ANNEXURE O

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, Imbumba House, 75 Fox Street, Marshalltown, 2107/ Private Bag X112, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za.

CLOSING DATE

22 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 determined 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.

ERRATUM: Kindly note that Posts of Director: Strategic Planning and Director: Human Resource Administration, advertised in Public Service Vacancy Circular 08 dated 01 March 2019, these two positions are advertised on a performance-based: 5 year Fixed -Term Employment Contract.

OTHER POSTS

POST 09/143

DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO:

REFS/003695

Directorate: Human Resource Administration

SALARY : R697 011 per annum (all-inclusive remuneration package)

CENTRE : Johannesburg

REQUIREMENTS : Minimum of NQF level 6 qualification in HR related field plus 3-5 years’ experience in Human Resource Administration, or Matric plus 8-9 years’ experience in Human Resource Administration. Managerial experience in HRA is essential. SAP and PERSAL knowledge is a necessity.

DUTIES : Management of HRA business processes and services for all Gauteng Provincial Government Departments. Develop and implement HR processes and procedures on Conditions of Service and Service Benefits administration (i.e. Appointments, promotions, transfers, leave, etc). Provide quality assurance on HR processes and ensure compliance to HR legislation and procedures. Management of the HRA transactional processes’ service level agreement and ensure that services are rendered effectively and efficiently. Management of staff and ensuring on-going development of HRA team leaders. Establish and maintain good customer relations with the GPG Departments and other stakeholders. Resolve complex HR queries and process issues. Respond to audit queries and ensure implementation of the recommendations thereof. Attend to audit queries and implementation of the recommendations thereof. Compile monthly/quarterly performance reports and make budgetary recommendations. Project Management of the automation of HRA processes

ENQUIRIES : Ms. Nonhlanhla Mabuza Tel No: (011) 689 8511
POST 09/144 : DEPUTY DIRECTOR: TECHNICAL ARCHITECT REF NO: REF/S003696
Directorate: Enterprise Architecture

SALARY : R697 011 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Minimum of NQF level 6 qualification in Computer Science, Computer Engineering, Systems Analysis or related discipline plus 3-5 years’ experience in IT, with a minimum of 2 years in domain architecture design (Networks, platforms, applications, security, middleware, etc), or Matric plus 8-9 years’ experience in IT, with a minimum of 2 years in domain architecture design (Networks, platforms, applications, security, middleware, etc). In-depth experience in designing and implementing technology solutions is essential. Some experience in business analysis or strategic planning will be an added advantage.

DUTIES : Develop infrastructure architecture including setting of technology standards. Provide IT best practices, research, advice, and recommendation. Provide technology inputs in projects. Map, refine, and maintain models to meet business requirements and to document the current ICT architectural landscape. Establish audit objectives and devise audit plan to ensure continued data and interface integrity. Analyse gathered information to evaluate effectiveness of controls and determine accuracy of reports to document findings and recommendations. Devise, write, and test computer programs and hardware required to obtain information in the Lab to ensure interoperability and security integrity. Coordinate new development and make sure it is consistent and well-integrated with existing technology infrastructure. Engage in business analysis, information acquisition analysis and design, data access analysis and design, archive and recovery strategy, security, and change management. Assist in post-implementation continuous improvement efforts to enhance performance and provide increased efficiency. Interface with business community and provide ongoing status reports. Interface with architecture standards (technical engineers, architects, etc). Liaise and communicate with various departments to define and design technical architecture that meets their strategic objectives.

ENQUIRIES : Mr. Oscar Baloyi Tel No: (011) 689 4648

POST 09/145 : ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: REF/S003690
Directorate: Debt Management

SALARY : R356 289 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma/Degree qualification in Business Management/Commerce with 2-3 years debt collection experience/legal collection experience OR Matric plus 6-7 years debt collection experience/legal collection experience. BAS and Persal will be an added advantage.

DUTIES : Supervising the team, ensuring that debts are collected and administrated within the SLA. Develop, supervise, guide and lead practitioners. Identify continuous improvement opportunities. Encourage and support ongoing professional development of staff. Daily monitoring and authorisation of debt related Ledger accounts within SLA. Request, analyse, categorise, consolidate and update and submit monthly and quarterly reports for all GPG departments to stakeholders and Debt management managers Effective stakeholder relationship management (support, training and information sharing to stakeholders). Delivery of transactional service as per legislative prescripts. Improve financial performance.

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

DEPARTMENT OF HEALTH
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.

ERRATUM: Kindly note that the post of Admin Clerk (X1 Post) with Ref No: TDH001/2019 (For Tshwane District Hospital) Good advertised in Public Service Vacancy Circular 08 dated 01 March 2019, was advertised with incorrect salary scale, the correct salary scale should be R163 563 (Level 05).
OTHER POSTS

POST 09/146 : DENTAL SPECIALIST GRADE 1-3
Directorate: Oral Pathology

SALARY : Grade 1: R1 051 368 per annum (all inclusive remuneration)
Grade 2: R1 202 112 per annum (all inclusive remuneration)
Grade 3: R1 395 105 per annum (all inclusive remuneration)

CENTRE : Medunsa Oral Health Centre

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Oral Pathology. Registration with the HPCSA as a Dental Specialist in Oral Pathology. Appropriate experience as Oral Pathology Specialist after registration with the HPCSA as a Dental Specialist in Oral Pathology. Keen/Proven ability to conduct and potential to supervise research activities. Adequate administrative skills. Good communication as well as analytical and problem-solving skills. Appropriate experience in supervision and training of staff and students at under- and postgraduate levels. Computer literacy. Positive and supportive attitude towards embracing diversity.

DUTIES : Implementation, monitoring and evaluation of academic dental services of the Oral Health Teaching platform. Quality Assurance of clinical governance and teaching and learning. Operational, educational and clinical research. Supervisory and administrative role with regards to teaching and training of post- and undergraduate students. Compliance with audit and asset management requirements in the University and Oral Health Services. Render general and specialist Oral Pathology dental services at MOHC and SMU Oral Health Teaching platform. Participate in any other activities as directed by the Head of department. The successful candidate will be required to perform overtime.

ENQUIRIES : Prof. SJH Hendricks Tel No: (012) 5214800

APPLICATIONS : Applications can be hand delivered to SMU\Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to SMU\Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001

FOR ATTENTION : Ms IS Makgatho

NOTE : Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the HPCSA. People with disability are encouraged to apply. People with Rural Health Experience are also encouraged to apply.

CLOSING DATE : 22 March 2019

POST 09/147 : VICE PRINCIPAL – (SINGLE NURSING COLLEGE)
Directorate: Nursing Education and Training

SALARY : R801 919 per annum (all-inclusive remuneration package of which a portion can be structured)

CENTRE : SG Lourens Nursing College

REQUIREMENTS : Degree/Diploma in Nursing and a post basic qualification in Nursing Education and Nursing Administration. A Master’s degree is a pre-requisite. Registration with South African Nursing Council (SANC). A minimum of ten (10) years appropriate or recognizable nursing experience after registration as Professional Nurse and Midwife of which six (6) years must be appropriate or recognizable experience in Nursing Education after obtaining a post basic qualification in Nursing Education. Minimum of two (2) years’ experience as HOD in Nursing Education. Facilitation and presentation skills. Good communication (verbal & written), organisational and problem-solving skills. Good computer skills (MS Word, Excel, etc.). Applying and interpretation of regulations and other legislative frameworks pertaining to Nursing Education. Conflict management and supervisory skills. Driver’s License.

DUTIES : Manage the education and training of Nurses. Manage clinical learning exposure to learners between college and clinical areas. Manage the college in the absence of the Principal. Develop and ensure implementation of quality assurance programme. Collaborate with other stakeholders and build a sound relationship within the department. Develop policies, standard operational procedure, norms
and standards and ensure the implementation thereof. Monitor and evaluate the implementation of all training programmes. Support the mission and promote the image of the College. Supervise staff. Monitor employee’s performance in terms of the performance management system. Maintain sound labour relations through proper discipline. Overseer the supervision of students. Monitor the evaluation of academic performance. Maintain accountability and responsibility of team leader to a group of students. Supervise marking and moderating theoretical and practical examinations.

ENQUIRIES: Ms J.E. Malobola Tel No: (012) 319 5601
APPLICATIONS: Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001 or apply on-line at www.gautengonline.gov.za.
NOTE: Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The candidature of persons whose appointment/transfer/promotion will promote representivity/equity (race, gender and disability) will receive preference. Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint.

CLOSING DATE: 25 March 2019

POST 09/148: MEDICAL OFFICER GRADE 1-3 (X2 POSTS)
Directorate: Anaesthesiology

SALARY: Grade 1: R780 612 per annum (all inclusive)
Grade 2: R892 551 per annum (all inclusive)
Grade 3: R1 035 831 per annum (all inclusive)

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Registered with the Health Professional Council of South Africa (HPCSA) as an Independent Medical Practitioner. An interest in a career anaesthesiology and a Diploma in Anaesthesia are advantageous. ACLS is recommended.

DUTIES: These will include peri-operative management and care of patients. This includes after-hours work. The medical officer will also be expected to participate in the department's academic program and in any research activities. If the medical officer has not yet completed a Diploma in Anaesthesia, they will be expected to complete one within the first year of employment in the department. The medical officer will be willing to work in the Intensive Care Unit. The Medical Officer post is for One year only.

ENQUIRIES: Dr. M. Mbeki Tel No: (012) 373-1053
APPLICATIONS: Application documents must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za.

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

CLOSING DATE: 22 March 2019

POST 09/149: MEDICAL OFFICER GRADE 1 (X2 POSTS)
Directorate: Paediatrics

SALARY: R780 612 per annum (all-inclusive)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: MBChB or equivalent. Registration as a Medical Practitioner with HPCSA. Recommendations: Experience in the management of children and neonates.

DUTIES: Service rendering in the Paediatric in the Paediatric Department. Undergraduate teaching as well as assistance in research projects of the Department. Call duties as required by the Department of Paediatrics.

ENQUIRIES: Prof. T. Avenant Tel No: (012) 373-1009
APPLICATIONS: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE: 22 March 2019

POST 09/150: MEDICAL OFFICER GRADE 1 (X1 POST)
(Contract Post for 12 months)
Directorate: Paediatrics

SALARY: R780 612 – R840 942 (all-inclusive)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: MBChB or equivalent. Registration as a Medical Practitioner with HPCSA. Recommendations: Experience in the management of children and neonates.

DUTIES: Service rendering in the Paediatric in the Paediatric Department. Undergraduate teaching as well as assistance in research projects of the Department. Call duties as required by the Department of Paediatrics.
ENQUIRIES: Prof. T. Avenant Tel No: (012) 373-1009
APPLICATIONS: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.

APPLICATIONS must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE: 22 March 2019

POST 09/151: MEDICAL OFFICER (X1 POST)
Directorate: General Surgery

SALARY: R780 612 – R840 942 (all exclusive)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: MBChB or equivalent. A valid registration with the HPCSA as an Independent Medical Practitioner.
DUTIES: The many and diverse functions of this position encompass aspects of patient care, education, research (may participate in original basic or clinical research) and counsel during surgery emergencies. The service aspect includes ensuring correct surgical treatment of patients. The academic programme will include patient case presentations, subject discussions and attendance of the post graduate programme. The position is intended for grooming of candidates who wish to follow a surgical career.

ENQUIRIES: Prof. D. Montwedi Tel No: (012) 373 1005
APPLICATIONS: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.

Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of
ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**
22 March 2019

**POST 09/152**
REGISTER (MEDICAL) (X1 POST)
Directorate: General Surgery

**SALARY**
R780 612 – R840 942 (all exclusive)

**CENTRE**
Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**
MBChB or equivalent. A valid registration with the HPCSA as an Independent Medical Practitioner.

**DUTIES**
The many and diverse functions of this position encompass aspects of patient care, education, research (may participate in original basic or clinical research) and counsel during surgery emergencies. The service aspect includes ensuring correct surgical treatment of patients. The academic programme will include patient case presentations, subject discussions and attendance of the post graduate programme. The position is intended for grooming of candidates who wish to follow a surgical career.

**ENQUIRIES**
Prof. D. Montwedi Tel No: (012) 373 1005

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

**CLOSING DATE**
22 March 2019
POST 09/153 : MEDICAL OFFICER

REF No: HJH-REFS/003676 (X2 POSTS)

Directorate: Accident and Emergency

SALARY : Grade 1: R780 612 – R840 942 (all-inclusive Package)
          Grade 2: R892 551 – R975 945
          Grade 3: R1 035 831.00 – R1 295 025

CENTRE : Helen Joseph Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner (Independent Practice). One must be registered and have proof of the current registration with the HPCSA. Grade 1: No experience required after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. Grade 2: A minimum of 5 years appropriate experience as Medical Officer with the HPCSA is required. Grade 3: A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA is required. Basic medical degree (MBBCh or equivalent) that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner (Independent Practice). Full registration with the HPCSA as a Medical Practitioner (Independent Practice) Good interpersonal, communication and computer skills. Independent and effective decision- making. ATLS/ACLS/APLS/PALS will be advantageous. Diploma in Primary Emergency Care (DipPEC) and emergency ultrasound accreditation also advantageous.

DUTIES : Evaluation and clinical management of patients referred to the Emergency Department. Clinical training of undergraduates. Relevant administration as required for medico-legal purposes.

ENQUIRIES : Dr P Saffy Tel No: 011 489 1011

APPLICATIONS : Applications should be submitted at Helen Joseph Hospital, No1 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 equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, HPCSA and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

POST 09/154 : DENTIST GRADE 2-3

Directorate: Oral Pathology

SALARY : Grade 1: R757 707 – R840 942 per annum (all inclusive remuneration)
          Grade 2: R892 551 – R975 945 per annum (all inclusive remuneration)
          Grade 3: R1 035 831 – R1 295 025 per annum (all inclusive remuneration)

CENTRE : Medunsa Oral Health Centre

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Dentist. Minimum of 7/12 years appropriate experience as a Dentist after registration with the HPCSA as a Dentist, with interest In Oral Pathology.


ENQUIRIES : Prof S JH Hendricks Tel No: (012) 521 4800

APPLICATIONS : The applications can be hand delivered to Medunsa Oral Health Centre, Human Resource Department, Room S521 Fifth floor to Ms. IS Makgatho or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001

FOR ATTENTION : Ms IS Makgatho

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NOTE: People with disability are encouraged to apply. People with Rural Health Experience are also encouraged to apply.

CLOSING DATE: 22 March 2019

POST 09/155: PHARMACIST GRADE 1 REF NO: RM/ PG1/01/2019 (X1 POST)
Directorate: Pharmacy

SALARY: R655 980 per annum (All-inclusive package)
CENTRE: Rahima Moosa Mother and Child Hospital
REQUIREMENTS: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration: No experience required after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa.

DUTIES: The provision of pharmaceutical care by taking responsibility for the patients medicine-related needs and being accountable for meeting these needs, which will include but not limited to: Evaluation of the patient medicine-related needs by determining the indication, safety and effectiveness of the therapy. Dispensing of any medicine or scheduled substance on a prescription of a person authorised to prescribe medicine. Furnishing of information and advice to any person with regards to the use of the medicine. Determining the compliance with the therapy and follow up to ensure that the patient's medicine-related needs are being met. Comply with standard operating procedures and statutory regulations (GPP, GMP, and PFMA incl. cost containment measures), provide comprehensive patient counselling, and liaise with medical / nursing staff on patient problems regarding inappropriate handling and use of medication. Monitor treatment outcomes, recording scheduled substances in register, monitoring adherence and appropriate use of chronic. Ensure thermo-labile (fridge) products are stored and handled according to manufacturer’s recommendations. Consulting medical officers to ensure compliance of standard treatment guidelines and EML. Providing in-service training, promoting the rational medicine use principles, monitoring availability of essential medicines, compounding medicines according to formulae. Compliance to SOP’s. Supervising pharmacist assistants on dispensing activities. Placing orders and follow-up on back orders, supervising pharmacy assistants on stock orders, receiving, handling and storage procedures. Promote Public health, Conduct cyclic and bi-annual stock counts. Comply with six quality priorities and Batho Pele Principles. Ensure safekeeping and security of stock, preventing losses, theft and expiring stock. Deputize for the supervising pharmacist. Be available for on call after hours. Perform any other duty within scope of practice, PMDS and conflict resolution. Ensure that section 21 of medicine procedures are followed properly by health professionals and the schedule 6 drug register is balanced after every issue and quarterly as per the prescription of the law. Be involved with continuous improvement projects to address service delivery challenges. Compliance to National Core Standards as applicable to pharmacy.

ENQUIRIES: Mr. R. Bhatt Tel No: (011) 470-9044
APPLICATIONS: Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor.

NOTE: Applications to be submitted on a Z83 form with a CV, certified copies of ID, SAPC registration and qualifications attached. Correspondence will be limited to shortlisted candidates.

CLOSING DATE: 22 March 2019

POST 09/156: ASSISTANT MANAGER NURSING PN B-4 (SPECIALTY) REF NO: RM/AMN/02/2019 (X1 POST)
Directorate: Nursing Services (Maternity)

SALARY: R581 826 per annum (Plus benefits)
CENTRE: Rahima Moosa Mother and Child Hospital
REQUIREMENTS: Diploma/degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC as a Professional Nurse. A post basic qualification in Nursing Administration, Advanced...
Midwifery and Neonatal Nursing Science. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC 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. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operation, Team player, Supportive, Assertive.

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

ENQUIRIES: Matron R. Luphai Tel No: (011) 470-9033
APPLICATIONS: Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor.
NOTE: Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached. Correspondence will be limited to shortlisted candidates.
CLOSING DATE: 22 March 2019
POST 09/157: HEAD OF DEPARTMENT (PNDIII) – MIDWIFERY
Directorate: Nursing Education and Training

SALARY: R548 436 – R635 778 per annum (plus benefits)
CENTRE: SG Lourens Nursing College
REQUIREMENTS: Registration with the South African Nursing Council as a Nurse. Bachelor’s degree in Nursing/ Nursing Education and Management. A Master’s degree in the specialty will be an added advantage. Valid driver’s license to drive a code B manual motor car. Computer literacy in MS Office and sound communication skills. A minimum of 9 years’ appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years’ of the period referred to above must be appropriate/recognisable experience in Nursing Education and Management after registration in the said specialty. Experience in clinical assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing Programmes. Knowledge and understanding of Nursing Code of Ethics and Professional Practice of the South African Nursing Council. Thorough knowledge and understanding of Nursing Standards of Practice and Scope of Practice. Knowledge of HR matters and Finance. In-depth knowledge of Public Service prescripts.

DUTIES: Participate in daily management of the College. Coordinate and facilitate Nursing Education and Training of students. To perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. Develop and ensure implementation of quality assurance programmes. Manage, orientate, supervise and appraise staff members. Manage and participate in the management of the College Budget. Collaborate with stakeholders and build a sound relationship within the Department. Provide academic support to students.

ENQUIRIES: Ms J.E. Malobola Tel No (012) 319 5601
APPLICATIONS: Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg
NOTE: The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The candidature of persons whose appointment/transfer/promotion will promote representivity/equity (race, gender and disability) will receive preference. Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint.

CLOSING DATE: 25 March 2019

POST 09/158: HEAD OF DEPARTMENT (PNDIII) – COMMUNITY NURSING SCIENCE (CNS) AND PRIMARY HEALTH CARE (PHC)
Directorate: Nursing Education and Training

SALARY: R548 436 – R635 778 per annum (plus benefits)
CENTRE: SG Lourens Nursing College
REQUIREMENTS: Registration with the South African Nursing Council as a Nurse. Bachelor’s degree in Nursing/ Nursing Education and Management. A qualification in Community Nursing Science and a post basic qualification in Primary Health Care. A Master’s degree in the specialty will be an added advantage. Valid driver’s license to drive a code B manual motor car. Computer literacy in MS Office and sound communication skills. A minimum of 9 years’ appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years’ of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the Post Basic Nursing Education qualification. Appropriate experience in clinical assessment practice in the specialty. Knowledge of educational procedures and processes related to Basic and Post Basic Nursing Programmes. Knowledge of relevant Acts and Legislation, Code of Ethics and Professional Practice of South African Nursing Council. Knowledge of Human Resources and Finance matters. Leadership skills.

DUTIES: Coordinate the provision of education and training of student nurses. Manage clinical learning exposure to learners between College and clinical areas. Develop and ensure implementation of quality assurance programmes, collaborate with other stakeholders and build a sound relationship within the department. Supervise staff, oversee the supervision of students. Supervise marking and moderating theoretical and practical examinations.

ENQUIRIES: Ms J.E. Malobola Tel No: (012) 319 5601
APPLICATIONS: Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001 or apply on-line at www.gautengonline.gov.za.
NOTE: Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The candidature of persons whose appointment/transfer/promotion will promote representivity/equity (race, gender and disability) will receive preference. Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint.

CLOSING DATE: 25 March 2019

POST 09/159: OPERATIONAL MANAGER GRADE 1 (SPECIALTY-NEONATAL)
Directorate: Nursing Department

SALARY: R532 449 - R599 274 per annum (plus benefits)
CENTRE: Pretoria West District Hospital
REQUIREMENTS: Registration with the SANC as professional Nurse with a post basic qualification of Advanced Midwifery. A minimum of at least 4 years appropriate/recognizable
experience in midwifery after registration as a Professional Nurse with SANC. Knowledge: An understanding of all Nursing Legislation and Health Act.

**DUTIES**

Knowledge and understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and other clinicians, including report writing when required, display concern for patients, promoting and advocating proper care. Work as part of a multi-disciplinary team to ensure good nursing care, and work co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

**ENQUIRIES**

Ms NL Madiba Tel No: (012) 380 1206

**APPLICATIONS**

Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.

**NOTE**

Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, council receipt and ID

**CLOSING DATE**

22 March 2019

**POST 09/160**

ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH PRACTITIONER REF NO: EHD2019/03/01

**Directorate:** Health Programmes

**SALARY**

R489 429 – R543 195 per annum (plus benefits)

**CENTRE**

Ekurhuleni Health District

**REQUIREMENTS**

B. tech or Diploma in Environmental Health. Registration with the HPCSA in the Environmental Health Profession. Valid driver’s license. A minimum of three (03) years appropriate experience after registration with the HPCSA in the Environmental Health Profession of which five (05) years must be appropriate experience in management. Good interpersonal relationship skills. Good communication skills. Skills and interpersonal skills are necessary. Basic understanding of relevant legislation that governs Clinical Forensic Medicine. Evidence of registration with professional regulatory body (SANC).

**DUTIES**

Support and monitor Environmental Health initiatives at the district level. Ensure compliance to Hazardous Substances Act and Regulation and improve the quality of life of employees and community. Ensure proper handling and monitoring of Health Care Risk Waste. Improve the health status of premises compliance with set norms and standards. SHERQ. Ensure that Malaria, Pest control and Environmental Pollution control is attended. Management of budget and human resources and improve skills of employees. Compilation of Environmental Health Services data for Health Information System. Hazardous substances dealership: Ensure auditing and licensing of hazardous substances dealership Patients with confirmed Malaria: investigation of how patients contracted the disease and ensure that health education to families and community is provided. Contractors, facilities and developers: Inspection, investigation and comments on the development to be done and the output will be Environmental impact assessment comments. Compliance to Occupational Health and Safety, Health Care Waste legislation. Environmental Health Practitioners: Supervision, mentoring and coaching of EHPs including Community Service EHPs. Output will be: Supervised team of Environmental Health Practitioners. Identify Environmental Health priorities with district teams. Plan and organize work with health programs to achieve the objectives that meet service standards. Collaborate Environmental Health activities with City of Ekurhuleni Environmental Health managers. Promote intersectional collaboration at the district level as well as Government bodies, non-governmental organization, community based, Faith Based organizations and including other organizations. Facilitate and coordinate meetings, workshops and trainings. Observe and support awareness campaigns for all health programmes according to the National Health Awareness calendar. Monthly and quarterly reporting. Perform any other duties delegated by Supervisor/Manager.

**ENQUIRIES**

Ms T.G Marumolo Tel No: (011) 876 1825
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION: Human Resource Manager

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

CLOSING DATE: 22 March 2019

POST 09/161: ASSISTANT DIRECTOR: RADIOGRAPHY REF NO: REFS/003697
Directorate: Clinical and Allied Services
This post is a re-advertisement; applicants who applied previously are encouraged to re-apply

SALARY: R489 429 per annum (Plus benefits)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Appropriate qualification and registration with the Health Professions Council of South Africa (HPCSA). A minimum of 5 years’ appropriate experience in the relevant profession.

DUTIES: Departmental Operational Management, manage and monitor performance and development of all staff. Manage, plan, organize and supervise the provision of general and specialized Radiography Services and students Clinical Training according to the vision and mission statements of the Department of Health. Make sure that the department is able to render a 24-hour Radiography Service at all times. Provide professional advice in issues pertaining to policies and legislation related to health. Compilation of the Strategic and Operational plans of the Department. Compilation of monthly statistics and stock control. Ensure compliance with budget management, Quality Assurance, Core Standards and Radiation Safety regulations. Problem solving and complaints management. Ensure that health and safety systems of work are maintained and that all possible steps are taken to prevent accidents and reduce hazards to Occupation Health. Leave monitoring. Monitor staff allocation and rotation. Ensure Radiography equipment’s maintenance contracts.

ENQUIRIES: Ms. Roberts S Tel No: (012) 529 3424
APPLICATIONS: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE: Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)

CLOSING DATE: 29 March 2019

POST 09/162: ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS COORDINATOR REF NO: HJH/00389
Directorate: Human Resource Department

SALARY: R356 289 – R430 389 per annum (all-inclusive package)
CENTRE: Helen Joseph Hospital
REQUIREMENTS: Degree/National Diploma in Social Science or Psychology. A minimum of 3 years' experience in public health and wellness or psychological, Social worker with appropriate qualification that allows registration with South African Council for Social Services Professions body as a Social Worker, South African National Council as a Professional Nurse or HPCSA as a Psychologist or Registered Counsellor. Knowledge in an integrated Employees Wellness model of delivery would be an added advantage. PLUS the following key competencies: Knowledge of Public service policies, prescriptions, regulations on HIV/ AIDS, and Employee Health & Wellness matters, EHW Framework, Policy analysis and design Thinking Demand: Creativity and initiative, Decision making Skills: Analytical skills, Written and verbal communication skills, Computer skills, Report writing skills, Presentation and facilitation skills Personal Attributes: Logical thinker, Objective,
Perseverance, Accurate, Good interpersonal relations, Openness and friendliness and the Ability to empathise.

**DUTIES**

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

**ENQUIRIES**
Mr T. Gcuku Tel No: 011 489 0557

**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 equity employment, especially of race, gender and disability. Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents with a C.V, Certified copies of I.D/Passport and Qualifications to be attached (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, 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 09/163**
ASSISTANT DIRECTOR: ICT REF NO: REFS/003676
Directorate: Information Technology

**SALARY**
R356 289 - R419 679 per annum (Level 09) (plus benefits)

**CENTRE**
Forensic Medical Services – Head Office

**REQUIREMENTS**
An appropriate 3 year National Diploma/Degree in Information Technology, 3 years’ of experience in Information Technology (IT) environment (hardware and software, servers, technical support). Knowledge: Technical aspects of ICT goods and services, Government systems and structures, Understanding management of information and the formal reporting system. Ability to install, configure and troubleshoot OS’s. Skills: Supervisory/Management skills, Strategic Planning, Organising, Interpersonal, Conflict management, Problem Solving, Budgeting, Communication (Written and verbal) - ability to explain and relay technical information to users, Project Management. A valid driver’s license.

**DUTIES**
Manage and facilitate the development of functional and technical specifications. Identify business needs. Advice SCM, users and management on ICT equipment procurement maintenance and policies. Develop solutions to improve the technicians’ performance. Update and verify database of all ICT equipment. Perform quality control for Local Area Network (LAN). Coordinate IT Network support with internal and external parties. Manage Telephone Management Systems. Provide technical line support to all end users (hardware and software support). Assist all users with any logged IT related incidents when requested by ensuring that calls are resolved. Take ownership of issues by carrying out problem
analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible. Resolve incidents with printers, copiers and scanners. Maintain a first class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Manage and supervise subordinates. Maintain discipline, training and development. Responsible for staff performances management system.

ENQUIRIES
Mr M Mokhethi @ 082 306 2941

APPLICATIONS
Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

NOTE
Application must be submitted on Z83 form, obtainable from any Public Service Department or on 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. Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE
22 March 2019

POST 09/164
OPERATIONAL MANAGER GRADE 1 (GENERAL NURSING)
Directorate: Nursing Department

SALARY
R341 835 per annum (plus benefits)

CENTRE
Pretoria West District Hospital

REQUIREMENTS
Grade 12. Basic qualification accredited with SANC in terms of Government Notice 425, i.e. diploma/degree in nursing as a professional nurse. Seven years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing. Verified proof of experience in nursing, service certificate to be attached. Strong leadership, good communication and sound interpersonal skills are necessary. Proof of South African nursing council annual practice receipts for 2019. Knowledge: An understanding of all Nursing Legislation and Health Act.

DUTIES
Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and evaluation thereof. Provide relevant information to health care users to assist in achieving optimal health care. Maintain constructive working relationships with nursing and other stake holders i.e. interprofessional and multidisciplinary team work. Participate in the analysis, formulation and implementation of nursing guidelines, practices and standard operating procedures. Manage and monitor proper utilization of resources for human, financial and physical resources. Maintain professional growth and ethical standard and development of self and subordinates.

ENQUIRIES
Ms NL Madiba Tel No: (012) 380 1206

APPLICATIONS
Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

NOTE
Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, council receipt and ID.

CLOSING DATE
22 March 2019

POST 09/165
DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: HRM 14/2019
Directorate: Diagnostic Radiography

SALARY
R300 828 per annum plus benefits

CENTRE
Steve Biko Academic Hospital

REQUIREMENTS
National diploma or degree in Diagnostic Radiography Qualification. Current registration with HPCSA as an independent diagnostic Radiographer. Grade 1: No experience required after registration with HPCSA in relevant profession. Must have completed community service as per requirements of the professional body. Computer literacy essential-all the x-ray units are digital. Excellent time
management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethics. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH guidelines and polices governing the Health sector and Radiography profession. Knowledge and relevant experience in Radiographic procedures. Quality control and record keeping processes is Essential.

**DUTIES**

Diagnostic Radiography in a 24-hour department. To participate in a 24-hour roster. To produce x-ray images according to. Prescribed protocols, radiation control measures and medico-legal requirements. Assist in the training of Community Service Radiographers, and students. Assist in the quality assurance of images. Supervise and participate in departmental quality assurance tests. Participate and facilitate in CPD as required by the HPCSA. To adhere to Batho Pele principles, National core standards, Quality Assurance and other Public Service policies and acts. Manage conflict and implement corrective measures and all governing departmental policies. Carry out duties delegated by the departmental management. Must be a team player within the department and institution.

**ENQUIRIES**

Mrs. S van Niekerk Tel No: (012) 354 1379

**APPLICATIONS**

Steve Biko Academic Hospital, Private Bag X169, 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 HPSCA registration certificate, and proof of payment to the HPCSA of current year. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE**

22 March 2019

**POST 09/166**

**DIETICIAN GRADE 1 (PRODUCTION LEVEL)**

Directorate: Dietics Unit (HAST/ART Division)

**SALARY**

R300 828 - R342 357 per annum (plus benefits)

**CENTRE**

Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**

Qualified Dietician (B / Bsc Dietetics) and currently be registered with the HPCSA as a Dietician. Educated to a Basic Degree. Sound knowledge of dietician principles including nutritional assessment and analysis. Sound knowledge of general clinical nutritional management. Sound knowledge of nutrition for people with HIV/AIDS and TB. Excellent counselling 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. Must have a valid Driver's License.

**DUTIES**

To provide nutritional counselling 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 clinic. To assist with training of staff on nutritional related issues. To ensure that the site has adequate supplies of supplements and to manage the supplements according to supply chain approved principles. To assist with basic managerial 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 polices/ procedures for active functioning of HAST Clinic/Dietetic site. To collaborate with District and Central Office, attend meetings and provide required information / statistics. To supervise nutrition counsellors/ Assistant to HAST Dietician. Attend to Clinical inpatient duties as per job description. Attend to Clinical outpatient duties as per job description.

**ENQUIRIES**

Dr. K.E. Letebele- Hartell Tel No: (012) 318 6640

**APPLICATIONS**

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

CLOSING DATE: 22 March 2019

POST 09/167: PHYSIOTHERAPIST GRADE 1 (X2 POSTS)
Directorate: Physiotherapy Unit

SALARY: R300 828 - R342 357 per annum (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: BCS Physiotherapy as recognised Degree, registration with HPCSA. HPCSA Proof of registration. Grade 1 requires no experience. Sound interpersonal and communication skills, ability to work in a multi-disciplinary environment. Ability to work under pressure. Have analytical and creative skills.


ENQUIRIES: Dr. K.E. Letebele-Hartell Tel No: (012) 318 6764
APPLICATIONS: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority.
Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 22 March 2019

POST 09/168 : DIETICIAN GRADE 1 – (CCMT) REF NO: RM/DG1/03/2019 (X1 POST)
Directorate: Dietetics

SALARY : R300 828 per annum (Plus benefits)
CENTRE : Rahima Moosa Mother and Child Hospital
REQUIREMENTS : Grade 12 and a BSc degree in Dietetics and registration as an independent practitioner. Registration with HPCSA as a Dietician with proof of current registration. Good written and verbal communication skills.

DUTIES : Implement anthropometric and other measurements in assessment of patients. Provide dietetic advice and plan nutritional care for individual or groups of patients to meet their specific nutritional requirements. Implementation of nutritional care plans. Evaluate the effects of nutrition care intervention on patients and determine the efficiency of nutritional care plans and adapt if necessary. Provision of evidence-based nutrition education for patients to implement nutrition principles. Monitor patient compliance and give appropriate counselling. Improve professional competence by regular self-evaluation and application of current research information to optimise care. Attend scheduled ward rounds and meetings. Refer patients to appropriate level of care. Communication with relevant stakeholders. Implement quality assurance measures to improve patient care. Auditing of standards and implementation of corrective measures. Apply Batho Pele principles. Work in a multi-disciplinary team. Give training and advice to other occupational classes. Participate and facilitate continuous professional development. Provide in-service training to relevant stakeholders. Implement National and Provincial strategies and policies and assist with compiling and implementation of operational plans. Perform all administrative functions required of the job. CCMT Dietician will work in the wards and order enteral and baby feeds and relevant consumables for CCMT.

ENQUIRIES : Mrs. I. Delport Tel No: (011) 470-9241
APPLICATIONS : Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor.
NOTE : Applications to be submitted on a Z83 form with a CV, certified copies of ID, Registration and qualifications attached. Correspondence will be limited to shortlisted candidates
CLOSING DATE : 22 March 2019

POST 09/169 : FINANCE CONTROLLER REVENUE (X1 POST)
Directorate: Finance Department

SALARY : R242 475 - R285 630 per annum (Level 07) (plus benefits)
CENTRE : Pretoria West District Hospital
REQUIREMENTS : Grade 12 with at least 10 years’ experience in Finance Department or RVQ13 tertiary 2-5 years’ experience in Finance. 2-3 years supervisor experience. Competence in use of Microsoft Word, Excel and PowerPoint. Knowledge of SAP, BAS, SRM, E -Receipting, PAAB and SCOCA. Must be Computer Literate. Must have good written and verbal communication Skills. Must be knowledgeable on the Public Service Act and Regulations, Public Finance Management Act, Collective Agreements, OSD Requirements, Code of Conduct, Core Standards and Policies.

DUTIES : Supervision of subordinates. Managerial skills. Attendance of external and internal meetings. Ensure effective financial management in line with PFMA, Treasury Regulations and Financial Delegations. Ensure effective management of Revenue section to ensure proper debt collection with in the age analysis, correctness of Annexure F, reconciliations, receipts, deposit slips, Petty cash National Core

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POST 09/170
POST 09/171
NOTE: Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 22 March 2019

POST 09/172: ADMINISTRATION OFFICER – DEMAND & ACQUISITION MANAGEMENT
REF NO: REFS/003677
Directorate: Supply Chain Management

SALARY: R242 475 - R285 630 per annum (Level 07) (plus benefits)
CENTRE: Forensic Medical Services – Head Office
REQUIREMENTS: An appropriate Degree/National Diploma in Supply Chain Management/Finance/Logistics with 3 years experience in Demand and Acquisition. Management or Grade 12 with 5 years experience in Demand and Acquisition Management. Knowledge and understanding of procurement policies and procedures, PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and Contract Management. Candidate must have good communication skills both verbal and writing, problem solving, initiative and interpersonal skills. Highly motivated, results oriented and have the ability to plan. Working knowledge of BAS, SAP and SRM. Computer literacy is essential. Ability to work under pressure and a valid driver’s license is required.

DUTIES: Ensure compliance with policies and procedures that regulate and govern Supply Chain Management processes. Provide an efficient Supply Chain Management Services. Assists Management to implement and maintain Procurement systems. Facilitate demand planning. Check procurement requests in accordance with and in adherence to procurement policies and procedures and Proper usage of supplier’s database to achieve BBBEE targets. Ensure proper update of Procurement Registers for Requisitions. Prepare monthly Procurement Reports and Monitor against Procurement Plans. Check and monitor requisitions captured on SRM. Follow up with HPC for creating Purchase Orders. Expedite purchase orders. Monitor progress of the unit and report to Management on a weekly basis. Monitor suppliers’ payments and ensure all GRVs are captured on time. Compile submissions, motivations and reports. Manage and attend all queries related to Procurement, provide advice and guidance as and when required. Provide guidance and support to End Users. Facilitate all Contracts Management processes. Update Contract Management registers. Ensure proper control and managing of internal store. Attend meetings and take minutes. Monitor, supervise, train and manage Performance Management and Development System (PMDS) of staff in the unit.

ENQUIRIES: Ms G Tshamano@ 082 573 7952
APPLICATIONS: Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

NOTE: Application must be submitted on Z83 form, obtainable from any Public Service Department or on 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. Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE: 22 March 2019

POST 09/173: ADMINISTRATION OFFICER – LOGISTICS REF NO: REFS/003678
Directorate: Supply Chain Management

SALARY: R242 475 - R285 630 per annum (Level 07) (plus benefits)
CENTRE: Forensic Medical Services – Central Stores
REQUIREMENTS: An appropriate Degree/National Diploma in Logistics /Supply Chain Management/ Finance with 3yrs' experience in Stores Management or Grade 12 with 5yrs' experience in store management. Knowledge and good understanding of procurement policies, systems and procedures, PFMA, PPPFA, BBBEE Act, Treasury Regulations, Stores Management. Candidate must have good communication skills both verbal and written; excellent leadership skills; ability to work with a team and independently; be an analytical thinker with good organizational skills; Problem solving skills and interpersonal skills. Be highly motivated, results oriented and have the ability to plan. Computer literacy is essential. Ability to work under pressure and a valid driver’s license is required.

DUTIES: Ensure that stock ordering levels are determined and stock is kept at optimum and economical level. Develop and maintain stock control systems; monitor stock requests and usage by FPS facilities. Implement corrective measures where necessary. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management and stores management processes. Prepare motivations and requests for stock required. Ensure timeous submission of GRVs. Issue stock and update relevant VA cards. Compile and submit correct stores monthly reports. Follow up with suppliers on all open purchase orders to ensure timeous delivery of goods and services. Ensure that stock taking is done twice annually. Attend to queries from stakeholders and maintain excellent customer satisfaction at all times. Provide advice, support and guidance to end users as and when required. Monitor, supervise, train and manage Performance Management and Development System (PMDS) of staff in the unit.

ENQUIRIES: Mr M Nkosi @ 071 602 7652

APPLICATIONS: Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

NOTE: Application must be submitted on Z83 form, obtainable from any Public Service Department or on 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, Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE: 22 March 2019

POST 09/174: SENIOR FORENSIC OFFICER REF NO: REFS/003679
Directorate: Germiston FPS

SALARY: R242 475 - R285 630 per annum (Level 07) (plus benefits)

CENTRE: Forensic Pathology Service

REQUIREMENTS: Senior Certificate / Grade 12 and a minimum of 3 years’ experience in the Medico-Legal field. Relevant qualifications in the Health Sciences field will be an added advantage. A valid driver's license minimum Code C1 with current Public Driver Permit (PDP). Basic Computer skills (MS Word, MS Excel, MS PowerPoint). Must be able to work with corpses (mutilated, decomposed, infected with infectious diseases). Must be able to work shift duties. Must be able to work on a supervisory level. Organizing and planning, communication, time management and interpersonal skills. Sufficient knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to the Principles of Batho Pele.

DUTIES: Efficient support to the manager with regard to the management of the facility. Supervision of fellow and junior staff members and performance management. Effective and efficient recovery, storage and processing of bodies. Safe keeping of the deceased’s documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process (which includes evisceration, scribing and typing) in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimens, specimen statements and reports, including
ENQUIRIES: Mr G Mashego Tel No: (011) 255 4911
APPLICATIONS: Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

NOTE: Application must be submitted on Z83 form, obtainable from any Public Service Department or on 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. Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE: 22 March 2019

POST 09/175: SENIOR FORENSIC OFFICER REF NO: REFS/003680
Directorate: Johannesburg FPS
SALARY: R242 475 - R285 630 per annum (Level 07) (plus benefits)
CENTRE: Forensic Pathology Service
REQUIREMENTS: Senior Certificate / Grade 12 and a minimum of 3 years' experience in the Medico-Legal field. Relevant qualifications in the Health Sciences field will be an added advantage. A valid driver’s license minimum Code C1 with current Public Driver Permit (PDP). Basic Computer skills (MS Word, MS Excel, MS PowerPoint). Must be able to work with corpses (mutilated, decomposed, infected with infectious diseases). Must be able to work shift duties. Must be able to work on a supervisory level. Organizing and planning, communication, time management and interpersonal skills. Sufficient knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to the Principles of Batho Pele.

DUTIES: Efficient support to the manager with regard to the management of the facility. Supervision of fellow and junior staff members and performance management. Effective and efficient recovery, storage and processing of bodies. Safe keeping of the deceased’s documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process (which includes evisceration, scribing and typing) in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimens, specimen statements and reports, including completion and administration of statements and documentation during and after the forensic pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

ENQUIRIES: Ms P Mdluli Tel No: (011) 403 7286
APPLICATIONS: Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

NOTE: Application must be submitted on Z83 form, obtainable from any Public Service Department or on 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. Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE: 22 March 2019
POST 09/176: SENIOR FORENSIC OFFICER REF NO: REFS/003681
Directorate: Sebokeng FPS

SALARY: R242 475 - R285 630 per annum (Level 07) (plus benefits)
CENTRE: Forensic Pathology Services
REQUIREMENTS: Senior Certificate / Grade 12 and a minimum of 3 years' experience in the Medico-Legal field. Relevant qualifications in the Health Sciences field will be an added advantage. A valid driver’s license minimum Code C1 with current Public Driver Permit (PDP). Basic Computer skills (MS Word, MS Excel, MS PowerPoint). Must be able to work with corpses (mutilated, decomposed, infected with infectious diseases). Must be able to work shift duties. Must be able to work on a supervisory level. Organizing and planning, communication, time management and interpersonal skills. Sufficient knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to the Principles of Batho Pele.

DUTIES: Efficient support to the manager with regard to the management of the facility. Supervision of fellow and junior staff members and performance management. Effective and efficient recovery, storage and processing of bodies. Safe keeping of the deceased’s documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process (which includes evisceration, scribing and typing) in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimens, specimen statements and reports, including completion and administration of statements and documentation during and after the forensic pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

ENQUIRIES: Mr. P Denner Tel No: (016) 988 9720
APPLICATIONS: Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.
NOTE: Application must be submitted on Z83 form, obtainable from any Public Service Department or on 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, Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.
CLOSING DATE: 22 March 2019

POST 09/177: NETWORK CONTROLLER
Directorate: Information and Communication Technology

SALARY: R242 475 - R285 630 per annum (Level 07) (plus benefits)
CENTRE: SG Lourens Nursing College
REQUIREMENTS: Grade 12 or equivalent with 5-10 years' experience or tertiary qualification/NQF Level 6 in Information Technology coupled with recognized industry certifications (MCSE/MCITP, A+, N+, Security+, CCNA, and ITIL). 5 -10 years of relevant and proven working experience as a Network Administrator or similar is essential. Must have a valid Driver’s License Good communication, negotiation and customer relationship skills. ICT Infrastructure support. Problem solving skills. Systems Administration, IT Service management. Advanced knowledge of LAN & WAN infrastructure support. Strong knowledge of PABX. Advanced knowledge of windows server platforms. Advanced knowledge of Cisco switches, VLAN, VoIP & VMware. Strong knowledge of Information Security, Biometric System. Service Delivery Innovation. People Management and Empowerment. Client Orientation and Customer Focus. Communication. Honesty and Integrity. 5-10 years Supervisory skills.

DUTIES: Provide primary management support for the planning, budgeting, purchasing, monitoring and optimisation of the organisations network within the organisations

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facilities as well as external connections into the organisation's network. Configure and troubleshoot computers, laptops, and printers. Periodic auditing of IT equipment, anti-virus management at desktop level, setup e-mail accounts and user training. Maintain links to clients/users to resolve queries. Provide day-to-day leadership and direction to desktop and network operations. Manage LAN and WAN connectivity. Determine and manage the infrastructure requirements. Ensure a standard problem process is in place, service levels are understood, escalation measurements are in place, detailed records are kept through the life of the problem, and problems are reviewed daily. Compilation of job descriptions and performance management of staff.

**ENQUIRIES**
Ms. J.E. Malobola Tel No: (012) 319 5601

**APPLICATIONS**
Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001 or apply online at www.gautengonline.gov.za.

**NOTE**
Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. The successful candidate will be subjected to positive results of the security clearance process (citizenship, criminal records, and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The candidature of persons whose appointment/transfer/promotion will promote representivity/equity (race, gender and disability) will receive preference. Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint.

**CLOSING DATE**
25 March 2019

**POST 09/178**
PODIATRIST SESSIONAL REF NO: EHD2019/03/02 (X3 POSTS)
Directorate: Rehabilitation

**SALARY**
Grade 1: R199.00 per session (hour)
Grade 2: R233.00 per session (hour)
Grade 3: R274.00 per session (hour)

**CENTRE**
Ekurhuleni Health District

**REQUIREMENTS**
Interested candidates should have appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as a podiatrist. Current proof of registration with HPCSA as a podiatrist. **Grade 1**: Less than 10 years relevant experience as Podiatrist after registration with HPCSA as Podiatrist. **Grade 2**: At least 10 years, but less than 20 years, relevant experience as Podiatrist after registration with HPCSA as Podiatrist. **Grade 3**: 20 years and more relevant experience as a Podiatrist after registration with HPCSA as Podiatrist. Experience of working in a community-based rehabilitation facility will be an added advantage. Valid driver's license is essential. Sound knowledge of clinical theory, practice and ethics relating to the delivery of podiatry services within a Clinic setting. Knowledge of current health and public service legislation, regulations, and policies. Good communication skills (verbal and written), computer skills, and good interpersonal skills. Ability to work in a multi-disciplinary team and relieve at other facilities within the sub-districts as and when the need arises.

**DUTIES**
Suitable candidate will be expected to provide optimal and evidence-based podiatry treatment to patients. Compilation of daily and monthly reports using the available departmental tools. Safeguard podiatry instruments and asset. To ensure departmental standards are met and effective patient service delivery, in line with the National Core Standards. Establish and strengthen working relationship with other stakeholders within the district. Perform any other duties delegated by Supervisor/Manager.

**ENQUIRIES**
Ms. K.R Maluleke Tel No: (011) 876 1776

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

**FOR ATTENTION**
Human Resource Manager

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

CLOSING DATE : 22 March 2019

POST 09/179 : HR CLERK (X1 POST)
Directorate: HR Department

SALARY : R163 563 - R192 666 per annum (Level 05) (plus benefits)
CENTRE : Pretoria West District Hospital
REQUIREMENTS : Grade 12 or equivalent; At least 2-3 years appropriate experience in HR; Knowledge and working experience of Persal is essential; Computer literacy; Knowledge of legislation applicable to HR.
DUTIES : Will perform a variety of HR administration functions which covers appointments, terminations, salary administration, source and select, leave management, housing, Injury on Duty and other related duties. Facilitating training, compiling training statistics, WSP, ATR. Submission of mandates to GDF; Ensure correctness of the capturing of leave and overtime. Filling of documents and general office administration; Typing of correspondence, documents and letters; Attend HR related meetings and interviews when required; prepare reports, statistics and HR delegations reports as requested or when required.
ENQUIRIES : Ms GM Modutoane Tel No: (012) 380 1213/1216
APPLICATIONS : Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117
NOTE : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID.

CLOSING DATE : 22 March 2019

POST 09/180 : ADMINISTRATION CLERK REF NO: REFS/003682
Directorate: Germiston FPS

SALARY : R163 563 - R192 666 per annum (Level 05) (plus benefits)
CENTRE : Forensic Pathology Service
REQUIREMENTS : Senior Certificate / Grade 12 supported by relevant administrative experience. Computer literacy and efficiency in MS Word, MS Excel and MS PowerPoint is compulsory. A valid driver’s license (Code B, EB or C1) is compulsory. Knowledge and understanding of all legislative frameworks governing the Public Services. Overall knowledge of government’s transformation policies and priorities is a necessity. Good communication, interpersonal, reporting and writing skills.
DUTIES : Manage and administrate the Post Mortem Operational office to provide efficient and effective administrative services to all related stakeholders. Daily updating of relevant registers and MS Excel spreadsheets to ensure that statistics are available on a daily/weekly/monthly basis as requested. Typing of cremation documents. Keeping record of all unidentified and unclaimed human remains, in addition to all human remains in storage. Manage the administration and recordkeeping of the release of human remains. Verify that all funeral undertaker services produce or submitted valid Regulation 363 certificates of competence before release of human remains. Taking of minutes, and typing of minutes and agendas when required. NB: That the successful candidate must be willing to avail him- / herself for the performing of any other administrative duties at the facility (e.g., HRM, Assets, PM Report Administration) as may be required by management. Job rotation to perform other administrative duties is, therefore, included in this post.
ENQUIRIES : Mr G Mashego Tel No: (011) 255 4911
APPLICATIONS : Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.
NOTE : Application must be submitted on Z83 form, obtainable from any Public Service Department or on 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, Identity document (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will
be subjected to OHS medical surveillance as required by HBA regulations within
the OHS Act 85 of 1993 and security clearance check with South African Police
Services or other relevant state agencies, reference check and verification of
qualifications will be conducted.

**CLOSING DATE** : 22 March 2019

**POST 09/181** : **ADMINISTRATION CLERK (X2 POSTS)**
Directorate: Administration

**SALARY** : R163 563 - R192 666 per annum (plus benefits)

**CENTRE** : SG Lourens Nursing College

**REQUIREMENTS** : Grade 12 or equivalent. Computer literacy (Microsoft Word, Microsoft Excel and
Power Point). Good interpersonal, organisational and communication skills. The
candidate must be able to work in a team.

**DUTIES** : To perform a variety of routine clerical duties that is related to the core function
(training of students) of the College. The handling of less complicated routine
correspondence and maintaining of prescripts and records related to the function
of the College. Good planning and organising skills.

**ENQUIRIES** : Ms J.E. Malobola Tel No: (012) 319 5601

**APPLICATIONS** : Application must be completed fully on Z83 form, certified copies not older than
three (3) months of all required documents must be attached. Application
documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg
Road & Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag

**NOTE** : The successful candidates will be subjected to positive results of the security
clearance process (citizenship, criminal records and financial records) and the
verification of educational qualifications certificates. It is the applicant’s
responsibility to have foreign qualifications evaluated by the South African
Qualification Authority (SAQA). The candidate of persons whose
appointment/transfer/promotion will promote representivity/equity (race, gender
and disability) will receive preference. Applicants will be subjected to a pre-
employment Medical Surveillances. The institution reserves the right not to appoint.

**CLOSING DATE** : 25 March 2019

**POST 09/182** : **SECURITY OFFICER REF NO: HRM 15/2019 (X2 POSTS)**
Directorate: Admin & Logistics (CCTV & Access Control Technicians)

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

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : Grade 10 or Equivalent. Senior certificate will be an added as advantage.
Knowledge and understanding of the following: LENEL access control
hardware/software; IP based CCTV hardware/soft ware, EIRIS patient tracking
software, softcon hardware/software, boomgates and turnstiles (BGS and
Turnstar). Must have sound experience with electronic system and experience of
working in hospital environment.

**DUTIES** : Maintaining current electronic security and access control system and boomgates.
Maintaining of patient monitoring system. Maintaining Booms and turnstile.
Maintain CCTV system. Maintenance to any electric/hardware device related to
the security and access system. Modifications/relocations to current installation.
Reporting of any defects to facility and security management.

**ENQUIRIES** : Mr. F Monama Tel No: (012) 354 1421

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

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

**CLOSING DATE** : 22 March 2019
POST 09/183 : CLEANER  
Directorate: Support Staff  

SALARY : R96 549 – R113 730 per annum (plus benefits)  
CENTRE : SG Lourens Nursing College  
ENQUIRIES : Ms J.E. Malobola Tel No: (012) 319 5601  
APPLICATIONS : Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001 or apply on-line at www.gautengonline.gov.za.  
NOTE : Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The candidature of persons whose appointment/transfer/promotion will promote representivity/equity (race, gender and disability) will receive preference. Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint.  
CLOSING DATE : 25 March 2019  

POST 09/184 : PORTERS REF NO: HJHREFS/003675 (X2 POSTS)  
Directorate: Support  

SALARY : R96 549 – R113 730 per annum (plus benefits)  
CENTRE : Helen Joseph Hospital  
REQUIREMENTS : ABET lever 2/Grade 10 or equivalent. Be able to work shifts and night duty. Good verbal and written communication skills.  
DUTIES : Transport patients using Stretcher or wheelchair to / from wards or departments. Transport corpses to the mortuary and release bodies after hours and weekends to Funeral house when requested to do so and to clean /wash stretchers and wheelchairs.  
ENQUIRIES : Ms. Granny Simba Tel No: (011) 489- 0074  
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 : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test. 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.  
CLOSING DATE : 22 March 2019
OFFICE OF THE PREMIER

APPLICATIONS

Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 30 Rahima Moosa Street, Newtown, Johannesburg or online on www.gautengonline.gov.za (Please do not send applications to 30 Simmonds street)

CLOSING DATE

22 March 2019

NOTE

Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers. A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POSTS

POST 09/185

DEPUTY DIRECTOR: TECHNICAL SUPPORT REF NO: 003693
Directorate: Security Services

SALARY

R697 011 - R821 052 per annum (All-inclusive remuneration package)

CENTRE

Johannesburg

REQUIREMENTS

Bachelor's degree/National diploma in Electronic/Information and Communication Technology or Security Management or equivalent qualification. 4-5 years’ experience in a junior management position in Security Management in the public sector. Extensive experience in electronics, ICT, security, risk/threat management, people’s management, good project management, financial management/budgeting, computer literacy, conflict management, strong communication, strategic and supervisory skills. Excellent research, policy analysis and report writing skills. A valid driver’s licence and ability to work in highly pressured environment.

DUTIES

Development of the technical security policy and manual. Maintain the ICT, electronic and technical security support rendered to the GPG. Evaluate standard ICT, electronic and technical security measures and counter measures and facilitate the implementation thereof. Facilitate the implementation of technical surveillance counter measures. Manage/control technical security assets. Management of the Sub-Directorate.

ENQUIRIES

Ms Gugulethu Mdhluli Tel No: (011) 355 6178 or Ms Khayisile Mafiri Tel No: (011) 355 6060
POST 09/186 : DEPUTY DIRECTOR: YOUTH REF NO: 003691
Directorate: Transformation

SALARY : R697 011 - R821 052 per annum (All-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Bachelor’s Degree in Social Sciences or Developmental Studies. Minimum of 5 years’ relevant experience in public sector, experience in the mainstreaming of youth development programme. Computer literacy. Strategic leadership, project management, people management and public and motivational speaking. Financial management, Problem solving and customer care skills.

DUTIES : The incumbent will be responsible to provide analytical research and strategic support and advice to the Premier and Executive Council as well as coordination role on Gauteng Provincial Government departments in respect of main streaming of youth development issues in their departmental programmes and budgets. Development of policy frameworks on youth issues, including strategies and provincial plan of action. Monitoring the implementation of the youth strategy action plan. Development of indicators which indicate a change in status of youth in the Province, assessing impact in improving the lives of youth in Gauteng. Performance review mechanisms established to continuously monitor and evaluate all programmes as informed by the status quo report as well the 5 years POA.

ENQUIRIES : Ms Gugulethu Mdhluli Tel No: (011) 355 6178 or Ms Khayisile Mafiri Tel No: (011) 355 6060