APPLICATIONS:

Head Office [HO]: Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001

Gauteng East [GE]: Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address: Private Bag X9, Springs: 1560

Enquiries: Mpho Leotlela

Tel No: (011) 736-0717

District Gauteng North [GN]: Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001

Enquiries: Alfred Phaswana

Tel No: (012) 846-3754

District Sedibeng West [SW]: Physical Address: Sebokeng College 6 Samuel Street; Zone 18, Sebokeng Postal Address: Private Bag X067, Vanderbijlpark, 1900

Enquiries: Bertha Mlotshwa

Tel No: (016) 594 9207

CLOSING DATE: 05 April 2019

NOTE: Application must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently Updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 11/103: SENIOR STATE ACCOUNTANT REF NO: HO2019/03/24 (X2 POSTS)

Directorate: Financial Accounting
Sub-Directorate: Revenue Management and Reporting

SALARY: R299 709 per annum

CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate recognized bachelor’s degree/ National Diploma in Finance with minimum of 1 year experience in Finance environment. Knowledge of application of Treasury Regulations, Public Finance Management Act, Batho Pele, BAS and SAP. Knowledge and understanding of MS Word, Excel, MS Outlook. Skills required: high analytical skills, Problem solving, Numeracy, supervisory skills and Ability to work independently. A valid driver’s license is essential.

DUTIES: Ensure adherence to PFMA, Treasury Instructions. Management and Monitor compliance with Petty Cash policy. Monitor capturing of receipts and banking of state money is taking place in line with prescripts. Staff training, development and Leave Administration of subordinates. Provide management information - preparation of the following reconciliations: Bank, Bas and Persal, Petty cash and Revenue monthly, weekly and daily. Compile Fruitless and wasteful expenditure register on monthly basis. Recovery Debts in accordance with the acts and regulations (Daily). Perform daily quality assurance and provide written feedback on queries – internal and external. Execute any other reasonable task requested by supervisor/management.

ENQUIRIES: Mr. Bheki Thela Tel No: (011) 355 0185

POST 11/104: SENIOR STATE ACCOUNTANT REF NO: HO2019/03/25 (X2 POSTS)

Directorate: Financial Accounting
Sub-Directorate: Payment Processing

SALARY: R299 709 per annum

CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate recognized bachelor’s degree/ National Diploma in Finance with minimum of 1 year experience in Finance Accounts payable. Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point. Practical experience in Government systems (BAS and SAP) and
knowledge and application of Financial Prescripts Public Finance Management Act (PFMA), Treasury Regulations, SCOA as well as Supply Chain processes. Good communication and supervisory skills. Report writing skills. Applicant must be in possession of a South African valid driver’s license.

**DUTIES**: Execute all supplier payment on SAP. Administer and identify risks to ensure that team adheres to Accounts Payable Internal Controls and procedures. Quality assures captured data into the system. Submit Payment run to Provincial Treasury. Compilation of Accruals, Effecting Payment within 30 days Report, Debt Reconciliation, Webcycle/ Exception, Payment Run Reconciliation and Staff Performance Statistics Report. Source documentation for Audit purposes. Ensure effective, efficient supervision of staff and Management of resources.

**ENQUIRIES**: Ms. Busisiwe Mahlangu Tel No: (011) 355 1056

**POST 11/105**: SENIOR_ADMIN_OFFICER- INFO_SYSTEMS_OPERATOR_REF_NO: GN2019/03/26

Sub Directorate: Information Systems & Strategic Planning

**SALARY**: R299 709 per annum

**CENTRE**: Gauteng North District

**REQUIREMENTS**: An appropriate recognized bachelor’s Degree/ National Diploma in Public Administration/Public Management/Office Management/Office Administration/Administrative Management with minimum of 2-3 years’ relevant experience and/or Grade 12 plus 10 years’ relevant experience. Knowledge of relevant policies, procedures and legislative frameworks in public sector. Excellent Computer skills (Microsoft package). Good interpersonal skills and communication skills (Verbal and written). Administrative, analytical and organizational skills. Supervisory skills. Ability to work under pressure and in a team. Applicant must be in possession of a South African valid driver's license.

**DUTIES**: Proper keeping of records and databases. Gather and process information. functions such as filling, recording and compiling of minutes meetings, report writing and handling incoming and outgoing correspondence and telephone calls. Supervise Staff Convert system data into usable information. Manage the District information system, collate monthly and quarterly reports. Manage annual surveys. Manage the training and implementation of SA-SAMS. Co-Ordinate the use and acquisition of I.T for the District.

**ENQUIRIES**: Mr. LA Phaswana Tel. No: 012 846 3641

**POST 11/106**: SENIOR_ADMIN_OFFICER_REF_NO: HO2019/03/27

Office of the DDG: Corporate Management

**SALARY**: R299 709 per annum

**CENTRE**: Head Office, Johannesburg

**REQUIREMENTS**: An appropriate recognized bachelor’s Degree/ National Diploma in Public Administration/Public Management/Office Management/Office Administration/Administrative Management. Management with minimum of 2-3 years’ relevant experience and/or Grade 12 plus 10 years’ relevant experience. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills necessary. Computer literacy in MS Excel, MS Word MS Access and MS Office. Ability to work under pressure. Conflict management, Financial management and Project Management skills necessary. Sound verbal and written communication skills required. Self-disciplined and able to work under pressure with minimum supervision. Valid driver's license is a pre-requisite.

**DUTIES**: To assist with facilitation of key administrative functions within the office of the DDG. To ensure that the daily administrative processes within the office is managed effectively and timeously. Assist with the collation of reports. Provide secretarial services to the office of the DDG: School Management in terms of scheduling meetings, drafting agendas and minute taking. Liaise with internal and external stakeholders and prepare responses to queries. Assist to monitor the expenditure usage in the office of the DDG: in line with the procurement plans and
the approved budget. Perform other duties assigned or delegated by immediate supervisor.

ENQUIRIES : Ms Winny Radzilani Tel No: (011) 355 0009

POST 11/107 : CHIEF ACCOUNTING CLERK REF NO: HO2019/03/28
Directorate: Financial Accounting
Sub-Directorate: Revenue Management and Reporting

SALARY : R242 475 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. An appropriate recognized bachelor’s degree/ National Diploma with accounting as major subject will be added as an advantage. Knowledge of Treasury Regulations, Public Finance Management Act, Batho Pele, BAS and SAP. Knowledge and understanding of MS Word, Excel, MS Outlook Skills required: Analytical skills, Problem solving. A valid driver’s license is essential.

DUTIES : Management of revenue Collection, Management of Petty cash, prepare monthly rental payments and reconciliation, Recovery of Debts in accordance with the acts and regulations (Daily), Detect and Prepare schedule fruitless and wasteful expenditure.

ENQUIRIES : Mr Bheki Thela Tel No: (011) 355 0185

POST 11/108 : CHIEF ACCOUNTING CLERK REF NO: HO2019/03/29
Directorate: Financial Statements, Salaries and Bookkeeping
Sub-Directorate: Salaries and Bookkeeping

SALARY : R242 475 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. Understanding of Treasury Regulations, Public Finance Management Act, BAS and SAP. Knowledge and understanding of MS Word, Excel and MS Outlook. Skills required: Analytical skills, numerical skills, Problem solving, supervision, communication and a team player.

DUTIES : Manage the clearing of suspense, ledger Accounts reconciliations, age analysis of clearing account and processing of journals. Supervision and training of officials Clearing of Exceptions, unallocated transactions and monthly reports. Facilitate maintenance of telephone register, departmental cellphones register, and gg-cars register and allocation of Expenditure to Various offices. Manage interface and expenditure allocation and prepare monthly reconciliation. Prepare inputs to Interim and Annual Financial Statements. Sourcing of documents for. Ensure Safe keeping and proper filling of documents for Audit purpose.

ENQUIRIES : Mr. Mputi Molatodi Tel No: (011) 355 0207

POST 11/109 : CHIEF ACCOUNTING CLERK REF NO: HO2019/03/30
Directorate: Financial Accounting
Sub-Directorate: Accounts Payable

SALARY : R242 475 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 with minimum of 3 years relevant experience. An appropriate, recognized 3 years Tertiary qualification majoring in Financial Accounting will be added as an advantage. Knowledge Description: PFMA and Treasury Regulations, knowledge and application of the concept. Procurement procedures and other Financial related policies. Financial administration. Public Service Regulation. Applies elementary concepts to develop activities under supervision. Skills Description Excel Access, Word and Power point. Knowledge of BAS (Basic Accounting System), SAP, E-Invoicing, Verify, Excellent Communication Skills.

DUTIES : Administer the processing supplier invoices into SAP on time. Administer daily tracking of all payments. Quality assures captured data into the system and detects error and correct data entry error at time of data entry. Preparing and submission of payment run to Treasury. Quality Assure documents routed from Process Director to webcycle by team on daily basis. Honor request for information and source documentation. Compilation of Accruals, Effecting Payment within 30 days
Report, Debt Reconciliation, Webcycle/ Exception, Payment Run Reconciliation and Staff Performance Statistics Report. Source documentation for Audit purposes. Ensure effective, efficient supervision of staff and Management of resources.

**ENQUIRIES**: Ms. Busisiwe Mahlangu Tel No: (011) 355 1056

**POST 11/110**: CHIEF PROVISIONING ADMIN CLERK REF NO: HO2019/03/31
Directorate: Financial Accounting
Sub-Directorate: Goods Receiving Vouchers

**SALARY**: R242 475 per annum
**CENTRE**: Head Office, Johannesburg
**REQUIREMENTS**: Grade 12 with minimum of 3 years relevant experience. An appropriate, recognized 3 years Tertiary qualification majoring in Financial Accounting will be added as an advantage. Knowledge of SAP, BAS, PFMA, Treasury Regulations, Reference Guide to any relevant financial and legislative frameworks applicable in public sector will be added as an advantage. Knowledge of Provisioning procedures and other legislative frameworks applicable to the Public finances. Leadership, conflict resolution and communication skill (written and verbal). Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point and ability to work under pressure. A valid driver’s license is essential.

**DUTIES**: Clearing of Web-cycle report daily, Capturing supplier invoices/ Goods Received Voucher into SRM/SAP accurately and within stipulated time to enable the department to meet its commitment to pay service providers within 30 days, Ensure that Complete and accurate invoices are submitted and evaluated for payment purpose on daily basis, Follow up returned/problems RLS02 and invoices with the end-user, Make sure that all automated purchase orders generate payments, Follow up Grvs and invoices till payment, Monthly reconciliation of identified account/Creditors, Clearing of payment Exceptions timeously, Clearing of EBT Rejections, Retrieve and submit audit documents within stipulated period of time.

**ENQUIRIES**: Mr. Goodness Sibanyoni Tel No: 011) 355 1101

**POST 11/111**: LIBRARIAN REF NO: HO2019/03/32
Directorate: Library Services and LTSM

**SALARY**: R242 475 per annum
**CENTRE**: Head Office, Johannesburg
**REQUIREMENTS**: A Bachelor’s degree or diploma in Library and Information Science with minimum 2 years relevant experience. Good communication skills, both verbal and written. Proven computer literacy skills. Good interpersonal relations. Ability to work without supervision. Hard working and reliable. A valid driver’s license is essential.

**DUTIES**: Assist with lending services, including shelf control, issuing and de-issuing of resources, locating poster issue cards, doing basic searches for users, assisting with courier service. Provide effective mobile library service to school: obtain information requests, accompany mobile library to schools, report on mobile library activities, and ensure sufficient resources are taken to schools, ongoing communication with schools. Assist with school library development and projects. Assist with any library related duties.

**ENQUIRIES**: Ms. Busi Dlamini Tel No: 083 266-8085

**POST 11/112**: PERSONAL ASSISTANT (X3 POSTS)
Chief Directorate: Education Planning and Research Ref No: 2019/03/43
Directorate: Library Services & LTSM Ref No: HO2019/03/33
Directorate: Procurement Management: Ref No: HO2019/03/34

**SALARY**: R242 475 per annum
**CENTRE**: Head Office, Johannesburg
**REQUIREMENTS**: Grade 12 plus Secretarial/ Office Management certificate/Diploma with minimum 3 years’ experience in rendering secretarial/administrative support service to the senior manager. Knowledge of procurement policy and processes. Good
interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

**DUTIES**
Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/chief director ’s budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director/ Chief Director.

**ENQUIRIES**
Ms. Leonorah Mngomezulu Tel No: (011) 355 1791 (Procurement Management)
Ms. Nonhlanhla Nyovane Tel No: (010)600 3239 (Library Services & LTSM)
Ms Lerato Machaka Tel No: (011) 355 0009 (CD: Education Planning)

**POST 11/113**
**ORGANISATION DESIGN PRACTITIONER REF NO: HO2019/03/35**
Directorate: Organisational Development
Sub-Directorate: Job Design and Business Process Improvement

**SALARY**: R242 475 per annum
**CENTRE**: Head Office, Johannesburg
**REQUIREMENTS**: An appropriate recognized 3-year National Diploma/ Degree in Management Services/ Production or Operations Management with a minimum of 1 year’ relevant experience in Organisation Design, Business Process Re-engineering and Job Evaluation environment. Knowledge of Public Service Act and Regulations. Job Evaluation prescripts, Business process management, Evaluate System. IDEFO Modelling and Visio, Job Description prescripts and PERSAL. Skills: Good computer literacy (MS Word, MS Excel and MS PowerPoint), planning, problem solving, verbal and written skills. A valid driver’s license is essential.

**DUTIES**: Coordinate and facilitate the development of job descriptions. Participate in the development and review of job description guidelines and templates. Coordinate and facilitate job evaluation within the department. Identify and prioritize posts to be subjected for job evaluation. Develop and map business processes for the department. Facilitate identification and prioritization of business processes to be developed within all business units. Develop standard operating procedure for all mapped processes. Development of standard operating procedures for all mapped business process within all business units. Provide administrative and logistical support to the sub-Directorate.

**ENQUIRIES**: Ms. Yandiswa Makaula Tel No: 082 070 4001

**POST 11/114**
**CHIEF ADMIN CLERK REF NO: HO2019/03/36**
Office of the HOD

**SALARY**: R242 475 per annum
**CENTRE**: Head Office, Johannesburg
**REQUIREMENTS**: Grade 12 with minimum of 3 years’ relevant experience in providing clerical support. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage.

**DUTIES**: Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings,
seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of Office budget.

ENQUIRIES : Mr. Makubetse Sekhonyane Tel No: (011) 355 1058

POST 11/115 : DRIVER/MESSENGER (X3 POSTS)
Chief Directorate: Legal Services & Dispute Management Ref No: HO2019/03/37
Chief Directorate: School Support Ref No: HO2019/03/39
Chief Directorate: HRTS Ref No: HO2019/03/38

SALARY : R136 800 per annum
CENTRE : Head Office, Johannesburg

REQUIREMENTS : Grade 10 with 1-2 years of relevant experience in driving light cars. Extensive knowledge and understanding of Batho Pele principles. Excellent verbal and written communication skills. Good inter-personal relations skills. In possession of a valid driver’s license. Ability to work independently and under pressure. PDP served as added advantage.

DUTIES : Maintain a Logbook for the allocated vehicle. Complete all the required and prescribed records including log book with regards to the vehicle prior to using the allocated vehicle. Keep log sheets of allocated vehicle. Transport passengers as requested by the Line Manager. Drive light and medium motor vehicles to transport passengers to other offices. Ensure that only authorized persons are carried in the assigned vehicle. Collect and / deliver correspondence at Head Office, District Offices or any other offices as requested by the Line Manager. Do routine maintenance on the allocated vehicle and report defects timely. Perform messenger functions. Sort and arrange correspondence in the registry. Collect, distribute and circulate correspondences to different buildings in the Department. Record and control correspondences register. Follow up on submissions and / procurement requests. Perform general office assistance in the Business Unit (Make copies, shred documents).

ENQUIRIES : Ms. Jackie Manyapye (Chief Directorate: Legal Services & Dispute Management) Tel No: 011 355 0505
Ms. Natasha Molefe (Directorate: HRTS) Tel No: (011) 355 0009
Ms. Natasha Van Schalkwyk (Chief Directorate: School Support) Tel No: (011) 639 8492

POST 11/116 : DRIVER/MESSENGER REF NO: HO2019/03/40
Directorate: Library Service & LTSM

SALARY : R136 800 per annum
CENTRE : Pretoria

REQUIREMENTS : ABET/Grade 10 with 1-2 years of relevant experience in driving light cars. Extensive knowledge and understanding of Batho Pele principles. Excellent verbal and written communication skills. Good inter-personal relations skills. In possession of a valid driver’s license. Ability to work independently and under pressure. PDP served as added advantage.

DUTIES : Maintain a Logbook for the allocated vehicle. Complete all the required and prescribed records including log book with regards to the vehicle prior to using the allocated vehicle. Keep log sheets of allocated vehicle. Transport passengers as requested by the Line Manager. Drive light and medium motor vehicles to transport passengers to other offices. Ensure that only authorized persons are carried in the assigned vehicle. Collect and / deliver correspondence at Head Office, District Offices or any other offices as requested by the Line Manager. Do routine maintenance on the allocated vehicle and report defects timely. Perform messenger functions. Sort and arrange correspondence in the registry. Collect, distribute and circulate correspondences to different buildings in the Department. Record and control correspondences register. Follow up on submissions and / procurement requests. Perform general office assistance in the Business Unit (Make copies, shred documents).

ENQUIRIES : Ms. Busi Dlamini Tel No: (011 355 0763)
POST 11/117: CLEANER
Sub Directorate: Finance and Administration
Section: Office Service Pool

SALARY: R96 549 per annum
CENTRE: Gauteng East District Ref No: GE2019/03/41
Sedibeng West District Ref No: SW/2019/03/42

REQUIREMENTS: ABET/ Grade 10. Impressing People, Understanding People, Establishing Rapport, Team Working, Coping with Pressure.


ENQUIRIES: Mr Mpho Leotlela. Tel No: (011) 736 0717(GE)
Ms B Mlotshwa Tel No: (016) 594 9207(SW)

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 or Applicants can apply online at:www.gautengonline.gov.za.

CLOSING DATE: 05 April 2019
NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

MANAGEMENT ECHELON

(Performance-based: 5 year Fixed-Term Employment Contract)
Branch: HOD’s Office

SALARY: R1 005 063 per annum (all-inclusive remuneration package)
CENTRE: Johannesburg
REQUIREMENTS: Grade 12 Certificate plus a SAQA recognized NQF level 7 qualification in Business Management/Public Administration. Minimum of 5 years in a middle managerial role. 6-8 years’ experience in the Strategic planning, information management & monitoring and/or Management field. Ability to develop, interpret and apply policies, strategies and legislation. Good understanding of legislative frameworks governing planning and reporting in the public sector, corporative governance, risk management and internal audit.

DUTIES: Facilitate the provisioning of strategic direction and monitor the implementation of the strategic objectives and resources of the directorate. Ensure economical
management and utilization of resources allocated to the HODs office. Oversee and ensure effective secretariat support. To develop and ensure the implementation and maintenance of administrative systems and procedures in the HOD’s office. Provide management and strategic support for the effective delivery of services. Ensure appropriate accessibility arrangement for key stakeholders to the office of the HOD. Provide strategic and management support to the office of the HOD. Ensure efficient liaison between the office of the MEC and HOD. Provide effective and efficient management in establishing and maintaining systems for effective workflow to enable enhanced function of the Department through Branches of the Department. Monitor Compliance with relevant committees and legislature bodies to which the department account. Facilitate and prepare monthly management reports for the HOD. Coordinate the planning and budgeting for the office of the HOD. Supervise the provision of effective secretariat services to formalised decision making structures in the Department. Ensure that all reports from different branches in the Department are coordinated, analysed and consolidated. Ensure document management and classification of documents. Manage staff performance in the office of the HOD. Develop and implement the strategic and business planning framework for the department. Monitor and evaluate all strategic and operational management and programme implementation processes. Co-ordinate and compile reports to relevant stakeholders, i.e. the annual report, legislature reports, legislature questions, etc. Interpret and analyse reports. Develop, implement and manage systems to ensure continuous improvement of organisational performance. Develop and implement appropriate knowledge management concept, strategy and systems.

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

POST 11/119 : DIRECTOR: IT OPERATIONS SUPPORT REF NO: REF5/003732
(Performance-based: 5 year Fixed-Term Employment Contract)
Branch: ICT

SALARY : R1 005 063 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 Certificate plus a SAQA recognized NQF level 7 qualification in IT or Business Administration. Minimum 5 years in Middle Management role ideally managing an ICT related unit. Experience in managing and monitoring service performance. Partner and customer relationship management. Coordination of diverse range of stakeholder’s service activities. Extensive experience in an IT related environment.

DUTIES : Define business strategy for a service and the business processes it supports. Define business processes and business requirements for a service. Lead and manage a significant service personnel. Coordinate activities between multiple support groups to ensure adherence to service level agreements where other groups are needed to resolve a single Service Desk incident. Provide leadership for incident management processes. Provide leadership for communication standards and methods across the IT Services. Provide leadership and coordination for incidents which involve large scale or high-profile outages. Ensure efficient flow of problem tickets through the Problem Management process. Work with business owner to determine strategy and service level goals for a service. Overall accountability for defining the service, ensuring services are delivered in accordance with agreed business requirements and managing the service lifecycle. Optimise IT infrastructure capabilities, services and support to minimise service outages and provide sustained levels of service to meet business requirements. Tactically manage resources and strategically plan for future resource requirements. Maintain and improve the level of service to the Customer base. Diagnose the root causes of incidents in an effort to proactively eliminate and manage them. Restore normal acceptable service with minimal impact on the business. Obtain value for money from suppliers and provide seamless quality of IT service to the business by ensuring that all contracts and agreements with suppliers support the needs of the business and that suppliers meet their contractual commitments.

ENQUIRIES : Mr. Errol Ogle Tel No: (011) 689 6861
ERRATUM: Kindly note that the post of Head of Clinical Department: Othopaedics (For Charlotte Maxeke Academic Hospital) with Ref No: HCD/CMJAH/00001/10/18 advertised in Public Service Vacancy Circular 42 dated 19 October 2018, qualifications in management and leadership has been added as an advantage. Kindly note that the post of Finance Clerk (For Sedibeng District Health Services) advertised in Public Service Vacancy Circular 07 dated 22 February 2019, the experience in finance has been added. Kindly note that the post of Administration Clerk (For Helen Joseph Hospital) with Ref No: HJHREFS/003674 advertised in Public Service Vacancy Circular 08 dated 01 March 2019 has been withdrawn and also the post of Porter (For Helen Joseph Hospital) with Ref No: HJHREFS/003675 advertised in Public Service Vacancy Circular 09 dated 08 March 2019 has been withdrawn.

MANAGEMENT ECHELON

POST 11/120 : SENIOR MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: CHBAH 121
Directorate: Paediatrics and Child Health

SALARY : R1 005 063 (All Inclusive Package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Degree / Diploma in General Nursing or basic R425 qualification in nursing that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification in nursing management registered with SANC. A minimum of 11 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognisable experience at management level. Applicants are expected to submit a certified copy of their current SANC receipt. Proof of professional indemnity and driver’s license. Must be able to work under pressure, have strong leadership skills, good communication skills, sound interpersonal skills, good verbal and written communication skills, project management skills, financial and human resources management skills. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES : To give direction and coordinate nursing services and to manage and direct corporate nursing planning. Provide guidance and leadership towards the realization of strategic goals and objectives of the institution. Promote nursing ethos and professionalism. Coordinate the execution of policies. Give direction to the development of and implementation and sustenance of standard operating procedures and norms and standards pertaining to nursing care. Establish a multidisciplinary teamwork towards the promotion of efficient and effective service delivery. Coordinate nursing related research and development. Support management in enhancing the image of the department and improve the skills and competencies of the nurses. Involvement in the hospital’s Quality Assurance and Quality Improvement activities. Problem solving and decision making. Effective management, utilization and supervision of human, material and financial resources. Manage staff performance and development. Management of nursing projects and participation in hospital projects aimed at enhancing service delivery and entities, and both national and international professionals in the field of paediatrics and child health.

ENQUIRIES : Dr N. Lesia Tel No: (011) 933 9145
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have
not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks - provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 05 April 2019

OTHER POSTS

POST 11/121 : MEDICAL SPECIALIST GRADE 1-3 REF NO: MEDSPEC/ KPHT/GR1-3/03/19
Directorate: Family Medicine Department

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

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Registered with the Health Professional Council of South Africa (HPCSA) as a Specialist Family Physician. A basic medical degree (MBChB). Post graduate qualification in Family Medicine (MMed or equivalent) with academic and leadership potential. Grade 1: No experience required, Grade 2: 5-years appropriate experience and Grade 3: 10-years appropriate experience. Key Competencies: Leadership, management and problem solving skills, interpersonal communication, writing and research skills, professional and clinical competence. Experience in mental health care and emergency medicine will be a strong recommendation.


ENQUIRIES : Prof. S. Smith Tel No: (012) 373-1018
APPLICATIONS : Applications must be submitted to: Kalafong 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 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing 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 : 05 April 2019

POST 11/122 : MEDICAL SPECIALIST GRADE 1-3 REF NO: MEDSPECFORTHO/KPHT/03/19
Directorate: Orthopaedic Surgery Department

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

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Grade 12. MBChB qualification. MMed / FCS (Orthopaedics). A valid registration with HPCSA as an independent medical practitioner. Current registration with HPCSA as an Orthopaedic Surgeon. Medical Specialist Grade 1: No experience required, Grade 2: 5-years appropriate experience and Grade 3: 10-years appropriate experience. Proof of interest in research. Publications in peer-reviewed journals.

DUTIES : Take charge of orthopaedic unit (s) allocated by HOD. Teaching of under- and post-graduate students. Involvement in research programmes. Actively involved in planning of academic programmes for under- and post-graduate students. Responsible for all forms of Orthopaedic trauma, including multiple trauma. Render a comprehensive clinical service to patients in the department.

ENQUIRIES : Prof. S. Motetsi Tel No: (012) 373 1010 /1011

APPLICATIONS : Applications must be submitted to: Kalafong 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 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing 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 : 05 April 2019

POST 11/123 : REGISTRAR (MEDICAL) REF NO: REGORTHO/KPHT/03/19 (X1 POST)
Directorate: Orthopaedics Department

SALARY : R780 612 - R816 246 per annum (all exclusive)

CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS: MBChB. A valid registration with the HPCSA as an Independent Medical Practitioner. No experience required after registration with HPCSA. Recommendation primary exams.


ENQUIRIES: Prof. S. Motsitsi Tel No: (012) 373 1010/1011

APPLICATIONS: Applications must be submitted to: Kalafong 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 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing 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: 05 April 2019

POST 11/124: REGISTRAR (MEDICAL) REF NO: REGOPHT/KPTH/03/2019 (X1 POST)

Directorate: Ophthalmology Department

SALARY: R780 612 - R816 246 per annum (all exclusive)

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Tertiary qualification (MBChB) or equivalent. Current registration with the HPCSA for independent practice. Provide depth perception results. FC ophth Part 1A plus minimum 12 months experience in ophthalmology. FC ophthalmology. FC ophth Part 1B (or Diploma in Ophth) will be added advantage.

DUTIES: Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Rotation through hospitals and units associated with the University of Pretoria. Participate in departmental activities in relation to teaching and research. The candidate will have to complete a research project as required by the HPCSA for registration. The candidate will have to maintain a logbook and a portfolio of learning as required by the Colleges of Medicine of South Africa.

ENQUIRIES: Dr. W.G. Maphenduka Tel No (012) 318 6668

APPLICATIONS: Applications must be submitted to: Kalafong 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 3 months old). Failure to submit all the requested documents will result in the application not being considered.

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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** : 05 April 2019  
**POST 11/125** : MIDDLE MANAGER: PATIENT AFFAIRS REF NO: CHBAH 122  
**Directorate: Patient Affairs**  
**SALARY** : R697 011 per annum (Level 11) (All-inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : A 3-year tertiary qualification (NQF Level 6/7 SAQA Accredited) in Public Administration/Management or Business Administration plus a minimum of 10 years work experience is required of which at least 5 years should be on middle management (Assistant Director) level. Computer literate in (Ms Office) and knowledge and experience of MEDICOM. A valid Driver’s license. The ability to interpret and implement policies and meet deadlines. Knowledge of departmental policies and procedures, regulations and amendments, Financial Management; Financial Accounting; Change management; Essentials of budget formulation. Knowledge: Public Finance Management Act; Public Service Regulations; National Treasury regulations, guidelines and directives (MTEF, ENE); preferential procurement policy; Government supply chain management framework; Government budget systems and Procedures; Government financial system, BAS, LOGIS); Financial prescripts (GAAP and GRAP). Knowledge of Labour Relations processes. Skills: Must be self-driven, independent, dynamic and self-confident, a self-starter with a client focused approach and attitude. Must demonstrate good interpersonal relations, people management and leadership skills. Planning and organizing, Knowledge of coaching and developing people’s skills; Ability to work on tight deadlines and time frames; Report writing; Management skills Time-frames; Numeric skills. Personal attributes: Creative; dedicated; approachable; Hard-working; Trustworthy; Ability to Communicate at all levels. Administrative and management knowledge: Project management, teambuilding, people and interpersonal relations skills. Communication skills (verbal and written), organizational, problem-solving and interventional skills. Highly motivated and enthusiastic to contribute to the patient administration services and ability to lead a team. The ability to work under pressure, lead transformational change in a complex environment and the ability to manage change in the Institution. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.  
**DUTIES** : Manage the Patient Administration and Records: Ensure registration of patients at various clinics and ensure administrative support for a 24-hour emergency service. Ensure effective and efficient use of the MEDICOM system. Management and monitoring of effective and efficient service delivery in the mortuary, kit-room, linen depot. Ensure safekeeping and availability of all patient records. Take responsibility for the processing of various correspondences relating to patient administration. Ensure updating the risk register and audit action plan for the sub-directorate. Manage MVA requests, retrieval, issuing of reports and availability of reports. Establish a central records center of scanning of file and retrieval of files.
Manage pauper burials. Management of downtime as per circulars form head office. Management of the National Core Standards (NCS) in the patient affairs department and participate in the implementation of the NCS. Identify and evaluate risks within the patient affairs department and implement and monitor improvement plans. Provide financial management support and strategic support in the sub-directorate. Manage day to day operations and provide executive support and management services to the directorate. Coordinate and facilitate the development and preparation of management and program performance reports, weekly, monthly and quarterly. Benchmarking to improve services. Manage the collation and submission of expenditure reports and develop the operational plan. Develop staff performance contracts and conduct quarterly performance reviews. Ensure management of downtime as well as correct classification of patients. Implement policies, systems and procedures to improve the sub-directorate. Other tasks as assigned by the immediate manager.

ENQUIRIES

Mr L van der Westhuizen Tel No: (011) 933 9819

APPLICATIONS

Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks - provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE

05 April 2019

POST 11/126

ASSISTANT MANAGER NURSING (MATERNITY SPECIALTY) REF NO: ODI/16/03/2019 (X1 POST)

SALARY

R581 826 per annum (plus benefits)

CENTRE

Odi District Hospital

REQUIREMENTS

Basic R425 qualification (D4 Diploma/ Degree in nursing or equivalent) or Basic R254 qualification (Midwifery) that allows registrations with the SANC as a Professional Nurse. R212 Post basic qualification in Advanced Midwifery and Diploma or Degree in Nursing. Nursing administration qualification is required. Registration with the SANC as Professional Nurse. Minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in General nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience in the specific specialty after the 1 year post basic qualification in the maternity area. At least 3 years of the period referred to above must be appropriate/ recognizable experience in management level.

DUTIES

Demonstrate and in depth understanding of nursing legislation and related and ethical nursing practices and how this impact on service delivery. Ensure that the clinical nursing practice by the nursing team (area/ facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standard as determined by the relevant health facility. Demonstrate a basic understanding of the legislative frameworks governing the public services. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more
complex report writing when required. Work as part of a multi-disciplinary team at the unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, culture, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

APPLICATIONS: Applications to be sent to Odi District Hospital, Hand Post and other means of posting delivery to Odi District Hospital, Kilpogt road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

FOR ATTENTION: Ms J Vilakazi Recruitment Section
ENQUIRIES: Ms. SJ Boshoman Tel No: (012) 725 2312/2304
NOTE: The hospital reserves the right to check criminal records of a candidate.
CLOSING DATE: 05 April 2019

POST 11/127: ASSISTANT MANAGER NURSING SPECIALTY: PN B4 (OBSTETRICS & GYNAECOLOGY) REF NO: CHBAH 124
Directorate: Nursing Services

SALARY: R581 826 per annum (Plus benefits)
CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows Registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a specific specialty after obtaining the one (1) year post-basic Diploma qualification in, relevant specialty area. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.

DUTIES: Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

ENQUIRIES: Ms D Ngidi Tel No: (011) 933 9779/0134
APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel
Suitability Checks (PSC) – Verification (Reference checks provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 05 April 2019

POST 11/128 : HEAD OF DEPARTMENT PNDIII REF NO: REFS/003780
Directorate: Nursing Education and Training

SALARY : R548 436 – R635 778 per annum (plus benefits)
CENTRE : Ga-Rankuwa Nursing College

REQUIREMENTS : A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/ Accoucheur. A Post-basic qualification in Nursing Education and Administration registered with SANC. Proof of current registration with SANC. A minimum of 9 years’ appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing/Midwife. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education and Administration after obtaining the one year post –basic qualification in Nursing Education and Administration. Qualification in the following post-basic programme will be an added advantage- Clinical Nursing Science, Health Assessment, Treatment and Care, Medical and Surgical Nursing Science, Ophthalmic Nursing, Orthopaedic Nursing, Critical Care Nursing Science, Operating Theatre Nursing Science, Child Nursing Science and Post Basic Midwifery and Neonatal Nursing Science. Masters degree in Nursing Science. Knowledge of procedures and processes related to Basic and Post basic programmes, knowledge of relevant Acts and legislations, Code of ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance matters. Sound communication and Leadership skills. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy in Microsoft Office. Valid driver’s license.

DUTIES : Coordinate the provision of education and training of student nurses. Manage clinical learning exposure to leaners between college and clinical areas. 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 implemented of quality assurance programmes. Budget, collaborate with stakeholders and build a sound relationship within the department. Provide academic support to students. Develop, review and evaluate the curricula of academic programmes. Supervise marking and moderating theoretical and practical examinations.

APPLICATIONS : All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag X830 Pretoria 0001 or apply online at www.gautengonline.gov.za. Kindly submit the recent salary advice.

ENQUIRIES : Ms K R Lekgeu Tel No: (012) 560-0448/50
CLOSING DATE : 05 April 2019

POST 11/129 : ASSISTANT MANAGER NURSING: PN-A7 (MEDICINE & PSYCHIATRY)
GENERAL REF NO: CHBAH 125
Directorate: Nursing Services

SALARY : R532 449 per annum (Plus benefits)
**CENTRE** : Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**

- Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing council as a Professional Nurse. A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with the South African Nursing Council. Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovate, problem solving, communication and decision making skills. Strong leadership, conflict resolution and sound interpersonal skills are necessary. Understanding of National Core Standards, PFMA, Labour relations and other relevant legislative frameworks. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills. Strong leadership, conflict resolution and sound interpersonal skills are necessary. Understanding of National Core Standards, PFMA, Labour relations and other relevant legislative frameworks. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

**DUTIES**

- Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

**ENQUIRIES**

- Ms D Ngidi Tel No: (011) 933 9779/0134

**APPLICATIONS**

- Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**

- Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**

- 05 April 2019

**POST 11/130**

- **OPERATIONAL MANAGER NURSING SPECIALTY: ORTHOPAEDIC (PN-B3)**
- **REF NO: CHBAH 126 (X2 POSTS)**
- Directorate: Nursing Services

**SALARY**

- R532 449 per annum (Plus benefits)

**CENTRE**

- Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a specific specialty after obtaining the one (1) year post-basic qualification in Orthopaedic Nursing Science. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES: Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

ENQUIRIES: Ms D Ngidi Tel No: (011) 933 9779/0134

APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 05 April 2019

POST 11/131: OPERATIONAL MANAGER NURSING SPECIALTY: PAEDIATRICS (PN-B3)
REF NO: CHBAH 1285

Directorate: Nursing Services

SALARY: R532 449 per annum (Plus benefits)

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be
appropriate/recognizable experience in a specific specialty after obtaining the one (1) year post-basic qualification in Paediatrics Nursing Science. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES: Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional/ legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

ENQUIRIES: Ms D Ngidi Tel No: (011) 933 9779/0134

APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 05 April 2019

POST 11/132: OPERATIONAL MANAGER NURSING SPECIALTY: OPERATING THEATRE NURSING (PN-B3) REF NO: CHBAH 129

Directorate: Nursing Services

SALARY: R532 449 per annum (Plus benefits)

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a specific specialty after obtaining the one (1) year post-basic qualification in Operating Theatre Nursing Science. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent
decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES:
Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

ENQUIRIES:
Ms D Ngidi Tel No: (011) 933 9779/0134

APPLICATIONS:
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE:
Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE:
05 April 2019

POST 11/133:
OPERATIONAL MANAGER NURSING SPECIALTY: CRITICAL CARE (PN-B3)
(MEDICINE) REF NO: CHBAH 132
Directorate: Nursing Services

SALARY:
R532 449 per annum (all-inclusive package)

CENTRE:
Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS:
Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a specific specialty after obtaining the one (1) year post-basic qualification in Critical Care Nursing Science. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES:
Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse
Reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

ENQUIRIES: Ms D Ngidi Tel No: (011) 933 9779/0134

APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor; Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1806.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks - provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 05 April 2019

POST 11/134: PNA5 OPERATIONAL MANAGER GENERAL REF NO: OPSMAN/KPHT/03/19

Directorate: Nursing Services

SALARY: R420 318– R473 067 per annum (plus benefits)

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Grade 12 or equivalent NQF/ Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 7-years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Diploma in Nursing Management and Education will be an added advantage, a priority will be given to professional nurses with Nursing Management/Administration. Current registration with the South African Nursing Council (SANC) 2019. Proof of service record certificate. Extensive experience in inpatient management. Computer literate (MS Excel, MS Outlook, MS Word, MS PowerPoint). Drivers license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and procedure, grievance procedure, etc. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to Nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Coordination skills. Problem solving skills. Adverse events management. Complaints management. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Cooperation, Team player, Supportive, Assertive. Good communication skills and ability to work under pressure. Knowledge and in-depth understanding of National Core Standards. Ability to interact with diverse stakeholders and givers, good
communication skills/verbal and written, report writing skills, co-ordination skills, Problem solving skills, adverse events management and complaints management.

**DUTIES**
Supervise and ensure the provision of an effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical practices. Provide relevant health information to health care users to assist on achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, intersectoral and multidisciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.

**ENQUIRIES**
Ms. M.V. Mathabatha Tel No: (012) 318-6622

**APPLICATIONS**
Applications must be submitted to: Kalafong 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 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing 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**
05 April 2019

**POST 11/135**
OPERATIONAL MANAGER NURSING GENERAL: SURGERY (PN-A5) REF NO: CHBAH 127

**SALARY**
R420 318 per annum (Plus benefits)

**CENTRE**
Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**
Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with the South African Nursing Council. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

**DUTIES**
Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional legal framework. Implement nursing legislation and related framework and ethical nursing practices.
Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

ENQUIRIES: Ms D Ngidi Tel No: (011) 933 9779/0134

APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 05 April 2019

POST 11/136: OPERATIONAL MANAGERS NURSING GENERAL IN OBSTETRICS AND GYNAECOLOGY (PN-A5) REF NO: CHBAH 130 (X2 POSTS)

Directorate: nursing services

SALARY: R420 318 per annum (Plus benefits)

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with the South African Nursing Council. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES: Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

ENQUIRIES: Ms D Ngidi Tel No: (011) 933 9779/0134
APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks - provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 05 April 2019

POST 11/137: CLINICAL PROGRAM CO-ORDINATOR (PN-A5): INFECTION PREVENTION AND CONTROL REF NO: CHBAH 131
Directorate: Nursing Services

SALARY: R420 318 per annum (Plus benefits)
CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification in that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with the South African Nursing Council. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, coordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines. Qualification in Infection Prevention and Control will be an added advantage.

DUTIES: Demonstrate an in-depth understanding of legislation and ethical practices relating to public service, public health, nursing and other multidisciplinary health professions acts. Ensure that the multidisciplinary team complies to clinical standards and National Core Standards. Promote quality of health services as directed by the scope of practice of nursing and other different professionals. Demonstrate an understanding of HR and financial policies and practices. Supervise and evaluate quality of health services. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research and self-development. Preparedness to work shifts as the need arises. Demonstrate effective communication at all levels of service delivery.

ENQUIRIES: Ms D Ngidi Tel No: (011) 933 9779/0134
APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.
Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**

05 April 2019

**POST 11/138**

OPERATIONAL MANAGER NURSING GENERAL: MEDICINE (PN-A5) REF NO: CHBAH 133

Directorate: Nursing Services

**SALARY**

R420 318 per annum (Plus benefits)

**CENTRE**

Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**

Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with the South African Nursing Council. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

**DUTIES**

Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

**ENQUIRIES**

Ms D Ngidi Tel No: (011) 933 9779/0134

**APPLICATIONS**

Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**

Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and
employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 05 April 2019

POST 11/139 : OPERATIONAL MANAGER NURSING GR 1: (GENERAL) REF NO: OMNURSE/CARL/2019/1 (X1 POST)

Directorate: Nursing Management

SALARY : R420 318 per annum (Plus Benefits)

CENTRE : Carletonville Hospital

REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government notice R425/R683 i.e. Diploma/ Degree in General, Psychiatry, Community and Midwife/ Diploma in General Nursing. Proof of current registration with the SANC as Professional Nurse. A minimum of 7 years appropriate /recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Basic computer skills. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Able to develop contacts, build and maintain networks of professional relations in order to enhance service delivery. Display strong leadership abilities and problem-solving skills. Knowledgeable in legal requirements in public health care sector. Ability to take charge and make appropriate independent decisions. Research skills to advise Hospital Management.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing care as directed by the professional scope practice and nursing standards as determined by the facility. Facilitate and oversee the development of operational/business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care. Work as part of the multidisciplinary team to ensure good nursing care. Monitor utilisation of Financial and Human resources. Conduct periodic audits and develop quality improvement plans. Notification of notifiable conditions. Maintain professional/ethical standards and self-development, promoting the image of the nursing profession and the hospital. Provision of effective support to nursing service: do relief duties (calls) as required by the service.

ENQUIRIES : Mr T Moeketsi Tel No: 018 788 1709

APPLICATIONS : Application should be submitted at Carletonville Hospital, Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville,2500.

NOTE : The employer reserves the right to fill or not to fill the post. People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification.

CLOSING DATE : 05 April 2019 16:00 PM

POST 11/140 : CLINICAL PROGRAMME COORDINATOR- GRADE 1 REF NO: ODI/15/03/2019 (X1 POST)

SALARY : R420 318 per annum (plus benefits)

CENTRE : Odi District Hospital

REQUIREMENTS : Basic R425 qualification (D4), Basic R 683 qualification (Professional Nurse) and Basic R254 qualification (midwifery). The above qualifications allowing registration with SANC as a professional Nurse. R212 Nursing Education and administration will be an advantage. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing (current SANC registration needed). Knowledge of Nursing care processes and
procedures, nursing rules, regulations and other relevant legal frameworks. Leadership, organisational, decision making and problem-solving abilities. Conflict handling and counselling skills. Financial and budgetary knowledge relevant to the department. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.

**DUTIES**

Provides and Co-ordinates training development of nursing personnel e.g. establish and identify training/skills needs for nurses. Implement assessment strategies to determine staff competence with provided training e.g. develop assessment tool for presented training. Maintain, monitor and evaluate training for nurses e.g. keep records for training of various categories. Support the mission and promote the image of the hospital e.g. participate in career guidance exhibitions (marketing both the image of nursing and hospital). Liaise with Nursing Colleges or Training Institutions e.g. Exercise control over students. Participate or involved in research projects within the institutions e.g. Assist professional nurses and other categories to do research.

**ENQUIRIES**

Ms. SJ Boshoman Tel. No: (012) 725 2312/2304

**APPLICATIONS**

Applications to be sent to Odi District Hospital, Hand Post and other means of posting delivery to Odi District Hospital, Kilpgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

**FOR ATTENTION**

Ms J Vilakazi Recruitment Section

**NOTE**

The hospital reserves the right to check criminal records of a candidate.

**CLOSING DATE**

05 April 2019

**POST 11/141**

**LECTURER PNDI/PNDII REF NO: REFS/003777 (X4 POSTS)**

Directorate: Nursing Education and Training

**SALARY**

R362 559 – R420 318 per annum (plus benefits) PND I
R445 917 – R581 826 per annum (plus benefits) PND II

**CENTRE**

Ga-Rankuwa Nursing College

**REQUIREMENTS**

**PNDI:** A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R.425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/ Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of 4 years’ appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. Masters in clinical nursing science will be an added advantage. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. A valid driver’s license.

**PNDII:** A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R.425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/ Accoucheur. A minimum of 14 years’ appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife, 10 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the one year post-basic qualification in the relevant specialty. A valid driver’s license. Computer literacy. The following post-basic qualifications will be an added advantage: Clinical Nursing Science, Health Assessment, Treatment and Care, Medical and Surgical Nursing Science, Ophthalmic Nursing, Orthopaedic Nursing, Critical Care Nursing – General, Operating Theatre Nursing, Child Nursing Science, Post Basic Midwifery and Neonatal Nursing Science and Masters in clinical nursing science. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. A valid driver’s license.

**DUTIES**

Facilitate the provision of education and training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students’ competency. Participate in research on nursing education. Exercise control over student nurses.

**ENQUIRIES**

Ms K R Lekgeu Tel No: (012) 560-0448/50
APPLICATIONS: All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag X830 Pretoria 0001 or apply online at www.gautengonline.gov.za. Kindly submit the recent salary advice.

CLOSING DATE: 05 April 2019

POST 11/142: OCCUPATIONAL THERAPIST GRADE 1 REF NO: HRM 18/2019
Directorate: Occupational Therapy

SALARY: R300 828 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: National diploma or degree in Occupational Therapy. Current registration with HPCSA as an Occupational Therapist is compulsory. Appropriate clinical experience in the field of Occupational Therapy in all areas. Good computer skills, communication, supervisory, planning and organizational skills. Ability to work in a multi-disciplinary team.

DUTIES: Rendering comprehensive occupational therapy production services in the field of physical, paediatric and psychiatric conditions. Assist in the management of all resources in the allocated sub-section(s), including supervision, performance management and development of staff. Implement sectional and provincial quality assurance measures in the designated area. Participate in the formulation and review of strategies in allocated area of work as required. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training to allocated Occupational Therapy students as required and contribute to research activities.

ENQUIRIES: Mrs. Thabani Ncwane Tel No: (012) 354 2166
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. HPSCA registration certificate, and proof of payment to the HPSCA 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: 05 April 2019

POST 11/143: CARDIOLOGY CLINICAL TECHNOLOGIST: GRADE 1 - 3 REF NO: HRM 19/2019
Directorate: Clinical Technology Cardiology

SALARY: Grade 1: R300 828 per annum plus benefits
Grade 2: R352 707 per annum plus benefits
Grade 3: R 415 482 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: B-Tech Clinical Technology: Cardiology Degree or Equivalent qualification. Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in the specialized category Cardiology. HPCSA registration must be as an Independent/Private Practice Practitioner Professional person with integrity and ability to perform well under pressure. Self driven, good communication, presentation and interpersonal skills and Computer literate.

DUTIES: Clinical service rendering in a multi-disciplinary Cardiology team. After-hour emergency standby and call-out for emergency procedures. Effectively perform diagnostic and therapeutic procedures on patients. Effectively perform clinical technology quality control procedures, including the management, calibration and sterilization of medical equipment and clinical supplies. Manage medical equipment and clinical supplies, ensuring effective and efficient utilization of resources in the workplace. Supervise and train clinical technology students.

ENQUIRIES: s. MC Louw Tel No: (012) 354 2013
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: 05 April 2019

POST 11/144: FOOD SERVICE WORKER REF NO: HRM 20/2019
Directorate: Administration & Logistics

SALARY: R242 475 per annum (Level 07) plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: A National Diploma in Food Service Management/Food and Beverage Management (3) years HET (level) or a BTech Degree in Food Service Management/Food and Beverage Management (4 years HET level) or relevant qualification. Have at least 5 years relevant Food Service Management experience in a hospital environment. Good relationship, managerial and communication skills. Good report writing skills. Computer literate. Able to handle and work under pressure. High level of reliability. Catering skills. Knowledge of Food Service policies, procedure and Acts and Protocols governing food services. Knowledge and application of National Core Standards and Food Service audits. Knowledge of PFMA and supply chain Regulations. Must have a valid driver's license.

DUTIES: Direct control and administration of Food Service operations and staff in the Food Service unit. Ensuring all procedures are followed at the ordering, receiving, storing and issuing of stock. Ensure production procedures are adhered to and followed during preparation of meals. Involved in menu planning and compiling master orders and give inputs in the departmental budget. Ensure portioning, distribution and serving procedures of meals are adhered to and followed. Ensure that client surveys and plate waste studies are conducted as prescribed and compile report for submission to ASD. Ensure that Hygiene and Occupational Health and Safety measures are adhered to and followed. Responsible for effective Human Resource functions and optimal labour utilisation. Ensure effective usage and management of equipment and give inputs in planning of equipment and utensils. Identify, plan and conduct relevant training for staff. Assist with training of Food Service and Dietetic students. Give inputs in operational plans for food service.

ENQUIRIES: Ms. E. Dreyer Tel No: (012) 354 2315/2092
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: 05 April 2019

POST 11/145: ADMINISTRATION OFFICER (PROCUREMENT) REF NO: REFS/003776
Directorate: Supply Chain Management

SALARY: R242 475 – R285 630 per annum (Level 07) (plus benefits)
CENTRE: Ga-Rankuwa Nursing College
REQUIREMENTS: Grade 12/National Senior Certificate or equivalent qualification with at least five (5) years relevant experience in procurement or an appropriate National Diploma/Degree in Supply Chain Management/ Logistics/Finance. Knowledge and understanding of procurement policies, prescripts and procedures, PFMA, PPPFA, BBBEE, Treasury Regulations, PAS, SCM and contract management. Computer literacy is essential (i.e Excel, Ms word, Outlook, internet and numeric skills). Candidates must have communication skills both verbal and written, problem solving, good interpersonal, initiative skills and team player. Ability to work under pressure and have a valid driver’s license.

DUTIES: Provide efficient procurement services to the institution. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Ensure that all appropriate procedures are followed pertaining to the fair, equitable, transparent, competitive procurement of stock and services. Prepare and provide documentation to the vetting committee on all stock and services prior to procuring. Assist management to implement and maintain procurement systems. Facilitate
availability of demand and procurement plans. Check procurement request in accordance with and in adherence to procurement prescripts (i.e PFMA, PPPFA, BBBEE, PAS and treasury regulations. Utilise supplier date base to achieve BBBEE targets. Maintain proper update of procurement register for requisition made. Prepare monthly procurement reports and monitor against procurement plans. Check and monitor captured requisitions and follow up and expedite purchase orders. Monitor progress of the unit and report to relevant manager. Monitor suppliers’ payments and ensure all GRVs are captured on time. Compile submission, motivation and reports. Attend all queries related to procurement and provide advice and guidance as and when required. Provide guidance and support to end users. Facilitate all contract processes. Update contract management registers. Maintain proper stock controls and monitor stock utilisation. Effectively supervise the stores, order and deliveries. Liaise with asset management department on asset orders placed. Provide training and support to staff in the unit. Monitor, supervise and manage PMDS of staff in the unit. Participate in various college committee and attend meetings and college activities.

ENQUIRIES:  Ms K R Lekgeu Tel No: (012) 560-0448/50
APPLICATIONS:  All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag X830 Pretoria 0001 or apply online at www.gautengonline.gov.za.
CLOSING DATE:  05 April 2019

POST 11/146:  ADMINISTRATION OFFICER (TRANSPORT) REF NO: ODI/14/03/2019 (X1 POST)

SALARY:  R242 475 per annum (Level 07) (plus benefits)
CENTRE:  Odi District Hospital
REQUIREMENTS:  An appropriate recognised Degree/ Diploma in Transport/ Logistics or equivalent qualification with more than 3 years relevant experience or Grade 12 with more than 4 years relevant experience in transport and logistics management. Good supervisory skills, good interpersonal skills, organising skills and time management skills both verbal and writing. Ability to lead, work in a team, to work under pressure and meet deadline. Computer literate with extensive knowledge of Microsoft-Excel, Microsoft Word and PowerPoint, good communication, presentation, interpersonal and co-ordination skills. A valid driver’s license and PDP.

DUTIES:  The successful candidate will be responsible for providing effective and efficient transport and logistics services within the hospital. Supervise the daily activities of the Transport department, including daily allocation of vehicle to drivers for various destinations. Monthly and weekly inspection of state vehicle and compiling of reports. Monthly compilation of driver’s rooster. Monthly reporting on usage of vehicle: GG cars register. Monthly reporting on kilometres travelled and compliance to National Core Standards. Monthly reconciliation of kilometres travelled and petrol consumption. Reporting of accidents to management and 79 GG garage. Ensure maximum utilization of vehicles and implementation of cost control measures. Compile and submit weekly reports for management as and when required. Management of all staff performance and development within the Transport unit. Attend to human resource financial matters, do record keeping and statistics, compile and submit reports. Plan and implement training programs for Transport staff. Fulfil duties as per PMDS contract and job description. Perform any other duties delegated by the line manager.

ENQUIRIES:  Ms. AC Ramolumisi Tel No: (012) 725 2416
APPLICATIONS:  Applications to be sent to Odi District Hospital, Hand Post and other means of posting delivery to Odi District Hospital, Kilpgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

FOR ATTENTION NOTE:  The hospital reserves the right to check criminal records of a candidate.
CLOSING DATE:  05 April 2019
POST 11/147  :  ADMINISTRATION OFFICER (PATIENT AFFAIRS) REF NO: ODI/17/03/2019 (X1 POST)

SALARY :  R242 475 per annum (Level 07) (plus benefits)
CENTRE  :  Odi District Hospital
REQUIREMENTS :  Minimum Diploma/Degree in Public Administration/Public Management or relevant qualification within 3 years relevant experience in Patient Administration and Records or Grade 12 with 5 years' experience in Patient Affairs and Records Management. Knowledge of PAAB / Medicom, UPFS, tariffs. Patient Classification. National core standard, National Archives and Audit. Knowledge of mortuary and Pottering services. Be able to work days shift as a supervisor for Admin and Support service. Skills: Problem solving, good verbal and written communication, report writing, strong Leadership qualities and computer Literacy, good interpersonal skills and ability to work under pressure.

DUTIES :  Supervision. Monitoring and evaluate of operations in all patient Administration units and Records Management. Ensure that patients are classified correctly according to UPFS. Adherence to Admission and discharge legislative prescripts. Maintenance and Management of good patients Records keeping, quality clinical and other records. Assist Revenue Department with Revenue collection. Quality improvement plan, understanding Downtime Management processes and submission to Head Office. Performance evaluation in accordance with HR and LR regulations updating of job descriptions. Submission of Monthly reports. Ensure that Patient Administration departmental meetings and trainings are taking place. Regular attendance of meetings and feedback.

ENQUIRIES :  Mr. TR Maluleke Tel No: (012) 725 2465
APPLICATIONS :  Applications to be sent to Odi District Hospital, Hand Post and other means of posting delivery to Odi District Hospital, Kilpgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

FOR ATTENTION :  Ms J Vilakazi Recruitment Section
NOTE :  The hospital reserves the right to check criminal records of a candidate.
CLOSING DATE :  05 April 2019

POST 11/148  :  LOGISTIC SUPPORT OFFICER REF NO: ODI/18/03/2019 (X1 POST)

SALARY :  R242 475 per annum (Level 07) (plus benefits)
CENTRE  :  Odi District Hospital
REQUIREMENTS :  Grade 12 with 10 years' experience in SCM / Diploma or Degree in Public management / Logistic and purchasing Management with 3 years' experience in the field of SCM. Understanding of Public service legislative framework including Treasury regulations PFMA, PPPFA, BBBEE, PAS Manual, Practice notes, Code of conduct for SCM Practitioners. Contract management and asset management. SAP R/3 will be an added advantage.

DUTIES :  Capturing of RLS01 on SRM system. Verify RLS01. Provide administration support to the Bid Committee. Request quotations from different suppliers, Liaise with Central Office for available and updated the amendment thereof. Fax PO to suppliers, liaise with stakeholders in relation to procurement of goods and services. Ensuring that suppliers are paid for service rendered. Take part in annual and biannual stock taking is conducted. Compile stock taking report. Prepare monthly recons on inventory stock. Monitoring warehouse. Checking of VA10A of VA11A. Attend to SCM and Asset Management. Attend to audit queries. NB: Rotation with the section.

ENQUIRIES :  Ms. O.K Moteme Tel No: (012) 725 2437
APPLICATIONS :  Applications to be sent to Odi District Hospital, Hand Post and other means of posting delivery to Odi District Hospital, Kilpgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

FOR ATTENTION :  Ms J Vilakazi Recruitment Section
NOTE :  The hospital reserves the right to check criminal records of a candidate.
CLOSING DATE :  05 April 2019
POST 11/149 : CHIEF SECURITY OFFICER REF NO: CHBAH 151  
Directorate: Logistics  

SALARY: R242 475 per annum (Level 07) (plus benefits)  
CENTRE: Chris Hani Baragwanath Academic Hospital  

REQUIREMENTS:  
Grade 12 with 10 years' experience in security. A PSIRA Grade B registration certificate. Must be PSIRA registered. Valid driver’s license. Knowledge of the Control of Access to Public Premises and Vehicles Act, PSIRA Act, Criminal Procedure Act, Fire-arms Control Act, Trespass Act Minimum Information Security Standard (MISS), Minimum Physical Security Standard (MPSS), National Core Standard (NCS), Report writing, Interpersonal skills. Ability to deal or manage security related emergencies. Managerial skills. Ability to deal or manage patients and the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Must be able to work under pressure, take initiative, work independently and with a team. Ability to organize, lead and plan. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Must be prepared to work shifts which includes, weekends and public holidays. Should not have a criminal record. Experience in a security environment and a Firearm Competency Certificate will be an added advantage. National Diploma in Security Risk Management will be an added advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.  

DUTIES:  

ENQUIRIES: Mr L.J. Mnisi Tel No: (011) 933-9549  
APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.  

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance
with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**: 05 April 2019

**POST 11/150**: FINANCIAL CONTROLLER

**CENTRE**: Chris Hani Baragwanath Academic Hospital

**SALARY**: R242 475 per annum (plus benefits)

**Requirements**

- Grade 12 with 3 - 5 years' experience in revenue. Computer literacy (Ms Office). Must have experience in MEDICOM, BAS and SAP Systems. Knowledge and understanding of the PFMA, ICD 10 coding, Uniform Patient Fee Schedule, Treasury Regulation and Administrative Procedure Manual. Must be able to plan organize and coordinate the activities of the section. Experience in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. Sound organization skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative and work independently and in a team. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles and Knowledge of Labour Relations processes. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

**DUTIES**

Supervise staff responsible for billing of self-funded, private and externally funded patients in accordance with UPFS system. Responsible for cash and debt management units. Ensuring compliance in terms of banking processes and see to it that all the correspondences needed by the auditors are in place, write offs and payment allocations. Responsible for vendor management in ensuring that bills are settled and followed-up on outstanding payments in accordance with Procedure Manual Part 5. Plan, organize and coordinate the activities of the section. Responsible for the development, evaluation and management of staff to promote productivity. Compile annexure F (Patient Fee Transaction Statement), reconciliation of revenue register receipts and deposit with BAS (Acc.no. 1), account no. 2 (Patient monies), donation reconciliations and other revenue reports. Ensure that revenue target is met. Perform any other reasonable tasks. Maintenance of user-friendly office. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

**ENQUIRIES**: Ms T.C. Mbabane Tel No: (011) 933-8973

**APPLICATIONS**: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance
with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE** : 05 April 2019

**POST 11/151** : HUMAN RESOURCE OFFICER REF NO: CHBAH 160

**Directorate**: Human Resource

**SALARY**: R242 475 per annum (plus benefits)

**CENTRE**: Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**: Grade 12 with 3 - 5 years’ experience in recruitment and selection. Computer literacy (Ms Office). Must have knowledge and experience in Persal Systems. Must be able to plan organize and coordinate the activities of the section. Experience in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. Sound organization skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative and work independently and in a team. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles and Knowledge of Labour Relations processes. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Must be conversant with all legislation pertaining to recruitment and selection procedures e.g. Recruitment and Selection policy Employment Equity Act and Public Service Regulations.

**DUTIES**: Reporting to the Assistant Director the Assistant Director, the incumbent will ensure effective support in recruitment, selection and placement processes in the Department by managing the advertisement of posts and liaising with service provider with regard to the placement of advertisement. Maintain recruitment and selection database. See that applications are received within time frame. Sit in at shortlisting and interviews as an advisor. See that policies and procedures are adhered to. Supervise subordinates. Give statistics on weekly and monthly basis. Coach and support practitioners in their activities. Ensure service level agreement is maintained.

**ENQUIRIES** : Ms M.L. Mazibuko Tel No: (011) 933-8174

**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE** : 05 April 2019
POST 11/152 : ADMINISTRATIVE CLERK (KEYBOARD OPERATOR) REF NO: REFS/003782
(X1 POST)
Directorate: Administration

SALARY : R163 563 – R192 66 per annum (Level 05) (plus benefits)
CENTRE : Ga-Rankuwa Nursing College
REQUIREMENTS : Grade 12/ National Vocational Certificate or equivalent qualification. Advanced computer skills (Excel, Ms Word, Outlook, Internet and PowerPoint.) are essential. A candidate must have a sound communication skills, problem solving. Good interpersonal relations and a team player. Ability to provide customer care. Ability to work under pressure to meet deadlines. A valid driver’s license will be an added advantage.

DUTIES : Provide typing functions, provide general office administrative duties. Effective maintenance of records. Minute taking in various meetings. Sound verbal and written communication. Participate in various college committees, attend meeting and college activities.

APPLICATIONS : All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag X830 Pretoria 0001 or apply online at: www.gautengonline.gov.za

ENQUIRIES : Mrs K R Lekgeu Tel No: (012) 560 0448/50
NOTE : Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. Persons with disabilities will receive preference.

CLOSING DATE : 05 April 2019

POST 11/153 : SECURITY OFFICER REF NO: CHBAH 150
Directorate: Logistics

SALARY : R163 563 – R192 666 per annum (Level 05) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Grade 10 with 5-10 years’ experience or Grade 12 with 2-5 years’ experience. A PSIRA Grade B registration certificate. Must be PSIRA registered. Must have valid driver’s license. Knowledge of the Control of Access to Public Premises and Vehicles Act, PSIRA Act, Criminal Procedure Act, Fire-arms Control Act, Trespass Act Minimum Information Security Standard (MISS), Minimum Physical Security Standard (MPSS), National Core Standard (NCS). Computer skills. Report writing. Interpersonal skills. Ability to deal or manage security related emergencies. Managerial skills. Ability to deal or manage patients and the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Must be able to work under pressure, take initiative, work independently and with deferent teams in the unit. Ability to organize, lead and plan. Must be self-motivated. Must be prepared to rotate and work shifts which includes, weekends and public holidays and be able to attend to security emergencies. Should not have a criminal record. Experience in a security environment and a Firearm Competency Certificate will be an added advantage. Medical surveillance as an inherent job requirement. Ability to act with tact and discretion. Must be self-motivated. Knowledge and application of the Batho Pele Principles, six (6) key ministerial priorities, Patients’ Rights Charter and other key priorities impacting on service delivery.

DUTIES : Ensure the safety of State property, employees, visitors and patients. Compilation of duty rosters. To lead a team of security personnel. Where required, to conduct and address security posting parades. Management of keys. Conduct security threats and risk assessments at his/her area of responsibility. Management of Security Control room activities. Contribute in the development of policies and procedures in the hospital. Assist in the management of the security service provider. Reporting of security breaches internally and to the South African Police Service. Holding of regular meetings with other stakeholders in his or her area of responsibility. Conduct Site inspections. Conduct administrative functions. Maintain and issue security equipment. Where required, conduct security escorting of patients, staff members and medicine to various institutions. Conduct searches
of missing patients in various locations and the provision of reports. Compilation of statements and testify in court. Assist in the management of queues and traffic control. Assist with the management of riots and strikes. Give security or work instructions. Facilitate the clamping of incorrectly parked vehicles. Comply with Security dress code at all times. Implementation and enforcement of security policies and procedures. Contribute in the compilation of weekly reports. Adherence to timelines. Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings as approved by supervisor. Conduct the Performance Management and Development System of subordinates (Contracting, quarterly reviews and final assessment).

ENQUIRIES

Mr L.J. Mnisi Tel No: (011) 933-9549

APPLICATIONS

Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

05 April 2019

POST 11/154

KEYBOARD OPERATING CLERK REF NO: KEYB/KPTH/03/19
Directorate: Nursing Services

SALARY

R163 563 – R192 666 per annum (Level 05) (plus benefits)

CENTRE

Kalafong Provincial Tertiary Hospital

REQUIREMENTS

Grade 12, higher certificate, diploma or degree in Office Assistant / Human Resource / Business Administration / Pubic Management, at least 1 year experience in office Administration/secretary, HR etc, Computer skills (evidence based). Vast knowledge of Public Finance Service related prescripts-Public Service Act; Public Finance Management Act; labour relations Act; Basic Conditions of employment Act; Skills Development Act; Occupational Health and Safety Act and other HR legislations. Skills Required: Good communication skills /verbal and written, report writing skills, coordination skills, Problem solving skills, Complaint management skills.

DUTIES

Implementation of departmental policies, regulations and legislations as well Resolutions. Implement service benefits, appointments; leave administration, terminations and all matters relating to overtime from Nursing services. Ensure coordination of payrolls and physical verification of staff. Execute any other relevant tasks upon instruction by the supervisor and when necessary. Handle nursing clerical and administration issues to optimize workflow of documents to Human Resource Department. Maintain effective records and administration. Uphold the legal requirements of governing documents for nursing services. Maintain all nursing Human Resources records by recording new appointments, resignations, transfers, terminations, changes in job classifications, merit
ENQUIRIES : Ms. M.V. Mathabatha Tel No: (012) 318-6622
APPLICATIONS : Applications must be submitted to: Kalafong 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 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing 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 : 05 April 2019

POST 11/155 : DRIVER REF NO: DRIVER/CARL/2019/2 (X1 POST)
Directorate: Logistic

SALARY : R136 800 per annum (Level 04) (plus benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : Abet Level 4/Grade 10 or equivalent. Code 10/EC1 with PDP, with 2-3 years driving experience. Must be able to work standby shifts, on weekends and public holidays. Must be able to work under pressure. Good interpersonal and communication skills. Must be familiar with the Gauteng surroundings. Ensure that duties are carried out within the set time limits and standard set by the institution.

ENQUIRIES : Mr. V Manyisa Tel No: (018) 788 1802
APPLICATIONS : Applications must be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2499.
NOTE : The employer reserves the right to fill or not to fill the post. Disabled people are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualification to be attached. Failure to do will lead into disqualification.

CLOSING DATE : 05 April 2019 16:00 PM

POST 11/156 : SECURITY OFFICER REF NO: CHBAH 149
Directorate: Logistics

SALARY : R115 437 – R135 981 per annum (Level 03) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
**REQUIREMENTS**

Grade 10 with 0-2 years experience or Grade 12 with no experience. A PSIRA Grade C certificate. Must be PSIRA registered. Knowledge of the Fire-arms Control Act, Control of Access to Public Premises and Vehicles Act, PSIRA Act, Trespass Act. Knowledge in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Must be PSIRA registered. Knowledge of the Firearm Control Act, Control of Access to Public Premises and Vehicles Act, PSIRA Act, Trespass Act. Knowledge in dealing with the public. Ability to organize and plan. Must be self-motivated. Must be prepared to rotate and work shifts which includes, weekends and public holidays. Should not have a criminal record. Experience in a security environment and a Firearm Competency Certificate will be an added advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Ability to act with tact and discretion. Must be self-motivated. Knowledge and application of the Batho Pele Principles, six (6) key ministerial priorities, Patients Rights Charter and other key priorities impacting on service delivery.

**DUTIES**

Protect State property, employees, visitors and patients in the hospital for 24 hours. Access control and searching of both vehicles and pedestrians. Reporting of security breaches. Operate and maintain security equipment. Escort patients, visitors and contractors. Report breaches and defects. Write statements and testify in court. Escort Finance personnel within hospital premises. Switch on and off lights in your area of responsibility. Write and submit reports to the supervisor as soon as possible. Assist with the management of queues; assist with the restraining of patients, conduct hourly patrols, access control and searching of vehicles and persons. Control of traffic on premises. Operate and maintain security equipment. Clamping of incorrectly parked vehicles, provide directions to patients and visitors. Comply with Security dress code at all times. Implementation of security policies and procedures. Adhere to timelines. Perform other duties as allocated by the supervisor. Comply with the Rotation roster. Be willing to undergo continuous training and development programs. Attend Meetings as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

**ENQUIRIES**

Mr. L.J. Mni
Tel No: (011) 933-9549

**APPLICATIONS**

Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**

Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**

05 April 2019
POST 11/157 : PROPERTY CARE TAKER REF NO: PROPERTY/CARL/2019/3 (X1 POST)
Directorate: Logistic

SALARY : R115 437 per annum (Level 03) (plus benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : ABET Level 4 /minimum of grade 10. 0 to 6 months experience in garden maintenance. Good communication and Interpersonal relationship skills. Able to work independently or in a team. Knowledge of Batho Pele Principle. Ability to lead the team. Must have knowledge of Occupational Health and Safety Act (OHS) and must be prepared to work under pressure.
DUTIES : beautification and maintenance of garden. Ensure cultivation, pruning, fertilization and weed control. Maintain neatness of unit areas such as parking areas. Exercise control over suppliers and equipment. Apply measure of poison and fertilizer as instructed. Ensure safe keeping of equipment. Plan and organise daily roster for the team. Assists with other duties as and when requested.

ENQUIRIES : Mrs N Kambule Tel No: (018)7881782
APPLICATIONS : Applications should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500.
NOTE : The employer reserves the right to fill or not to fill the post. People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, Copy of CV, certified copies of ID and Qualifications to be attached. Failure to do will lead into disqualification.
CLOSING DATE : 05 April 2019 16:00 PM

POST 11/158 : CLEANER REF NO: REFS/003775 (X3 POSTS)
Directorate: Administration and Support

SALARY : R96 549 - R113 730 per annum (Level 02) (plus benefits)
CENTRE : Ga-Rankuwa Nursing College
REQUIREMENTS : Grade 10 or ABET Certificate. Grade 12/ National Senior certificate will be an added advantage. Ability to operate cleaning equipment and machines. Ability to work under pressure. Must have good communication skills both verbal and written, good interpersonal relations and a team player.
DUTIES : Cleaning of offices, kitchens, boardrooms and classrooms, Dusting and waxing of office furniture, sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirty bins and basins. Collecting and removing of waste papers freshening the office areas. Safe keeping of kitchen utensils. Refilling hand wash liquid soap, toilet papers, hand towels and refreshners. Cleaning and take care of cleaning equipment’s. Storing and safeguarding cleaning materials and cleaning equipment’s. Relieving each other as and when required. Preparing and serving of breakfast/Lunch for college committee meetings such as College Council, Senate etc. when so required by the management of the college. Washing of college utensils daily. Opening of offices and classrooms in the morning and closing at the end of business. Requisition of cleaning materials through the supervisor.

APPLICATIONS : All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag X830 Pretoria 0001 or apply online at: www.gautengonline.gov.za
ENQUIRIES : Mrs K R Lekgeu Tel No: (012) 560 0448/50
NOTE : Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached.
CLOSING DATE : 05 April 2019

POST 11/159 : PROPERTY CARE TAKER REF NO: PROPERTY/CARL/2019/4 (X1 POST)
Directorate: Logistic

SALARY : R96 549 per annum (Level 02) (Plus Benefits)
CENTRE : Carletonville Hospital
**REQUIREMENTS**
ABET or equivalent qualification. Good communication and interpersonal relationship skills. Able to work independently or in a team. Experience in garden maintenance will be an added advantage.

**DUTIES**
Beautification and maintenance of garden. Ensure cultivation, pruning, fertilization and weed control. Maintain neatness of unit areas such as parking areas. Exercise control over suppliers and equipment. Apply measure of poison and fertilizer as instructed. Ensure safe keeping of equipment. Assists with other duties as and when requested.

**ENQUIRIES**
Mrs N Kambule Tel No: (018)7881782

**APPLICATIONS**
Applications should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500.

**NOTE**
The employer reserves the right to fill or not to fill the post. People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, Copy of CV, certified copies of ID and Qualifications to be attached. Failure to do will lead into disqualification. The employer reserves the right to fill or not to fill the post.

**CLOSING DATE**
05 April 2019 16:00 PM

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**PROVINCIAL TREASURY**

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

**APPLICATIONS**
Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

**CLOSING DATE**
05 April 2019

**NOTE**
Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(s) (no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Please use Circular post number as a reference number.
MANAGEMENT ECHELON

POST 11/160 : DIRECTOR: RISK AND COMPLIANCE AUDIT
(5 Year Fixed Term Contract)
Directorate: Gauteng Audit Services

SALARY : R1 005 063 per annum (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Should be in possession of a relevant B.Com Degree or equivalent (NQF Level 7).
A professional qualification e.g. CIA/CA qualification would be an added advantage. At least seven years’ experience in internal audit with five years middle or senior management experience required.

DUTIES : Client relations management. Preparation of a strategic “business plan” for the subunit taking technical, human resource, administrative and financial aspects into consideration. Compile an audit coverage plan and three year rolling plan for each department in the sub unit, agree the plans with the Accounting Officer of the department and obtain Audit Committee approval of the audit plans. Management of a long-term strategic risk based audit plan based on sub unit specific audit strategies. The strategic plan should be based on a formalised plan to address the risk identified by risk assessments of the departments. Quarterly review of long-term plans – achievements, amendments, etc. will be done. Liaising with and reporting to the Audit Committees. Detailed knowledge of the Public Finance Management Act (PFMA) other relevant legislation. Knowledge of international developments and standards in these areas.

ENQUIRIES : Ms Bulelwa Mtshizana Tel No: 011 227-9000