, stock take, distribution and management.
**DUTIES**: Supervise /perform the receiving, storage, issuing and distribution of pharmaceuticals within your designated store. Practice stock management according to the FIFO/FEFO principles. Assist with the training and disciplining of staff, leave planning and time and attendance. Assist with the preparation of store for the annual and bi annual stock take. Participate in the processes of resolving complaints from Demanders, cyclic stock counts and all investigations within the store. Assist in ensuring that all Acts, rules, regulations, instructions, procedures, policies and SOP’S are adhered to. Assist with the management of staff performance as per schedule. Ensure that the store and staff members adhere to the rules and regulations of OHS including wearing protective clothing at all times. Involved in the development of staff members in the pharmacy store. Assist with the daily planning of the pharmacy store.

**ENQUIRIES**: Ms K Dheda Tel No: (011) 628 9183

**APPLICATIONS**: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

**CLOSING DATE**: 15 March 2019

**POST 08/118**: **EMERGENCY CARE TECHNICIAN (X37 POSTS)**

Directorate: Emergency Medical Services

**SALARY**: R196 218 per annum (plus benefit)

**CENTRE**: Various District

**REQUIREMENTS**: Grade 12 or equivalent qualification. Emergency Care Technician Qualification. Current registration with the Health Profession council as ECT. Must be in possession of valid code C1 driver's license with an unendorsed PrDP. All Candidates will go through assessment test.

**DUTIES**: Provide appropriate medical pre-hospital emergencies. Render assistance to BLS and ILS when requested. Participate in aeromedical services including rotor and fixed wing aircraft. Undertake inter-facility patient transfers on all categories of patients. Usage of drugs in accordance with HPCSA protocols. Assist with Quality Assurance and Quality control. Undertake cleaning of equipment and vehicles. Assist with in-service training. Assist with exams and assessments. Provide clinical advice to subordinates and management from time to time.

**ENQUIRIES**: Ms. MV Bodiba Tel No: 011 564 2054.

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

**NOTE**: Application must be submitted on form Z83, obtainable from any Public Service Department or on the website, which must be completed in full.

**CLOSING DATE**: 15 March 2019

**POST 08/119**: **ADMINISTRATION CLERK REF NO: HJJHREFS/003674 (X2 POSTS)**

Directorate: Administration and Support

**SALARY**: R163 563 – R192 666 per annum plus benefits

**CENTRE**: Helen Joseph Hospital

**REQUIREMENTS**: Grade 12 certificate or equivalent qualifications with relevant experience. Good understanding of patient’s administration’s efforts. Must be prepared to work shifts. The successful candidate must be able to work in a team, committed, loyal respect and good customer care attitude. Good communication skills (Verbal and written) knowledge of PAAB.

**DUTIES**: Registration of patients using PAAB system, collection of patients fees in line with PFMA. Updating of patient information in the files and system, register incoming and outgoing files manually. Ensure proper filling and retrieval system. Booking of patients for their next appointments. Admitting and discharging of patients files in the system. Answering the phone. Attend to patient’s queries and refer to the relevant directorate, complete the GPF4 and GPF5 form for the correct classification, comply with the UPFS charge sheet for billing purpose.

**ENQUIRIES**: Ms G Mapengo Tel No: (011) 489 0074
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. 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. 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). 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. 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.

CLOSING DATE: 22 March 2019

POST 08/120: QUALIFIED PHARMACIST ASSISTANT REF NO: SEB/PA/02
Directorate: Pharmacy

SALARY: R163 563 (Plus benefits)
CENTRE: Sebokeng Hospital

REQUIREMENTS: Standard 10/ Grade 12 or equivalent. Proof of successful completion of the Pharmacist Assistant Course. Proof of registration with the SAPC as a qualified basic/ post basic Pharmacist Assistant. Proof of current payment of annual fees with the SAPC. Knowledge of the Pharmacy Act and Laws relating to Pharmacy. A good understanding of the Good Pharmacy Practice (GPP). Previous experience in hospital setting advantageous. Good verbal, written and communication skills. Good computer literacy skills. Well-presented appearance. High standards of customer and patient service and care.

DUTIES: Distribution, control, storage and issuing of medicine. Assist in manufacturing, compounding and pre-taking of pharmaceutical products. To assist the pharmacist in dispensing and to perform pharmacy related administrative duties. Ensure that all documentation, records and statistics are kept up to date. Supply relevant information to medical, nursing staff and patients. Assist in ensuring medicine security in the pharmacy provisioning of high quality pharmaceutical care. Ability to work unassisted and as a member of a team. High level of reliability. Ability to maintain confidentiality. Must be self-motivated.

ENQUIRIES: Ms. A Terblanche Tel No: 016 930 3378

APPLICATIONS: Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983 online applications cannot be accommodated due to system challenges.

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

CLOSING DATE: 15 March 2019
**POST 08/121**  :  **ADMINISTRATION CLERK (X5 POSTS)**  
Directorate: Patient Administration

**SALARY**  :  R163 563 – R192 666 per annum (Plus benefits)  
**CENTRE**  :  Leratong Hospital  
**REQUIREMENTS**  :  Grade 10 /Equivalent Qualification with 5 years hospital experience. Grade 12 or Equivalent Qualification. Sound interpersonal relations, Good communications skills, readiness to work shift, Basic computer skills and sound knowledge of The PFMA.  
**DUTIES**  :  Registration of in and outpatients. Collection and safe custody of patient’s fees. Kitting of patients valuables as per request. Booking of patient and efficient handling of enquires. Updating of patients information in the system as and when required.  
**ENQUIRIES**  :  Mr M. Molefe Tel No: (011) 411 3542  
**APPLICATIONS**  :  Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740  
**NOTE**  :  NB: applicants who previously applied are encouraged to re-apply. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.  
**CLOSING DATE**  :  15 March 2019

**POST 08/122**  :  **MATERIAL RECORDING CLERK (X1 POST)**  
Directorate: Asset Management  
Re-Advertisement

**SALARY**  :  R163 563 – R192 666 per annum (Plus benefits)  
**CENTRE**  :  Leratong Hospital  
**REQUIREMENTS**  :  Grade 10 or Equivalent qualification with 5 years hospital experience or grade 12 or equivalent qualification. Computer literate, knowledge of SAP/R3 and SRM and knowledge of asset.  
**DUTIES**  :  Ensure that all assets in the wards and offices are verified and fallen barcodes are replaced. Redundant assets are condemned and move to the storage area. Capture GRV for new equipment repaired and webcycle he involved. Ensure that VA2 and technical report are compiled. Ensure that maintenance for contract are extended.  
**ENQUIRIES**  :  Mrs C. Manzini Tel No: (011) 411 3716  
**APPLICATIONS**  :  Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740  
**NOTE**  :  NB: applicants who previously applied are encouraged to re-apply. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.  
**CLOSING DATE**  :  15 March 2019

**POST 08/123**  :  **ADMINISTRATION CLERKS (X8 POSTS)**  
Directorate: Patient Affairs

**SALARY**  :  R163 563- R192 666 per annum (Level 05) (plus benefits)  
**CENTRE**  :  Pholosong Hospital  
**REQUIREMENTS**  :  Minimum qualification Grade 12 or NQF Level 4. Good reading and writing skills. Basic computer literacy. Must be prepared to work shifts, weekend and holidays  
**DUTIES**  :  Registering all new patients manually and electronically. Retrieving of all patients files for all subsequent visits. Admit and discharge all patients electronically and manual. Complete daily statistic. Manage patient revenue and ensure adherence to the six quality priorities. Manage correct patient reclassification. Update all
unknown patient in the ward. Order dry dispensary and stationary for the ward. Discharge all patient from the system and submit X-ray to the department. Submit statistics daily to the HIS department. Perform any other duties outside scope of Admission Department.

ENQUIRIES : Ms B Monyai Tel No: (011) 812 5000
APPLICATIONS : Application should be delivered to Pholosong Hospital Security Ground floor, 1067 Ndaba Street, Tsakane 1550 or mailed to Pholosong Hospital, Private Bag X4, Brakpan 1540
NOTE : The institution reserves the right not to fill the post.
CLOSING DATE : 22 March 2019
POST 08/124 : OCCUPATIONAL HEALTH & SAFETY CLERK REF NO: MSD2019/02/11 (X1 POST)
Directorate: Human Resource

SALARY : R163 563 per annum (Level 05) plus benefits
CENTRE : Medical Supplies Depot
REQUIREMENTS : Applicants should be in possession of a Grade 12 Certificate. National Diploma: Safety Management (will be an added advantage) SAMRTRAC certificate will be added advantage. Code EB (08) Drivers’ License. Computer literate (MSOffice) Excellent communication (verbal & written) skills.
DUTIES : Maintain and update Occupational Health & Safety registers. Administration related to the election and training of safety representatives. Coordinate of agendas and minutes of central and Divisional Safety meetings. Assist with Health & Safety awareness within the workplace. Assist on ad hoc basic with the completion of relevant Injury on Duty documents and reporting incidents to the compensation commissioner. General office administration. Perform any other ad hoc duties or functions as required by management, from time to time.
ENQUIRIES : Ms G.S Mbokazi Tel No: (011) 628 9012
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.
CLOSING DATE : 15 March 2019
POST 08/125 : FINANCIAL CLERK REF NO: MSD2019/02/12 (X1 POST)
Directorate: Finance

SALARY : R163 563 per annum (Level 05) plus benefits
CENTRE : Medical Supplies Depot
DUTIES : The personnel will be responsible for Accounts Payables. Monthly Creditors Reconciliations. Resolving supplier’s queries. Capturing of Journals and other finance duties as delegated.
ENQUIRIES : Mr L.P Chidi Tel No: (011) 628 9013
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.
CLOSING DATE : 15 March 2019
POST 08/126 : MATERIAL RECORDING CLERK REF NO: MSD2019/02/13 (X1 POST)
Directorate: Warehouse

SALARY : R163 563 per annum (Level 05) plus benefits
CENTRE : Medical Supplies Depot
REQUIREMENTS: Grade 12 or equivalent. Experience in a warehouse environment will be an advantage. Skills computer literacy, knowledge of stock management, PFMA, Supply Chain Management and good communication skills.

DUTIES: Ensure accurate receiving of invoice (data capturing) at the Receiving Department. Completion of laboratory form (AP1) for testing of various batches. Daily recording of all receiving voucher is essential. Compiling of monthly statistics regarding the receiving for month will be required. Accurate posting of invoice will be required. Daily preparation and submission of invoices for penalties and payments is essential. Management of all documentation at the receiving department. Ensure effective communication between the data capturing office and personnel from the various stores. Assist the staff at the receiving department with all queries for effective receiving of stock. Communication with Suppliers and Demanders will be required. Follow-up with supplier’s for stock protection letters. Ensure compliance with the Pharmacy and related legislations, SOPs and policies. Attend meetings within the warehouse and undergo training when nominated, be willing to rotate within the warehouse. Execute all work related instructions given by the supervisor.

ENQUIRIES: Ms K Dheda Tel No: (011) 628 9183

APPLICATIONS: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in register book.

CLOSING DATE: 15 March 2019

POST 08/127: ENROLLED NURSE (X19 POSTS)
Directorate: Nursing

SALARY: Grade 1: R161 376 – R181 620 per annum Plus benefits
Grade 2: R192 681 – R216 861 per annum Plus benefits
Grade 3: R228 027 – R280 437 per annum Plus benefits

CENTRE: Leratong Hospital

REQUIREMENTS: A qualification that allows registration with the S.A.N.C as enrolled Nurse. Communication and interpersonal skills.

DUTIES: Development and implementation of basic patient care plans. Provide basic clinical Nursing care. Effective utilization of resources. Maintain of professional growth, ethical standards and development. Compliance with code of conduct. Compliance with all public service legislations and regulations.

ENQUIRIES: Mrs M. Khoza Tel No: (011) 411 3502

APPLICATIONS: Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740

NOTE: NB: applicants who previously applied are encouraged to re-apply. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

CLOSING DATE: 15 March 2019

POST 08/128: STAFF NURSE (X7 POSTS)

SALARY: Grade 1: R161 376 – R181 620 per annum (plus benefits)
Grade 2: R192 681 – R216 861 per annum (plus benefits)
Grade 3: R228 027 – R280 027 per annum (plus benefits)

CENTRE: Pholosong Hospital

REQUIREMENTS: Registration with the SANC as Enrolled Nurse. Grade 1: 0 to 9 years’ experience in nursing after registration with the SANC as a Staff Nurse. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse

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.

**ENQUIRES:** Ms KP Mabuza Tel No: (011) 812 5000

**APPLICATIONS:** Application should be delivered to Pholosong Hospital Security Ground floor, 1067 Ndaba Street, Tsakane 1550 or mailed to Pholosong Hospital, Private Bag X4, Brakpan 1540

**NOTE:** The institution reserves the right not to fill the post.

**CLOSING DATE:** 22 March 2019

**POST 08/129:** SENIOR LAUNDRY SUPERVISOR REF NO: DPL/SLS/06/2019 (X3 POSTS)

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

**CENTRE:** Factory

**REQUIREMENTS:** Grade 10/12 appropriate experience. Must be able to read and write. Good interpersonal relations Communication skills Supervision and control of subordinates.

**DUTIES:** Perform routine tasks related to the linen and Maintenance of equipment. Ordering and control of laundry stocks Maintain of records and compile daily reports Control issuing of linen. Implement Performance Management and Development Provide in service training. Apply disciplinary measures when necessary. Apply prescribed safety and precautionary measure.

**ENQUIRES:** Mrs. Ria Muller/ Mrs. Wendy Oberholzer Tel No: 011 3064607/600

**APPLICATIONS:** Applications should be submitted at - HR Department Dunswart Laundry, 134 Main reef road, Boksburg-North. Private Bag X 1, Dunswart Laundry, 1508

**NOTE:** Applications must be submitted on Z83 form, CV, certified copies, id and qualifications to be attached.

**CLOSING DATE:** 15 March 2019

**POST 08/130:** ADMIN CLERK REF NO: TDH001/2019 (X1 POST)

**SALARY:** R136 800 per annum (plus benefits)

**CENTRE:** Tshwane District Hospital

**REQUIREMENTS:** Grade 12and computer certificate. Good communication and interpersonal skills. Ability to prioritize work, work under pressure &meet deadlines. Good writing and editing skills & must be computer literate.

**DUTIES:** To render administrative all support functions. Sorting, filling and safe keeping of patients records. Ordering, receiving and issuing of stock. Registration, admission of patients from casualties, X-Rays, OPD and wards. Administer all functions regarding state money. Provide assistance & information to all other staff members, patients and at large. Adhere to Batho Pele principles and code of conduct. Willingness to work shifts, weekends and during public holidays. Must be willing to always assist in other relevant departments. Willingness to relocate to all other administration sections as and one required.

**ENQUIRES:** Ms A Lewis Tel No: (012) 354 – 7364

**APPLICATIONS:** Applications must be sent directly to: Tshwane District Hospital, Private Bag X179, Pretoria, 0001 or hand deliver to Cnr Dr Savage and Steve Biko Road, Pretoria. 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. People with disability are encouraged to apply.

**CLOSING DATE:** 15 March 2019

**POST 08/131:** AUXILIARY NURSE/NURSING ASSISTANT (X6 POSTS)

**SALARY:** Grade 1: R124 788 - R140 454 plus benefits
Grade 2: R147 690 - R166 221 plus benefits
Grade 3: R176 331 – R216 861 plus benefits

**CENTRE:** Leratong Hospital
### REQUIREMENTS
A qualification that allows registration with the S.A.N.C as enrolled Nursing Assistant.

### DUTIES
Assist patient with activities of daily living – Physical care. Provide Elementary Clinical Nursing Care, maintain of professional growth, ethical standards and self-development. Compliance with all code of conducts. Compliance with public service legislations and regulations.

### ENQUIRIES
Mrs M. Khoza Tel No: (011) 411 3502

### APPLICATIONS
Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740

### NOTE
Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

### CLOSING DATE
15 March 2019

#### POST 08/132
**NURSING ASSISTANT (X1 POST)**

#### SALARY
- Grade 1: R124 788 – R140 454 per annum (plus benefits)
- Grade 2: R147 690 – R166 221 per annum (plus benefits)
- Grade 3: R176 331 – R216 861 per annum (plus benefits)

#### CENTRE
Pholosong Hospital

#### REQUIREMENTS
Registration with the SANC as Nursing Assistant. **Grade 1:** 0 to 9 years’ experience. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant.

#### DUTIES
General Demonstrate elementary understanding of nursing legislation and related 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.

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

#### APPLICATIONS
Application should be delivered to Pholosong Hospital Security Ground floor, 1067 Ndaba Street, Tsakane 1550 or mailed to Pholosong Hospital, Private Bag X4, Brakpan 1540

#### NOTE
The institution reserves the right not to fill the post.

#### CLOSING DATE
22 March 2019

#### POST 08/133
**STORES ASSISTANT (X1 POST)**

#### CENTRE
Leratong Hospital

#### REQUIREMENTS
Abet/Equivalent qualification. Candidates with hospital experience will have an advantage. Good communication and good interpersonal skill. Able to work shifts including night duty.

#### DUTIES
Ensure warehouse is clean, pack stock on relevant places, label stock accordingly, ensure transit is empty all the time, to issue stock to the wards according to the VA2 form, to assist with stock counting, report expired stock after checking and verifying to the supervisor.

#### ENQUIRIES
Ms L. Kgabosele Tel No: (011) 411 3595

#### APPLICATIONS
Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740

#### NOTE
NB: applicants who previously applied are encouraged to re-apply. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful

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94
candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

**CLOSING DATE** : 15 March 2019

**POST 08/134** : **PROPERTY CARE TAKER (X1 POST)**
Directorate: Support Services
Re-Advertisement

**SALARY** : R96 549 – R113 730 per annum (Plus Benefits)

**CENTRE** : Leratong Hospital

**REQUIREMENTS** : Abet/Equivalent qualification. Candidates with experience in grounds and gardening a formal environment will have an advantage. Be able to work under pressure and the ability work with fellow workers.


**ENQUIRIES** : Ms M.E Tsetsewa Tel No: (011) 411 3583

**APPLICATIONS** : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740

**NOTE** : NB: applicants who previously applied are encouraged to re-apply. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

**CLOSING DATE** : 15 March 2019

**POST 08/135** : **FOOD SERVICE AID (X3 POSTS)**
Directorate: Human Nutrition
Re-Advertisement

**SALARY** : R96 549 – R113 730 per annum (Plus Benefits)

**CENTRE** : Leratong Hospital

**REQUIREMENTS** : Abet/Equivalent qualification. Must be able to work shift, weekends and public holidays. Ability to work effectively in a team. Appropriate experience in food preparation will be an added advantage. Be able to work under pressure and in extreme heat.

**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 schedules as delegated. Apply hygiene and safety procedures in the service unit. Operate and care for equipment 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** : Mr. E Mashaba Tel No: (011) 411 3658

**APPLICATIONS** : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740

**NOTE** : NB: applicants who previously applied are encouraged to re-apply. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

**CLOSING DATE** : 15 March 2019
POST 08/136 : CLEANERS REF NO: CLEAN/SRH/172/19 (X4 POSTS)
Directorate: Support

SALARY : R96 549 Per annum (Plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Grade 10/ABET Numerical skills. Good verbal and written communication skills. Should be able to work night shifts and public holidays. Experience in cleaning will be added advantage. Be able to work under pressure. Be able to read and write.
DUTIES : Perform cleaning services of a routine nature by utilizing a variety of aids. Be prepared to clean floors, windows and other cleaning functions. The execution of tasks takes place mainly under direct supervision and requires minimal training. Be prepared to rotate within the scope of work.

ENQUIRIES : Mr M.N Seanego Tel No: 011 681 2075
APPLICATIONS : Applicant 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.
NOTE : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification and criminal records stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.
CLOSING DATE : 15 March 2019

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

APPLICATIONS : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
CLOSING DATE : 15 March 2019
NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Please use Circular post number as a reference number.
POST 08/137: ASSISTANT DIRECTOR: GENERAL ACCOUNTING
Directorate: Financial Governance

SALARY: R356 289 per annum, (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: A three year tertiary qualification National Diploma or Degree in Financial Management/Accounting/Cost and Management Accounting. 3 – 5 years’ experience in the Financial/Accounting field. Practical knowledge and understanding of BAS and SAP. Competent in computer skills including MS Office (Word and Excel).

DUTIES: To ensure that the GPG departments ledger accounts are reconciled up to Trial Balance. Provide support to Gauteng Provincial Government (GPG) departmental budget spending and advise when overstated/understated. Monitor and support within GPG departments to adhere to PFMA and Treasury Regulations pertaining to financial reporting. To maintain appropriation accounts and perform appropriation, which includes the performing of opening journals, closing of accounting periods, monitoring the department’s budget and surrendering of budget. Provide training and assistance to GPG departments. Provide support and assistance to GPG Departments regarding their Annual Financial Statements and Interim Financial Statements in accordance with the applicable accounting standards such as Modified Cash Standards and GRAP.

ENQUIRIES: Ms. Baleseng Sedibe Tel No: 011 227 - 9000