PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

OTHER POSTS

POST 15/82 : HEAD CLINICAL UNIT: PROSTHODONTICS (DENTAL) GRADE 1
Directorate: Prosthodontics

SALARY : R1 728 807 per annum (inclusive package) excluding commuted overtime
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Registration with the HPCSA as Dental Specialist in Prosthodontics specialty. A minimum of 3 years appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist in a normal specialty or a in a recognized specialty. Proven record of teaching at under and postgraduate levels. A track record of supervision or co-supervision of postgraduate research projects.

DUTIES : To manage and direct the activities of the department including education and training of under and post graduates, service rendering for referred cases. To conduct and publish research and to supervise others in research. Report to the HOD of Prosthodontics.

ENQUIRIES : Prof Shackleton Tel No: (011) 488 4925
APPLICATIONS : must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at www.gautengonline.gov.za. No faxed/E-mailed applications will be accepted.

NOTE : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE : 10 May 2019

POST 15/83 : MEDICAL SPECIALIST PAEDIATRIC REF NO: LERA/MSP/0012 (X1 POST)
Directorate: Medical

SALARY : Grade 1: R1 106 040 - R1 173 900 per annum (All inclusive package)
Grade 2: R1 264 623 - R1 342 230 per annum (All inclusive package)
Grade 3: R1 467 651 - R1 834 890 per annum (All inclusive package)
CENTRE : Leratong Hospital
REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as a Specialist in Paediatrics (MMED/ FCS.SA). Current registration with HPCSA as a Specialist in Paediatrics. Appropriate Knowledge and experience as a Paediatrician. The following will be an added advantage Current certificate in Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS), Advance Trauma Life Support (ATLS), ECG, BLS Course, Surgical skills and Neonatal Resuscitation Course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES : Provision of 24 hour Paediatric services. Manage critically ill patients in the Neonatal ICU. Participate in Commuted Overtime. Supervision and training of Medical Officers, Community Service Medical Officers and Medical Interns. Assist the HOD in ensuring the Department's compliance to National Core Standards. Ensure proper and curate record keeping as legally and ethically require. Ensure effective outreach to District Hospital in the West Rand. Assist the Clinical Head with Administration responsibilities. Provision of Quality cost effective 24 hour’s service in keeping with Batho Pele Principles. Ensure that the Department is compliant to National Core Standards and LEAN management principles. Perform Clinical Audits and participate in and conduct M&M.

ENQUIRIES : Dr. Phanzu Tel No: (011) 411 3818/ Dr Mokae Tel No: (011) 411 3646
APPLICATIONS : Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital,
Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date

**NOTE**: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Attached certified copies of ID document, relevant qualification/s including matric certificate, HPCSA registration certificate and proof of current registration with HPCSA. 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 an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) 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 candidate(s) for the post(s).

**CLOSING DATE**: 10 May 2019 at 12h00 PM

**POST 15/84**: MEDICAL SPECIALIST GENERAL SURGERY REF NO: LERA/MSGS/0011 (X1 POST)

Directorate: Medical

**SALARY**: Grade 1: R1 106 040 - R1 173 900 per annum (All inclusive package)
Grade 2: R1 264 623 - R1 342 230 per annum (All inclusive package)
Grade 3: R1 467 651 - R1 834 890 per annum (All inclusive package)

**CENTRE**: Leratong Hospital

**REQUIREMENTS**: Appropriate qualification that allows registration with HPCSA as a Medical Specialist in General Surgery (MMED/FCS.SA) Current registration with HPCSA as a Specialist in General Surgery. The following will be an added advantage Current certificate in Advance Cardiac Life Support (ACLS), Paediatric Advanced Life Support (PALS), Advance Trauma Life Support (ATLS), ECG, BLS Course, Surgical skills and Neonatal Resuscitation Course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

**DUTIES**: Provision of 24 hours clinical services in General Surgery and Trauma. Manage critically ill surgical patients admitted in intensive care. Participate in commuted overtime. Supervision and training of medical officers, Community service Medical officers and Medical Interns. Assist the HOD in assuring the Department is compliant to National Core Standards. Ensure proper and accurate record keeping as legally and ethically expected. Ensure effective outreach to District Hospital in the West Rand. Assist the Clinical Head of department in General Surgery with administrative duties when required. Provision of Quality cost effective 24 hours service in keeping with Batho Pele Principles. Ensure that the Department is compliant to National Core Standards and LEAN management principles. Perform Clinical Audits and participate in and conduct M&M.

**ENQUIRIES**: Dr. Phanzu Tel No: (011) 411 3508/ Dr Mokae Tel No: (011) 411 3679

**APPLICATIONS**: Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date

**NOTE**: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Attached certified copies of ID document, relevant qualification/s including matric certificate, HPCSA registration certificate and proof of current registration with HPCSA. 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 an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) 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 candidate(s) for the post(s).

**CLOSING DATE**: 10 May 2019

**POST 15/85**: ASSISTANT MANAGER PHARMACEUTICAL SERVICES

**CENTRE**: Leratong Hospital

**REQUIREMENTS**: A BPharm qualification that allows for the registration with SAPC as a Pharmacist. A minimum of 5 years post-registration experience at a Public Health institution. An in-depth understanding of the National Drug Policy, all legislation and the knowledge of Government regulations policies and acts. Good interpersonal skills, Good communication skills (verbal and written). Good computer skills essential. Organisational skills, Problem solving and intervention skills. The ability to work under pressure and willing to go beyond the call of duty. Candidates with at least two years supervisory experience will have an added ad.

**DUTIES**: The ability to implement policies. Administrative and management knowledge, project management skills. Team building and people skills as well as interpersonal relations. Highly motivated and enthusiastic to contribute to Pharmacy services. To assume responsibility, manage and ensure an efficient pharmaceutical service delivery in the unit. The provision of pharmaceutical care by taking responsibility for the patients medicine related needs. Ensure compliance to SOP when compounding, manufacturing and manipulation of medicine. Purchase and supply or distribution of medicine according to government policies and GPP. Play an active role in Hospital committee, project management, research and development. Provision of information to promote public health and professional advice on Pharmacy issues. To ensure maintenance of records for audit and professional purposes. Active involvement in HR management and development to ensure and maintain productivity and standards. Compilation and analysis of data to produce monthly reports. Monitoring and evaluation of compliance to National Core Standards and apply LEAN management principles. lul

**ENQUIRIES**: Dr Mokae Tel No: (011) 411 3679

**APPLICATIONS**: Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date

**NOTE**: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and SAPC registration certificate and proof of current SAPC 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 : 10 May 2019 at 12h00 PM

POST 15/86 : MEDICAL OFFICER CASUALTY REF NO: LERA/MOC/005 (X2 POSTS)
Directorate: Medical

SALARY : Grade 1: R821 205 - R884 670 per annum (All – inclusive package)
Grade 2: R938 964 - R1 026 693 per annum (All inclusive package)
Grade 3: R1 089 693 - R1 362 366 per annum (All – inclusive package)

CENTRE : Leratong Hospital

REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Candidates completing community service by the 31 May 2019 will be considered. The following will be an added advantage Current certificate in Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS), Advance Trauma Life Support (ATLS), ECG, BLS Course, Surgical skills and Neonatal Resuscitation Course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES : Full participation in all activities is required as from the post, including patient ward care, outpatient clinics, after hour duties as per roster, as well as academic discussion and research. Daily student tutorials. Referrals, bookings and performance of surgical procedures for correct indication. To ensure maintenance of records for audit and professional purposes. Assist in HR management and development of maintenance in productivity standards and participate in LEAN management.

ENQUIRIES : Dr. Phanzu Tel No: (011) 411 3508/ Dr Mokae Tel No: (011) 411 3679

APPLICATIONS : Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Attached certified copies of ID document, relevant qualification/s including matric certificate, HPCSA registration certificate and proof of current registration with HPCSA. 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 an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) 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 candidate(s) for the post(s).

CLOSING DATE : 10 May 2019 at 12h00 PM

POST 15/87 : MEDICAL OFFICER SURGERY REF NO: LERA/MOS/006 (X2 POSTS)
Directorate: Medical

SALARY : Grade 1: R821 205 - R884 670 per annum (All – inclusive package)
Grade 2: R938 964 - R1 026 693 per annum (All inclusive package)
Grade 3: R1 089 693 - R1 362 366 per annum (All – inclusive package)

CENTRE : Leratong Hospital

REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Candidates completing community service by the 31 May 2019 will be considered. The following will be an added advantage Current certificate in
Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS), Advance Trauma Life Support (ATLS), ECG, BLS Course, Surgical skills and Neonatal Resuscitation Course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

**DUTIES**

Full participation in all activities is required as from the post, including patient ward care, outpatient clinics, after hour duties as per roster, as well as academic discussion and research. Daily student tutorials. Referrals, bookings and performance of surgical procedures for correct indication. To ensure maintenance of records for audit and professional purposes. Assist in HR management and development of maintenance in productivity standards and participate in LEAN management.

**ENQUIRIES**

Dr. Phanzu Tel No: (011) 411 3508/ Dr Mokae Tel No: (011) 411 3679

**APPLICATIONS**

Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date.

**NOTE**

The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Attached certified copies of ID document, relevant qualification/s including matric certificate, HPCSA registration certificate and proof of current registration with HPCSA. 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 an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) 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 candidate(s) for the post(s).

**CLOSING DATE**

10 May 2019 at 12h00 PM

**POST 15/88**

MEDICAL OFFICER ANESTHESIA REF NO: LERA/ MOA/007 (X2 POSTS)

**Directorate:** Medical

**SALARY**

Grade 1: R821 205 - R884 670 per annum (All – inclusive package)
Grade 2: R938 964 - R1 026 693 per annum (All inclusive package)
Grade 3: R1 089 693 - R1 362 366 per annum (All – inclusive package)

**CENTRE**

Leratong Hospital

**REQUIREMENTS**

Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Candidates completing community service by the 31 May 2019 will be considered. The following will be an added advantage Current certificate in Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS), Advance Trauma Life Support (ATLS), ECG, BLS Course, Surgical skills and Neonatal Resuscitation Course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

**DUTIES**

Full participation in all activities is required as from the post, including patient ward care, outpatient clinics, after hour duties as per roster, as well as academic discussion and research. Daily student tutorials. Referrals, bookings and performance of surgical procedures for correct indication. To ensure maintenance of records for audit and professional purposes. Assist in HR management and development of maintenance in productivity standards and participate in LEAN management.

**ENQUIRIES**

Dr. Phanzu Tel No: (011) 411 3508/ Dr Mokae Tel No: (011) 411 3679

**APPLICATIONS**

Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital,
Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date.

**NOTE:** The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Attached certified copies of ID document, relevant qualification/s including matric certificate, HPCSA registration certificate and proof of current registration with HPCSA. 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 an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) 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 candidate(s) for the post(s).

**CLOSING DATE:** 10 May 2019 at 12h00 PM

**POST 15/89:** ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE) (X1 POST)

**SALARY:** R614 991 - R692 166 per annum (plus benefits)

**CENTRE:** Johannesburg Health District (Discoverers CHC)

**REQUIREMENTS:** A basic R425 qualification i.e. diploma/ degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and proof of current registration. A post basic nursing qualification with duration of at least one year accredited with SANC in one of the specialties referred to in the glossary of terms. A minimum of ten (10) years appropriate/ recognizable experience in Nursing after registration as professional nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in relevant specialty. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. (Less one-year experience from candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management, leadership, organizational, decision making and problem-solving skills; sound knowledge of public service policies, Code of Conduct, team building and policy formulation. Computer literacy.

**DUTIES:** Ensure that a Comprehensive Nursing Treatment and Care Service is delivered to Patients in a Cost Effective, Efficient and Equitable manner by the Facility. To Ensure Compliance to Professional and Ethical Standards always. Promote Quality of Nursing Care as directed by the Professional Scope of Practice and Standards as determined by South African Nursing Counsel (SANC). Facilitate Provision of a Comprehensive Package of Service at PHC level and Ensure that the Unit Adheres to the Batho Pele Principle. Ensure Effective Implementation of Service Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Programmes etc. Ensure Compliance with Clinical Protocols, Norms and Standards within the clinic. Adhere to National Core Standards and ensure Effective Achievement on Ministerial Priorities, Ideal Clinic Compliance and support PHC Re-Engineering Programme Implementation. Ensure Management and Control of Human Resource, Financial and Material Resources. Monitor Utilization of Budget to ensure that the clinic Functions within the Allocated Budget. Supervise and Monitor Staff Performance in accordance with Performance Management and Development System (PMDS); Develop and Implement Staff Training Plan. Attend to Grievances of Staff and Administer Discipline and ensure that Absenteeism and Abonnement of Staff is Effectively Controlled. Ensure Submission of Weekly, Monthly, Quarterly and Annual Reports. Be reachable at all time Ensure effective management of data in the facility.

**ENQUIRIES:** Ms. L Matlala at 079 517 0549
APPLICATIONS: Applications on Z83 together with certified copies of qualifications and ID not older than three months. CVs, ID and qualifications to be left in the box provided at Hillbrow CHC or Discoverers CHC, No35 Clarendon Street.

CLOSING DATE: 10 May 2019

POST 15/90: ASSISTANT MANAGER NURSING PN B-4 (SPECIALTY) REF NO: RM/AMN/04/2019 (X1 POST)
Directorate: Nursing Services – (Maternity)

SALARY: R614 991 per annum (Plus benefits)
CENTRE: Rahima Moosa Mother and Child Hospital
REQUIREMENTS: Diploma/degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC as a Professional Nurse. A post basic qualification in Nursing Administration, Advanced Midwifery and Neonatal Nursing Science. A qualification in Nursing Education will be an added advantage. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operation, Team player, Supportive, Assertive.

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

APPLICATIONS: to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor. Correspondence will be limited to shortlisted candidates.
ENQUIRIES: Matron R Luphai Tel No: (011) 470-9033
NOTE: Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached.
CLOSING DATE: 10 May 2019

POST 15/91: OPERATIONAL MANAGER SPECIALTY OPERATING THEATRE AND CSSD
REF NO: LERA/OMS/0010 (X1 POST)
Directorate: Nursing

SALARY: R562 800 – R633 432 (Plus Benefits)
CENTRE: Leratong Hospital
REQUIREMENTS: Diploma/Degree or equivalent qualification that allows registration with SANC as a Professional Nurse. One year post basic qualification in theatre nursing science accredited with SANC. Minimum 9 years appropriate recognizable experience in nursing after registration as a Professional Nurse in General nursing with at least 5years of the period referred to above must be appropriate/recognizable experience in as a specialty. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES: Coordination of optimal, holistic specialised nursing care provided within set standards and a professional/legal framework. Coordination of the provision of
effective training and research. Work as part of the multi-disciplinary team. Ensure
good nursing care by the team. Work effectively and amicably at Supervisory level
with persons of diverse intellectual, cultural, racial and religious differences. Able
to manage own work, time and that of Junior colleagues, to ensure proper nursing
service in the unit. Participate in the analysis, formulation and implementation of
nursing guidelines, practice and standard operating procedures. Provision of
effective support to nursing services. Manage and monitor proper utilization of
human, financial and physical resources. Maintain professional growth/ethical
standard and self-development. Ensure adherence to governmental prescripts e.g.
Batho-Pele principals and be informed on Labour Act Practices.

ENQUIRIES

APPLICATIONS

NOTE

ENQUIRIES: Mrs WM Phambuka Tel No: 011 411 3506
APPLICATIONS: Applications should be hand delivered to Human Resource Manager: Human
Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital,
Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before
12h00 pm (Noon) on the closing date

NOTE: The Department of Health is committed to the achievement and Maintenance of
diversity and equity employment, especially of race, gender and disability.
Applications must be submitted on a Z83 form fully completed. Obtainable from
Attached certified copies of ID document, relevant qualification/s including matric
certificate, 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 an immediate supervisor, identity verification, qualifications
verification, criminal record checks, credit/financial stability checks and
employment verification). The recommended candidate(s) 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
candidate(s) for the post(s).

CLOSING DATE: 10 May 2019 at 12h00 PM

POST 15/92: OPERATIONAL MANAGER NURSING: (SPECIALTY: CRITICAL CARE) REF
NO: SEB-OMN/05 (X1 POST)
Directorate: Nursing (Internal Medicine)

SALARY: R444 276 per annum (All-inclusive package)
CENTRE: Sebokeng Hospital
REQUIREMENTS: Basic R425 qualification (i.e. diploma or degree in nursing) that allows registration
with the South African Nursing Council (SANC) as a Professional Nurse and
Midwife. A post – basic degree/diploma in Nursing Administration will be an
advantage. Current registration with the SANC – as a Professional Nurse and
Midwife. Supervisory, problem solving, conflict resolution and interpersonal skills.
Good leadership and communication skills. Knowledge of nursing legislation,
related legal and ethical nursing practices and framework. Labour relations
legislation and relevant public sector policies. Ability to plan, organize, lead and
co-ordinate quality health services in the Unit. Demonstrate basic understanding
of human resources, disciplinary procedures as well as financial management
policies, guidelines and practices. A minimum of 7 years appropriate/recognizable
experience after registration with SANC as a Professional Nurse and Midwife. At
least three (3) years of the above period should be appropriate recognizable
experience in Medical/Surgical Nursing.

DUTIES: Responsible for the coordination and delivery of quality nursing care in the Unit,
Participate in the formulation, monitoring and implementation of policies,
guidelines, standard procedures related to nursing care, Effective management of
human financial and material resources, Collect, provide and use relevant
information for the enhancement of service delivery (Statistics), Execute after hour
and week-end duties as scheduled, Deputize for Assistant Manager of relevant
discipline when necessary.
ENQUIRIES: Mr. SJK Sejeng Tel No: (016) 930 3066
APPLICATIONS: should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983
NOTE: Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE: 10 May 2019

POST 15/93: LECTURER PNDI / PNDII: GENERAL NURSING SCIENCE, MIDWIFERY, COMMUNITY NURSING SCIENCE, PSYCHIATRIC NURSING SCIENCE
Directorate: Nursing Education and Training

SALARY: R383 226 – R444 276 per annum (plus benefits)
R471 333 – R614 991 per annum (plus benefits)

CENTRE: Ann Latsky Nursing College

REQUIREMENTS: PNDI: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post-basic qualification in Nursing Education and registered with SANC. Proof of current registration with SANC. A minimum of 4 years’ appropriate/recognisable experience as a Professional Nurse with SANC in General Nursing (less 1 year experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 8 driver’s license. Computer literacy in MS Office and sound communication skills. Good supervisory skills, report writing and presentation skills. The ability to work in a team and under pressure.

PNDII: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post-basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years’ appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the 1- year post-basic qualification in the relevant specialty (less 1 years’ experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid Code 8 driver’s license. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presenting skills. The ability to work in a team under pressure.

DUTIES: Provide education and training to student nurses, co-ordinate clinical learning exposures to students between college and clinical facilities. Support the vision and mission and promote the image of the college. Implement assessment strategies to determine student’s competencies. Exercise control over students. Planning and implementation of the academic programme. Employment of a variety of teaching and learning strategies to reach required outcomes. Accompaniment of students in the clinical areas. Management of a student database. Initiate and/or participate in nursing research. Participate in continuing professional development in Nursing Education and own field of practice.

ENQUIRIES: Ms: Ms OM. Kgori, or Ms A. van As, Tel No: 011 644 8901/ 644 9006
APPLICATIONS: Application documents must be submitted to Ann Latsky Nursing College, No.1 Plunkett Avenue, Hurst Hill, Johannesburg or posted to P/Bag X40, Auckland Park, 2006 or apply on-line at www.gautengonline.gov.za.

NOTE: Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. Driver’s license, current SANC receipt and certified copies of qualifications. Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint. Persons with disabilities will receive preference.
POST 15/94

ORAL HYGIENIST GRADE 1/2/3 (X2 POSTS)

Directorate: Community Dentistry Department

CLOSING DATE: 10 May 2019

SALARY: R317 976 – R439 164 per annum

CENTRE: Wits Oral Health Centre

REQUIREMENTS:
Registration as an Oral Hygienist with the Health Professional Council of South Africa. Basic qualification accredited with the HPCSA and proof of current registration. Postgraduate qualification, years of experience in public sector and rural employment will be an added advantage.

DUTIES:
Perform clinical functions as stipulated in the HPCSA Scope of Practice (2013) for Oral Hygienists. Provide service delivery to patients at the Wits Oral Health Centre. Plan and supervise oral health education and oral health promotion activities and outreach programmes. Compile monthly and/or weekly reports of community outreach programmes, academic matters and clinical service delivery relating to patients. Be involved in theoretical (tutorial and lectures) and clinical sessions with dental and oral hygiene students. Conduct research and participate in research activities in the Department. NB: The candidate should be prepared to perform under pressure and after hours to support academic activities to improve service delivery. Recommendation: A postgraduate qualification will be an advantage.

ENQUIRIES:
Ms L.M. Mazibuko Tel No: (011) 481 2099

APPLICATIONS:
must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at www.gautengonline.gov.za. No faxed /E-mailed applications will be accepted.

NOTE:
Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE: 10 May 2019

POST 15/95

DIETICIAN REF NO: LERA/DIET/002 (X1 POST)

Directorate: Allied

SALARY:

Grade 1: R317 976 – R361 872 per annum (Plus benefits)
Grade 2: R372 810 – R395 703 per annum (Plus benefits)
Grade 3: R401 640 – R426 291 per annum (Plus benefits)

CENTRE:
Leratong Hospital

REQUIREMENTS:
B / BSc Degree in Dietetics. Registration with HPCSA as dietitian. Candidates completing community service by the 31 May 2019 will be considered. Candidates should have sound knowledge of dietetic principles including nutritional assessments and analysis, as well as knowledge of general clinical nutritional management. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES:
Render effective patient centered dietetic services for in and out-patients in adherence to the scope of practice and health protocols. Implement anthropometric and other measurements of patients. Provide dietetic advice and plan nutritional care for individual or group of patients to meet specific nutritional requirements. Implementation of nutritional plans. Evaluate the effects of nutrition care intervention on patients and determine the efficiency of nutritional care plans and adapt if necessary. Monitor that therapeutic meal standards are maintained. Provision of evidence-based nutrition education for patients to implement nutrition principles. Monitor patient compliance and give appropriate counseling. Improve professional competence by regular self-evaluation and application of current research information to optimize care. Attend scheduled ward rounds and meetings. Refer patients to appropriate level of care. Communication with relevant stakeholders. Implement quality assurance measures to improve patient care. Auditing of standards and implementation of corrective measures. Perform record keeping, data collection, assist with budget control and assets management. Work
in a multi-disciplinary team. Participate in dietetic student training. Give training and advice to other occupational classes. Participate and facilitate continuous professional development. Implement National and Provincial strategies and policies and assist with compiling and implementation of operational plans. Perform all administrative functions required for the job.

ENQUIRIES : Mrs Anna-Marie Swart Tel No: (011) 411 3652
APPLICATIONS : Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Attached certified copies of ID document, relevant qualification/s including matric certificate, HPCSA registration certificate and proof of current registration with HPCSA. 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 an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) 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 candidate(s) for the post(s).

CLOSING DATE : 10 May 2019 at 12h00 PM

POST 15/96 : OCCUPATIONAL THERAPIST REF NO: LERA/OT/001 (X 1 POST)
Directorate: Allied

SALARY : Grade 1: R317 976 – R361 872 per annum (Plus benefits)
Grade 2: R372 810 – R395 703 per annum (Plus benefits)
Grade 3: R401 640 – R426 291 per annum (Plus benefits)

CENTRE : Leratong Hospital

REQUIREMENTS : B.SC Occupational Therapy Degree. Registration with HPCSA as an Occupational Therapist. Candidates completing community service by the 31 May 2019 will be considered. Candidates should have sound knowledge of general occupational therapy principles including rehabilitation, assessment and analysis. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES : Render and manage Occupational therapy services that comply with standards and norms. Implement individual and group programmes in keeping with a recovery model. Adhere to provincial, hospital and departmental policies, procedures and regulations. Participate in quality assurance audits. Work as part of the MDT in subsection. Participate in continued professional development programmes. Exercise care with all consumables and equipment.

ENQUIRIES : Ms Lebohang Lebopo Tel No: (011) 411 3579
APPLICATIONS : Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Attached certified copies of ID document, relevant qualification/s including matric certificate, HPCSA registration certificate and proof of current registration with HPCSA. 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 an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) 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 candidate(s) for the post(s).

CLOSING DATE : 10 May 2019 at 12h00 PM

POST 15/97 : CHIEF ADMINISTRATION CLERK (X1 POST)

SALARY : R257 508 - R303 339 per annum
CENTRE : Sub District ABCEF: Johannesburg Health District
REQUIREMENTS : Grade 12 or equivalent qualification. 5-7 years’ experience in administration. Certificate in computer course. Good managerial and conflict resolution skills, (Organizational, analytical, good communication, leadership, assertiveness is important). Prepared to rotate within the units of the Sub District. Sound interpersonal relations. Conflict management, Supervisory skills, Record management and sound knowledge of government policies e.g. PFMA, National Treasury Regulations, public Service Act etc. Driver’s license Code 8 & 10 acceptable. No criminal record.

DUTIES : Supervise and render general support service to the unit such as cleaning, gardening, and fleet management, security service and facility management and maintenance. Provide and supervise staff within his/she component. Staff development and training. Ensuring compliance to legislative framework within his/she area of responsibility. Conduct performance assessment evaluation. Institution visits when necessary for monitoring of service within the area responsibility. Compile and submit monthly reports to supervisor. Organize, retrieve, and store information. Order resources necessary for the effectively functioning of the unit. Liaise with internal and external stakeholders in relation to his area of responsibility. Provide financial administration support to the unit. Manage labour related issue terms of department policies.

ENQUIRIES : Ms. L Matlala at 079 517 0549
APPLICATIONS : to be submitted to the corner Klein and Smit Street Hillbrow JHB in the admin building

NOTE : The completed and signed form should be accompanied by a recently updated cv as well as certified copies of all qualification/s and id document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted with (3) months after the closing date, please accept that your application was unsuccessful.

CLOSING DATE : 10 May 2019

POST 15/98 : LOGISTICAL SUPPORT OFFICER REF NO: HRM 29/2019
Directorate: Supply Chain Management

SALARY : R257 508 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : An appropriate Degree/National Diploma in Supply Chain Management or related with 3 years’ experience in Demand, Acquisition, Asset and warehouse management or Grade 12 with years’ experience in Demand, Acquisition, Asset and Warehouse management. Knowledge and understanding of procurement policies and procedures, PFMA, PPPFA,BBBEE, Treasury Regulations, Supply Chain Management and Contract Management. Candidate must have good communication skills, both verbal and written, problem solving skills. Initiative and interpersonal skills. Highly motivated, results orientated and have the ability to
DUTIES

Ensure Compliance with policies and procedures that regulate and govern supply chain management processes. Provide an efficient Supply Chain Management service. Assist management to implement and maintain procurement systems. Check Procurement requests in accordance with and in adherence with procurement policies and procedures and proper usage of supplier’s database to achieve BBBEE targets. Ensure proper update of procurement Registers for requisitions. Prepare monthly procurement reports. Check and monitor requisitions captured on SRM. Follow up with HPC for creating purchase orders. Expedite purchase orders. Monitor progress of the unit and report to management on a weekly basis. Ensure all GRV’s are captured on time. Compile submissions, motivations and reports. Manage and attend all queries related to procurement, provide advice and guidance as and when required. Provide guidance and support to End users. Facilitate all contract management processes. Update contract management registers. Ensure proper control and management of stores. Attend meetings and take minutes. Monitor, supervise, train and manage PMDS of staff in the unit. Assist with web cycles and SAP related activities.

ENQUIRIES

Mr. D Moraswi Tel No: (012) 354 5159

APPLICATIONS

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

NOTE

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

CLOSING DATE

10 May 2019

POST 15/99

SUPPLY CHAIN SUPERVISOR REF NO: SEB-LSO/02
Directorate: Supply Chain Supervisor

SALARY

R257 508 per annum (All-inclusive package)

CENTRE

Sebokeng Hospital

REQUIREMENTS

Grade 12 with 4 – 5 years' experience in Supply Chain Management/ NQF level 5 relevant to Supply Chain Management or equivalent qualification. Knowledge of PFMA Policies and Supply Chain Management procedure. Understanding of expectations of customers and good communication skills. Computer literacy. Knowledge of problem solving and human resources management and labour relations.

DUTIES

Manage and Supervise in line with the Departmental Policies. Manage the procurement of goods and services in line with the needs of the Institution. Manage the Goods received vouchers and transit in functions effectively and efficiently. Manage, Plan and supervise the stock take process and compile the report and submit it timeously. Manage the warehouse and contract management effectively and efficiently. Compile the monthly theoretical report. Attend to queries from internal and external stake holders. Attend to all committees seconded to and provide the feedback if requested. Assist in the management of budget in the Institution. Monitor the development and performance of staff. Act as the link between the Management and Procurement. Stock management including stock need analysis, ordering and receiving of stock. Ensure that stock ordering levels are determined, and stock is kept at optimum and economical level. Develop and maintain stock control systems; monitor stock requests. Implement corrective measures where necessary. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management and stores management processes. Prepare motivations and requests for stock required. Ensure timeous submission of GRVs. Issue stock and update relevant VA cards. Follow up with suppliers on all open purchase orders to ensure timeous delivery of goods and services. Ensure that stock taking is done twice annually. Attend to queries from stakeholders and maintain excellent customer satisfaction at all times. Provide advice, support and guidance to end users as and when required.

ENQUIRIES

Ms. T.M Ramaifo Tel No: (016) 930 3313

APPLICATIONS

should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
NOTE: Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed). Certification should not be more than 3 months old. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. On line applications cannot be accommodated due to system challenges. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE: 10 May 2019

POST 15/100: KEY BOARD OPERATOR CLERK REF NO: LERA/KBO/008 (X1 POST)
Directorate: Nursing Administration

SALARY: R173 703 – R204 612 Plus Benefits
CENTRE: Leratong Hospital
REQUIREMENTS: Grade 10 or Equivalent Qualification with 5 years hospital experience Grade 12 or Equivalent Qualification. Computer literacy (Ms Word, Excel and PowerPoint) will be an added advantage. Sound knowledge on customer care service in the hospital setting. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES: Screen, transfer calls and handle telephonic as well as other enquiries from internal and external clients. Ensure the effective flow of information and documents to and from the responsible office. Provide administrative support in the office of the Nursing Manager. Ensure safekeeping of all documentation in the office. Compile, type and distribute Documents correspondence, reports and documents. Administer the in and out flow of correspondence. Assist with various administrative and secretarial duties as assigned by the Nursing Manager. Maintenance of a user-friendly office. Assist with the following administrative records: e.g Leave lists, allocation lists, overtime records etc.

ENQUIRIES: Mrs Phambuka Tel No: (011) 411 3506
APPLICATIONS: should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Attached certified copies of ID document, relevant qualification/s including matric certificate. 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 an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) 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 candidate(s) for the post(s).

CLOSING DATE: 10 May 2019 at 12h00 PM

POST 15/101: CLIENT INFORMATION CLERK – IT REF NO: CIC01/2019 (X1 POST)
Directorate: Logistic and Support

SALARY: R173 703 – R204 612
CENTRE: Far East Rand Hospital
REQUIREMENTS: Information Technology Diploma NQF 6 or Grade 12 plus NQF 5 / one-year IT certificate (A+N+, MCSE / MCITP) with 12 months relevant IT experience. Preferably someone with health environment related experience in supporting transversal systems (SAP, BAS, SRM, Persal). Must have customer relationship management and client satisfaction skills to deal with end-users (Computer users) on daily basis. Competencies: Strong interpersonal and communication skills with good knowledge in computer packages (MS Office 2010 & 2016).

DUTIES: The officer will be expected to render desktop services to all users in the hospital. Configure and troubleshoot computers, laptops and printers. Support all system applications used in the hospital. Ensure anti-virus management at desktop level, and set up email accounts, resolve problems at client / user level. Provide day to day support to desktop and network operations. Manage LAN and WAN connectivity. Ensure adherence to standard operating procedure manuals in line with available ICT policies, guidelines and service levels. Produce reports timely and continually meet deadlines and targets.

ENQUIRIES: Mr T Vilakazi Tel No: 011 812 8699

APPLICATIONS: Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications 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.

NOTE: 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.

CLOSING DATE: 10 May 2019

POST 15/102: ENROLLED NURSE REF NO: SEB/EN/03 (X8 POSTS)

Directorate: Nursing

SALARY: R171 381 per annum (All-inclusive package)

CENTRE: Sebokeng Hospital

REQUIREMENTS: Qualification that allows registration with the SANC as an Enrolled Nurse.

DUTIES: Maintains patient's hygiene e.g. washing etc. Provide nutrition, Assist with patient mobility, Assist with elimination procedures, Monitor, interpret and record vital signs, Prepare patients for diagnostic and surgical procedures, Assist Professional Nurses with clinical procedures, Order stock and equipment in a cost effective manner.

ENQUIRIES: Mr. SJK Sejeng Tel No: (016) 930 3302

APPLICATIONS: should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Mosheshoeshoe Street, Sebokeng, 1983.

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

CLOSING DATE: 10 May 2019

POST 15/103: PHYSIOTHERAPY ASSISTANT REF NO: LERA/PHYSIOA/003 (X1 POST)

Directorate: Allied

SALARY: Grade 1: R168 429 – R192 576 (Plus benefits)
Grade 2: R198 396 – R230 238 (Plus benefits)

CENTRE: Leratong Hospital
REQUIREMENTS: Appropriate/ equivalent qualification with or prescribed in service training that allowed registration with HPCSA as a Physiotherapist Assistant. Candidates should have should have a good understanding of the job requirements as well as the limitation regarding scope of practice and prospects of career advancement. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES: To re-asses and treat patients allocated, to assist in emergency situations and be able to recognise cardinal signs of distress, do patient group activities allocated, assist in departmental housekeeping, clerical and reception requirements to ensure patient and environmental safety.

ENQUIRIES: Ms Peggy Selepe Tel No: (011) 411 3570/3682

APPLICATIONS: Applications should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date.

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Attached certified copies of ID document, relevant qualification/s including matric certificate, HPCSA registration certificate and proof of current registration with HPCSA. 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 an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) 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 candidate(s) for the post(s).

CLOSING DATE: 10 May 2019 at 12h00 PM

POST 15/104: ENROLLED NURSING ASSISTANT REF NO: SEB-ENA/04 (X4 POSTS)

Directorate: Nursing

SALARY: R132 525 per annum (All-inclusive package)

CENTRE: Sebokeng Hospital

REQUIREMENTS: Qualification that allows registration with the SANC as a Nursing Assistant.

DUTIES: Maintains patient's hygiene e.g. washing etc., Provide nutrition, Assist with patient mobility, Assist with elimination procedures, Monitor, interpret and record vital signs, Prepare patients for diagnostic and surgical procedures.

ENQUIRIES: Mr. SJK Sejeng Tel No: (016) 930 3302

APPLICATIONS: should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983

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

CLOSING DATE: 10 May 2019
<table>
<thead>
<tr>
<th>POST 15/105</th>
<th><strong>NURSING ASSISTANT</strong></th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R132 525 – R176 331 per annum</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Wits Oral Health Centre</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Qualification that allows registration with SANC as Nursing Assistant. Registration with the South African Nursing Council.</td>
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<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms T Mquqo Tel No: (011) 488 4312</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>. No faxed /E-mailed applications will be accepted.</td>
</tr>
<tr>
<td><strong>NOTE</strong></td>
<td>Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.</td>
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<td><strong>CLOSING DATE</strong></td>
<td>10 May 2019</td>
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<tr>
<th>POST 15/106</th>
<th><strong>GENERAL STORE ASSISTANT REF NO: LERA/GSA/009 (X1 POST)</strong></th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R102 534 – R120 780 per annum (Plus Benefits)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Leratong Hospital</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Abet or equivalent. Good understanding of Batho-Pele principles, six quality key priorities and National Core Standards. Gathering data and basic record keeping skills. Awareness regarding continuous supply of medicine. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines. Time management skills. Ability to work in a team. Preference will be given to Interns, Counsellors, Private security, EPWP, CPW Currently serving Leratong Hospital.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Receive stock from the wards, stores and other suppliers. Pack stock on the shelves and pallets in a neat and tidy manner in storage areas under supervision. Prepare, issue and deliver stock in a secured manner (Black Box) to the wards especially vacolitres under supervision. Ensure a clean and hygienic environment for the pharmacy and emergency room which entails general cleanliness including toilets, cleaning of utensils, equipment and fridges. Running of work-related errands to and from various departments in hospital and externally. Collecting weekly tea, milk, sugar and cleaning materials from the kitchen and cleaning department. Daily replenishment of water for patients in the waiting area. Collection of information for statistical and procurement requirements.</td>
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<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms Rehana Laher Tel No: 011 411 3882</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>should be hand delivered to Human Resource Manager: Human Resource, Leratong Hospital or Posted to Human Resource, Leratong Hospital, Private Bag X2078, Krugersdorp, 1740. Applications should be submitted before 12h00 pm (Noon) on the closing date</td>
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<tr>
<td><strong>NOTE</strong></td>
<td>The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed. Obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a>. Attached Certified copies of ID document and relevant qualification/s. 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</td>
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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 an immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate(s) 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 candidate(s) for the post(s).

CLOSING DATE : 10 May 2019 at 12h00 PM

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.**

APPLICANTS : Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. 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 : 13 May 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 required qualification/s as per the advertisement 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. Please use Circular post number as a reference number.

OTHER POST

POST 15/107 : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT**
Provincial Supply Chain Management

SALARY : R733 257 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Tertiary qualification (minimum NQF Level 7) BCom Finance or BCom Logistics or BCom Supply Chain Management with contract management modules. Minimum
three years’ experience in contract management. 3-5 years’ experience as a junior manager (assistant director).

**DUTIES**

- Manage the functional operation of the sub-directorate in relation to planning, human resource, risk and financial management. Manage Transversal Contracts.
- Manage the coordination, review and monitoring of contract compliance by determining whether goods and services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Ensure that signed and uploaded contracts are communicated to all relevant parties to provide contract visibility, awareness, interpretation to support implementation. Ensure that all departments upload contracts on the ERP system and avoid contract buy-outs. Perform contract performance analysis and report on trends for all contracts in the Gauteng Province and devise strategies to close out identified deficiencies and risks related to contract management. Develop contract management policies and procedures. Participate in the transversal contract negotiation process. Ensure that transversal contract modifications/amendments are correctly documented and uploaded on the ERP system. Handle supplier disputes. Evaluate and report on supplier performance.

**ENQUIRIES**

- Ms. Linda Ninzi Tel No: (011) 227 9000