

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 13/53</u>	:	<u>DEPUTY MANAGER NURSING</u> Directorate: Nursing Re-Advertisement (applicants who previously applied are encouraged to reapply)
<u>SALARY</u>	:	R801 918 – R902 550 per annum (All inclusive)
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Diploma/ Degree in Nursing accredited with SANC in terms of R425 or equivalent qualification that allows registration with SANC as a Professional Nurse. Minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate recognisable experience at Management level. In depth knowledge and insight into NCS, Six Key Priorities, Infection Prevention & Control Good communication, presentation, facilitation & analytic skills and report writing skills.
<u>DUTIES</u>	:	Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information system to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilise resources in accordance with relevant directives and legislation: Oversight the accreditation programme for the hospital in line with NCS & IPC Programmes. Effective management of Human and Material Resources in line with PFMA. Liaise and collaborate with linked/associated Nursing Colleges. Coordinate & Support the implementation of LEAN Management System.
<u>ENQUIRIES</u>	:	Mr. G.J Dube Tel No: (011) (011) 411 3531
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current SANC receipt. Certification should not be older than three months. 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 of 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. Leratong Hospital 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).
<u>CLOSING DATE</u>	:	23 April 2019 (at 12h00 PM)

<u>POST 13/54</u>	:	<u>DEPUTY DIRECTOR: ADMIN</u> Directorate: Cooperate service Re-Advertisement (applicants who previously applied are encouraged to reapply)
<u>SALARY</u>	:	R697 011 – R821 052per annum (All inclusive)
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	A recognized 3 years Bachelor's degree or National Diploma in Public Management, Public Management and Administration or Public Administration with at least 3 Years' experience in management position or Grade 12 certificate 5-10 years' experience in management position. Candidates with Hospital Management experience will be added advantage. Strong management leadership skills and the ability to interpret and implement policies, directives and guidelines of the Gauteng Department of Health. Excellent verbal and written communication skills with good interpersonal skills. Negotiation, team building, conflict and problem solving skills. Must have the understanding of the hospital corporate management as well as the following administrative, support and logistics. Ensure proper implementation and compliance to the Public Finance Management Act, 1999; HR Policies and other relevant statutory prescriptions. Prepared to work under pressure and stressful situations. Must have at least code 08 driver's license and be computer literate.
<u>DUTIES</u>	:	Will be responsible for overall management of the administration and support departments in keeping with the legislative framework, delegation and total quality management. Facilitate and monitor implementation of strategic Plan, Operational Plan and Quarterly Reviews in the institution. Maintain sound financial and budgetary process to ensure the adherence of the Hospital statutory responsibilities in the PFMA. Adherence to procurement, asset and facility management procedure. Comply with Supply Management, provisioning administration and BBBEE requirements. Ensure that system are in place for the continuous maintenance of the Hospital. Ensure effective utilization of human resources, corporate governance. Liaise with stakeholders to establish sound hospital/community relationship. Ensure proper record keeping through the utilization of paper based and electronic systems. Ensure information risk management, security and protocols are implemented and adhered to.
<u>ENQUIRIES</u>	:	Mr. G.J Dube Tel No: (011) (011) 411 3531
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current SANC receipt. Certification should not be older than three months. 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 of 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. Leratong Hospital 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).
<u>CLOSING DATE</u>	:	23 April 2019 (at 12h00 PM)
<u>POST 13/55</u>	:	<u>ASSISTANT MANAGER SURGICAL</u> Directorate: Nursing Re-Advertisement (applicants who previously applied are encouraged to reapply)
<u>SALARY</u>	:	R532 449 – R617 253 per annum
<u>CENTRE</u>	:	Leratong Hospital

<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing accredited with SANC in terms of R 425 or equivalent that allows registration with S.A.N.C as a Professional General Nurse. Senior Certificate. Minimum 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General. Nursing at least 3years of the above must be appropriate and recognizable experience at management level.
<u>DUTIES</u>	:	Provide effective leadership and supervision in line with all relevant prescripts & legislation. Delegate, supervise and coordinate the provision of effective and efficient nursing care to patients/ service users in the area of function in line with Department mandates. Initiate and participate in health promotion to ensure consistent communication of relevant accurate comprehensive information on health care. Develop, establish and maintain constructive working relationships with nursing and timeous redress of gaps and clinical SOP's. Participate in the analysis, formulation and implementation of nursing guidelines periodically, Human Resource Management using the Lean management methods. Monitor and ensure utilization of financial resources. Ensure compliance with National Core Standards- efficient management of equipment and consumables through daily status sheet driven oversight rounds. Compliance with Performance Management and Development System. Implemented relevant recommendations and priorities of the National Strategic plan for Nurse Education, Training and Practice. A deliverogy and department recovery implementation plan. Ensure effective communication in designated unit.
<u>ENQUIRIES</u>	:	Mrs M. Khoza Tel No: (011) 411 3502
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current SANC receipt. Certification should not be older than three months. 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 of 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. Leratong Hospital 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).
<u>CLOSING DATE</u>	:	23 April 2019 (at 12h00 PM)
<u>POST 13/56</u>	:	<u>ASSISTANT MANAGER QUALITY ASSURANCE</u> Directorate: Nursing Re-Advertisement (applicants who previously applied are encouraged to reapply)
<u>SALARY</u>	:	R532 449 – R617 253 per annum
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Basic Diploma/Degree accredited with the SANC in terms of R425 or equivalent qualification that allows registration with SANC as a professional Nurse. A minimum of 08 years appropriate/recognised experience in nursing after registration as professional Nurse with SANC in General Nursing. At least 3 years of the above must be appropriate and recognisable experience at management level. Report writing and Communication skills.
<u>DUTIES</u>	:	Encourages and co-ordinate the activities of the quality assurance programmes. Manages a programme of customer care in the hospital which entails complaints management, client satisfaction. Manage the accreditation programme for the hospital in line with the NCS. Manage the clinical audit system which will include reporting and investigation of SAE's, mortality and morbidity meetings. Liaise with

central and regional office quality management matters. Prepare and present quality improvement report to CEO. Monitor evaluate compliance with N.C.S and implementation of LEAN based quality improvement plans. Effective management of Human and Material Resources in line PFMA. Oversight of infection prevention and control programme.

**ENQUIRIES
APPLICATIONS**

: Mrs M. Khoza Tel No: (011) 411 3502
: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTE

: Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current SANC receipt. Certification should not be older than three months. 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 of 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. Leratong Hospital 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

: 23 April 2019 (at 12h00 PM)

POST 13/57

ASSISTANT MANAGER TRAINING AND DEVELOPMENT

Directorate: Nursing

Re-Advertisement (applicants who previously applied are encouraged to reapply)

**SALARY
CENTRE
REQUIREMENTS**

: R532 449 – R617 253 per annum

: Leratong Hospital

: Basic Diploma/Degree accredited with the SANC in terms of R425 or equivalent qualification that allows registration with SANC as a professional Nurse. Minimum 8 yrs. appropriate/recognised experience in nursing after registration as professional Nurse with SANC in General Nursing. At least 3 yrs. of the above must be appropriated and recognisable experience at management. Computer literacy with ability to apply computer technology and programmes. Communication, Supervisory, report writing, facilitation & presentation skills. Analytic thinking & organizational skills. Ability to work in a Team.

DUTIES

: Support implementation of relevant recommendations and priorities of the National Strategic Plan for Nurse Training and Practice. Conduct skills audit & training needs analysis. Delegate, supervise & coordinate the provision of Training & Development that improves level of competence. Oversee CPD Implementation. Co-ordinate and manage all training activities in the Institution which include development of training materials & manuals aligned to relevant training needs. Co-ordinates study leave applications in line with Policy. Align clinical training & Human Resource Department issues to the Departmental strategic. Co-ordination of Human Resources issues and documents Management between Nursing Management and HR. department i.e. leaves claims for payments of overtime and allowances. PMDS Personal Documents e.g. (certificates, etc. Miscellaneous correspondence to HR. Facilitate Recruitment and terminations between Nursing Management and HR department. Allocation of Nursing Staff to various departments including community Services Professional Nurses. Facilitate Nursing Agency processes to mitigate and shortage of nursing staff. Participate in verification of staff in monthly pay roll meetings. Provide direction & support with regard to strategic issues, supervision & Development and implementation of policies. Establish, maintain & participate inter-professional and multidisciplinary team work that promotes effective & efficient patient care. Manage & utilize Resources in accordance with legislation. Attend meetings & updates relating to

- HRD, LMSD & Nursing Colleges. Submission of reports & statistics to relevant areas.
- ENQUIRIES** : Mrs M. Khoza Tel No: (011) 411 3502
- APPLICATIONS** : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
- NOTE** : Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current SANC receipt. Certification should not be older than three months. 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 of 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. Leratong Hospital 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** : 23 April 2019 (at 12h00 PM)
- POST 13/58** : **ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)**
- SALARY** : R532 449 per annum (Plus benefits)
- CENTRE** : Medunsa Oral Health Centre
- REQUIREMENTS** : Basic R425 qualification in nursing, degree/diploma in general nursing, Diploma in nursing administration. Nursing education will be an added advantage. Minimum of 8-years appropriate/recognizable experience as professional nurse with South African nursing council in General Nursing. At least 3-years of the period referred above must be appropriate / recognizable experience at management level in hospital situation. Proof of paid up SANC 2018 receipt, proof of service records. Computer literacy (MS Excel, MS Outlook, MS PowerPoint), driver's 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, Patients' Rights charter, Batho Pele Principles, Public Service Regulations, Labour relations act, disciplinary code and procedure, Grievance Procedure, etc. Skills: Leadership, Organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to Nursing Care. Personal responsiveness, pro-activeness, professionalism, accuracy, flexibility, Initiative, cooperation, Team Player, Supportive and Assertive.
- DUTIES** : Delegate, supervise and coordinate provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (Inter-Professional inter-sectorial and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and Procedures. Monitor and ensure proper utilization of human resources, Financial and physical resources. Manage human Resources.
- ENQUIRIES** : Ms MM Leballo Tel No: (012) 521 4909
- APPLICATIONS** : can be hand delivered to Medunsa Oral Health Centre HR L5. Human Resource Department, Room S531 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 000
- NOTE** : Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications. People

with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 23 April 2019

POST 13/59 : **ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH PRACTITIONER REF NO: EHD2019/04/07**
 Directorate: Health Programmes
 Re- Advertisement (Applicants who previously applied are advised to re-apply as their previous applications will not be considered)

SALARY : R517 326 – R574 158 per annum (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : B. tech or Diploma in Environmental Health. Registration with the HPCSA in the Environmental Health Profession. A valid driver's license is essential. A minimum of 05 years appropriate/recognizable experiences after registration with HPCSA as an Environmental Health Practitioner of which 3 years must be appropriate experience in management. Good interpersonal relationship skills. Good communication skills.

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

ENQUIRIES : Ms T.G Marumolo Tel No: (011) 876 1825
APPLICATIONS : to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
FOR ATTENTION : Human Resource Manager
NOTE : People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 26 April 2019

POST 13/60 : **CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: EHD 2019/04/06**
 Directorate: Rehabilitation

SALARY : R466 119 - R517 326 per annum (Plus benefits)
CENTRE : Nokuthela Ngwenya CHC
REQUIREMENTS : Degree in Occupational Therapy. A minimum of 3years appropriate experience in Occupational Therapy post Community Service. Registration with HPCSA as an independent Occupational Therapy practitioner. Proof of current registration as an

<u>DUTIES</u>	:	Occupational Therapist with HPSCA. Applicants should have experience in working in a multidisciplinary team and community-based rehabilitation. Demonstrate the ability to use Health information for planning. The applicant must possess the ability to work under pressure. Ability to lead a team to implement strategy in daily operations to achieve outcomes set. The applicant should be able to take initiatives, work under pressure and possess problem-solving skills. Knowledge of relevant departmental policies and legislations like labour relations act etc. An understanding of data management systems, good communication skills and writing skills. A valid driver's license and computer literacy are essential. Render an Occupational Therapy service (including promotion and prevention campaigns) in allocated area that complies with the standards and norms as indicated by Health policies. Participate and implement quality assurance measures in own areas of work. Develop and implement strategies in Occupational Therapy services as required. Undertake management and administration tasks as required. Oversee allocated Human and financial resources and participate in continuous professional development programs (CPD). Comply with the Performance Management and Development System (PMDS: contracting, quarterly reviews, and annual assessments). Implement relevant departmental policies and legislations. Be part of the PHC team. Ensure effective communication and data management systems within the unit. The candidate should be part of PHC team.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms KR Maluleke Tel No: 011 876 1776
<u>FOR ATTENTION NOTE</u>	:	to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Human Resource Manager
<u>CLOSING DATE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, 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). Relevant service certificates, certified driver's license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. Driving skills will be evaluated.
<u>POST 13/61</u>	:	26 April 2019
<u>SALARY CENTRE REQUIREMENTS</u>	:	<u>CLINICAL PROGRAMME COORDINATOR</u> Directorate: Nursing
<u>DUTIES</u>	:	R459 294 - R473 067 per annum (plus benefits) Pholosong Hospital Basic nursing Diploma/Degree as a Professional Nurse registered with the SANC. A minimum of 7 years recognisable experience after registration as a Professional Nurse. Have experience in infection Control and Prevention Activities. Have short courses in (epi) Expanded Programme Immunization Certificate in Infection control and prevention will be an advantage. Team building and good interpersonal skills in necessary. Certificate, EPI certificate will be an added advantage. Computer literacy. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SA Nursing Council in General Nursing. Computer literacy will be an added advantage.
<u>DUTIES</u>	:	Implement all infection Control Prevention Programme in the hospital. Prepare for infection control in service training according to outbreaks and risks of infections identified and report appropriately. Give inputs to his/her immediate Supervisor about facility compliance to infection principles. Collect and coordinate data weekly and monthly on infection immediately to deliverables. Notify all communicable

diseases outbreaks immediately to manage and inform management and district coordinator. Compile operational plans institutionally.

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

APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID And certificate of qualifications to Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 Or apply online at: www.gautengonline.gov.za

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

CLOSING DATE : 26 April 2019

POST 13/62 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: EHD2019/04/01**
Directorate: HAST

SALARY : R444 276 – R500 031 per annum (plus benefits)

CENTRE : Ekurhuleni Health District (ESDR)

REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing that allows registration with SANC. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. Evidence of current registration with SANC. Supervisory experience will be an added advantage. A valid driver's license Experience in TB, HIV and AIDS and TB programme management. Ability to work under pressure, presentation and report writing skills. Computer literacy.

DUTIES : Implementation of the HAST Strategic plan in line with the 90 90 90, HIV and TB strategy. Improving access to HIV and TB services through routine HCT, TB screening. GeneXpert and PCR. Implementing quality assurance to the HIV and TB programme to ensure sustained treatment viral suppression and cure rates. Liaison with HIV partners and Municipality to improve service delivery. Implementation of integrated Health information systems for ART, HCT, Pre-ART and TB on Tier.net. Community mobilisation and NGO support with focus on key populations. Conducting quarterly reviews for performance monitoring at sub district. Manage human, financial and physical resources for HAST at sub district and prepare source documentation for audit purposes. Report writing. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms S.A Motloutng Tel No: (011)876 1820

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

FOR ATTENTION : Human Resource Manager

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, 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). Relevant service certificates, certified driver's license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 26 April 2019

POST 13/63 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: EHD2019/04/02**
Directorate: HAST

SALARY : R444 276 – R500 031 per annum (plus benefits)

CENTRE : Ekurhuleni Health District (SSDR)

REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing that allows registration with SANC. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. Evidence of current registration with SANC.

		Supervisory experience will be an added advantage. A valid driver's license Experience in TB, HIV and AIDS and TB programme management. Ability to work under pressure, presentation and report writing skills. Computer literacy.
<u>DUTIES</u>	:	Implementation of the HAST Strategic plan in line with the 90 90 90, HIV and TB strategy. Improving access to HIV and TB services through routine HCT, TB screening. GeneXpert and PCR. Implementing quality assurance to the HIV and TB programme to ensure sustained treatment viral suppression and cure rates. Liaison with HIV partners and Municipality to improve service delivery. Implementation of integrated Health information systems for ART, HCT, Pre-ART and TB on Tier.net. Community mobilisation and NGO support with focus on key populations. Conducting quarterly reviews for performance monitoring at sub district. Manage human, financial and physical resources for HAST at sub district and prepare source documentation for audit purposes. Report writing. Perform all other duties delegated by Supervisor/Manager.
<u>ENQUIRIES</u>	:	Ms S.A Motloutng Tel No: (011)876 1820
<u>APPLICATIONS</u>	:	to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, 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). Relevant service certificates, certified driver's license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
<u>CLOSING DATE</u>	:	26 April 2019
<u>POST 13/64</u>	:	<u>OPERATIONAL MANAGER GRADE 1 – GRADE 2 REF NO: 003791 (X1 POST)</u> Directorate: Nursing Services
<u>SALARY</u>	:	Grade 1: R420 927 – R473 067 per annum (all-inclusive package) Grade 2: R487 266 – R548 436 per annum (all-inclusive package)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification accredited with SANC in terms of Government Notice 425, i.e. diploma/degree in nursing as a professional nurse. Seven years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing. Verified proof of experience in nursing, service certificate to be attached. Strong leadership, good communication and sound interpersonal skills are necessary. Proof of South African nursing council annual practice receipts for 2019. Knowledge: An understanding of all Nursing Legislation and Health Act.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and evaluation thereof. Provide relevant information to health care users to assist in achieving optimal health care. Maintain constructive working relationships with nursing and other stake holders i.e. interprofessional and multidisciplinary team work. Participate in the analysis, formulation and implementation of nursing guidelines, practices and standard operating procedures. Manage and monitor proper utilization of resources for human, financial and physical resources. Maintain professional growth and ethical standard and development of self and subordinates.
<u>ENQUIRIES</u>	:	Ms S Mahlangu Tel No: (012) 841 8490

<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, or posted to Private Bag X0032, PO Rethabile 0122. Or apply online at www.gautengonline.gov.za .
<u>NOTE</u>	:	Applications must be submitted on a z83 form, certified copies of ID and Qualifications to be attached. suitable candidates will be subject to security screening and vetting process. Successful candidates will undergo a medical surveillance.
<u>CLOSING DATE</u>	:	26 April 2019
<u>POST 13/65</u>	:	<u>OPERATIONAL MANAGER NURSING: GENERAL MEDICAL WARD (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R420 318- R473 067 per annum (plus benefits)
<u>CENTRE</u>	:	Pholosong Hospital
<u>REQUIREMENTS</u>	:	A basic qualification accredited with the SANC in terms of Government Notice 425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SA Nursing Council in General Nursing. Computer literacy will be an added advantage.
<u>DUTIES</u>	:	Coordination of optimal, holistic nursing care provided within set standards and professional/Legal framework, Manage effectively the supervision and utilization of resources .Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development
<u>ENQUIRIES</u>	:	Ms KF Mabuza Tel No: (011) 812 5000
<u>APPLICATIONS</u>	:	Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 or apply online at: www.gautengonline.gov.za
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. The institution reserves the right not to fill the post.
<u>CLOSING DATE</u>	:	26 April 2019
<u>POST 13/66</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (QUALITY ASSURANCE)</u> Directorate: Quality Assurance
<u>SALARY</u>	:	R420 318 - R473 067 (plus benefits)
<u>CENTRE</u>	:	Medunsa Oral Health Centre
<u>REQUIREMENTS</u>	:	Grade 12. A basic R425 qualification which allows registration with SANC professional Nurse. A qualification in Quality Assurance or minimum of 5 years' experience in Quality Assurance. A qualification in management will be a recommendation. Valid driver's license. Advanced computer literacy. Experience: Minimum of 8 years appropriate/ recognisable experience in nursing after registration with SANC in general nursing. Years of experience as contained in the OSD Annexure A. At least 3 years of the abovementioned period must be at managerial level.
<u>DUTIES</u>	:	Liaise with all relevant departments to promote Quality Assurance. Continuous monitoring and evaluation of clinical file audits. Monitoring and evaluation of Quality Improvement Projects. Outside stakeholder surveys for Pharmacy, Outpatients and Central Admissions. Coordinate National Core standards and other related audits. Supervision of Occupational Health & Safety and Environmental Health unit. Supervision of Infection Control and Monitoring & Evaluation units. Compile and distribute posters and pamphlets regarding Quality Assurance. Conduct yearly National patient satisfaction survey. Management of patients/ client's complaints and serious adverse events.
<u>ENQUIRIES</u>	:	Ms MM Leballo Tel No: (012) 521 4909
<u>APPLICATIONS</u>	:	can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S531 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001
<u>NOTE</u>	:	Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the SANC

CLOSING DATE : 23 April 2019

POST 13/67 : **PROFESSIONAL NURSES SPECIALTY: CRITICAL CARE, THEATRE, TRAUMA AND CHILD NURSING SCIENCE REF NO: HRM 23/2019**
Directorate: Nursing

SALARY : PN-B1 PN-B2 R383 226 - R471 333 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : PN-B1 Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse. A post basic qualification with the duration of at least 1 year accredited with the SANC in terms of Government notice No R212 in Specialty. A minimum of 4 (Four) years appropriate /recognizable experience as Professional Nurse after registration with the SANC in General Nursing Strong leadership, good communication and sound interpersonal skills are necessary. Verified proof of experience. PN-B2 Grade 12, Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration, with the SANC as a Professional Nurse plus a post-basic nursing qualification, with duration of at least one year accredited with the SANC in terms of Government Notice No R 212 in the relevant Specialty. A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post-basic qualification in the relevant Specialty. Service certificates compulsory. South African Nursing Council annual practicing certificate.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional legal framework. Effective utilization of human, material and service resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth /ethical standards and development of self and subordinates.

ENQUIRIES : Mrs. AM Mowayo Tel No: (012) 354 1300
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 23 April 2019

POST 13/68 : **ASSISTANT DIRECTOR: HUMAN RESOURCE**
Directorate: Human Resource

SALARY : R356 289 – R419 679 per annum (plus benefits)
CENTRE : Medunsa Oral Health Centre
REQUIREMENTS : Applicants must be in possession of National Diploma/degree in Human Resource management. At least a minimum of 8 years' experience in HRM 3 years in supervisory level is recommended. Candidate must at least have the following Persal certificates (Introduction to Persal, leave Administration, Staff Establishment, Salary Administration and Personnel Administration). Knowledge of the Public Service Act: Public Finance Management Act and other public service acts, regulations and prescripts. Knowledge and application of labour relations Act: Basic Condition of Employment Act; Skills Development Act; Occupational Health and Safety Act and other HR Legislations. Strong leadership, problem Solving Skills, strategic planning and management. Sound human resources budget management skills are recommended.

DUTIES : Manage and render effective Personnel Administration, Salary Administration Leave Administration and Staff Establishment. Monitor recruitment and selection process, terminations, leave (including PILIR); overtime; Performance management and other HR related tasks. Knowledge of Risk Management and NCS .Render support to the CEO office. Help with labour related issues.

ENQUIRIES : IS Makgatho Tel No: (012) 521 5869

APPLICATIONS : can be hand delivered to Medunsa Oral Health Centre HR L5. Human Resource Department, Room S531 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001

NOTE : Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 23 April 2019

POST 13/69 : **ASSISTANT DIRECTOR REF NO: 003793 (X1 POST)**
Directorate: Supply Chain Management

SALARY : R356 298 per annum (Level 09) (plus benefits)

CENTRE : Mamelodi Regional Hospital

REQUIREMENTS : An appropriate 3-year Degree/National diploma or equivalent qualification in purchasing/ supply chain management/logistic management/any relevant qualification. A minimum of 5 years experiences in SCM of which 3 years should be supervisory level/Grade 12 with extensive 10 years' experience which 5 years should be supervisory level. Knowledge and understanding of the PFMA, PPPFA, and treasury regulations supply chain management framework Act strong analytical skills. Good interpersonal skills. Excellent and written communications skills. Strategic leadership skills, change management. HR management and people management skills. Planning organizing and customer relationship management skills. Computer literacy skills. Good problem-solving skills. Decision making skills. A valid driver's license. Experience in Health system will be an added advantage.

DUTIES : Manage Supply Chain Management by coordinating and supervising the developments and applications of all elements within SCM and establishment of operational directions of the SCM components to ensure alignments with the operational plan of the institution. Lead SCM team that renders services in Demand. Acquisition and logistics management. Conduct need analysis and industrial analysis. Manage risk within the component. Ensure that the requirements are link to the budget and the strategic objectives. Compile demand and procurement plan. Prepare reports for hospital management. Participate in various committees within the hospital. Represent the hospital in various forums. Ensure compliance with the national core standards. Ensure compliance of 30 days payment. Assists the hospital to acquire a clean audit.

ENQUIRIES : Ms Leshabane Tel No: 012 841 8387

APPLICATIONS : to be sent to Human Resources, Mamelodi Hospital, Private Bag X0032, Rethabile, Mamelodi East, 0122 or hand deliver to 19472 Serapeng Street, Tsamaya Road, Mamelodi East, or submit on line at www.gautengonline.gov.za. Resources – Recruitment section.

FOR ATTENTION : Mr V Nakene Tel No: 012 841 8387

NOTE : Applications should include Z83, CV, Certified copies of ID and Qualifications.

CLOSING DATE : 26 April 2019

POST 13/70 : **OCCUPATIONAL THERAPIST GRADE 1 – GRADE 3 REF NO: EHD2019/04/03**
Directorate: Rehabilitation

SALARY : Grade 1: R317 976 – R361 872 per annum (Plus benefits)
Grade 2: R372 810 – R426 291 per annum (Plus benefits)
Grade 3: R439 164 – R532 959 per annum (Plus benefits)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Appropriate qualification(degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as an Occupational Therapist. **Grade 1:** No experience required after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with

the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. A valid driver's license is essential.

DUTIES : Render effective patient centered occupational therapy service in a clinic and community setting in adherence to the scope of practice and health protocols. Relieve as and when the need arises, and to work closely with the multidisciplinary team members. Carry out delegated duties. Participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at facility level. Adhere to provincial, District and Clinic policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the District. Communicate effectively with all stakeholders. Exercise safeguarding of all consumables and equipment.

ENQUIRIES : Ms. Katekani Maluleke Tel No: (011) 876 1776

APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, 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). Relevant service certificates, certified driver's license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 April 2019

POST 13/71 : **PHYSIOTHERAPIST GRADE 1 – GRADE3 REF NO: EHD2019/04/04**
Directorate: Rehabilitation

SALARY : Grade 1: R317 976 – R361 872 per annum (Plus benefits)
Grade 2: R372 810 – R426 291 per annum (Plus benefits)
Grade 3: R439 164 – R532 959 per annum (Plus benefits)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Appropriate qualification (degree)that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. **Grade 1:** No experience required after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. A valid driver's license is essential.

DUTIES : Render effective patient centered physiotherapy service in a clinic and community setting in adherence to the scope of practice and health protocols. Relieve as and when the need arises, and to work closely with the multidisciplinary team members. Carry out delegated duties. Participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at facility level. Adhere to provincial, District and Clinic policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management.

	:	Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the District. Communicate effectively with all stakeholders. Exercise safeguarding of all consumables and equipment.
<u>ENQUIRIES</u>	:	Ms. Katekani Maluleke Tel No: (011) 876 1776
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, 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). Relevant service certificates, certified driver's license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	26 April 2019
<u>POST 13/72</u>	:	<u>SPEECH THERAPIST AND AUDIOLOGIST (DUAL) GRADE 1 – GRADE 3 REF NO: EHD2019/04/05</u> Directorate: Rehabilitation
<u>SALARY</u>	:	Grade 1: R317 976 – R361 872 per annum (Plus benefits) Grade 2: R372 810 – R426 291 per annum (Plus benefits) Grade 3: R439 164 – R532 959 per annum (Plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist. Grade 1: No experience required after registration with the HPCSA as a Speech Therapist and Audiologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as a Speech Therapist and Audiologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as a Speech Therapist and Audiologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. A valid driver's license is essential.
<u>DUTIES</u>	:	Render effective patient centered speech therapy and audiology services in a clinic and community setting in adherence to the scope of practice and health protocols. Relieve as and when the need arises, and to work closely with the multidisciplinary team members. Carry out delegated duties. Participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at facility level. Adhere to provincial, District and Clinic policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the District. Communicate effectively with all stakeholders. Exercise safeguarding of all consumables and equipment.
<u>ENQUIRIES</u>	:	Ms. Katekani Maluleke Tel No: (011) 876 1776
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, 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). Relevant service certificates, certified driver's license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 April 2019

POST 13/73 : **ORAL HYGIENIST GRADE 1**
Directorate: Community Dentistry

SALARY CENTRE REQUIREMENTS : R300 828 – R342 357 per annum (including benefits)
Medunsa Oral Health Centre

REQUIREMENTS : Degree or Diploma in Oral Hygiene (BOH or Dip OH), registration with Health Professions Council of South Africa (HPCSA) as an Oral Hygienist, proof of current registration with the HPCSA and a copy of the expanded functions certificate. Experience in teaching and training, valid driver's license. Ten years' experience as an Oral Hygienist. Experience in working in Rural Institutions e.g. Clinics, Community health Centres or District Hospitals.

DUTIES : The incumbent will actively participate in all community-based Services/programmes held in every sub-district. The incumbent will render clinical services within their scope of practice in the clinics, dental mobile, institutions, and hospitals and perform the required administrative duties. Ensure implementation of the Oral Health Strategy. Provide training to other Health workers and the community. Perform any other task as delegated by Manager.

ENQUIRIES APPLICATIONS : Prof DP Motloba Tel No: (012) 521 4848
can be hand delivered to Medunsa Oral Health Centre HR L5. Human Resource Department, Room S531 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001

NOTE : Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 23 April 2019

POST 13/74 : **HUMAN RESOURCE OFFICER REF NO: HRM 24/2019**
Directorate: Human Resource Management
This is a re-advertisement. It was previously advertised in circular 50 of 2018 and those who have applied previously should re-apply.

SALARY CENTRE REQUIREMENTS : R275 508 per annum plus benefits
Steve Biko Academic Hospital

REQUIREMENTS : An appropriate NQF level 6 in Human Resources with 3-5 year's relevant experience in the field. Provide proof managerial experience in the area or combination thereof. A demonstrated ability to provide leadership on HR practices and Administration. The ability to develop, monitor and evaluate Skills development legislation, HR policies and procedures. The ability to interpret and analyze HR data. Experience in developing reports and presenting them to management. Demonstrate experience in managing PERSAL and drawing reports. Ability to manage staff, work independently, adhere to strict deadlines. Job knowledge: Knowledge of PERSAL systems. Knowledge of the Public Services Act, the Public Finance Management Act, Treasury Regulation, Resolution of PSCBC, PILIR, Performance Management and Development processes, Public

		Service Regulations, Labour Relations Act, Employment Equity Act and other HR legislation and prescript. Competences required: problem solving and analysis, people management. Good communication skills (verbal and non-verbal), report writing skills, negotiation, teambuilding, problem solving, conflict resolution) and ability to work under pressure. Excellent ethics demeanor. Knowledge of employee relations and experience of National Core Standards will be an added advantage. Computer literacy is essential. A valid driver's license.
<u>DUTIES</u>	:	Monitor and coordinate Recruitment and Selection processes including procedure on recruiting foreigners. Implement and execute effective Human Resource functions. Manage and update staff establishment, databases to assist the HRIM section. Formulate advertisements internally and externally. Coordinate and manage employment equity, render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support performance of subordinates. Allocate and control delegated work, provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Implement National Core Standards file and update it regularly. Implement and monitor Personnel and salary policies and procedures. Implementation and monitor appointments; transfers; translations; overtime (normal and commuted); allowances GEHS; Terminations i.e. Pensions; OSD implementation.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. M Ntseke Tel No: (012) 354 5359-5396
	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	23 April 2019
<u>POST 13/75</u>	:	<u>PROFESSIONAL NURSE (ADVANCED MIDWIFERY, NEONATOLOGY) GRADE 1 – GRADE 2 REF NO: 003790 (X2 POSTS)</u> Directorate: Nursing Services
<u>SALARY</u>	:	Grade 1: R262 559 – R420 318 per annum (all-inclusive package) Grade 2: R445 917 – R548 436 per annum (all-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Mamelodi Regional Hospital
	:	Basic R425 or R683 qualification with midwifery (Diploma/Degree in Nursing that allows registration with South African Nursing Council as a Professional Nurse. A post basic qualification with atleast 1 year accredited with SANC in terms of Governance Notice No. 212 in Advanced Midwifery and Neonatology. Current registration with SANC. Good Communication Skills/verbal and written. Report writing skills. Sound interpersonal skills are necessary. National core standards demonstrate basic understanding of HR and financial policies and practices. Ability to plan and organize own work, time and that of support personnel to ensure proper smooth running of theater slip and procedures.
<u>DUTIES</u>	:	Provision of high quality nursing care that is holistic and is patient centered. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Participate in management and utilize physical, financial and human resources to fulfill operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (continuing Professional Development). Ensure compliance with six key priorities.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Mahlangu Tel No: (012) 841 8490
	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, or posted to Private Bag X0032, PO Rethabile 0122. Or apply online at www.gautengonline.gov.za .
<u>NOTE</u>	:	Applications must be submitted on a z83 form, certified copies of ID and Qualifications to be attached. suitable candidates will be subject to security screening and vetting process. Successful candidates will undergo a medical surveillance.

CLOSING DATE : 26 April 2019

POST 13/76 : **ENGINEERING TECHICIAN CANDIDATE**
Directorate: Health

SALARY : R253 026 - R268 554 per annum (Level 07) (plus benefit)
CENTRE : Pholosong Hospital
REQUIREMENTS : National Diploma in Engineering or relevant qualification. 1 or 2 year experience in electronics or on medical equivalent and practicing clinical engineering. Ability to work individually. Good communication skills (Verbal and Written). Ability to work under pressure. Knowledge and skill in the use of various hand tools and test equipment. A valid driver's license. Registration with ECSA.

DUTIES : Assist in managing clinical engineering workshop (Running and Organizing). Perform in house repairs and maintenance of medical equipment. Type out reports when necessary. Attend meetings related to medical equipment. Give advice on procurement of medical equipment, prepare and monitor maintenance programme. Monitor repair costs of equipment and advice on equipment life cycle costs. Monitor and manage performance of outsourced contracts. Liaise with suppliers for services, repairs-parts and training consumables and accessories. Perform standby and respond to after-hours call outduties. Assist in preparing medical equipment maintenance and replacement plans.

ENQUIRIES : Dr NM Makgana Tel No: (011) 812 5000
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID And certificate of qualifications to Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 Or apply online at: www.gautengonline.gov.za

CLOSING DATE : 26 April 2019

POST 13/77 : **ADMINISTRATION OFFICER (PATIENT AFFAIRS)**

SALARY : R242 475 per annum (Level 07) (plus benefits)
CENTRE : Medunsa Oral Health Centre
REQUIREMENTS : Minimum Diploma/Degree in Public Administration/Public Management or relevant qualification with 7 years relevant experience in Patient Administration and Records Knowledge of PAAB UPFS, tariffs. Patient. Classification. National core standard, National Archives and Audit. Knowledge of mortuary and Potting 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. Maintenance and Management of good patients Records keeping, quality clinical and other records. Assist Revenue Department with Revenue collection. 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. 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.

ENQUIRIES : IS Makgatho Tel No: (012) 521 5869
APPLICATIONS : can be hand delivered to Medunsa Oral Health Centre HR L5. Human Resource Department, Room S531 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001

NOTE : Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 23 April 2019

<u>POST 13/78</u>	:	<u>MATERIAL RECORDING CLERK REF NO: FERH/RECORD/01 (X1 POST)</u> Directorate: Supply Chain
<u>SALARY</u>	:	R242 475 – R285 630 per annum (Level 07)
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	An appropriate three-year tertiary qualification (NQF level 7) in Supply Chain or related fields with 0- 2 years' experience; or Grade 12 with a minimum of 5 year's relevant experience. Have knowledge and understanding of Public Finance Management Act (PFMA), Tertiary Regulation (TRs) and other related prescripts. Knowledge of computer skills in MS Excel, Word and PowerPoint. Good reasoning, attention to detail, innovative, strong mathematical, problem solving and statistical analysing ability. Good communication (written and verbal); continual learning information search.
<u>DUTIES</u>	:	Facilitate the process of compiling, coordinating and approval of Demand and Procurement plans for the whole institution, and accurate submission to Head Office; Do frequent market research to find market-related price and to identify suitable service providers for requested items; Analyse and reconcile orders with approved Demand plans; Assist end-users with specifications and selection or creation of correct material master numbers; Assist in accurate calculation of minimum and maximum inventory levels for all disciplines; Assist the Budget team to accurately do budget submissions Goods and Service items.
<u>ENQUIRIES</u>	:	Mr E. Ngcobo Tel No: (011) 812 -8311
<u>APPLICATIONS</u>	:	should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	30 April 2019
<u>POST 13/79</u>	:	<u>PROFESSIONAL NURSE GRADE 1 – GRADE 3 REF NO: 003789 (X5 POSTS)</u> Directorate: Nursing Services
<u>SALARY</u>	:	Grade 1: R241 908 – R280 437 per annum (all-inclusive package) Grade 2: R297 516 – R343 296 per annum (all-inclusive package) Grade 3: R362 559 – R459 294 per annum (all-inclusive package)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	Basic R425 or R683 qualification with midwifery (Diploma/Degree in Nursing that allows registration with South African Nursing Council as a Professional Nurse. Proof of current registration with SANC.
<u>DUTIES</u>	:	Provision of high quality nursing care that is holistic and is patient centered. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Participate in management and utilize physical, financial and human resources to fulfill operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (continuing Professional Development). Ensure compliance with six key priorities.
<u>ENQUIRIES</u>	:	Ms. S Mahlangu Tel No: (012) 841 8490
<u>APPLICATIONS</u>	:	must be submitted to: Mamelodi Regional Hospital, Human Resource Department, or posted to Private Bag X0032, PO Rethabile 0122. Or apply online at www.gautengonline.gov.za .
<u>NOTE</u>	:	Applications must be submitted on a z83 form, certified copies of ID and Qualifications to be attached. suitable candidates will be subject to security

		screening and vetting process. Successful candidates will undergo a medical surveillance.
<u>CLOSING DATE</u>	:	26 April 2019
<u>POST 13/80</u>	:	<u>ADMINISTRATION CLERK (STUDENT AFFAIRS) REF NO: CHBNC/2019/03 /ADMIN1</u> Directorate: Nursing Education and Training
<u>SALARY</u>	:	R163 563 per annum (Level 05) (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Nursing College
<u>REQUIREMENTS</u>	:	Grade 12 Certificate with Accounting or Mathematics as a passed subject. One-year experience in the Public Service Administration environment. Sound Communication (written and verbal) and interpersonal relations skills. Computer literacy (Word and Excel), certificate attached. Sound telephone etiquette. Must be willing to undertake a skills knowledge test on MS Word and Excel. A valid driver's license will be added as an advantage.
<u>DUTIES</u>	:	Administrate students' absenteeism records. Assist students with leave matters and submit leave forms to HR. Keeping students' records safe. Retrieve students' files for management when requested. Rearrange and label students' training documents trays and files every year. Facilitate students' course registration/orientation and award ceremonies. Maintain and update students' records e.g. tests, examination results and lecture periods. Co-ordinate and record clinical hours and theoretical periods of students from all campuses. Monitoring completion of clinical hours in correlation with course requirements. Arrange class rooms and examination venues according to schedules. Carry out lawful duties allocated by the supervisor.
<u>ENQUIRIES</u>	:	Mr. T. Nxumalo Tel No: (011) 983 3001
<u>APPLICATIONS</u>	:	Applications should be submitted at the Human Resource Department, Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with your C. V., certified copies of your I.D and Qualifications. State all your competencies in your C.V. Certification stamp must not be over six months on the day of submitting the application. Smart card ID must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Written or practical test might be implemented in the process of recruiting and selection. Incomplete applications or applications received after closing date will not be considered. Previous applicants may re-apply.
<u>CLOSING DATE</u>	:	23 April 2019
<u>POST 13/81</u>	:	<u>ENROLLED NURSE GRADE 1 – GRADE 3 REF NO: 003791 (X2 POSTS)</u> Directorate: Nursing Services
<u>SALARY</u>	:	Grade 1: R161 376 – R181 620 per annum (all-inclusive package) Grade 2: R192 681 – R216 861 per annum (all-inclusive package) Grade 3: R228 027 – R280 437 per annum (all-inclusive package)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with SANC as Enrolled Nurse and proof of current registration. Good Communication Skills/verbal and written. Report writing skills. Sound interpersonal skills are necessary. National core standards demonstrate basic understanding of HR and financial policies and practices. Ability to plan and organize own work, time and that of support personnel to ensure proper smooth running of the department.
<u>DUTIES</u>	:	To ensure safe and effective clinical nursing practice, ensure effective management of quality Nursing. Service, Mentoring of Enrolled Nursing

		Assistants, ensure that the Nursing standards are upheld and maintained, Ensure effective communication within the health setting, ensure optimal utilization of Human and material resources. Demonstrate basic understanding of nursing procedures, demonstrate basic understanding of the legislative framework protocols or policies governing the public service. Ensure that the national core standards are maintained and upheld.
<u>ENQUIRIES</u>	:	Ms. S Mahlangu Tel No: (012) 841 8490
<u>APPLICATIONS</u>	:	must be submitted to: Mamelodi Regional Hospital, Human Resource Department, or posted to Private Bag X0032, PO Rethabile 0122. Or apply online at www.gautengonline.gov.za .
<u>NOTE</u>	:	Applications must be submitted on a z83 form, certified copies of ID and Qualifications to be attached. suitable candidates will be subject to security screening and vetting process. Successful candidates will undergo a medical surveillance.
<u>CLOSING DATE</u>	:	26 April 2019
<u>POST 13/82</u>	:	<u>EMERGENCY CARE OFFICER GRADE 3 ILS (X80 POSTS)</u>
<u>SALARY</u>	:	R159 300 per annum (plus benefit)
<u>CENTRE</u>	:	Various Districts
<u>REQUIREMENTS</u>	:	Grade 12, AEA certificate with registration with current HPCSA of Ambulance Emergency Assistant. Previous experience in emergency care environment will be an added advantage. Valid driver's license Code 10 and valid professional driver's (PrDP) permit for transporting patients. Candidates are expected to write an assessment test.
<u>DUTIES</u>	:	Responsible for patients within the scope of practice of intermediate life support. Transporting patients as part of planned Patient transport and inter-facility transfer system under Emergency care and Medical Service. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.
<u>ENQUIRIES</u>	:	Ms TL Ndhlovu Tel No: 011 564 2262
<u>APPLICATIONS</u>	:	Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand
<u>CLOSING DATE</u>	:	23 April 2019
<u>POST 13/83</u>	:	<u>ASSISTANT NURSE GRADE 1 – GRADE 3 REF NO: 003792 (X2 POSTS)</u> Directorate: Nursing Services
<u>SALARY</u>	:	Grade 1: R124 788 – R140 454 per annum (all-inclusive package) Grade 2: R147 690 – R166 221 per annum (all-inclusive package) Grade 3: R176 331 – R216 861 per annum (all-inclusive package)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the South African Nursing Council (SANC) as Nursing Assistant. Registration with SANC as Nursing Assistant and proof of current registration. Good Communication Skills/verbal and written. Report writing skills. Sound interpersonal skills are necessary. National core standards demonstrate basic understanding of HR and financial policies and practices. Ability to plan and organize own work, time and that of support personnel to ensure proper smooth running of the department.
<u>DUTIES</u>	:	Assist Nursing and Medical staff. Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Identify patient's needs and report promptly. Efficient and effective customer service in line with Batho-Pele Principles and Patients' Rights Charter. Demonstrate basic understanding of nursing procedures, demonstrate basic understanding of the legislative framework protocols or policies governing the public service. Ensure that the national core standards are maintained and upheld.

- ENQUIRIES APPLICATIONS** : Ms S Mahlangu Tel No: (012) 841 8490
 : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, or posted to Private Bag X0032, PO Rethabile 0122. Or apply online at www.gautengonline.gov.za.
- NOTE** : Applications must be submitted on a z83 form, certified copies of ID and Qualifications to be attached. Suitable candidates will be subject to security screening and vetting process. Successful candidates will undergo a medical surveillance.
- CLOSING DATE** : 26 April 2019
- POST 13/84** : **GENERAL STORES ASSISTANT**
 Directorate: Procurement
- SALARY CENTRE REQUIREMENTS** : R96 549 – R113 730 per annum (plus benefits)
 : Medunsa Oral Health Centre
 : Minimum Grade 10 and above. 1- 2 years' experience as a store assistant will be an added advantage Excellent communication and interpersonal skills, customer oriented, responsible, time management, positive attitude and enthusiastic, self-motivated, dynamic and a quick learner, able to work under pressure and meet the schedule of stock delivery.
- DUTIES** : Off-load stock and pack in designated areas under the supervision of a Stores Supervisor and Transito Clerk. Movement and dispatch of stock and asset to designated areas during stock delivery from supplier. Pack incoming stock at designated areas according to stores procedures. Adhere to good general stores housekeeping. Maintain a neat and clean environment. Delivery/Collection of documents to and from Control rooms and other outlets. Assist to mark new State assets.
- ENQUIRIES APPLICATIONS** : Mr B Makhubela Tel No: (012) 521 4407
 : can be hand delivered to Medunsa Oral Health Centre HR L5. Human Resource Department, Room S531 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001
- NOTE** : Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 23 April 2019
- POST 13/85** : **CLEANER REF NO: CHBNC/2019/SUPPORT 1**
 Directorate: Nursing Education and Training
- SALARY CENTRE REQUIREMENTS** : R96 549 per annum (Level 02) (plus benefits)
 : Chris Hani Baragwanath Nursing College
 : Minimum of Grade 10/standard 8 or Abet Level 4. Zero to two years cleaning experience will be an added advantage. Sound communication skills. Ability to effectively use cleaning machines and materials. Plan and organize own work to promote team spirit. Ability to work independently and under pressure.
- DUTIES** : Clean inside the college as allocated. Dust, sweep, mop, vacuum, scrubbing floors, wax floors and clean walls. Polish window sill. Dust and polish furniture and equipment. Empty and clean dustbins. Remove medical and general waste. Preparation of exam venues. Remove or rearrange or replace furniture and equipment. Prepare board rooms as mandated. Refilling of hand wash liquid soap and replace toilet papers. Operate heavy duty/industrial cleaning machines. Keep equipment clean. Safe keeping and control of cleaning equipment and materials. Adhere to Occupational Health Safety and Infection control policies. Executing of any other reasonable instruction delegated by an authorized person. Be prepared to rotate to different areas that require cleaning.
- ENQUIRIES APPLICATIONS** : Mr. J. Hlatshwayo Tel No: (011) 983 3053
 : Applications should be submitted at the Human Resource Department, Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013.
- NOTE** : Applications must be submitted on a Z83 form with your C. V., certified copies of your I.D and Qualifications. State all your competencies in your C.V. Certification

stamp must not be over six months on the day of submitting the application. Smart card ID must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Written or practical test might be implemented in the process of recruiting and selection. Incomplete applications or applications received after closing date will not be considered. Previous applicants may re-apply.

- CLOSING DATE** : 23 April 2019
- POST 13/86** : **MACHINE OPERATOR REF NO: CHBNC/2019/SUPPORT 2**
Directorate: Nursing Education and Training
- SALARY CENTRE REQUIREMENTS** : R96 549 per annum (Level 02) (plus benefits)
: Chris Hani Baragwanath Nursing College
: Minimum qualification of Grade 10 or Standard 8 or Lever 4 ABET qualification. No experience. One-year relevant experience and computer literacy will be added as an advantage. Sound communication skills. Must have passion for work, knowledge of customer care and self-motivated to work in a team.
- DUTIES** : Photocopy documents as requested, fill in a photocopying form and provide all necessary information, binding, shredding and laminating documents as requested, check machine readings every morning before using the machine and every afternoon before switching off the machine Report any malfunctioning of Photostat machine and ordering of stationary on VA2. Inform the supervisor of any problems. Ensure adequate stock of paper, toner and ink as required. Record all Photostatting in the register, balance the register at the end of every month and submit the figures to the supervisor. Control economical usage of paper. Register all documents before it is sent to the E-government Department. Receive posted mail, post mail received and send faxes. Must be able to accept responsibility and able to work under pressure. Must be able to maintain confidentiality.
- ENQUIRIES APPLICATIONS** : Ms. E.C. Van Der Merwe Tel No: (011) 983 3072
: Applications should be submitted at the Human Resource Department, Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013.
- NOTE** : Applications must be submitted on a Z83 form with your C. V., certified copies of your I.D and Qualifications. State all your competencies in your C.V. Certification stamp must not be over six months on the day of submitting the application. Smart card ID must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Written or practical test might be implemented in the process of recruiting and selection. Incomplete applications or applications received after closing date will not be considered. Previous applicants may re-apply.
- CLOSING DATE** : 23 April 2019

PROVINCIAL TREASURY

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



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 23 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 (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.

OTHER POSTS

- POST 13/87** : **DEPUTY DIRECTOR: MUNICIPAL ACCOUNTING & AUDITING REPORTING**
Directorate: Municipal Accounting & Auditing
- SALARY** : R697 011 per annum (All-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three-year tertiary qualification e.g. degree (NQF level 7 as recognised by SAQA) in Accounting or Auditing. 3-5 years junior management level (ASD) experience in the Municipal Accounting and Financial Reporting environment.
- DUTIES** : Monitor and review the implementation of accounting standards (GRAP) and report on the quality of Annual Financial Statement. Develop a support plan for municipalities on their compilation of annual financial statements. Review the Assistant Directors' draft and in- year financial statements assessment. Manage stakeholder's relationship, direct, guide and advise stakeholders on accounting practice and compile documents/ presentations for discussion on various topics related accounting on various sessions/forums. Monitor compliance with the reporting requirements. Facilitate workshops & training on accounting frameworks, standards, guidelines and transversal accounting policies. Review the submissions of audit reports, management letters and audit action plans. Review, monitor, support and report on the implementation of the audit action plans. Prepare & consolidate report on the annual and oversight reports tabled as required by Municipal Financial Management Act. Support municipalities in resolving audit queries escalated by Assistant Directors. Provide technical support & compile report on the preparations of the Audit file. Coordinate the provision of Accounting Services and Support. Direct & co-ordinate on technical GRAP issues that affect the municipalities to provide clear guidance, application and direction. Participate in the Accounting Standards Board, Public Sector Accounting Forums on the new/update on accounting reforms. Monitor the implementation of financial

management support programs where municipalities lack skills and capacity. Identify financial management support strategies. Report on progress on the implementation of the AFS /Accounting audit queries. Monitor, support and report on related modules in the Financial Management Capability Maturity Model. Manage the component. Perform strategic and operational planning. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

ENQUIRIES : Mr Sihle B Hlomuka Tel No: 011 227 9000

POST 13/88 : **DEPUTY DIRECTOR: LOCAL GOVERNMENT RESOURCE MANAGEMENT - GOVERNMENT DEBT**
Municipal Financial Governance

SALARY : R697 011 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 7 Qualification in Public Finance/Financial Management/Financial Accounting/Management Accounting/Internal Auditing. 3–5 years Junior Management (Assistant Director) Level experience in Local Government Finance. A driver’s license is a must.

DUTIES : Ensure monthly compliance by municipalities, Gauteng Provincial Government (GPG) departments, national departments and parastatals in submitting monthly age analysis and payments made on government debt, consolidation and distribution of the age analysis. Manage, monitor and follow-up with municipalities, departments and parastatals on processes, procedures and activities to manage government debt owed to municipalities. Manage the Special and Quarterly Debt Management Committee (DMC) meetings with government departments, entities and municipalities as well as the preparation of the quarterly report on the status of government debt. Manage the personnel, processes and other resources within the Sub-Directorate.

ENQUIRIES : Ms. Tshiamo Sokupha Tel No: (011) 227 9000

POST 13/89 : **REGISTRY CLERK**
Chief Directorate: Corporate Services

SALARY : R163 563 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12. 1-year experience in the public sector.
DUTIES :

To maintain and ensure the smooth operation of the Registry office in the department. Handles the filing system with regard to Personnel matters in the registry office. Sort all documents alphabetically. Ensures that all documentation are filed on the relevant files. Creates new files as requested. Receives and records transfer of files within and outside the department. Ensures surname changes were reflected on files in regard to marriage status. Attends to personnel staff queries immediately. Monitors the movement of files. Dispose files according to the National Archives Act of SA. Receives, sorts and distributes incoming mails.

ENQUIRIES : Mr Sihle B Hlomuka Tel No: 011 227 9000