

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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

ERRATUM: Kindly note that the post of Head of Department Nursing College – General Nursing Science (**for Ann Latsky Nursing College**) with Ref No: 3/4/1/2/4 advertised in the Public Service Vacancy Circular 17 dated 17 May 2019; the requirements of the post has been amended as follows: Bachelor's degree. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a registered Nurse, registered midwife, registered psychiatric nurse and registration in community nursing science. Bachelor's degree/Diploma in Nursing Education and Management. Current registration with the SANC. A minimum of nine years (9) recognizable/ appropriate experience after registration as a professional nurse with SANC. At least five years (5) of the period referred to above must be appropriate / recognisable experience in nursing education after obtaining the post-basic qualification in Nursing Education. Up-to-date in respect to clinical practice and experience in assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing Programmes. Knowledge of academic requirements, relevant acts and legislation, Code of ethics and professional practice of the SANC. Skilled in computer technology and programmes. Sound communication skills. A valid code 8 driver's license. The closing date has been extended to 07 June 2019.

OTHER POSTS

- POST 19/73** : **REGISTRAR REF NO: KPTH/REG INTMED/05/19**
Directorate: Department Of Internal Medicine
- SALARY** : R821 205 – R858 711 per annum (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : MBCHB or equivalent qualification. A valid registration with the HPCSA as an independent medical practitioner. Applicant must have an interest in Internal Medicine. The post is a combine training position between Kalafong hospital and University of Pretoria.
- DUTIES** : The successful candidate will be expected to work in Internal Medicine for four (4) years, and will be have to perform after hour calls. Duties will include patient care, student education and research will be compulsory. Rotation through hospitals and units associated with the University Of Pretoria Faculty Of Health Sciences.
- ENQUIRIES** : Prof DG Van Zyl Tel No: (012) 373 1008
- APPLICATIONS** : Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Applicants must indicate the post reference number on their applications Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment

will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. **NB:** Preference will be given to South African citizens and candidates who already completed Part 1 of FCP examination. 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.

<u>CLOSING DATE</u>	:	14 June 2019
<u>POST 19/74</u>	:	<u>REGISTRAR REF NO: KPTH/REGPAED/05/19</u> Directorate: Department of Paediatrics
<u>SALARY</u>	:	R821 205 – R858 711 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	MBCHB or equivalent qualification. A valid registration with the HPCSA as an independent medical practitioner. Successful completion of the Colleges of Medicine Part 1 examination is a strong recommendation. Applicable post graduate diploma or other qualification.
<u>DUTIES</u>	:	The successful candidates will be responsible for rendering of clinical services, which includes after-hours work (weekdays and weekends). Rotation through hospital and units associated with University of Pretoria. Participate in departmental activities in relation to teaching and research. The candidate will have to complete a research project as required by the HPCSA for registration. The candidate will have to maintain a logbook and portfolio of learning as required by the college of Medicine of South Africa.
<u>ENQUIRIES</u>	:	Prof T Avenant Tel No: (012) 373 1009
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Applicants must indicate the post reference number on their applications Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. NB: Preference will be given to South African citizens. 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.
<u>APPLICATIONS</u>	:	Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za
<u>CLOSING DATE</u>	:	14 June 2019

- POST 19/75** : **MEDICAL OFFICER (SURGERY UNIT) REF NO: 004054**
Directorate: Clinical Services
- SALARY** : Grade 1: R821 205 – R884 672 per annum
Grade 2: R938 964 – R1 026 693 per annum
Grade 3: R1 089 693 – R1 362 366 per annum
- CENTRE REQUIREMENTS** : Mamelodi Regional Hospital
Medical Degree (MBCHB). Currently registered with HPCSA as a Medical Practitioner. Good professional attitude/conduct, good communication skills, team work ability and good professional ethics.
- DUTIES** : The incumbent should be able to conduct surgical procedures independently. The incumbent will be responsible to run the out-patient department. Willingness to teach junior staff members (Students and Medical officers). Demonstrate leadership skills. Be able to work with various stakeholders.
- ENQUIRIES APPLICATIONS** : Dr D Mbava Tel No: (012) 842 0957
Applications to be sent to Human Resources, Mamelodi Hospital, Private Bag X 0032, Rethabile, Mamelodi East 0122 or hand deliver to 19472 Cnr Serapeng street and Tsamaya Road, Mamelodi East.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, HPCSA and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes.
- CLOSING DATE** : 14 June 2019
- POST 19/76** : **CHIEF SPEECH THERAPIST AND AUDIOLOGIST REF NO: HRM 50/2019**
Directorate: Speech and Audiology
- SALARY** : R466 119 per annum plus benefits
- CENTRE REQUIREMENTS** : Steve Biko Academic Hospital
A degree in speech therapy (ST). Audiology (Aud) or Speech Therapy and Audiology (STA) from a recognized university. Registration certificate as an independent practitioner with the HPCSA. Current annual registration with the HPCSA. Minimum of 3 years appropriate/recognizable experience after community service. Excellent verbal and written communication skills and computer literacy as well as experience with tertiary-level speech therapy and/or audiology services (E.g. Electrophysiology, Ototoxicity monitoring, tracheostomy, laryngotomy, Video Fluoroscopy studies) will be an added advantage.
- DUTIES** : Basic knowledge of the work processes and procedures in both Speech Therapy and Audiology (even if single-qualified). Ability to provide high quality clinical speech therapy and/or Audiology services that complies with norms and standards to both in and out patients. Promotion and marketing of Speech Therapy and Audiology services and development of new services. Develop and implement monitoring and evaluation of services. Implement clinical protocols to adhere to NCS and related policies. Support the Assistant Director with managerial tasks which include: co-coordinating both speech therapy and audiology services, development and implementation of clinical plans and quality assurance measures in the department and ensure that non-compliance is addressed. Supervision and monitoring the performance of both Speech Therapy and Audiology staff. Give input into budget planning, asset management, risk management and HR management. Represent the department in various meetings within the hospital and to relevant external stakeholders. Clinical involvement and training of students. Ability to work in a multidisciplinary team.
- ENQUIRIES APPLICATIONS** : Ms. Baloyi BE Tel No: (012) 354 2714
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** : 14 June 2019
- POST 19/77** : **PROFESSIONAL NURSES: SPECIALTY REF NO: KPTH/ PNB/05/19 (X13 POSTS)**
 Directorate: Nursing Services
 Departments: Trauma, Paeds, ICU, Operating Theatre, Maternity and Ophthalmology
- SALARY** : R383 226 – R444 276 per annum (plus benefits). Grading will be according to OSD Policy.
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12. Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma / Degree in Nursing as a Professional nurse or equivalent qualification that allows registration with SANC as a Professional Nurse. A Minimum of 4-years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Post Basic Nursing Qualification, with a duration of at least 1year in specialized areas mentioned above. Current (2019) SANC receipt. Proof of service record for appropriate grading according to OSD policy. Computer literacy and driver's license will be an added advantage. Knowledge of Nursing care processes and procedures, 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. SKILLS: Good communication (verbal and written). Report writing, Interpersonal skills including conflict management and counselling 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.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Effectively utilisation of resources. i.e. Human, Material, and services. Participation in 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.
- ENQUIRIES** : Ms. M.V. Mathabatha Tel No: (012) 318-6622
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Applicants must indicate the post reference number on their applications Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (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 **NB:** Preference Will Be Given to South African Citizens. 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.

APPLICATIONS : Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za

CLOSING DATE : 14 June 2019

POST 19/78 : **CLINICAL TECHNOLOGIST REF NO: HRM 51/2019**
Directorate: Reproductive Biology

SALARY : R317 976 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : A B-tech degree or National diploma in clinical technology (Reproductive Biology) with registration at the HPCSA as a Clinical Technologist (Reproductive Biology). Trained in performing assisted reproduction procedures and handling of relevant equipment. Experience in theoretical and practical training of all laboratory procedures will be an advantage. Excellent interpersonal and communication skills.

DUTIES : The candidate must be able to demonstrate a working knowledge in the field of human assisted reproduction technology (ART). The candidate will be expected to partake in procedures including: humn embryo culture (conventional culture and time lapse culture), micromanipulation, use and maintenance of equipment, database use and upkeep (including SARA/ANARA) and semen decontamination; assist in the practical and theoretical training of clinical technology students according to HPCSA regulations and meet milestone targets, with detailed attention to time management and multi-tasking.

ENQUIRIES : Prof C Huyser Tel No: (012) 354 2067/2208
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 : 14 June 2019

POST 19/79 : **MEDICAL BIOLOGICAL SCIENTIST REF NO: HRM 52/2019**
Directorate: Reproductive Biology

SALARY : R317 976 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 BSc honorus in a relevant filed (Reproductive Biology/Physiology/Cell Biology) with current registration at the HPCSA in Reproductive Biology. Skilled in Basic theoretical and practical aspects of ART laboratory procedures including semen processing, embryo culture, micromanipulation and cryopreservation techniques.

DUTIES : Participate in all assisted reproductive procedures (Spermatology & Embryology). Facilitate and support the provision of assisted reproductive services to all patients; perform micro-manipulation techniques, quality controls, database upkeep, statistics and cryopreservation. Support and participate in research projects at the unit.

ENQUIRIES : Prof C Huyser Tel No: (012) 354 2067/2208
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 : 14 June 2019

POST 19/80 : **COMMUNITY LIAISON OFFICER REF NO: KPTH/CLO/05/19**
Directorate: Communication Unit

SALARY : R257 508 – R303 339 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital

- REQUIREMENTS** : Grade 12, Degree or National Diploma in Communication, Marketing Management /Public Relations or equivalent NQF level 6 qualification and three (3) year post qualification experience in a Communication / Public Relations / Media Relations / Journalism environment. A valid drivers' license and be prepared to work extended hours. Knowledge of Public Service Act and Regulations, Public Financial Management ACT (PFMA). Knowledge of drafting media statements, Public Relations, Communication and protocol, Good communication skills (verbal and written), Project Management Skills and Report writing Skills, Interpersonal skills including conflict management skills.
- DUTIES** : To ensure effective Media Liaison, Public Relations, Marketing and Advertising for the Department. Provide professional support to the divisional units regarding media questions. Liaise with media on behalf of the department on matters affecting the public. Advise the department on media related matters. Facilitate and coordinate the design of publications and production material for the department. Facilitate the marketing of the department corporate identity. Review and analyse policies. Assist in branding departmental activities, events, awareness initiatives and any communication related projects / programmes as may be required.
- ENQUIRIES** : Ms. Z.A. Mdluli Tel No: (012) 318-6686
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Applicants must indicate the post reference number on their applications Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (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 **NB:** Additional criteria may apply in filling of this position and applicants above the salary notch advertised will not be considered. 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.
- APPLICATIONS** : Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za
- CLOSING DATE** : 14 June 2019
- POST 19/81** : **LABOUR RELATIONS OFFICER REF NO: FERH/LRO/01**
Directorate: Human Resource Management
- SALARY** : R257 508 – R303 339 per annum (all-inclusive package)
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : A relevant 3 year Diploma/Degree qualification or Grade 12 with 5 and more experience in Labour Relations in the Public Service. Knowledge of Grievance Management, Collective Bargaining, Dispute resolution and other relevant legislation. Verbal and written communication skills report writing skills. Conflict management, Computer Literacy, Knowledge in MS Office package. A driver's license is a prerequisite.
- DUTIES** : Preside over disciplinary cases and write reports. Investigate allegations of misconduct, draft charge sheets, prepare witnesses and represent the Employer in

disciplinary hearings. Support institutions in the management of progressive discipline. Analyses trends and advice Management on serious adverse events 68 cases, forensics cases and hotline cases. Identify labour relations training needs for Managers, Supervisors and Employees in the department. Conduct labour relations training. Ensure compliance with relevant disciplinary code and procedures. Support management with progressive discipline. Provide an effective channel for communication and co-operation between the hospital management and the organized labour. Facilitate Bi lateral and Multi-lateral meetings within the institution.

ENQUIRIES : Mr R Moshwani Tel No: 011 812 8395
APPLICATIONS : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs

NOTE : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. No copy of copies will be accepted, certification should not be older than six (6) months. If you have not been contacted within Three (3) months of application, consider your application unsuccessful. Successful candidates are subjected to personnel suitability check (Criminal record check, citizenship verification, qualifications/study verifications and previous employment verifications. Note: A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE : 14 June 2019

POST 19/82 : **LOGISTICS SUPPORT OFFICER REF NO: BGH 2019/MAY/01 (X1 POST)**
 Directorate: Supply Chain Management

SALARY : R257 508 per annum (Level 07) (plus benefits)
CENTRE : Bertha Gxowa Hospital
REQUIREMENTS : An appropriate Three (3) Year National Tertiary Qualification and a minimum of Three (3) years relevant experience within stores or Grade 12 with a minimum of Five (5) years in stores management. Sound knowledge of SAP/SRM and PAS system. Knowledge and attribute PFMA, PPPFA and Government procurement policy. Treasury Regulations. Computer literacy. Ability to work under pressure.

DUTIES : Overall supervision of stores section. Monitoring of transactions of goods and services delivered on SAP. Monitoring of GRV's captured on SAP/RSM and the web cycle as required. Monitor issuing of inventory items to the cost centers as requested through internal requisitions. Monitoring transactions on control cards VA11. Monitor transit in and out. Monitor that outstanding deliveries and verification of transactions are done. Monitor adherence to stock levels. Monitor that condemning is done in accordance with disposal procedures. Ensure that effective reliable filing system. Manage and plan stock taking. Compiling monthly reports. Contracting and evaluation of staff in line with PMDS policy. Assist with the implementation of PFMA. Strengthening provisioning skills within the institution. Training of subordinates. Attending and responding to the Auditor General queries. Keep abreast with legislations.

ENQUIRIES : Mr. M.J.K. Moabelo Tel No: (011)278 7784
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 : 21 June 2019

POST 19/83 : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER (EHWP) REF NO: KPTH/EHWP/05/19**
Directorate: Human Resources Unit

SALARY : PNA2: R256 905 – R297 825 per annum (plus benefits)
PNA3: R315 963 – R362 865 per annum (plus benefits)
PNA4: R383 226 – R485 475 per annum (plus benefits)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Grade 12. Degree / Diploma in nursing (Basic 425) that allows registration with SANC as a Professional Nurse. Minimum of 4-years or more functional experience in Employee Health supervisory experience. Current proof of registration with SANC (2019). Proof of service records and NQF Level 5 counselling certificate / Social work. Computer literacy and drivers' license. Legislative frameworks relevant to the post Labour Relations Act; HIV and related legislation; policies and regulations; Compensation for Occupational Injuries and Disease Act; Occupational Health and Safety Act; Employment Equity Act; Public Finance Management Act; Public Service Act and Regulations; Nursing Act; BCEA Knowledge of the National Strategic Plan for RSA on HIV and AIDS and STI's; Integrated Employee Health and Wellness Framework; Departmental policies and procedures and Batho Pele Principles. Skills: Communication; Interpersonal relations; Counselling; Problem solving; Decision making and Presentation skill.

DUTIES : Coordinate Employee Health and Wellness Programmes (EHWP). Manage Employee Assistance Programme (EAP) and HIV/AIDS and TB in the workplace. Ensure provision of trauma debriefing, counselling and support to employees of hospital. Address alcohol and substance abuse in the workplace. Assist in Incapacity Management. Manage absenteeism in the workplace. Assist line managers to identify and resolve staff problems. Keep confidential records of EAP services. Promote and market EAP services to employees including managers. Conduct training of various EHWP issues. Lead in Employee Wellness campaigns in the hospital. Facilitate an integrated employee wellness programmes and services.

ENQUIRIES : Ms. Z.A. Mdluli Tel No: (012) 318-6686

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Applicants must indicate the post reference number on their applications Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (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 **NB:** Additional criteria may apply in filling of this position and applicants above the salary notch Advertised will not be considered. 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.

- APPLICATIONS** : Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za
- CLOSING DATE** : 14 June 2019
- POST 19/84** : **SECRETARY REF NO: HRM 53/2019**
Directorate: obstetrics and gynecology
- SALARY** : R173 703 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : The incumbent must have grade 12 and completed a diploma or degree course relevant to secretarial work. A diploma or a degree in secretarial/or administrative work would be an advantage. The incumbent must have experience in working as a secretary or administrator in clinical academic environment with joint Provincial and University responsibilities. Computer literacy in Ms. Word, Excel, PowerPoint, Outlook, People Soft, SAP. Must be bilingual and must have secretarial experience, working more than five years, be able to priorities duties, work independently and willing to work after hours when required and assist with tasks not included on job description from time to time.
- DUTIES** : Manage and Organize the functions of the division, this includes telephone calls, patient enquiries, filling and record keeping, visitors, correspondence, patient reports, duty rosters, statistics. Educational duties are liaison with departments in the faculty of Health Science, obtain literature and do searches at the library, prepare lecture material in a PowerPoint presentation, organize examinations, support the Head of divisions' educational tasks at interuniversity and College of Medicine level. Organize meetings and take notes. Assist with student enquiries; assist with anything regarding students, travel arrangements (national and international), place orders and follow up.
- ENQUIRIES** : Prof G Dreyer Tel No: (012) 354 3900/2368
- 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** : 14 June 2019
- POST 19/85** : **CLEANER REF NO: REF-TDH003/2019 (X1 POST)**
Directorate: Administration and Patient Affairs & Logistics
- SALARY** : R102 534 per annum (plus benefits)
- CENTRE** : Tshwane District Hospital
- REQUIREMENTS** : Abet or Grade 12 certificate, previous cleaning experience good verbal communication and interpersonal skills. Be able to work in a team environment.
- DUTIES** : Clean and create and orderly working environment and operating cleaning material. Clean floors, walls, windows, corridors, toilets, rooms, bathroom doors, furniture and lifts. Ensure proper handling of cleaning equipment's. Check and empty waste bag, provide and change refuse. Disinfect of all surfaces according to programme. Report defect to works department.
- ENQUIRIES** : Ms. A Lewis Tel No: 012 354 7364
- APPLICATIONS** : Applications must be submitted to: Tshwane District Hospital, Human Resource Department, Private Bag X179, Pretoria, 0001, Hand Delivery at Tshwane District Hospital post box next to enquiries Office.
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

CLOSING DATE : 14 June 2019

POST 19/86 : **LAUNDRY WORKER REF NO: REF-TDH004/2019 (X1 POST)**
Directorate: Administration and Patient Affairs & Logistics

SALARY : R102 534 per annum (plus benefits)

CENTRE : Tshwane District Hospital

REQUIREMENTS : Abet or Grade 12 certificate, previous cleaning experience good verbal communication and interpersonal skills. Be able to work in a team environment

DUTIES : Distribution and Collection of linen to wards. Sluicing of soiled and bloodied linen. Packing of dirty into laundry bags and loading in the truck to be sent to Masakhane for washing. Offloading and unpacking of clean linen bags from service provider to clean linen bank. Willingness to work more hours and overtime. Perform stock take on quarterly basis. Willingness to go an extra mile when the need arises.

ENQUIRIES : Ms. A Lewis Tel No: 012 354 7364

APPLICATIONS : Applications must be submitted to: Tshwane District Hospital, Human Resource Department, Private Bag X179, Pretoria, 0001. Hand Delivery at Tshwane District Hospital post box next to enquiries Office.

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

CLOSING DATE : 14 June 2019

PROVINCIAL TREASURY

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



APPLICATIONS : 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 : 14 June 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 POSTS

- POST 19/87** : **DEPUTY DIRECTOR: AUDIT COMMITTEE SECRETARIAT**
Directorate: Financial Governance
- SALARY** : R733 257 per annum (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A tertiary qualification Degree in Business/Public Administration / Management / Corporate Governance. 3 – 5 years' experience in the public sector in the area of minute taking or report writing of which 2 years should be in a supervisory role. Experience in a Finance/Auditing environment will be an added advantage.
- DUTIES** : Ensure that Audit Committees are managed effectively and efficiently as per legislation and framework in place. Facilitate and attend Audit Committee meetings. Ensure prompt minute-taking and distribution to Members and relevant Stakeholders. Facilitate the review and implementation of the Audit Committees and ensure Members operate in an enabling environment in order to meet their objectives and operate in accordance with the Audit Committee Charter. Overall management and development of staff members within the unit.
- ENQUIRIES** : Ms. Tshiamo Sokupha Tel No: (011) 227 9000
- POST 19/88** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING**
Directorate: CFO's Office
- SALARY** : R376 596 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification e.g. Degree in Financial Management NQF level 7 plus 3 – 5 years' experience in the financial management environment as an administrator. Relevant experience in budget planning process, expenditure monitoring through analysis of reports, personnel costing, compilation of quarterly reports, reconciliations and able to respond to queries. Good understanding of PFMA, Treasury Regulations and Standards Charts of Accounting. Knowledge of Microsoft Office (Excel, PowerPoint and Word). Knowledge of BAS and SAP will be an added advantage.
- DUTIES** : Coordinate and review the necessary financial supporting documents required for the strategic and annual performance process. Coordinate the preparation and consultation for the MTEF budget and the implementation of the adjustment estimates process. Develop templates for the collection of budget information from line functionaries. Align budget statement with the annual performance plan, strategic plan, national and provincial spending priorities. Provide information for the preparation of the annual financial statements. Evaluate the information monthly reports produced (variance between actual versus budgeted expenditure) and recommend corrective action where required. Compile information for the interim and annual performance reports. Manage the journals preparation. Manage the allocation of expenditure. Review and analyse expenditure reports, distribute to budget holders and obtain inputs on expenditure status. Assist in the preparation of expenditure classification reports. Oversee the process to ensure that the relevant institution is eligible for a transfer payment and that they comply with the relevant financial legislative requirements. Monitor performance of employees and determine training needs. Manage the operational processes, resources and procedures associated with the unit.
- ENQUIRIES** : Ms Tshiamo Sokupha Tel No: (011) 227 9000

<u>POST 19/89</u>	:	<u>PRACTITIONER: TENDER ADMINISTRATION</u> Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R257 508 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification in Supply Chain Management or Procurement Management. 1-2 years' experience in Supply Chain.
<u>DUTIES</u>	:	Handle tender administration services for all Provincial Departments, which include, issuing of tenders, opening of tenders in public, which include reading out of tender information and stamp the bids, handle admin compliance, ensure that tender documents are securely kept in storage and handle some sort of manual labour. Candidate should be able to work under pressure and can include working after hours occasionally.
<u>ENQUIRIES</u>	:	Ms Baleseng Sedibe Tel No: (011) 227 9000

DEPARTMENT OF SOCIAL DEVELOPMENT

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.

<u>CLOSING DATE</u>	:	14 June 2019
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

OTHER POSTS

<u>POST 19/90</u>	:	<u>DEPUTY DIRECTOR: ASSETS MANAGEMENT REF NO: SD/2019/05/112</u>
<u>SALARY</u>	:	R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three-year Tertiary Qualification in Supply Chain Management with 3-5 years' experience in Supply Chain Management in the Public Services. A valid driver's licence. 3 years' management/supervisory experience. Knowledge and understanding of Legislative Framework governing the Public Service. Knowledge and understanding of PFMA and Department's Constitutional mandate. Skills and Competencies: Must strategic thinker, Analytical, honesty and integrity, Business Insight, Interpersonal relations, Coordinating, Budgeting process, Leadership, Communication, Financial Management and procedures, Problem Solving, Project management and Leadership skills.
<u>DUTIES</u>	:	Monitor the implementation of the business plans, organize and control activities pertaining to the component. Manage and advice on the processes for Identified Disposed Assets. Dispose all non-core, surplus, lazy, obsolete and redundant assets using an approved disposal process, policies and procedure manuals. Manage the implementation of policies, guidelines, practices, procedures based on the National Legislation. Manage the reconciliation of BAS capital expenditure report and asset register on LOGIS. Develop operational standards and ensure the attainability and sustainability of the same. Monitor and ensure the updating and proper management of asset register (including facilities). Maintain and manage the consolidated electronic asset management system and recording. Develop

partnerships and network with relevant stakeholders. Establish and maintain good relations within the Department, NGO's and all stakeholders.

ENQUIRIES : Ms S Moloi Tel No: (011) 227 0027

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development 69 Commissioner, Thusanong building, Johannesburg or posted to: Private Bag x35, Johannesburg, 2000.

FOR ATTENTION : Ms S Moloi Tel No: (011) 227 0062

NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 19/91 : **CHIEF REGISTRY CLERK REF NO: SD/2019/05/113**

SALARY : R257 508 per annum (plus benefits)

CENTRE : West Rand Region

REQUIREMENTS : A three tertiary Qualification in Records Management with 1-2 years' experience in registry field. Knowledge of promotion of Access to Information Act, Administrative Justice Act, National Archives Act and Regulations. Knowledge of Records Management. The successful completion of the National Archives Certificate in Records Management will be an added advantage. Skills and Competencies: Communication (written and verbal), Planning and Organizing as well as problem solving skills. Computer Literate. Must be friendly, helpful, accurate, confident, positive and dynamic.

DUTIES : Manage resources and the overall functioning of the Registry. Supervise Registry personnel and processes. Update the filing system and maintain the filing index. Arrange for disposal of Archived records and maintain the destruction register. Ensure distribution of correspondence to relevant components. Liaise with National Archive to ensure compliance with the National Archives Act and /or related legislation. Manage the storage of records. Manage requests of files. Implement and monitor the registry procedure manual. Contribute to document management processes in components and ensure staff implementation of work schedules. Manage and supervise staff including allocation of resources including performance management and development of staff.

ENQUIRIES : Mr S Makgorogo Tel No: (011)950 7803

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development. West Rand Region, 16 Human Street, Krugersdorp or posted to Private Bag X 2068, Krugersdorp.

FOR ATTENTION : Mr S Makgorogo. Tel No: (011) 950 7782/7700

POST 19/92 : **SUPPLY CHAIN OFFICER PROCUREMENT REF NO: SD/2019/05/114**

SALARY : R257 508 per annum plus benefits

CENTRE : Itireleng Work shop for the Blind

REQUIREMENTS : A three-year Tertiary Qualification in Logistics/ Supply Chain with 1 to 2 years' administrative experience. A valid driver's licence. Skills and Competencies: Impact and influence, Customer focus and responsiveness, Good communication, writing, interpersonal and conflict management skills.

DUTIES : Supervise the capturing of requisition. Ensure that requisitions are approved properly and have the stamp for availability of funds before processing. Assist end user with using of catalogue and material master. Ensure that catalogue and material master are utilised. Supervise the expediting of outstanding orders. Expediting the creation of outstanding orders with GDF buyers. Payment management. Ensure GRV are captured within 2 days. Ensure that invoices are cleared for payments on BAS

ENQUIRIES : Ms N Machaba Tel No: (012) 703 9014/5

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development The Gauteng Department of Social Development: Itireleng Workshop for the Blind: 3152 Sekwati Street, Garankuwa, 0208.

NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.