

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za/> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House. NB: For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall.
- FOR ATTENTION** : Ms Molebatsi Chuene Tel No: (011) 240 3084 – Recruitment
- CLOSING DATE** : 24 May 2019, 12h00. No late applications will be considered.
- NOTE** : Applications must be submitted on a Z83, obtainable from any public service department or from website which must be completed in full. Candidates must attach their 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. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (Therefore SMS posts woman will be prioritised). To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. People with disabilities are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. NB: Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency based assessments) The Competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

- POST 16/200** : **DIRECTOR: ENFORCEMENT REF NO: REFS/003991**
Directorate: Enforcement
- SALARY** : R1 005 063 per annum (all inclusive package which can be structured according to the individual's needs)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 12 plus undergraduate qualification (NQF level 7) as recognized by SAQA in Environmental Management, Law and Criminal investigations or related fields. 5 years' experience at a Middle/Senior Managerial level in Compliance and Enforcement environment. Valid driver's license. Competencies: Strategic Capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus Communication, Honesty and Integrity.
- DUTIES** : Manage administrative and criminal enforcement processes related to brown and green environmental issues in accordance with the Directorate's strategic goals for successful and effective enforcement action. Carry out the functions of an Environmental Management Inspector (EMI). Coordinate provincial enforcement operations and projects related to brown and green environmental issues. Utilize and ensure the effective use of the relevant information management tools to effectively manage investigations and reporting. Build provincial enforcement capacity and provide strategic enforcement support. Cooperate with and liaise with enforcement stakeholders (both provincially and nationally) on matters relating to enforcement activities, programmes and projects. Manage criminal investigations into environmental crimes/ violations. Manage the establishment and maintenance

of appropriate internal controls and reporting systems. Manage the Directorate and supervise staff.

ENQUIRIES : Ms L Dhlamini Tel No: 011 240 2527

OTHER POSTS

POST 16/201 : **DEPUTY DIRECTOR: FARMER SETTLEMENT AND SUPPORT REF NO: REFS/003992**
Directorate: Farmer Support and Development

SALARY : R733 257 per annum (an all-inclusive package which can be structured according to the individual's needs)

CENTRE : Johannesburg

REQUIREMENTS : Grade 12 plus Bachelor Degree (NQF Level 7) in Agriculture as recognized by SAQA. 5 years 'experience in Agriculture Field Services (Farmer support and development) or Extension Management, Farmer training and capacity building of which 4 years must have been at an Assistant Director/Supervisory Level. Valid Driver's license. Competencies: Knowledge of relevant legislation and Public Service Regulation. Good Research Analytic, Presentation, Communication and Computer skills. Statistical and report writing skills. Good customer service. Quality oriented. Problem solving ability.

DUTIES : Management of the division/unit within a sub – programme. Management of people, strategic thinking and planning, planning and implementation of projects and project management. Coordinate and manage the implementation of Comprehensive Agricultural Support programme (CASP) infrastructure projects and Ilima/Letsema production input support to farmers. Compile annual conditional grants business plans in accordance to Division of Revenue Act. Facilitate, coordinate and support land reform and agrarian projects (pre- and post settlement support basis) in consultation with the Department of Rural Development and Land Reform. Following a project management approach to all settlement and extension needs through gap analysis, goal setting and measuring of performance. Support land restitution and redistribution through post farmer settlement support. Coordinate and implementation of Commercialisation Program and commercialize smallholder farmers. Coordination of the Female Entrepreneur of the Year Awards and Young Entrepreneur of the Year Awards Line function work. Participate in strategic planning, plan and review policies and procedures relating to the programme work of the unit, respond to requests for information or attempt to resolve any issues at the request of management, organizing visit for the MEC standing committee or any other official guest as requested. Respond to legislature questions and compile reports thereof. Make presentations before portfolio committee on Agriculture and Rural Development. Attend and represent the directorate at meetings (within the department and with other departments, governments and agencies) as mandated by management. Administrative duties: organize workshops/ conferences as required. (This might include the organizing of venues, compiling stakeholder lists, assisting in the preparation of discussion documentation. Contribute to the good management of the directorate: Attend and constructively participate in sub-directorate and directorate meetings as required. This may include preparing inputs, making presentations, assisting with the administration of meetings and chairing meetings. Provide comment on documents, policies, organizational procedures etc. as required. Write and submit all reports on time as required, including monthly or quarterly reports on conditional grants. Contribute to planning, budget building and evaluation processes. Follow the policies and procedures e.g. with regard to document management.

ENQUIRIES : Mr Rassy Rasemotse Tel No: 011 240 3083

POST 16/202 : **CHIEF STATE VETERINARIAN - QUALITY ASSURANCE REF NO: REFS/003993**
Directorate: Epidemiology, Laboratory, Biosecurity and Quality Management

SALARY : R733 257 per annum (all-inclusive salary package which can be structured according to an individual needs)

CENTRE : Pretoria

- REQUIREMENTS** : Grade 12 plus Bachelor Degree in BVSc or BVMCh (NQF Level 7) as recognized by SAQA. 5 years' working experience within Veterinary Public Health, Export Certification and Facilitation of export of animals and animal products, Animal Health and Meat Safety Legislation and Animal disease control, specifically state controlled diseases of which 3 years must be at a Supervisory level. Must be registered as a Veterinarian with the South African Veterinary Council. Valid Code EB driver's license. Competencies: Proficiency in computer Microsoft Office packages. Understanding of food safety and hygiene, quality Management and Customer Service Management principles used in the public service. Knowledge of and conversant with South African veterinary legislation and relevant regulations and policies. Knowledge of information and records management as well as Occupational Health, Risk and Safety Management. Scientific research, presentation and report writing skills.
- DUTIES** : Assist with the management of the sub- program Quality Management at State Veterinarian level. He/she has to work as the Quality Manager: Professional and implement quality management systems in the Chief Directorate: Veterinary Services of the Gauteng Department of Agriculture Development (GDARD). Must provide guidance and information to the stakeholders in the livestock production and health as well as food processing value chains, veterinary professionals and the public on quality management related matters. Liaison with stakeholders and communities. Implement Quality Management Systems based on ISO/IEC 17020 in Veterinary Public Health and Animal Health – Regulatory and Preventative Disease Control. Conduct Internal Quality Management System Audits – Technical. Contribute to the maintenance of the ISO 17020 SANAS Accreditation. Manage customer service management procedures including resolution of customer complaints. Manage sub-programme work. Ensure conceptualisation, planning, scheduling and evaluation of activities and projects. Ensure work is carried out according to quality standards. Manage food safety projects. Support the planning process (strategy, business planning budgeting and monitoring). Manage human resources, i.e appropriate supervision and mentoring of staff, facilitate induction, guidance and on-the-job training of new employees. Manage own and subordinates' Performance Management and Development System (setting annual and quarterly objectives, regular meetings, annual performance appraisals, performance improvement plans, etc). Writing of monthly, quarterly and annual reports. Provide support to Management. Contribute to the continuous improvement of the services of Gauteng Veterinary Service in particular and State Veterinary Service in general.
- ENQUIRIES** : Mr Rassy Rasemetse Tel No: 011 240 3083

DEPARTMENT OF E-GOVERNMENT

Gauteng Department of e-Government is inviting strategic and innovative thinkers who are technocrats to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure. 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** : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.
- FOR ATTENTION** : Mr. Errol Ogle, Human Resources
- CLOSING DATE** : 24 May 2019
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the

Gauteng Department of e-Government. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

MANAGEMENT ECHELON

- POST 16/203** : **DIRECTOR- SUPPLY CHAIN MANAGEMENT REF NO: REFS/004001**
(Performance-based- 5 year Fixed-Term Employment Contract)
Chief Directorate: Finance
- SALARY** : R1 005 063 per annum (Level 13) (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Matric/Grade 12 plus a recognised NQF 7 qualification in Supply Chain Management or Finance/Commerce. A minimum of 5 years' experience in a middle management role in relation to Supply Chain Management or Finance/Commerce. Vast experience in a Procurement environment is essential. Understanding the public-sector supply chain management and related legislations would be an added advantage.
- DUTIES** : To lead and manage the Supply Chain Management directorate. The directorate is responsible for Demand Management, Acquisition Management, Logistics and Disposal Management and Asset Management of the department of e-Government. To effectively guide and direct duties in respect of demand management. The demand management activities include the understanding of future needs, identifying critical delivery dates and frequency of needs, linking requirements to the budget, analysing expenditure based on past spend patterns and future needs, determining specifications, conducting commodity analysis and seeking alternatives at least in case of strategic sourcing, and conducting industry analysis. To effectively guide and direct duties in respect of acquisition management. Acquisition management activities include applying preferential policy objectives, determining market strategy, applying total cost of ownership or life cycle costing principles, compiling bid documentation, tabling recommendations and obtaining approval for award of contracts, undertaking contract administration and gathering performance information. Other duties in respect of Logistics, Disposal and Asset management relates to maintenance of the assets register for the department, management and control of assets, preparation of financial and non-financial reports, managing the receiving and distribution of materials and inventories, expediting orders, transport management, supplier performance management, redundant materials management, crafting strategy to dispose and physical disposals. To guide and manage SCM committees' secretarial functions and ensure adequate record-keeping of associated documentation.
- ENQUIRIES** : Mr. Errol Ogle Tel No: 011 689 6861

OTHER POSTS

- POST 16/204** : **SENIOR ADMIN OFFICER: JUNIOR CONSULTANT BUSINESS INTELLIGENCE REF NO: REFS/004002**
Directorate: Business Intelligence
- SALARY** : R316 791 per annum (Level 08) (plus benefits)
CENTRE : Johannesburg

REQUIREMENTS : Matric Plus National Diploma/Degree in Computer Science / Information Technology or Relevant field of study with 1-2 years' relevant BI experience. OR Matric with 5-6 years' relevant ERP experience. The incumbent must have worked with and delivered a BI Implementation project. Relevant BI training or / and Certification or Applied Mathematics and Statistics will be an added advantage.

DUTIES : Work within a project team solving product problems or performance issues. Assist in the determining and development of functional system specifications. Analyse business problems and participates in the development of appropriate system solutions. Assist in configuring the software to replicate the required business processes. Participates in the design and development of system changes. Assist in evaluating system performance and in making recommendations to improve the performance. Assist in testing, modifying and documenting system design. Participate in workshops and presentations to validate business requirements and solutions with the end user community. Assist in identifying, documenting, and resolving system performance issues. Participate in the creation of required documentation. Provide technical system support to user groups where required. Work with project team to develop migration programs for from old to new system platforms. Execute performance testing and validating of results through reporting. Manage multiple high priority activities.

ENQUIRIES : Mr. Themba Psungo Tel No: 011 689 6980

POST 16/205 : **SENIOR ADMIN OFFICER: ASSETS REF NO: REFS/004003**
Directorate: Supply Chain Management

SALARY : R316 791 per annum (Level 08) (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Matric plus equivalent NQF 6 related qualification with a minimum of 1-2 years in Asset Management, Supply Chain and Finance environment or Matric plus 5-6 years in Asset Management, Supply Chain and Finance environment. Knowledge of the PFMA & Treasury Regulations and other relevant statutory laws.

DUTIES : Ensure the maintenance, accurate and complete asset register of the entire department. Prepare the reconciliation of assets procured on monthly basis between BAS/SAP and asset register. Report on Asset Management, assist in preparation of financial statement and assist in asset related audit (external and internal). Assist in the development and implementation of the Asset Management strategy and policy in line with e-Government operational plan.

ENQUIRIES : Mr. Themba Psungo Tel No: 011 689 6980

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the post of Financial Controller (**For Pretoria West Hospital**) advertised in Public Service Vacancy Circular 09 dated 08 March 2019 has been withdrawn.

OTHER POSTS

POST 16/206 : **MEDICAL SPECIALIST REF NO: MED-SPE/08/2019**
Directorate: Internal Medicine, Obstetrics and gynaecology, Paediatrics, General Surgery, Trauma, Cardiothoracic Surgery, Cardiology, Urology, Accident & Emergency Medicine, Anaesthetics, Ophthalmology, Orthopaedics, ENT, Psychiatry, public health, Radiology, Radiation Oncology, Nuclear Medicine, Neurology).

SALARY : Grade 1: R1 106 040 (per annum)
Grade 2: R1 264 623 (per annum)
Grade 3: R1 467 651 (per annum)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : **Grade 1:** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialty in a normal specialty and proof of current registration. No experience required after registration with the HPCSA in a normal specialty. **Grade 2:** Appropriate qualification that allows for registration with HPCSA as a Medical

- Specialist in a normal specialty. Registration with the HPCSA as Medical Specialty in a normal specialty and proof of current registration. A minimum of 5 years' appropriate experience as Medical Specialist in normal specialty. **Grade 3:** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialty in a normal specialty and proof of current registration. A minimum of 10 years' appropriate experience as Medical Specialist in normal specialty.
- DUTIES** : Some of the duties include patient care, supervising junior doctors, participating in the cluster programmes. Training and Teaching: Advice and supervise Registrars. Formal teaching to post graduate and under graduate staff. Participation in research.
- ENQUIRIES APPLICATIONS** : DR. M. Mofokeng Tel No: 011 488 4800
: should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. NB: Note that this position is a joint appointment between the department of health and Wits University.
- CLOSING DATE** : 24 May 2019
- POST 16/207** : **MEDICAL SPECIALIST GRADE 1 REF NO: HRM 30/2019**
Directorate: Anesthesiology
- SALARY CENTRE REQUIREMENTS** : R1 106 040 per annum plus benefits
: Steve Biko Academic Hospital
: MBChB & MMed OR FCA or equivalent registration as a specialist with the Health Professions Council of South Africa.
- DUTIES** : The successful candidate will provide clinical services and consultancy work to Steve Biko Academic Hospital as allocated. He/ She will be responsible for teaching and training of under and post graduate students, including medical interns and medical officers. The candidate will participate in the departmental outreach programmes and research activities.
- ENQUIRIES APPLICATIONS** : Prof S Spijkerman Tel No: (012) 354 1510
: 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** : 27 May 2019
- POST 16/208** : **DEPUTY DIRECTOR: THERAPEUTIC AND MEDICAL SUPPORT SERVICES - GRADE 1 REF NO: 0001DDTHERTMRH**
Directorate: Allied
- SALARY CENTRE REQUIREMENTS** : R857 559 – R951 765 per annum plus benefits
: Thelle Mogoerane Regional Hospital
: A bachelor's degree or equivalent qualification in Physiotherapy, Occupational Therapy, Speech Therapy, Psychology, Social Work, Dietician, Radiographer, Clinical Engineering, Environment Health, Optometry and Podiatry. Registration with HPCSA, SACSSP, CEASA and other relevant councils of the above categories. A minimum of 5 years' experience as a Chief/Manager of one of the above mentioned Department. Good verbal and non-verbal communication skills. Management and leadership skills. Knowledge and application of relevant legislation and health policies.
- DUTIES** : To ensure efficient service delivery by managing, developing and monitoring services as indicated by health policies. Develop, review, monitor and implement

policies, guidelines and protocol for related Allied Health Services. To ensure compliance with Quality Assurance Standards in Allied Departments. To monitor and ensure continuous Professional Development of staff members according to the regulations of HPCSA, SACSSP, CEASA and other relevant councils. Ensure comprehensive HR Management and effective development of staff. Implement an effective recruitment and retention strategy. Manage staff by implementing PMDS policy effectively. Plan and Monitor human and financial resources allocated to Allied Department. Assist in coordinating student training activities and liaises with tertiary institutions. Communicate effectively with clinical manager, hospital management and also dissemination of relevant information to the relevant staff. Establish a working relationship with external service providers to ensure optimal service delivery to patients living with disabilities. Coordinate Allied Forum and team building activities. Must be computer literate and have ability to manage conflict and apply discipline. Have organizational and interpersonal skills. Ability to work under pressure. Commitment to service excellent with sound decision making; ethical and innovating skills. Application of leadership skills. Be part of committees in the hospital. Overall Management of Allied Health Services.

- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- ENQUIRIES** : Dr. M.M. Malaka Tel No: (011) 345 0006
- NOTE** : Applications must be submitted on a Z83 form obtainable from any public service department, with a detailed CV, certified copies of ID and qualifications which must not be more than 3 months old to be attached. Proof of Council registration certificate and proof of payment to the HPCSA and other relevant council of the current year. Failure to do so will lead to disqualification of your application. The appointed employee will be subjected to Personnel suitability check (PSC), OHS Medical surveillance as required in the HBA, Verification (Reference check – provide at least 3 reference check of which one must be immediate supervisor, be subjected to the vetting process; criminal clearance, citizenship, credit records, verification of qualification by SAQA. The institution reserves the right not to fill the post.
- CLOSING DATE** : 24 May 2019
- POST 16/209** : **NURSING MANAGER REF NO: PWH/HON/01/19**
Directorate: Nursing Department
- SALARY** : R843 618 - R949 482 per annum (plus benefits)
- CENTRE** : Pretoria West District Hospital
- REQUIREMENTS** : General Nursing Diploma/Degree and experience in Nursing Management. OSD Requirements: A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Ability to communicate well with people at different levels from different backgrounds. Must be driven, customer focused individual with excellent planning, organizing, good interpersonal relations and presentation skills. Must be able to work under pressure.
- DUTIES** : Effective running of nursing service in line with the Department's strategic goals and objectives. Develop and support research initiatives with the aim of improving quality service. Understanding of the relevant policies and protocols regarding health services. Advocate and ensure the promotion of nursing ethos and professionalism. Conduct staff meetings to disseminate information such as new developments on policies, circulars. Participate and respond to queries and questions from relevant structures with regard to complaints on staff conduct on patients. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to health care. Participate in multi-disciplinary quality assurance task teams at various levels. Develop a good working relationship within the department and relevant stakeholders. Participate with members of the health team in decision making pertaining to health care delivery. Participate in the development of DHP and DHER. Human Resource: Analyze staffing needs and develop a plan to meet the needs. Initiate the recruitment and retention of competent personnel. Manage and

monitor the implementation of the PMDS. Manage grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Manage the licensing of all staff with relevant professional bodies. Finance: Ensure that budget spending is maximized in line with strategic Objectives. Manage and control material resources and assets. Train and supervise colleagues under his/her supervision. Ensure proper communication at all levels. Knowledge of National Core Standards and Ideal Hospital tools.

ENQUIRIES : HM Mosoane Tel No: 012 380 1205

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

NOTE : Applications must be submitted on 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.

CLOSING DATE : 24 May 2019

POST 16/210 : **MEDICAL OFFICER GRADE 1 REF NO: HRM 31/2019**
Directorate: General Surgery

SALARY : R821 205 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : MBChB or equivalent. A valid registration with the HPCSA as an independent medical practitioner.

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

ENQUIRIES : Prof T Mulaudzi Tel No: (012) 354 2099

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 : 27 May 2019

POST 16/211 : **MEDICAL REGISTRAR REF NO: HRM 32/2019**
Directorate: Dermatology

SALARY : R821 205 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : MBChB; registration with the Health Professions Council of South Africa plus Two years post Community Services.

DUTIES : Registrar duties including but not confined to clinics, consultations, ward admissions, overtime duties.

ENQUIRIES : Prof. M Kgokolo Tel No: (012) 354 3041

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 : 27 May 2019

<u>POST 16/212</u>	:	<u>MEDICAL REGISTRAR REF NO: REG/06/2019</u> Directorate: Internal Medicine, Obstetrics and gynaecology, Paediatrics, General Surgery, Trauma, Cardiothoracic Surgery, Cardiology, Urology, Accident & Emergency Medicine, Anaesthetics, Ophthalmology, Orthopaedics, ENT, Psychiatry, public health, Radiology, Radiation Oncology, Nuclear Medicine, Neurology).
<u>SALARY</u>	:	Grade 1: R821 205 per annum
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required after registration with the HPCSA as Medical Practitioner.
<u>DUTIES</u>	:	As part of the health care team, registrars participate in safe, cost -effective evidence based and compassionate patient care; including participating in outreach programs. Applies cost containment measures in the provision of patient care as trainee specialist, Registrars participates in the educational activities of their chosen specialty training program, including conducting research toward Mmed. Supervise and teach medical students, interns, medical officers and other registrars Service commitments to CMJAH and cluster hospitals Commitment to overtime, Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected Ability to work in a team and to report all potential conflict of interests and corruption.
<u>ENQUIRIES</u>	:	Dr. S. Mabunda Tel No: 011 488 5929 (Internal Medicine, Neurology, Psychiatry, Cardiology, Emergency Medicine, Plastic and Dermatology) Dr S. Ngobese Tel No: 011 488 4812 (General Surgery, Trauma, Orthopaedics, Anaesthetics, Plastic and Reconstructive Surgery, Ophthalmology, ENT, Cardiothoracic Surgery and Urology) Dr O. Ubogu Tel No: 011 488 3225 (Paediatrics, Obstetrics and Gynaecology)
<u>APPLICATIONS</u>	:	should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
<u>CLOSING DATE</u>	:	24 May 2019
<u>POST 16/213</u>	:	<u>MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2019/05/01 (X8 POSTS)</u> Directorate: Family Medicine
<u>SALARY</u>	:	Grade 1: R821 205 - R884 670 per annum (All inclusive remunerative package) Grade 2: R938 964 - R1 026 693 per annum (All-inclusive remunerative package) Grade 3: R1 089 693 - R1 362 366 per annum (All-inclusive remunerative package)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Basic medical degree (MBBCH or equivalent) and currently registered with the Health Professionals Council of South Africa (HPCSA) as a medical practitioner (Independent Practice). Post graduate diploma/degree or relevant additional medical degree will be an added advantage. Grade 1: Less than five (05) years relevant experience as a Medical Officer. Grade 2: A minimum of 5 years, but less than 10 years relevant experience as a Medical Officer. Grade 3: A minimum of 10 years and more appropriate experience as a Medical Officer after registration with HPCSA. Recommendations: Experience in district health service; experience in general medical practice, PHC, HAST, EBM and use of current protocols. Clinical skills; in consultation, history taking, examination, clinical assessment and management procedures and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, team work ability, good medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service.

- DUTIES** : Provision of PHC services in the District hospital, Community health centers and clinics within the district health services (DHS). Improve clinical quality PHC services through direct patient care and mentoring and supervising health care professionals through an integrated approach programmes. Participate in 24hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine & PHC unit in the district. Support the training and the CPD/CME activities for nurses, intern and community services doctors in the district. Support/participate in the development of district research projects. Perform any other duties delegated by Supervisor/Manager.
- ENQUIRIES** : Dr. N. Ngcwabe Tel No: 011 878 - 8503
Dr. S. Agbo Tel No: 011 878 8548 / Cell: 079 877 4845
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
- FOR ATTENTION NOTE** : Human Resource Manager
: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 24 May 2019
- POST 16/214** : **MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2019/05/06 (X1 POST)**
Directorate: Clinical Forensic Medical Services
- SALARY** : Grade 1: R821 205- R884 670 per annum (All inclusive remunerative package)
Grade 2: R938 964 - R1 026 693 per annum (All-inclusive remunerative package)
Grade 3: R1 089 693- R1 362 366 per annum (All-inclusive remunerative package)
- CENTRE REQUIREMENTS** : Ekurhuleni Health District
: Basic medical degree (MBBCH or equivalent) and currently registered with the Health Professionals Council of South Africa (HPCSA) as a medical practitioner. Post graduate diploma/degree or relevant additional medical degree will be an added advantage. **Grade 1:** Less than five (05) years relevant experience as a Medical Officer. **Grade 2:** A minimum of 5 years, but less than 10 years relevant experience as a Medical Officer. **Grade 3:** A minimum of 10 years and more appropriate experience as a Medical Officer after registration with HPCSA. Recommendations: Experience in Clinical Forensic Medical Services, District Health Services; General Medical Practice, PHC, HAST, EBM and use of current protocols. Clinical skills; in consultation, history taking, examination, clinical assessment and management procedures and ensuring continuity of patient care and evidence collection. Good professional attitude/conduct, good communication skills, good professional ethics, team work ability, good medical records keeping. Willingness to manage traumatized patients who had been Physically and Sexually abused. Willingness to manage the abused and the abusers.
- DUTIES** : To coordinate Medical Services across Ekurhuleni Clinical Forensic Medical Services (CFMS). To coordinate Clinical Forensic Medical Services according to policies and regulations. To provide support for effective and efficient medical service delivery within PHC. To provide support for Health Programme in the District. To support PHC and Clinical training in Ekurhuleni District. Participate in organizing the CME Programme in the District when Clinical Forensic Medical Services topics are to be discussed. Conduct investigations of complaints and advice the District Management accordingly. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Give evidence in court as an expert witness for patients seen at CFMS. Provide weekly work schedule plan. Audit of Patients files and J88. Supervision and coordinating of 24 hours Clinical Forensic Medical Services. Participate in 24-hour CFMS including PHC and EMS. Perform Commuted Overtime. Perform any other duties delegated by Supervisor/Clinical Manager.
- ENQUIRIES** : Dr EM Tipoy Tel No: 011 876 1802 / Cell: 076 120 0148

- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
- FOR ATTENTION NOTE** : Human Resource Manager
: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 24 May 2019
- POST 16/215** : **MEDICAL OFFICER REF NO: MO/07/2019**
: Directorate: Internal Medicine, Obstetrics and gynaecology, Paediatrics, General Surgery, Trauma, Cardiothoracic Surgery, Cardiology, Urology, Accident & Emergency Medicine, Anaesthetics, Ophthalmology, Orthopaedics, ENT, Psychiatry, public health, Radiology, Radiation Oncology, Nuclear Medicine, Neurology).
- 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 REQUIREMENTS** : Charlotte Maxeke Johannesburg Academic Hospital
: **Grade 1:** Appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required after registration with the HPCSA as Medical Practitioner. **Grade 2:** appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 5 years' experience after registration with the HPCSA as Medical Practitioner. **Grade 3:** appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 10 years' experience after registration with the HPCSA as Medical Practitioner.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES** : Dr. S. Mabunda Tel No: 011 488 5929 (Internal Medicine, Neurology, Psychiatry, Cardiology, Emergency Medicine, Plastic and Dermatology)
: Dr S. Ngobese Tel No: 011 488 4812 (General Surgery, Trauma, Orthopaedics, Anaesthetics, Plastic and Reconstructive Surgery, Ophthalmology, ENT, Cardiothoracic Surgery and Urology.
: Dr O. Ubogu Tel No: 011 488 48 (Paediatrics, Obstetrics and Gynaecology)
- APPLICATIONS** : should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
- CLOSING DATE** : 24 May 2019

<u>POST 16/216</u>	:	<u>PHARMACIST REF NO: PHAR/04/2019</u> Directorate: Pharmacy Department
<u>SALARY</u>	:	Grade 1: R693 372 per annum Grade 2: R751 026 per annum Grade 3: R821 205 per annum
<u>CENTRE REQUIREMENTS</u>	:	Charlotte Maxeke Johannesburg Academic Hospital Grade 1: Basic qualification accredited by the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration. RSA: No experience required after registration as Pharmacist with SAPC in respect of RSA-qualified employees who performed community service in relevant profession as required in South Africa. Foreigners: 1 year relevant experience after registration as Pharmacist with a recognised foreign health professions council in respect of foreign qualified employees, of whom it is not to perform community service as required in South Africa. Grade 2: Basic qualification accredited by the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration. RSA: A minimum of 5 years relevant experience after registration as Pharmacist with SAPC in respect of RSA-qualified employees who performed community service in relevant profession as required in South Africa. Foreigners: A minimum of 6 year relevant experience after registration as Pharmacist with a recognised foreign health professions council in respect of foreign qualified employees, of whom it is not to perform community service as required in South Africa. Grade 3: Basic qualification accredited by the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration. RSA: A minimum of 13 years relevant experience after registration as Pharmacist with SAPC in respect of RSA-qualified employees who performed community service in relevant profession as required in South Africa. Foreigners: A minimum of 14 year relevant experience after registration as Pharmacist with a recognised foreign health professions council in respect of foreign qualified employees, of whom it is not to perform community service as required in South Africa.
<u>DUTIES</u>	:	The pharmaceutical by taking responsibility for the patients medicine-related needs and being accountable for meeting these needs, which will include but not limited to: Evaluation of the patients medicine –related needs by determining the indication, safety and effectiveness of the therapy, Dispensing of any medicine or scheduled substance on a prescription of a person authorised to prescribe medicine, Furnishing of information and advice to any person with regards to the use of the medicine , Determining the compliance with the therapy and follow up to ensure that the patients medicine related needs are being met. Comply with standard operating procedures and statutory regulation (GPP, GMP and PFMA incl. Cost containment, provide comprehensive patient counselling and liaise with medical /nursing staff on patient problem regarding in appropriate handling and use of medication. Monitor treatment outcomes, recording scheduled substance in register, monitoring adherence and appropriate use of chronic. Ensure thermo-labile (Fridge) products are stored and handled according to manufacturer’s recommendations. Consulting medical officers to ensure compliance of standards treatment guideline and EML. Provide in-service training, promoting the rational medicine use principle, monitoring availability of essential medicines, compounding medicine according to formulae. Compliance to SOP’s. Supervising pharmacist assistant on dispensing activities. Placing orders and follow –up on back orders. Supervising pharmacy assistants on stock orders, receiving, handling and storage procedures. Promote Public Health Conduct cyclic and bi-annual stock counts. Comply with six quality priorities and Batho Pele Principle. Ensure safekeeping and security of stock, preventing losses, theft and expiring stock. Deputize for supervising pharmacist. Be available for on call after hours. Perform any other duty within scope of practice, PMDS and conflict resolution. Ensure that section 21 of medicine procedures are followed properly by health professionals and the schedule 6 drug register is balance after every issue and quarterly as per the prescription of the law. Be involved with continuous improvement projects to address service delivery challenges.
<u>ENQUIRIES</u>	:	Dr. Ol. Ubogu Tel No: 011 488-3225

APPLICATIONS : should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.

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

CLOSING DATE : 24 May 2019

POST 16/217 : **MEDICAL PHYSICIST REF NO: MED-PHY/05/2019**
Directorate: Medical Physics

SALARY : Grade 1: R662 190 per annum (all-inclusive package)
Grade 2: R750 024 per annum (all-inclusive package)
Grade 3: R857 559 per annum (all-inclusive package)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : **Grade 1:** An appropriate qualification that allows registration with the HPCSA as a medical Physicist, Registration with the HPCSA as a Medical Physicist, No experience needed after registration with the HPCSA as a Medical Physicist. **Grade 2:** An appropriate qualification that allows registration with the HPCSA as a medical Physicist. Registration with the HPCSA as a Medical Physicist. 8 years appropriate experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** An appropriate qualification that allows registration with the HPCSA as a Medical Physicist. Registration with the HPCSA as a Medical Physicist. 16 years appropriate experience after registration with the HPCSA as a Medical Physicist.

DUTIES : sound knowledge of ionising radiation and imaging in radiology. Sound knowledge of radiotherapy dosimetry equipment, treatment planning mould room equipment. Operation, monitoring of maintenance, record keeping and care of all equipment and accessories. Knowledge of departmental protocols, design and implementation of new protocols. Teaching and training skills, radiation protection and handling, transporting and disposal of radioactive materials. Ability to solve radiotherapy physics problems. Competency in performance of quality control procedures in radiotherapy. Provide medical physics support for radiation oncology treatment unit including acceptance testing, commissioning, calibration and quality assurance. Provide medical physics support in radiation oncology treatment planning. Participating in the implementation of new treatment techniques. Provide radiation protection services and ensure regulatory compliance for the institution. Experience on diagnose radiology, physical ability to handle quality assurance equipment. Ability to work full hours a week and work overtime when requested.

ENQUIRIES : Mr. L.N. Ntombela Tel No: 011 481 2156

APPLICATIONS : should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.

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

CLOSING DATE : 24 May 2019

POST 16/218 : **ASSISTANT MANAGER NURSING: SPECIALIST: GYANE AND OBSTERICS REF NO: HRM 33/2019 (X1 POST)**

Directorate: Nursing

(This is a re-advertisement, it was previously advertised in circular8 of 2019 and those who have applied previously do not have to re-apply)

SALARY
CENTRE
REQUIREMENTS

PN-B4/PN-A7 R614 991/ R562 800 per annum plus benefits

Steve Biko Academic Hospital

grade 12. Basic qualification accredited with the South African nursing council in terms of Government Notice 425, i.e. diploma\degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in advanced Midwifery. Degree\diploma in Nursing Management. **PN-B4** A minimum of 10 years appropriate\recognizable experience in nursing after registration as a Professional nurse with the South African Nursing Council in General Nursing. At least 6 year of the period referred to above must be appropriate\recognizable experience after obtaining the 1 year post basic qualification in advanced Midwifery Nursing. At least 3 years of the period referred to above must be appropriate recognizable experience at management level at Public institution. Strong Leadership, good communication and sound interpersonal skills are necessary. Valid EB driver's license. Service certificates compulsory. South African Nursing Council annual practicing certificate. Computer literacy. **PN-A7** a minimum of 8 years appropriate\recognizable experience in nursing after registration as a Professional Nurse with the South African nursing Council in General Nursing. At least 6 years of the period referred to above must be experience in midwifery. At least 3 years of the period referred to above must be recognizable experience at management level. Strong leadership, good communication and sound interpersonal skills are necessary. Valid EB driver's license. Service certificate compulsory. South African Nursing Council annual practicing certificate and computer skills.

DUTIES

Coordination of optimal, holistic specialized nursing care provided within set standards and a professional\legal framework. Manage effectively the utilization and supervision of Human, Financial and services resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing services.

ENQUIRIES
APPLICATIONS

Mrs. A Mowayo Tel No: (012) 354 1300

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

27 May 2019

POST 16/219 : **ASSISTANT MANAGER NURSING SPECIALTY STREAM (PNB-4) DAY&NIGHT REF NO: BGH 2019/APR/01**

Directorate Nursing Division: Obstetrics and Gynaecology

SALARY
CENTRE
REQUIREMENTS

R614 991 per annum (plus benefits)

Bertha Gxowa Hospital

Basic R425 qualification in nursing, Degree/Diploma in general nursing, midwifery, community nursing and psychiatry. Diploma in nursing education and Nursing Administration will be an added advantage. Preference will be given to Operational Manager Specialty with Diploma in Nursing Administration will be an added advantage. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Post Basic / Advanced Midwifery and Neonatology Nursing. Have a minimum of 10 years appropriate / recognizable experience in nursing after registration as a 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 Advanced Midwifery and Neonatology Nursing. At least 3 years of the period must be appropriate at management level in maternity as an Operational Manager. Proof of service record. In-depth Knowledge of nursing and midwifery care processes and

procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Human Resources, 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 and midwifery care. Personal: responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Computer literacy (MS Excel, MS PowerPoint, e-mail). Drivers licence will be an added advantage. Certification in Baby Friendly Hospital Initiatives and Assessors for BFHI, ESMOE and Neonatal Resuscitation.

DUTIES : Coordinate optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Manage effectively the supervision and utilisation of resources (Human Resources, Financial Resources and Services). Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional/growth/ethical standards and self-development. Coordination of ESMOE Drills and Maternal Morbidity and Mortality Meetings. Service coverage - Nursing Service Management - Do calls and with hospital sit-ups as required by the organisation.

ENQUIRIES : Mrs. P.Z.N. Mofokeng Tel No: (011)278 7640

APPLICATIONS : Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston.

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

CLOSING DATE : 24 May 2019

POST 16/220 : **HEAD OF DEPARTMENT PNDIII (STUDENT AFFAIRS) REF NO: REFS/004000**
Directorate: Nursing Education and Training

SALARY : R579 696 – R672 018 per annum (plus benefits)

CENTRE : Ga-Rankuwa Nursing College

REQUIREMENTS : A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/ Accoucheur. A Post-basic qualification in Nursing Education and Administration registered with SANC. Proof of current registration with SANC. A minimum of 9 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing/Midwife. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education and Administration after obtaining the one year post –basic qualification in Nursing Education and Administration. Knowledge of relevant Acts and legislations, Code of ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance matters. Problem solving, analytical skills, project and nursing programme management. Sound communication and Leadership skills. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. Valid driver's license.

DUTIES : Coordinate Student Affairs and Counselling activities. Exercise control and supervision of staff. Facilitate training and guidance of staff. Participate in daily Management of the college. Facilitate budget needs for the Student Affairs and Counselling component. Manage various submissions including facilitation of correspondence in Student Affairs and Counselling. Manage all functions pertaining to the following: Student selection process, appointments, terminations, registration of students with South African Nursing Council, and student records.

		Develop, implement, monitor and evaluate quality assurance programs within Student Affairs and Counselling. Collaborate with stakeholders and building of strong relationship with other departments.
<u>ENQUIRIES</u>	:	Ms K R Lekgeu Tel No: (012) 560-0448/50
<u>APPLICATIONS</u>	:	All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag x830 PRETORIA 0001 or apply online at www.gautengonline.gov.za . Kindly submit the recent salary advice.
<u>CLOSING DATE</u>	:	24 May 2019
<u>POST 16/221</u>	:	<u>HEAD OF DEPARTMENT – STUDENT AFFAIRS REF NO: 3/4/1/1/8 (X1 POST)</u> Directorate: Nursing Education and Training
<u>SALARY</u>	:	R579 696 - R672 018 per annum (plus benefits)
<u>CENTRE</u>	:	Ann Latsky Nursing College
<u>REQUIREMENTS</u>	:	Basic qualifications accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) that allows registration with the SANC as a professional nurse. Bachelor's degree in nursing/ Nursing Education and Management. Current registration with SANC. A minimum of nine (9) years appropriate recognizable nursing experience after registration as Professional Nurse with SANC. A minimum of five (5) years, of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the Post Basic Nursing Education qualification. Knowledge of academic requirements, relevant Acts and Legislation, Code of Ethics and Professional Practice of South African Nursing Council. Knowledge of procedures and processes related to examinations and management of data/records. Computer literacy in Microsoft Word and Microsoft Excel. Good communication and supervisory skills. Good report writing skills and the ability to work in a team and under pressure. A valid code 08 driver's license.
<u>DUTIES</u>	:	Coordinate planning of the master education and student placement plan of the College. Management of procedures and processes to ensure safety and security of examinations. Administration of a student and academic information system. Develop and ensure implementation of quality assurance programmes. Deliver an administrative service to academic staff and students regarding academic matters. Serve as chairperson/member on applicable academic/management committees, prepare and deliver reports as required. Participate in the management of the College. Collaborate with stakeholders and built a sound relationship within the department. Supervise staff. Initiate and/or participate in nursing research. Participate in continuing professional development in Nursing Education and own field of practice.
<u>APPLICATIONS</u>	:	Application documents must be submitted to Ann Latsky Nursing College, No.1 Plunkett Avenue, Hurst Hill, Johannesburg or posted to P/B X40, Auckland Park, 2006.
<u>ENQUIRIES</u>	:	Ms M du Plessis, Tel No: 011 644 8911/8934 or Mr. J.D. Cloete Tel No: 011644 8912
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a C.V., certified copies not older than three 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. Persons with disabilities will receive preference. The institution reserves the right not to appoint.
<u>CLOSING DATE</u>	:	24 May 2019
<u>POST 16/222</u>	:	<u>PNB 3 OPERATIONAL MANAGER SPECIALTY (OPERATING THEATRE)</u> Directorate: Operating Theatre
<u>SALARY</u>	:	R562 800 – R633 432 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic nursing with duration of one (1) year, accredited with SANC in Operating Theatre Nursing Science. Minimum of 9-years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in

General Nursing, at least five (5) years of the period referred to above must be appropriate / recognizable experience in the specialty (Operating Theatre) after obtaining the one (1) year post-basic qualification in the specific specialty (Operating Theatre Nursing Science). Diploma in Nursing Administration / Management will be added advantage. Current 2019 SANC receipt. Proof of service record certificate. Computer literacy and 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 Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and procedure, grievance procedure, etc. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counselling.

DUTIES : Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively the utilization and supervision of resources. i.e. Human, Financial, and Services Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth / ethical standards and self development. Display a concern for patients, promoting, advocating and facilitating proper treatment and Quality care. Ensure that the unit adheres to Batho Pele principles and patient centred nursing care. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards.

ENQUIRIES : Ms. M.V. Mathabatha, Tel No: (012) 318-6622
APPLICATIONS : must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Kalafong Tertiary 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 24 May 2019

POST 16/223 : **CHIEF CLINICAL TECHNOLOGY (PULMONARY) GRADE 1 REF NO: CHBAH 152 (X1 POST)**
 Directorate: Cardiology

SALARY : R466 119 – R517 326 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : An appropriate Degree or Diploma in Clinical Technology in Cardiology. A minimum of 3 years appropriate experience in cardiology (excluding community service). Registration with the relevant Health Professions Council of South Africa as a Clinical Technologist with independent practitioner status and proof of payment for the period 2019/20. Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies and procedures. Good written

and communication skills. Supervisory, planning and organizing skills. Ability to work as a member of a multidisciplinary team. Knowledge of budget planning as well as the Public Finance and Management Act. Must have a good understanding of public hospital operational systems. Competent in both adult and Paediatrics cardiac care procedures. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.

DUTIES

: Provision of clinical services in compliance with policies, procedures and standard as set out by the institution, provincial and national authorities. Responsibility for continuous professional development and facilitation of all clinical technology (Cardiology) and operational activities in the institution. Contribute to development of the clinical technology department and profession including participation in institutional, provincial and national conferences and committees. Supervision of activities of junior clinical technologists, including performance appraisal according to regulations of the public service. Perform administrative, operational and managerial duties as delegated. Participation in research activities, supervision and training of clinical technologist students. Responsible for orientation of new clinical technologists and assist in ICU nursing continuous educational programs. Co-ordinate, monitor, maintain and motivate for purchasing and repair of all equipment in the department. Assist with implementing and monitoring effective record keeping, accurate statistics collection and analysis, and high standards of quality assurance. Management duties of ECG Department which is the sub unit of the cardiology department. Co-ordinate all activities of the clinical technologists in the unit. Work as a member of the multi-disciplinary team. Co-ordinate all relevant meetings effectively, taking on a leadership role. In the absence of the head of department, the chief occupational therapist is expected to attend relevant meetings and assume relevant functions of the HOD. Contribute to departmental planning, budgeting, monitoring and evaluating. Manage finances in alignment with the demand plan. Develop an annual operational plan for the sub-section. Submit monthly reports to the HOD. Implement National Core Standards in the occupational therapy department. Develop and implement guidelines and protocols in line with National and Provincial strategies. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

**ENQUIRIES
APPLICATIONS**

: Mr. MW Madondo Tel No: (011) 933 9412
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

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

CLOSING DATE

: 24 May 2019

POST 16/224 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (QUALITY ASSURANCE)**
REF NO: QAPC/04/02 (X1 POST)
Directorate: Nursing

SALARY : R444 276 per annum (OSD)
CENTRE : Cullinan Care and Rehabilitation Centre
REQUIREMENTS : 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 3 years appropriate/recognised experience in nursing after registration as Professional Nurse with SANC in General Nursing. Driver's License. Computer literacy (MS Word, MS Power point and MS Excel). Report writing and communication skills. Experience in management of quality assurance programme will be an added advantage.

DUTIES : 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 National Core Standards (NCS). Manage the clinical audit system which will include reporting and investigation of Patient Safety Incidents and attending mortality and morbidity meetings. Liaise with central and regional office on quality management matters. Prepare and present quality improvement report to CEO. Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient healthcare. Effective management of human and material resources in line with PFMA. Oversight of infection prevention and control programme.

ENQUIRIES : Mr TL Moloi Tel No: 012 734 7000 x 215
APPLICATIONS : The applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan or Posted to Cullinan Care and Rehabilitation Centre, Private Bag X 1005, Cullinan 1000

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 certified current SANC annual practice 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 persons 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. Cullinan Care and Rehabilitation Centre 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. The Department of Health supports and encourage persons with disabilities to apply.

CLOSING DATE : 24 May 2019

POST 16/225 : **OPERATIONAL MANAGER GRADE 1 DAY & NIGHT REF NO: BGH 2019/APR/02 (X2 POSTS)**
Directorate Nursing Division: Obstetrics and Gynaecology

SALARY : R444 276 per annum (plus benefits)
CENTRE : Bertha Gxowa Hospital
REQUIREMENTS : 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 registering as professional nurse with SANC in general nursing. Two or more years' experience in as a unit supervisor, Critical decision-making skills and exposure as a unit manager.

Competencies Leadership, Management, Coordination and communication skills and Computer Literacy. Shift work mandatory.

DUTIES : Supervise and manage the nursing activities. Draw operational plans and general duties. Co-ordinate clinical audits in the organization. Set standards for the unit and formulate unit policies. Put measures in place to comply with quality assurance standards as well as infection control. Comply with policies to maintain budget and fraud prevention. Plan unit staffing in proportion to daily patient care and nursing activities. Cost Centre management. Formulate training programmes of the unit. Leave management. Collate monthly HIS data OR Quality improvement, monthly audit in the unit. Ensure clinical updates and management. Knowledge and understanding of OHS, Labour Relation, HR, QA and Financial management.

ENQUIRIES : Mrs. P.Z.N. Mofokeng Tel No: (011)278 7640

APPLICATIONS : should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston.

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

CLOSING DATE : 24 May 2019

POST 16/226 : **OCCUPATIONAL HEALTH AND SAFETY NURSE GRADE 1 PN-A5 REF NO: OHNP CCRC 04/01 (X1 POST)**
Directorate: Nursing

SALARY : R444 276 per annum

CENTRE : Cullinan care and Rehabilitation Centre

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse.7 years' service experience as a Professional Nurse in General units Health related Degree or National Diploma registrable with the South African Statutory Health Professions Council. A Certificate in Health and Safety will be an added advantage. Good verbal and written communication skills.

DUTIES : Arrange committee meetings and prepare agenda there overperform medical surveillance and physical examinations of staff, Biological monitoring, including vaccination of staff. Minutes recording and processing of committee's meetings. Maintain all appropriate registers pertaining to OHS. Arrange training courses as required in liaison with Health and Safety representatives. Employees and managers. Receive and evaluate for organizational relevance OHS information and such information be distributed to delegated officers by memo, email or through meetings as required. Monitor the organization's compliance with OHS policies, legislative requirements, codes, regulations, practices and procedures and ensure OHS committees meetings address any areas on non-compliance or concern. Liaise with Regional coordinator regarding various OHS matters relating to audit inspections, actions from committee meetings, training etc. liaise with managers and supply agents to carry out inspections of First Aid, fire extinguisher lifting devices any pressure vessels etc. Assist with identifying workplace hazards and procedures in liaison with managers and ensure they have safe operating procedures where necessary. To view and update material safety data sheets for all substance and chemicals used within the workplace. To draft OHS letters, email and memorandums for the committee chairperson or Chief executive Officer to check and sign. To monitor expenditure on OHS items for budgetary considerations. To ensure that a copy of OHS committee meeting minutes and Policies to be reviewed are forwarded to Chief Executive Officer; personal Assistant for inclusion on correspondence register.

ENQUIRIES : Mr. TL Moloi Tel No: 012 734 7000 x 215

- APPLICATIONS** : The applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, Or Posted to Cullinan Care and Rehabilitation Centre, Private Bag X 1005, Cullinan 1000
- 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 certified current SANC annual practice 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 persons 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. Cullinan Care and Rehabilitation Centre 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. The Department of Health supports and encourage persons with disabilities to apply.
- CLOSING DATE** : 24 May 2019
- POST 16/227** : **OPERATIONAL MANAGER NURSING GENERAL: OPD & HAST (PN-A5) REF NO: CHBAH 153 (X1 POST)**
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R444 276 – R500 031 per annum (Plus benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Basic R425 qualification (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. Competencies /Knowledge/Skills- leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.
- ENQUIRIES APPLICATIONS** : Mr B Mulaudzi Tel No: (011) 933 8402
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept

that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 24 May 2019
- POST 16/228** : **NUCLEAR MEDICINE RADIOGRAPHER REF NO: NMR/01/2019**
Directorate: Nuclear Medicine Radiography
- SALARY** : Grade 1: R395 703 (plus benefits)
Grade 2: R466 119 (plus benefits)
Grade 3: R549 066 (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : **Grade 1:** An appropriate qualification that allows for the required registration with the HPCSA in Nuclear Medicine Radiography. Registration with the HPCSA in Nuclear Medicine Radiography, and 4 years appropriate experience after registration with HPCSA as a Diagnostic Radiographer. **Grade 2:** Appropriate qualification that allows for the required registration with the HPCSA in Nuclear Medicine Radiography, Registration with the HPCSA in Nuclear Medicine Radiography, 14 years' experience after registration with the HPCSA as a Diagnostic Radiographer, of which 10 years must be after registration in Nuclear Medicine Radiography. **Grade 3:** Appropriate qualification that allows for the required registration with the HPCSA in Nuclear Medicine Radiography, Registration with the HPCSA in Nuclear Medicine Radiography, 24 years' experience after registration with the HPCSA as a Diagnostic Radiographer, of which 20 years must be after registration in Nuclear Medicine Radiography.
- DUTIES** : The incumbent should be able to perform the following duties: General Nuclear Medicine Imaging including PET CT imaging. Assist in Nuclear Medicine Therapy. Perform Hot Laboratory duties including PET CT Hot Laboratory. Perform Nuclear Medicine Administration including frontline office that is schedule nuclear medicine scans, order nuclear medicine consumables, respond to enquiries.
- ENQUIRIES** : Dr. O. I. Ubogu Tel No: 011 488 3225
- APPLICATIONS** : should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
- CLOSING DATE** : 24 May 2019
- POST 16/229** : **RADIATION ONCOLOGY RADIOGRAPHER REF NO: ROR/03/2019**
Directorate: Radiation Oncology Radiography
- SALARY** : Grade 1: R395 703 (plus benefits)
Grade 2: R466 119 (plus benefits)
Grade 3: R549 066 (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : **Grade 1:** An appropriate qualification that allows for the required registration with the HPCSA in Radiation Oncology Radiography. Registration with the HPCSA in Radiation Oncology Radiography, 4 years appropriate experience after registration

with HPCSA as a Diagnostic Radiographer. **Grade 2:** Appropriate qualification that allows for the required registration with the HPCSA in Radiation Oncology Radiography, Registration with the HPCSA in Radiation Oncology Radiography, 14 years' experience after registration with the HPCSA as a Diagnostic Radiographer, of which 10 years must be after registration in Radiation Oncology Radiography. **Grade 3:** Appropriate qualification that allows for the required registration with the HPCSA in Radiation Oncology Radiography, Nuclear Medicine Radiography, Ultrasound Radiography. Registration with the HPCSA in Radiation Oncology Radiography, Nuclear Medicine Radiography, Ultrasound Radiography. 24 years' experience after registration with the HPCSA as a Diagnostic Radiographer, of which 20 years must be after registration in Radiation Oncology Radiography, Nuclear Medicine Radiography, Ultrasound Radiography. Responsible for localization, planning and accurate delivery of radiation treatment to patients with neoplasms. Physical and emotional support of patients. Daily and weekly QA. Administration duties includes appointments and statistics. Assist students during clinical work to develop Radiation Therapy skills. Discipline and conflict management of subordinates. Participate in research. Treatment of emergency patients after hours.

DUTIES

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**ENQUIRIES
APPLICATIONS**

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NOTE

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CLOSING DATE

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POST 16/230

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**SALARY
CENTRE
REQUIREMENTS**

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DUTIES

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Dr. O. I. Ubogu Tel No: 011 488 3225
should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.
The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
24 May 2019

SOCIAL WORKER SUPERVISOR GRADE 1 REF NO: EHD2019/05/08 (X2 POSTS)
Directorate: Rehabilitation

R384 228 - R445 425 per annum (plus benefits)
Ekurhuleni Health District
Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A valid driver's license is essential. A minimum of 7 years' recognizable experience in Social Work after registration as a Social Worker with SACSSP. Knowledge: Public Service Act and Regulations; Batho-Pele principles, PFMA, quality assurance, district health information system, labour relations and complaint management. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research.

Ensure that social work service with regard to care; support; protection and development of vulnerable individuals; groups; families and communities through the relevant programmes is rendered with emphasis on promotion and prevention; Supervise, support and provide clinical advise to Social Workers; develop strategic documents; monitor and evaluate performance of social work services; compile monthly, quarterly and annual reports; Manage human resources and ensure effective and efficient staff utilization; Control and monitor staff attendance on duty; Ensure that other discipline are aware about social work services rendered in a Primary Health Care facility; Train and develop supervisees in keeping up to date with the new developments in the social work field. The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services

towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers Grade 1-4; Employee Performance Management and Development System. Perform all administrative functions required in the District to ensure the smooth running of social work service.

ENQUIRIES : Ms K.R Maluleke Tel No: 011 876 - 1766
APPLICATIONS : Application could be hand delivered to Ekurhuleni Health District, Human Resource Department, West Wing, 40 Catlin Street, Germiston, 1401 or post it to 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 : 24 May 2019

POST 16/231 : **PROFESSIONAL NURSE (SPECIALTY) REF NO: BGH/APR/03 (X4 POSTS)**
Directorate: Nursing
(Advanced Midwifery, Neonatal, Trauma, Mother and child and PHC)

SALARY : R383 226 per annum (plus benefits)
CENTRE : Bertha Gxowa Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. Grade 1: A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Shift work mandatory.

ENQUIRIES : Mrs. P.Z.N. Mofokeng Tel No: (011)278 7640
APPLICATIONS : Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston.

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

CLOSING DATE : 24 May 2019

POST 16/232 : **LECTURER PND 1/2 PROFESSIONAL NURSE: NEPHROLOGY NURSING SCIENCE (X1 POST)**
Directorate: Nursing College

SALARY : PND1: R383 226 – R444 276 per annum (plus benefits)
PND2: R471 333 – R614 991 per annum (plus benefits)

CENTRE : Rahima Moosa Campus

- REQUIREMENTS** : **PND1** minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. **PND2** minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma in Nephrology Nursing Science and a degree in Nursing Education. Minimum of 2 years appropriate experience in Nephrology Nursing Science with a track record of transferability of the post applied for. A code 8 drivers' license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.
- DUTIES** : The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation.
- ENQUIRIES** : Mrs. N. Buthelezi Tel No: (011) 247- 3304-3300
Mr. A.T Tsoke Tel No: (011) 247 3321/3300
- APPLICATIONS** : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116 Melville 2109. Human Resource Department.
- CLOSING DATE** : 24 May 2019
- POST 16/233** : **LECTURER PND 1/2 PROFESSIONAL NURSE: CRITICAL CARE NURSING SCIENCE (X1 POST)**
Directorate: Nursing College
- SALARY** : PND1: R383 226 – R444 276 per annum (plus benefits)
PND2: R471 333 – R614 991 per annum (plus benefits)
- CENTRE REQUIREMENTS** : **PND1** minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. **PND2** minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma in Critical Care Nursing Science and a degree in Nursing Education. Minimum of 2 years appropriate experience in Critical Care Nursing Science with a track record of transferability of the post applied for. A code 8 drivers' license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.
- DUTIES** : The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation.
- ENQUIRIES** : Mrs. N. Buthelezi Tel No: (011) 247- 3304-3300
Mr. A.T Tsoke Tel No: (011) 247 3321/3300
- APPLICATIONS** : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116 Melville 2109. Human Resource Department.
- CLOSING DATE** : 24 May 2019

POST 16/234 : **LECTURER PND 1/2 PROFESSIONAL NURSE: CHILD NURSING SCIENCE (X1 POST)**
 Directorate: Nursing College

SALARY : PND1: R383 226 – R444 276 per annum (plus benefits)
 PND2: R471 333 – R614 991 per annum (plus benefits)

CENTRE REQUIREMENTS : Rahima Moosa Campus
REQUIREMENTS : **PND1** minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. **PND2** minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma in Child Nursing Science and a degree in Nursing Education. Minimum of 2 years appropriate experience in Child Nursing Science with a track record of transferability of the post applied for. A code 8 drivers' license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.

DUTIES : The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation.

ENQUIRIES : Mrs. N. Buthelezi Tel No: (011) 247- 3304-3300
 Mr. A.T Tsoke Tel No: (011) 247 3321/3300

APPLICATIONS : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116 Melville 2109. Human Resource Department.

CLOSING DATE : 24 May 2019

POST 16/235 : **LECTURER/STUDENT COUNSELLOR PND1/PND2 REF NO: CHBNC/2019/SCOUNCIL01**
 Directorate: Nursing Education and Training

SALARY : PND1: R383 226 per annum (plus benefits)
 PND2: R471 333 per annum (plus benefits)

CENTRE REQUIREMENTS : Chris Hani Baragwanath Nursing College
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government notice R425 (i.e. diploma/degree in Nursing) or registered with the SANC as a Psychiatric nurse. Post basic qualification in Nursing Education registered with SANC. A minimum of 4 year's appropriate and recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. PND2 minimum of four (4) years appropriate/ recognizable nursing experience after registration as a Professional Nurse and 10 years appropriate experience in Nursing Education. At least 2 years experience in Psychiatric environment or Counseling Services. A valid driver's license. Sound communication. Computer literacy. Report writing and presentation skills.

DUTIES : The successful candidate will be responsible for amongst others, the following tasks: Plan and manage learner counselling and support programmes. Conduct classroom presentation of study and life skills to improve academic performance. Assessment and referral of individual learners with personal/social problems. Promotion of general welfare, personal and professional development of learners. Students advocacy. Support and guidance of Student Representative Council. Marketing and Recruitment of prospective nursing students. Orientation of newly appointed students. Participate in research relevant to Nursing Education, Policy development, review and evaluation of student support programmes. Engage in own continuous professional development (CPD) related to student support. The ability to work in a team and under pressure. Other delegated tasks.

- ENQUIRIES APPLICATIONS** : Ms. B.E Mothebe Tel No: (011) 983 3086
 : Applications should be submitted at the 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, current SANC receipt, valid driver's license and attached Qualifications. Certified copy of service records in Nursing Education. State all your competencies including computer literacy in your C.V. Certification stamp must not be over six months on the day of submitting the application. Smart card must be copied both sides (Driver's license and ID). 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). Incomplete applications or applications received after closing date will not be considered.
- CLOSING DATE** : 24 May 2019 12h00 am
- POST 16/236** : **ASSISTANT DIRECTOR: HUMAN RESOURCE REF NO: PWH/ASD/02/19**
 Directorate: Human Resource Department
- SALARY CENTRE REQUIREMENTS** : R376 596 – R443 601 per annum (plus benefits)
 : Pretoria West District Hospital
 : National Diploma/Degree in Human Resources, with 5years experience or Grade12 (Matric) with 10 years. Experience in HR. At least 3years supervisory experience in HRM. 2years experience in Health Environment will be an advantage. Computer literacy. Knowledge of and experience in the Persal System. Knowledge of Public Service Act and other legislative prescripts that govern Human Resource Management. Knowledge of Human Resources administration process. Ability to communicate well with people at different levels from different backgrounds. Must be driven, customer focused individual with excellent planning, organizing, good interpersonal relations and presentation skills. Must be able to work under pressure.
- DUTIES** : Manage and render effective personnel administration, salary administration and leave administration services. Manage all conditions of service practices. Give guidance, manage and monitor safe keeping and record keeping of personal information and insure compliance with Human Resource legislative framework and prescripts. Manage and oversee the smooth running and functioning of the Conditions of Service Unit. Ensure that the units monthly and quarterly reports are compiled and presented. Participate in management committees and meetings. Give advice on procedural policy matters and end users. Manage and supervise staff and activities within the department. Train and motivate staff. Administrate discipline and implement grievance procedures. Direct and manage performance to meet Batho Pele standards for customer in all areas within the department. Review performance of team players and attend to audit queries. Report on sectional activities and collate statistics for management analysis. Compile and updates reports. Knowledge of National Core Standards and Ideal Hospital Tools. Contribute to the departments planning, budgeting and procurement processes. Comply with Performance Management and Development Systems (contacting quarterly reviews and final assessment.
- ENQUIRIES APPLICATIONS** : HM Mosoane Tel No: 012 380 1205
 : Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
- NOTE** : Applications must be submitted on 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.

CLOSING DATE : 24 May 2019

POST 16/237 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HRM 34/2019**
Directorate: Supply chain Management

SALARY : R376 596 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : An appropriate Degree/National Diploma in Supply Chain Management or equivalent qualification at NQF Level 6. Minimum of 6 years in supply chain Management. Logis, BAS and training. A valid driver's license. Knowledge of Supply Chain Management framework, Treasury regulations, Preferential Procurement Policy framework act (PPPFA), Broad Based Black Economic Empowerment act (B-BBEE) and other related prescripts. Proven computer literacy. Good communication and presentation skills. Problem solving and analytical skills. People management. Interpersonal skills. Conflict Management. Strategic Leadership governance. Understanding of the policy and institutional arrangements that refer to the power of authority oversight and decision making arrangements in the provision of health services. Including ensuring compliance to all relevant acts, policies and procedures and guidelines within the institution. Proven Supply Chain Management systems (SAP etc.). Proven knowledge to ensure suppliers are paid within 30 days. Proven inventory management skills.

DUTIES : Knowledge of vision and mission of the institution. Have knowledge and understanding of the policy and institutional arrangements that refer to the power of authority, oversight and decision making arrangement in the provision of health services including compliance to all relevant acts, policies and procedures and guidelines guiding supply chain management system within the institution. Develop annual work plans in line with the DSP and APP. Responsible for monitoring the consistent availability of functional supply chain management system. Respond to the burden of disease within the institution through the provision of the appropriate good and services required for efficient and integrated clinical services management approach. Improving the quality of service through compliance with all domains of the National Core standards. This includes ensuring delivery of supplies in line with set turnaround times. Monitoring and evaluation of services and use of health information for effective planning. Line Management of all relevant staff in Supply chain management unit, personnel, retention and training plan. Ensuring effective procurement and provisioning of goods and services according to the Public Finance Management Act and National Treasury regulations. Administration function directed towards identification, evaluation and correction of potential risks that could lead to loss or damage of assets and financial loss within the institution. Ensure the suppliers are paid within 30 days. On time receiving of goods delivered to store and special buy outs. Clearance of web-cycles (ensure that documents match to payments within 30 days) Inventory and stress management. Compiling of Procurement and Demand Plans.

ENQUIRIES : Mr. S.P Janssen van Vuuren 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 : 27 May 2019

POST 16/238 : **DIAGNOSTIC RADIOGRAPHER REF NO: KPHT/DR /05/19**
Directorate: Diagnostic Radiography

SALARY : Grade 1: R361 872 per annum
Grade 2: R426 291 per annum
Grade 3: R502 146 per annum
CENTRE : Kalafong Provincial Tertiary Hospital

- REQUIREMENTS** : National diploma or degree in Diagnostic Radiology Qualification. Current Registration with HPCSA as an Independent Diagnostic Radiographer. Grade 1: No experience required after registration with HPCSA in relevant profession. Must have completed community service as requirements of the professional body. Computer literacy is essential as all the x-rays units are digital. Excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethics. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH guidelines and policies governing the Health sector and Radiography profession. Knowledge and relevant experience in radiographic procedures. Quality control and record keeping processes is Essential.
- DUTIES** : To produce x-ray images according to: Prescribed protocols, radiation control measures and medico-legal requirements. Provide diagnostic radiographic services which Comprise: General Radiography, Fluoroscopic, CT scanner, Mobiles and Theater work. Deliver Radiology images of high diagnostic quality. Perform duties as a general Radiographer during the week, weekends, public holidays as well as night duties (after hour shifts). Must be focused, must be prepared to work overtime whenever the need arises. Supervise and participate in departmental quality assurance tests. Participate and facilitate in CPD as required by the HPCSA. Adhere to Batho Pele principles, national core standards, Quality assurance and other Public service policies and acts. Manage conflict and implement corrective measures and all governing departmental policies. Carry out duties delegated by the departmental management. Must be a team player within the department and institution.
- ENQUIRIES** : Mr. T Nyathi Tel No: (012) 318-6622
- APPLICATIONS** : must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Kalafong Tertiary 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 24 May 2019
- POST 16/239** : **STATION MANAGER GRADE 3 – 6 (X1 POST)**
Communication Centre
Directorate: Emergency Medical Services
- SALARY** : R318 042 – R569 004 (plus benefits)
- CENTRE** : Midrand
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification, AEA/ECT/CCA/NDIP with 3-year experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, two years actual experience in communication centre, Code 10 driver's license with PrDP, Registration certificate and current registration with HPCSA. Supervisory experience is compulsory.
- DUTIES** : Responsible of all EMS activities in the communication center, provide advice on procedure and policy matters to staff and ensure compliance with all policies operating in the service. Ensure effective communication system as well as be

accountable for call taking and dispatching of all incidents in the communication center. Ensure the control and inventory of all resources in the communication Centre. To assist the Communication Manager in the communication Centre and the implementation of the EMS policies. Maintain, monitor and review continuous quality improvement for the region in accordance with the policy on quality improvement of EMS. Ensure that effective strategies are implemented for meeting the needs of the community. Entrench a healthy and safe environment and follow up continuously. Be responsible for EMS occupational health and safety at the communication center. Co-ordinate or oversee all major incidents to ensure such incidents are appropriately managed in the communication center. Ensure all complaints are fully investigated and remedial plans are implemented and monitored. Ensure crews adhere to turnaround times. Ensure communication center crews main a high standard of customer etiquette and communication medium with customers or clients. Correlate all relevant statics and indicators received from shifts and send this information to the head Office. Manage the tracking solution, by ensuring all vehicles are functional and warnings are attended and mitigate against in future. Investigate and report all calls delays and calls dropped. Investigating service complaints received from internal and external stakeholders and reports on these complaints to the EMS head office. Be responsible for continuous quality improvement and implement strategies in line with the policy on quality for EMS. Ensure correct radio and telephone procedures are adhered to by all Emergency Care Dispatcher according to protocol. Maintain security and access restriction within control Centre whilst on duty. Undertake any other duties as allocated by management.

- ENQUIRIES** : Mr. T Mnisi Tel No: (011) 564 2026
- APPLICATIONS** : must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311 Halfway House 1685
- CLOSING DATE** : 24 May 2019
- POST 16/240** : **STATION MANAGER GRADE 3 TO 6 (X7 POSTS)**
Directorate: Emergency Medical Services
- SALARY CENTRE** : R318 042 – R569 004 (plus benefits)
: Tshwane District(X4 Posts)
: COJ District(X3 Posts)
- REQUIREMENTS** : Grade 12 certificate and equivalent qualification. AEA/ECT/CCA/ with 3 years' experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver's license with PrDP, Registration certificate and current registration with HPCSA. In addition, candidates should have 3 -5 years supervisory experience.
- DUTIES** : Responsible for all EMS activities in the station. Provide advice on procedures and policy matters to staff. Ensure compliance with all policies operating in the service. Ensure effective communication system for ambulance and staff in the station. Ensure that fleet management is properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service complaints received and resolve with the defined period with Quality Assurance. Ensure the control and have an inventory of all resources at the station. Assist the District Manager in the control and implementation of the EMS policies. Maintain, monitor and review continuous quality improvement for the station in accordance with the policy on quality improvement of EMS. Collect all relevant statistics and indicators and submit monthly as portfolio of evidence. Process overtime and leave forms. Ensure that staff attends to calls timeously to meet key performance targets. Ensure adherence to EMS procedures and EMS regulations. Attend to major incidents and co-ordinate such incidents within the operational area. Ensure effective control and be accountable over resources in the station. Undertake any other duties as allocated by management. Ensure station comply with OHS standards in respect of medical waste storage and disposal. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.
- ENQUIRIES** : Mr. T Mnisi Tel No: (011) 564 2026

APPLICATIONS : must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311 Halfway House 1685

CLOSING DATE : 24 May 2019

POST 16/241 : **PODIATRIST GRADE 1 – GRADE 3 REF NO: EHD2019/05/07 (X1 POST)**
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 REQUIREMENTS : Ekurhuleni Health District
Interested candidates should have appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as a podiatrist. **Grade 1:** less than 10 years relevant experience as podiatrist after registration with HPCSA. **Grade 2:** at least 10 years but less than 20 years relevant experience as podiatrist. **Grade 3:** 20 years and above relevant experience as podiatrist after registration with HPCSA. Current proof of registration with HPCSA as a podiatrist and HPCSA independent practice certificate. Knowledge and understanding of community-based rehabilitation work within Primary Health Care facility. Valid driver's license is essential. Sound knowledge of clinical theory, practice and ethics relating to the delivery of podiatry services within a Clinic setting. Knowledge of health and public service legislation, regulations and policies. Good communication skills (verbal and written), computer skills and good interpersonal skills. Ability to work in a multi-disciplinary team and relieve at other facilities within the sub-districts as and when the need arises.

DUTIES : Suitable candidate will be expected to provide optimal and evidence-based podiatry treatment to patients. Compile daily, weekly and monthly reports using the available departmental tools. Safeguard podiatry instruments and assets. To ensure departmental standards are met and effective patient service delivery, in line with the National Core Standards. Provide community-based rehabilitation with focus on health promotion, prevention and curative, and community intervention. Ability to apply lean management strategies to achieve podiatry objectives. Establish and strengthen working relationship with other stakeholders within the district. Perform any other duties delegated by Supervisor/Manager.

ENQUIRIES APPLICATIONS : Ms K.R Maluleke. Tel No: 011 876- 1766

FOR ATTENTION NOTE : Application could be hand delivered to Ekurhuleni Health District, Human Resource Department, West Wing, 40 Catlin Street, Germiston, 1401 or post it to Private bag X1005, Germiston, 1400.
Human Resource Manager
Application must be submitted on form Z83 obtainable from any government departments or DPSA website. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s including grade 12, driver's license, ID document, HPCSA registration certificate of independent practice and current annual HPCSA registration (no copies of certified copies allowed). Failure to submit all the requested documents will result in the application not being considered. 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 : 24 May 2019

POST 16/242 : **MEDICAL TECHNOLOGIST GRADE 1 -3 REF NO: 0003MTTMRH**
Directorate: Medical

SALARY : Grade1: R317 976 - R361 872 per annum plus benefits
Grade 2: R372 810-426 291 per annum plus benefits
Grade 3: R439 164-532 959 per annum plus benefits

CENTRE REQUIREMENTS : Thelle Mogoerane Regional Hospital
National Diploma in Medical Technology/Degree in Biotechnology. Registration with HPCSA as Medical Technologist and proof of current registration. Three (3) –

		Six (6) Years post qualification and experience in a diagnostic laboratory. Knowledge of relevant laboratory processes and procedures. Assertiveness, Good interpersonal skills. Basic understanding of finance. General management, Communication, Analytical and Computer Skills.
<u>DUTIES</u>	:	Support and monitor laboratory, blood services and Point of Care services in the Hospital environment. Improve screening of NHLS and SANBS request forms to avoid discrepancies. Monitor the linking of request by NHLS and SANBS to relevant cost Centre's. Monitor and intercept test where insufficient data has been supplied on NHLS request forms. Provide expenditure on budgeted laboratory testing by NHLS and blood products requests from SANBS. Advice management on ways to maximize use of NHLS and SANBS services and reduction of unnecessary rejections and wastage of blood products and levies. Monitor Point of care instruments especially blood gas machines in the hospital. Support other programmes in the hospital especially during internal and external assessment to comply with National Core Standards and perform duties as delegated by the Clinical Manager.
<u>APPLICATIONS</u>	:	Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
<u>ENQUIRIES</u>	:	Dr. L. Kunene Tel No: (011) 345 0305
<u>NOTE</u>	:	Applications must be submitted on a Z83 form obtainable from any public service department, with a detailed CV, certified copies of ID and qualifications which must not be more than 3 months old to be attached. Proof of council registration and proof of payment to the HPCSA of the current year. Failure to do so will lead to disqualification of your application. The appointed employee will be subjected to Personnel suitability check (PSC), OHS Medical surveillance as required in the HBA, Verification (Reference check – provide at least 3 reference check of which one must be immediate supervisor, be subjected to the vetting process; criminal clearance, citizenship, credit records, verification of qualification by SAQA. The institution reserves the right not to fill the post.
<u>CLOSING DATE</u>	:	24 May 2019
<u>POST 16/243</u>	:	<u>PHYSIOTHERAPIST REF NO: PHY/02/2019</u> Directorate: Physiotherapy Department
<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>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 1: Appropriate qualification that allows for the required registration with the HPCSA as a Physiotherapist. No experience needed after registration with the HPCSA as a Physiotherapist in respect of employees who performed Community Service. Grade 2: Appropriate qualification that allows for the required registration with the HPCSA as a Physiotherapist. Registration with the HPCSA in the Physiotherapist. Minimum of 10 years relevant experience after registration with the HPCSA in the Physiotherapy. Grade 3: Appropriate qualification that allows for the required registration with the HPCSA as a Diagnostic Radiography or Mammography Radiographer. Registration with the HPCSA in the Physiotherapy. Minimum of 20 years relevant experience after registration with the HPCSA in the Physiotherapy.
<u>DUTIES</u>	:	Render a physiotherapy service in the allocated area that complies with the standards and norms of the Gauteng Department of Health. Perform overtime duty as per overtime duty roaster. Proper Utilization of allocated financial and physical resources. Manage allocated human resource, development of allocated staff and participate in continuous development activities. Performance appraisal and reviews of allocated staff Student Supervision Coordinate and ensure the promotion & marketing of physiotherapy professional. Comply with district Health Information Management policy. Develop clinical guideline and protocols. Attend all meetings as delegated. Implement quality assurance policies and develop appropriate quality improvement plan for the unit. Establish good working relationship with other stakeholders within the hospital and province. Coordinate

allocated portfolio. Ensure adherence to all Government policies and guidelines. Conduct research with the physiotherapy cluster.

ENQUIRIES : Dr. O. I. Ubogu Tel No: 011 488 3225

APPLICATIONS : should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.

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

CLOSING DATE : 24 May 2019

POST 16/244 : **SHIFT LEADER GRADE 3-6 COMMUNICATION CENTRE (X6 POSTS)**
 Directorate: Emergency Medical Services
 This is a re-advertisement; previous applicants need to apply.

SALARY : R265 995 – R544 143 (plus benefits). Finally, salary will be determined by experience attached to the professional category

CENTRE : Midrand

REQUIREMENTS : Grade 12 certificate or equivalent qualification. AEA/ECT/CCA with 3 years' experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver's license with PDP, Registration certificate and current registration with HPCSA. Computer skills. Knowledge of labor relations and OHS. Incident management and supervisory experience.

DUTIES : Be responsible of all EMS activities in the Communication Centre. Provide advice on Procedure and policy matters to staff and ensure compliance with all policies operating in the service. Ensure effective communication system as well as be accountable for call taking and dispatching of all incidents in the communication center. To assist the Communication Manager in the control and implementation of the EMS policies. Maintain, monitor and review continuous quality improvement for the region in accordance with the policy on quality improvement of EMS. Ensure that effective strategies are implemented for meeting the needs of the community. Entrench a healthy and safe environment and follow up continuously. Be responsible for EMS occupational health and safety at the Communication center. Co-ordinate or oversee all major incidents to ensure such incidents are appropriately managed in the communication center. Ensure all complaints are fully investigated and remedial plans are implemented and monitored. Ensure crews adhere to turnaround times. Ensure communication center crews maintain a high standard of etiquette and communication medium with customer or clients. Correlate all relevant statistics and indicators are received from shifts and send this information to the head office. Manage the tracking solution by ensuring all vehicles are functional and warnings are attended and mitigate against in future. Investigate and report all calls delays and calls dropped. Investigating service complaints received from internal stakeholders and reports on these complaints to the EMS head office. Be responsible for continuous quality improvement and implement strategies in line with the policy quality with EMS. Ensure correct radio and telephone procedures are adhered to by all Emergency Care Dispatcher according to protocol. Maintain security and access restriction within control centre whilst on duty. Undertake any other duties as allocated by management. Eligible candidates will be subjected to a medical, practical and theoretical evaluation(s).

ENQUIRIES : Ms. Ramada Tel No: (011) 564 2031

APPLICATIONS : must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311 halfway House 1685

CLOSING DATE : 24 May 2019

- POST 16/245** : **FINANCIAL CONTROLLER L7 REF NO: 2019/APR/04 (X1 POST)**
Directorate: Finance
- SALARY** : R257 508 per annum (plus benefits)
CENTRE : Bertha Gxowa Hospital
REQUIREMENTS : Applicants must be in possession of Grade 12 with 5-10 years' experience in Revenue or recognized three-year tertiary qualification in Accounting/Finance/Auditing with at least 2 years' experience in Revenue Management. A Valid driver's licence. Computer Literacy (Ms Word Ms Excel, Ms PowerPoint). Must have experience in SAP, SRM, E-Receipting, BAS and PAAB system. Knowledge and understanding of PFMA; UPFS; Treasury Regulation; Public Service Act. Report Writing skills; interpersonal skills; Communication skills; Ability to maintain confidentiality; must be able to plan, organize and Coordinate the activities of the unit; Ability to work under pressure and to handle conflict; Team leadership; Strategic thinking; Be creative and innovative.
- DUTIES** : Management of revenue collection. Develop strategies to enhance revenue collection. Effective administration of account receivables. Monitor implementation of UPFS. Administration of petty cash account. Liaise with various stakeholders. Compilation of monthly financial reports. Perform various revenue monthly reconciliations. Management of billable services. Training of staff on revenue related matters. Cash management. Supervision and mentoring of staff. Attend to auditors and develop and monitor audit action plan. Effective risk management. Evaluate performance of subordinates quarterly and annually. Perform any other relevant administrative duties delegated by manager.
- ENQUIRIES** : Ms. T. Ntsumele Tel No: (011) 278 7684
APPLICATIONS : should be submitted at the Bertha Gxowa Hospital, Admin Building Ground Floor, Germiston.
- NOTE** : The application must be submitted on form Z83, obtainable from any Public Service Department or from website, which must be completed in full and certified copies of qualifications, ID, driver's license and C.V should be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. If you do not receive any response within 3 months, please accept that your application was not successful. The appointed employee will be subjected to an OHS Medical Surveillance as required in the HBA regulation within the OHS Act 85 of 1993.
- CLOSING DATE** : 24 May 2019
- POST 16/246** : **HTS MENTOR REF NO: EHD2019/05/02 (X1 POST)**
Directorate: HAST
- SALARY** : R257 508 - R303 339 per annum (plus benefits)
CENTRE : Ekurhuleni Health District (ESDR)
REQUIREMENTS : A Diploma / Degree in Industrial / Clinical Psychology / Social Work. A minimum of 3 years or more appropriate recognizable experience as a Psychologist / Social Worker. Experience working with HIV, NPO's and Lay Counsellors. A valid driver's license is essential. Extensive knowledge of the HIV Program. Computer certificate is essential.
- DUTIES** : Conduct needs assessment for the program / counsellors. Observe counselling sessions to ensure that standards are being maintained. Conduct individual and group mentoring sessions. Conduct onsite training for counsellors at facility level and NPO's. Identify gaps in counselling and skills amongst counsellors. Ensure adherence to counselling and testing protocols. Ensure counselling complies with quality assurance protocols (RTCQI, Proficiency testing and facility accreditation). Maintain healthy relationships between intergovernmental departments and District support partners to ensure that the HAST Program meets the set objectives. Coordinate and conduct outreach campaigns with intergovernmental, governmental departments, NPO's, private sectors and CBO's. Coordinate the implementation of the NSP 2017 / 2022 and HTS policy including VMMC, condom distribution TB/HIV collaboration, HTA intervention and adherence clubs. Monitor and support DoH funded HTS NPO's on monitoring of budget and program compliance. Compile and submit reports for the HTS program at all levels. Perform any other duties delegated by Supervisor/Manager.

ENQUIRIES APPLICATIONS : Ms S.A Motloung Tel No: 011 876 - 1820
 : Application could be hand delivered to Ekurhuleni Health District, Human Resource Department, West Wing, 40 Catlin Street, Germiston, 1401 or post it to Private bag X1005, Germiston, 1400.

FOR ATTENTION NOTE : Human Resource Manager
 : 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 : 24 May 2019

POST 16/247 : **ADMINISTRATIVE OFFICER REF NO: EHD2019/05/03 (X1 POST)**
 Directorate: PHC

SALARY CENTRE REQUIREMENTS : R257 508 - R303 339 per annum (plus benefits)
 : Ekurhuleni Health District (Winnie Mandela Clinic)
 : Grade 12 Certificate or equivalent qualification with minimum of 5 years' experience in patient administration or National diploma/degree in administration with 3 years' experience in patient administration. Must have knowledge in record keeping and filing. Good communication skills. Computer certificate is essential. Driver's license is essential.

DUTIES : Perform administrative duties, relating to client's records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting times in the facility. Compliance to ideal clinic and national core standard. Ensure availability of stationary in the facility. Provide secretariat services in the facility. Assist with preparations and retrieval of booked clients' files for facilitation of booking system. Ordering of stock and other consumables. Write memos, letters and any other documents as requested by Supervisor. Manage and support staff services in the facility. Perform all other duties delegated a Supervisor/Manager.

ENQUIRIES APPLICATIONS : Ms M.L Nhleko Tel No: 011 565 - 5160
 : Application could be hand delivered to Ekurhuleni Health District, Human Resource Department, West Wing, 40 Catlin Street, Germiston, 1401 or post it to Private bag X1005, Germiston, 1400.

FOR ATTENTION NOTE : Human Resource Manager
 : 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 : 24 May 2019

POST 16/248 : **SENIOR COMMUNITY LIAISON OFFICER REF NO: EHD2019/05/04 (X1 POST)**
 Directorate: HAST

SALARY CENTRE REQUIREMENTS : R257 508 - R303 339 per annum (plus benefits)
 : Ekurhuleni Health District (ESDR)
 : Diploma/Degree in health-related field / equivalent qualification. The candidate should have 2 or more years post qualification experience. Computer literacy. Extensive knowledge on HIV and AIDS, STI is strongly recommended. Managerial and networking skills are recommended. Flexibility and ability to adapt to changes. Experience in NGO sector will be an advantage. Good co-ordination skills (verbal and written). A valid driver's license is essential.

DUTIES : Support and co-ordinate the NGO Care and Support Programme. Network with stakeholders and disseminate relevant information related to NGO's to all sub districts-ordinate submission of annual proposals for funding by NGO's. Establish a database of all funded and non-funded NGO's in the sub district. Ensure collection and compilation of monthly and quarterly reports from NGO's. Serve as member of the NGO Task Team. Liaise and support the sub district / district NGO forum. Communicate with finance Unit regarding NGO funding. Conduct regular NGO site visits and co-ordinate meetings. Monitor and evaluate. Distribute condoms. Compile reports monthly. Perform any other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms S.A Motloung Tel No: 011 876 - 1820

APPLICATIONS : Application could be hand delivered to Ekurhuleni Health District, Human Resource Department, West Wing, 40 Catlin Street, Germiston, 1401 or post it to Private bag X1005, Germiston, 1400.

FOR ATTENTION NOTE : Human Resource Manager
: 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 : 24 May 2019

POST 16/249 : **HUMAN RESOURCES OFFICER REF NO: 3/4/1/1/5 (X1 POST)**
: Directorate: Nursing Education and Training

SALARY CENTRE REQUIREMENTS : R257 508 - R303 339 per annum (Level 07) (plus benefits)
: Ann Latsky Nursing College
: A Bachelor's degree or an appropriate recognised 3-year National Diploma in Human Resource or relevant 3-year qualification with minimum of 3 years relevant experience in H/R environment and/or Grade 12 plus 10 years relevant experience in H/R. Good Interpersonal Skills; Supervisory Skills in PILIR/LEAVE management; Customer relations; Self-discipline and Confidentiality as the attributes/values required. Excellent Communication Skills (Verbal and written) Computer Literacy Skills; MS Excel; MS Word; MS Outlook; Problem Solving Skills; Ability to work in a team and Independently, Willingness to work after hours when needed. Knowledge of Public Service Regulations, Policies and Procedures within H/R in the Public sector. Knowledge of PERSAL; CORE: A valid driver's license.

DUTIES : Manage efficient recruitment and selection process of staff; assist in the implementation of retention and placement strategies of the College. Orientate new staff of the relevant Policies and Prescripts in the Public sector to ensure efficient compliance thereof. Monitor, Manage and control the Post Establishment relating to monthly Payroll, render an effective H/R advisory service to management and the entire staff, Manage and Supervise PMDS processes for the entire staff. Assist in coordination of Work Skills Plan.

ENQUIRIES : For further information regarding the post, please contact: Mr. J.D. Cloete Tel No: (011) 644-8912

APPLICATIONS : must be submitted on a Z83 form with your updated C. V. certified copy of your I.D document, driver's license and attached Qualifications. Physical address No 1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address P/Bag X40, Auckland Park 2006 or apply online at www.gautengonline.gov.za

NOTE : State all your competencies, trainings and knowledge in your C.V. Certification stamp must not be over three (3) months on the day of submitting the application. Driver's license and smart card 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). Incomplete applications or applications received after closing date will not be considered.

CLOSING DATE : 24 May 2019

POST 16/250 : **FINANCIAL CONTROLLER REF NO: HRM 35/2019**
: Directorate: Finance

SALARY CENTRE REQUIREMENTS : R257 508 per annum plus benefits
: Steve Biko Academic Hospital
: Grade 12 certificate and National Diploma/Degree in Financial Management/Accounting or equivalent qualifications. A minimum 3-5 years' experience within budget and expenditure. Must be computer literate (Microsoft Word, Excel and PowerPoint) Knowledge of BAS and SAP. Ability to apply treasury

regulations. PFMA and other related prescripts. Knowledge of budget and expenditure process. A valid driver's license. Ability to supervise. Good interpersonal and communication skills. Customer service, Batho Pele principles, problem solving and decision making skills

DUTIES : Supervision of Budget\Expenditure and Accounts payable section. Capture allocated budget on BAS. Assist with monitoring of expenditure for the hospital. Clearing all control accounts and monitoring the movements within the suspense account. Clearing exceptional reports. Authorizing of journals (E-journals). Request monthly BAS reports and prepare the Monthly, quarterly and annual reports. Early warning Report/ In Year monitoring Report for the hospital. Accounts payable administration including petty cash Administration. Ensure that SAP and BAS reconciliation is done monthly. Monthly reconciliation of supplier statements. Supervision of Financial Clerks. Responding to audit queries. Perform any other reasonable task as allocated by the supervisor.

ENQUIRIES : Mrs. E Rammuda Tel No: (012) 354 1790
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 : 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 : 27 May 2019

POST 16/251 : **FINANCIAL CONTROLLER REF NO: FINCONTR/05/2019**
 Directorate: Finance Unit

SALARY : R257 508 - R303 339 per annum (Level 07) (plus benefits)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Grade 12 certificate with basic accounting or maths literacy, or NQF level 5 qualifications in Financial Management, 5 years or more of experience in Finance in revenue related management. A valid driver's license. Competencies: Financial norms and standards (Public Financial Management Act, Treasury Regulations, DORA (Directive of Revenue Act). Computer literacy (Ms Word, Excel and PowerPoint); Good communication skills (verbal and written); Planning and organizing skills; Strong leadership and management capabilities; Problem solving skills; Ability to work under pressure and be able to interpret and implement relevant policies. Must have managerial skills. Knowledge of BAS, SAP and PAAB/MEDICOM systems.

DUTIES : supervision of subordinates. Attendance of external and internal meetings, ensure effective financial management in line with PFMA, Treasury regulations and financial delegations, ensure effective management of revenue section. Ensure proper debt collection within the age analysis, correctness of annexure F report, reconciliation, receipts, deposit slips, petty cash and national core standard. Auditor General and other related financial duties. Ensure proper customer management. Responsible for vendor management and budget planning processes, expenditure and general financial reporting. Responsible for the development, evaluation and management of staff to promote productivity.

ENQUIRIES : Mr. P.A. Nengwenani Tel No: (012) 318-6495

APPLICATIONS : must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The

Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Kalafong Tertiary 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 24 May 2019
- POST 16/252** : **SESSIONAL OPTOMETRIST REF NO: EHD2019/05/05 (X4 POSTS)**
Directorate: Rehabilitation
- SALARY** : Grade 1: R210.00 per session (hour)
Grade 2: R246.00 per session (hour)
Grade 3: R290.00 per session (hour)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Interested candidate should have appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as an Optometrist. **Grade 1:** less than 10 years relevant experience as optometrists after registration with HPCSA. **Grade 2:** at least 10 years but less than 20 years relevant experience as Optometrist. **Grade 3:** 20 years and above relevant experience as optometrist after registration with HPCSA. Currently registered with the HPCSA with Diagnostic privileges. Computer Literacy, a valid driver's license will be an added advantage, be proactive, innovative, supportive and a good team player. Ability to work under pressure. Knowledge in all relevant policies, protocols and guidelines. Maintain an environment that promotes the rights of patients. Experience in a Community Based Rehabilitation setting will be an added advantage.
- DUTIES** : Comprehensive eye examinations. Screening of patients with chronic conditions to prevent blindness. Assessment, management and referrals of ocular conditions. Assessment and treatment of vision problems in children. Support school health teams. Ensure ordering and collection of optical assistive devices. Co-management within a multi-disciplinary team, primary care monitoring and treatment of patients with ongoing eye conditions. Participate in health promotion and prevention activities within the district. Compile daily and monthly statistics, monthly report, Quarterly and annual report. Ensure adherence to government policies. (e.g., National Core Standards, complaint management and Patient's Rights Charter). Safekeeping and maintenance of equipment according to Risk Management policy. Perform all other duties delegated by the supervisor. Clinic allocation will be based on the needs of the department. The person will also do relief duties in other clinics within the district when the need arises. Perform any other duties delegated by Supervisor/Manager.
- ENQUIRIES** : Ms K R Maluleke Tel No: 011 876 - 1766
- 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** : Application must be submitted on form Z83 obtainable from any government departments or DPSA website. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s including grade 12, driver's license, ID document, HPCSA registration certificate of independent practice and current annual HPCSA registration (no copies of certified copies allowed). Failure to submit all the requested documents will result in the application not being considered.
- CLOSING DATE** : 24 May 2019
- POST 16/253** : **SECRETARY REF NO: HRM 36/2019**
Directorate: Clinical Services
- SALARY** : R173 703 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Grade 12 or equivalent qualification. A secretarial qualification. At least 3 years' experience as a secretary. Secretarial experience in public hospital will be an added advantage. Excellent communication and good interpersonal skills.

		Computer literacy in Microsoft Office suite. Ability to work independently and under pressure, business writing skills. Proficiency in all secretarial/office administration duties. Have to be a self-driven individual with flexible approach to work duties. Good time management skills and the ability to juggle multiple responsibilities.
<u>DUTIES</u>	:	Making and receiving telephone calls, typing letters, memos and taking accurate minutes. Managing the diaries of the responsible manager(s). Plan and organize meetings. Plan, organize and manage events. Ensure office is equipped with necessary needs and stationery.
<u>ENQUIRIES</u>	:	Dr. NM Masithela Tel No: (012) 354 4440
<u>APPLICATIONS</u>	:	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>	:	27 May 2019
<u>POST 16/254</u>	:	<u>RECEPTIONIST</u>
<u>SALARY</u>	:	R173 703 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Nursing College
<u>REQUIREMENTS</u>	:	Senior Certificate /Grade 12 or equivalent qualification. Two years' experience in Reception or Call Centre. Telephone etiquette. Good Customer Service. Good communication skills. Good Interpersonal Relations. Computer certificate and the ability to apply computer skills. Typing skills. Problem solving. Ability to work in a team and under pressure.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following tasks: Attending to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Receive messages and convey them appropriately to division and persons. Receive guests on behalf of the College and direct them to the relevant people or destination. Maintain and updating telephone directory and distribute thereof. Identify and report telephone faults to the supervisor. Effective working relationship with all stake holders (Managers, Staff, Students and Community). Perform other tasks that may be delegated to by the Supervisor. Escalate any problems to line management.
<u>ENQUIRIES</u>	:	Ms. E.C. Van Der Merwe Tel No: (011) 983 3072
<u>APPLICATIONS</u>	:	Applications should be submitted at the Chris Hani Baragwanath Nursing College (inside the Chris Baragwanath Academic Hospital premises), Human Resource Department, Chris Hani Road, Diepkloof, Soweto or posted to Human Resource Department, 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). Practical or written 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>	:	24 May 2019 12hoo am
<u>POST 16/255</u>	:	<u>FINANCE CLERK REF NO: FINCLERK/05/2019 (X2 POSTS)</u> Directorate: Finance Unit
<u>SALARY</u>	:	R173 703 – R204 612 per annum (Level 05) (plus benefits)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital

- REQUIREMENTS** : Grade 12 with Accounting or Mathematics as passed subject with a minimum of 18 months Finance experience. National Diploma in financial management or Equivalent qualification will be as an added advantage. Proven computer literacy, good interpersonal and communication skills, verbal and written reporting skills, problem solving, and ability to work under pressure and meet deadlines. Willing to rotate within the finance section. Knowledge of PFMA, Treasury regulations, DORA (Directive of Revenue Act) and relevant financial policies. Knowledge of BAS, SAP and PAAB/ MEDICOM systems.
- DUTIES** : Billing and submission of patient account to debtors, tracing outstanding debts. Collection of revenue in different clinics. Capturing, processing and allocating invoices through E-receipting (SAP), compiling of petty cash and replenishment, responsible for accounts payable. Compile and capture journals and other financial duties as delegated. Prepare monthly creditors reconciliation and resolving supplier queries.
- ENQUIRIES** : Mr. T.J. Makhubela Tel No: (012) 318-6750
- APPLICATIONS** : must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Kalafong Tertiary 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 24 May 2019
- POST 16/256** : **MATERIAL RECORDING CLERK (WAREHOUSE OFFICE) REF NO: TDH002/2019**
Directorate: Procurement
- SALARY** : R173 703 per annum (Level 05) (plus benefits)
- CENTRE** : Tshwane District Hospital
- REQUIREMENTS** : Grade12 certificate with 1 year experience or Grade 10 with six years' experience in Supply Chain Management. Successful completion of PAS1 or SCM1 will be an added advantage. Computer literacy. Knowledge of Supply Chain Management Policies and prescripts, PFMA and Treasury Regulations. Good communication, interpersonal and record keeping skills.
- DUTIES** : Receiving and issuing of stock, check for correctness, quality and quantity, and fills in /signs the appropriate documentation and stores stock according to the prescribed warehouse management principles. Record all stores items per VA11, Monitor the availability of stock, Reconcile stock received and issued, inspection of stock and give feedback. Handling VA2for internal stock. Apply FIFO rule or the just-in-time principle. Ensures that requisitions are attended on time. Performs the administration and maintenance of (bin numbering system) and keeps Accounting section (posting clerk) posted. Reports stock discrepancies to the accounting section and senior store official. Reports disposable stock items to the Supply Chain Manager by means of a report or service letter (VA27).
- ENQUIRIES** : Ms R Morake Tel No: (012) 354 – 7363
- APPLICATIONS** : Applications must be sent directly to: Tshwane District Hospital, Private Bag X179, Pretoria, 0001 OR hand deliver to Cnr Dr Savage and Steve Biko Road, Pretoria.

NOTE : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 24May 2019

POST 16/257 : **PHARMACIST ASSISTANT BASIC GRADE 1 REF NO: PHW/PAB/03/19**
Directorate: Pharmacy ARV Unit

SALARY : R123 000 - R130 551 per annum (plus benefits)

CENTRE : Pretoria West Hospital

REQUIREMENTS : Basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (Basic). Registration with the SA Pharmacy Council as Pharmacist Assistant (Basic). Must be computer literate and have good communication skills. A certificate in computer literacy will be an advantage.

DUTIES : Ensure an effective and efficient delivery of pharmaceutical services within the scope of practice of a Basic Pharmacist Assistant under the personal supervision of a Pharmacist. Perform general tasks for which the content/procedures are well established, and any legitimate task requested that is necessary for the provision of a quality pharmaceutical service. Update the manual documentation and database as per specific authorization. Record all required statistics according to a specified method. Label and pack pharmacy products, complete and maintain documentation. Maintain the relevant documentation e.g. VA11. Determine the stock to be procured, identify outstanding orders and follow- up, monitor and maintain stock. Receive stock and pre-labeling of stock. Assist in stocktaking procedures. Responsible for the cleanliness of the pharmacy and security during waste removal.

ENQUIRIES : Ms T Monamme Tel No: (012) 3801249/1250

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

CLOSING DATE : 24 May 2019

POST 16/258 : **HOUSEHOLD WORKER REF NO: HOUWORK/05/19**
Directorate: Nursing

SALARY : R102 534 - R120 780 per annum (plus benefits)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Grade 12 certificate and Certificate in hospitality will be an added advantage. Able to read and write. Good interpersonal relations and communication skills. Must be able to cope with the physical demands of the position. Be able to work as a team and under pressure. Must be willing to work shifts, weekend, public holidays and night duty.

DUTIES : Ensure a clean and secure environment for patients and personnel. E.g. cleaning and dusting of wards, kitchens, bathrooms, sluices, offices, floors, windows, medical equipments, refrigerators and etc. Disposing of medical and general waste from the wards. Management of dirty and clean linen. Collect and return food trolleys, serve meals, tea, coffee and water to the patients. Clean, manage and control cutlery and crockery. Collect cleaning materials and waste containers. Unpack consumables and clean linen. Adhere to safety regulations. Disinfection of beds after patient is demised or discharged. Perform duties as required per job description, work schedule and delegated duties by Operational Manager or Sister in-charge of shift.

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

APPLICATIONS : must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications.

Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Kalafong Tertiary 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know

CLOSING DATE : 24 May 2019

OFFICE OF THE PREMIER

APPLICATIONS : Submission of applications must be clearly marked Chairperson of Risk Management Committee or Member of Risk Management Committee should be accompanied by a detailed Curriculum Vitae, Certified copies of qualifications, three (3) contactable referees and Identity document and submitted to: Ms A Mahase: Chief Risk Officer: Office of the Premier, 1st Floor Turbine hall, Corner Pritchard and Ntemi Piliso Streets, Newtown, 2001 or by mail to Private Bag x 61 Marshalltown, 2107 or by email to: RMC.Chair@gauteng.gov.za or online on www.gautengonline.gov.za (Please do not send applications to 30 Simmonds street)

CLOSING DATE : 24 May 2019

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

OTHER POSTS

POST 16/259 : **MEMBER: RISK MANAGEMENT COMMITTEE REF NO: 003985**
Directorate: Internal Audit and Risk Management

SALARY : Remuneration will be based on hourly rates prescribed by the National Treasury from time to time.

CENTRE : Johannesburg

REQUIREMENTS : A Bachelor's degree as a minimum qualification in Risk Management/Auditing/Financial Management/Accounting/ Business Administration. A postgraduate qualification in a relevant field will be an added

advantage. A certified Risk Management Professional or Certified Risk Management Practitioner. Chartered Accountant (CA), MBA/CIA will be an added advantage. 5-10 years' experience in strategic management, financial, accounting or auditing environment. Previous experience in serving as member and or risk management committee. Key Competencies: The successful candidate must be an independent external person with an excellent understanding of the Public Sector Legislative and Risk Management Framework. (Public Finance Management Act, 1999, Treasury Regulations, COSO model and other relevant requirements), Corporate Governance, Anti-Corruption Strategies, Strategic Management, Enterprise Wide Risk Management, Auditing, Accounting and Financial Management.

DUTIES : The primary role of the Risk Management Committee is to assist the Accounting Officer to effectively discharge her duties in terms of the PFMA and achieving the department's strategic goals. The member will attend Risk Management Committee meetings, in collaboration with the Chairperson. Ensure compliance with the Risk Management Framework, Charter, Policy and Strategy. Setting risk appetite, tolerance levels, and identifying key risk and key performance indicators. Provide guidance on risk integration into the department's planning, monitoring and reporting activities, advise the Committee in discharging its responsibilities as set out in the Public-Sector/GPG Risk Management Framework, King iV on Corporate Governance, PFMA, Risk Management Committee Charter and Terms of Reference; Interact with the Audit Committee to share information relating to material risks of the Office of the Premier. Provide proper and timely advice to the Accounting Officer on the state of risk management, together with recommendations to address any deficiencies identified by the Risk Management Committee and discharge any risk management responsibilities as delegated by the Accounting Officer and as outlined in the Committee's Charter.

ENQUIRIES : Ms Agnes Mahase Tel No: (011) 355 6189
NOTE : Two (2) years subject to renewal based on performance. The member may not serve more than two terms. This is not a full-time position. The Risk Management Committee has four (4) statutory meetings per annum. Additional meetings may be convened by Chairperson as and when necessary after consultation with the Accounting Officer.

POST 16/260 : **CHAIRPERSON: RISK MANAGEMENT COMMITTEE REF NO: 003986**
 Directorate: Internal Audit and Risk Management

SALARY : Remuneration will be based on hourly rates prescribed by the National Treasury from time to time.

CENTRE : Johannesburg
REQUIREMENTS : A Bachelor's degree as a minimum qualification in Risk Management/Auditing/Financial Management/Accounting/ Business Administration. A postgraduate qualification in a relevant field will be an added advantage. A certified Risk Management Professional or Certified Risk Management Practitioner. Chartered Accountant (CA), MBA/CIA will be an added advantage. 5-10 years' experience in strategic management, financial, accounting or auditing environment. Previous experience in serving as member and or risk management committee. Key Competencies: The successful candidate must be an independent external person with an excellent understanding of the Public Sector Legislative and Risk Management Framework. (Public Finance Management Act, 1999, Treasury Regulations, COSO model and other relevant requirements), Corporate Governance, Anti-Corruption Strategies, Strategic Management, Enterprise Wide Risk Management, Auditing, Accounting and Financial Management.

DUTIES : The primary role of the Risk Management Committee is to assist the Accounting Officer to effectively discharge her duties in terms of the PFMA and achieving the department's strategic goals. The Chairperson will chair Risk Management Committee meetings. Ensure compliance with the Risk Management Framework, Charter, Policy and Strategy. Setting risk appetite, tolerance levels, and identifying key risk and key performance indicators. Provide guidance on risk integration into the department's planning, monitoring and reporting activities. Direct the Committee in discharging its responsibilities as set out in the Public-Sector/GPG

Risk Management Framework, King iV on Corporate Governance, PFMA, Risk Management Committee Charter and Terms of Reference; Interact with the Audit Committee to share information relating to material risks of the Office of the Premier. Provide proper and timely advice to the Accounting Officer on the state of risk management, together with recommendations to address any deficiencies identified by the Risk Management Committee and discharge any risk management responsibilities as delegated by the Accounting Officer and as outlined in the Committee's Charter.

ENQUIRIES : Ms Agnes Mahase Tel No: (011) 355 6187
NOTE : Two (2) years subject to renewal based on performance. The Chairperson may not serve more than two terms. This is not a full-time position. The Risk Management Committee has four (4) statutory meetings per annum. Additional meetings may be convened by Chairperson as and when necessary after consultation with the Accounting Officer.

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 : 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 : 24 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 16/261 : **JUNIOR FORENSIC INVESTIGATOR**
 Chief Directorate: Forensic Audit Services

SALARY : R316 791 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric/ Grade 12, Degree or National Diploma in Forensic Investigation/Law/Accounting/Auditing, minimum of 1-2 years' experience in forensic investigation or law enforcement in investigating commercial crimes, CFE

would be advantageous. Valid driver's license. Successful candidates will be required to undergo a security vetting process. Ability to prioritise competing responsibilities as per their urgency and importance. An ability to interact effectively with people. Attention to detail. Problem Solving. Experience in conducting forensic and or fraud investigations. Ability to develop and execute investigative work plans. Ability to analyse and recognise. Evidence in financial records and supporting source documents. Knowledge of and experience in criminal law procedure, law of evidence. Knowledge and understanding of PFMA; Treasury Regulations Protected Disclosure Act; Prevention and combating of corrupt activities Act; Report Writing. Computer literacy. Conflict Management. Assertiveness. Self-motivated. Work ethics and integrity.

DUTIES

: Conduct investigation on allegation of fraud and corruption and all other related matters within Gauteng Provincial Government. Provide reports and presentation of investigative results. Liaise with various law enforcement agencies on all matters of criminal investigations on behalf of the department. Develop and maintain wide variety of public and private sources of information to support investigation function. Implement the investigations in terms of the approved case management plan and project plan. Implement the investigation strategies of the unit as and when directed to do so by the supervisor. Conduct case review on case assignment for request for investigation. Identify potential areas of fraud. Vulnerability and report on same to the supervisor. Conduct interviews with regard to the investigation. Take statements from witnesses in the execution of the investigations. Develop and follow leads on all areas of investigation; Gather information and facts; Research records; Analyse and evaluate information. Input and Maintain Information in the Incident Reporting and Case Management System (CMS). Prepare narrative reports; Prepare statistical reports. Travel to field offices for investigative or information purposes, as requested by the oversight manager.

ENQUIRIES

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