ANNEXURE P

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION

APPLICATIONS: Head Office (Ho) Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001.

CLOSING DATE: 12 August 2019

NOTE: Applications must be submitted on a Z83 form, obtainable from any public service department or website, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. All candidates for MMS positions will be required to undergo competency assessment, security clearance. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed.

OTHER POSTS

POST 27/227: DEPUTY DIRECTOR: IN-SCHOOL PROGRAMMES REF NO: HO2019/07/08
(3 Years Fixed Contract)
Chief Directorate: Human Capital Development

SALARY: R733 257 per annum (All-inclusive package)

CENTRE: Head Office, GCRA


DUTIES: To take full responsibility for the project management and administration of the Bursary process from commencement to conclusion. To work in schools and other education and training settings for young people. Manage the initiation, planning and design of all assigned projects. Manage the defining of the projects to all the relevant stakeholders. Ensure the regular dissemination of information to all relevant stakeholders regarding the projects. Build a comprehensive work plan for all defined projects and manage the budget. Clearly explain and manage the project goals as well as each member’s tasks, responsibilities, expectations and feedback. Manage the execution, monitoring and oversight, control and closing of all the assigned projects. Prepare and hand over the close-out reports for closed projects. Ensure the effective advocacy of the projects to the target groups and all relevant stakeholders. Facilitate the signing of project contracts and ensure students adhere to the terms and conditions of the project contract. Identify, initiate, design and plan the implementation of skills programmes for high school learners that give them the flexibility to navigate between immediately entering the workplace, going to a vocational school, or heading off for a degree at university. Explore and find the best available resources, as well as create and adapt relevant programs and information or material to suit students’ needs. Management of students’ records/files for speedily retrieval. Manage staff.

ENQUIRIES: Ms Belina Molaba Tel No: (011) 355 1170

POST 27/228: DEPUTY DIRECTOR: BURSARY MANAGEMENT REF NO: HO2019/07/09
(3 Years Fixed Contract)
Chief Directorate: Human Capital Development

SALARY: R733 257 per annum (All-inclusive package)

CENTRE: Head Office, GCRA
REQUIREMENTS: An appropriate minimum 3-year National Diploma (NQF Level 6) / Degree (NQF level 7) qualification in Project Management/ Human/Social Sciences / Public Administration /Management. An additional qualification in Accounting or Financial Management will be an added advantage. At least a minimum of 3 years’ experience in coordination, administration and management at an Assistant Director / Middle management level. Experience in higher education administrative or bursaries environment will be an added advantage. Sound knowledge of all national and provincial strategies in relation to skills and youth development. Sound knowledge of other Public Service prescripts, Human Resource Development policies and strategies. Sound understanding of the post school education and training environment. Competencies: Writing skills, Analytical skills, Ability to carry out numerical reasoning and analysis, Excellent Administrative Skills, Research and Policy analysis, Programme, Project and Contract Management, Problem Solving, Financial Management, Financial Systems, policies and rules in larger organisations, Service Delivery Innovation, People Management and Empowerment, Stakeholder management, Customer focus, Communication, Computer literacy. Ability to work under pressure. Ability to take ownership of issues and problems and work to find an appropriate solution. Valid South African driver’s license is essential.

DUTIES: To take full responsibility for the project management and administration of the Bursary process from commencement to conclusion. To ensure effective administration of bursaries for beneficiaries and other funded programmes and that these are operated and administered within the guidelines and policies of the GCRA and PSET institutions, and that the payment and procedures are compliant with audit requirements. Manage the new Bursary applications and renewals annually. Facilitate the signing of bursary contracts and upkeep of the files thereof. Ensure that students adhere to the terms and conditions of the Bursary contract. Liaise with institutions of Higher learning regarding students’ progress and payments. Manage the processing of bursary payments for all related institutions. Administer student budgets and reconcile reimbursements. Manage Students files records/files and database, ensuring data integrity. Prepare progress and expenditure reports of funded learners on a quarterly basis. Communicate effectively with potential beneficiaries regarding students’ progress and payments. Ensure the effective running of the bursary committee. Ensure the dissemination of information to all relevant stakeholders regarding bursaries. Contribute inputs to the budget for the Unit. Compile, reconcile, research and present status/annual reports to the department and other funders/donors of the bursary programme. Manage staff.

ENQUIRIES: Ms Belina Molaba Tel No: (011) 355 1170

POST 27/229: ASSISTANT DIRECTOR: IN-SCHOOL PROGRAMMES REF NO: HO2019/07/10 (X2 POSTS) (3 Years Fixed Contract) Chief Directorate: Human Capital Development

SALARY: R376 596 per annum Plus 37% benefit in lieu of service benefits

CENTRE: Head Office, GCRA

DUTIES: Provide support in the project management and administration of the Bursary process from commencement to conclusion. To work in schools and other education and training settings for young people. Provide support in the initiation, planning and design of all assigned projects. Disseminate information to all relevant stakeholders regarding the projects. Register all projects on the project database. Implement project plans for all allocated projects. Compile draft projects’ status weekly/monthly reports. Liaise with all project stakeholders in preparation of status report. Prepare draft the close-out reports for all closed projects. Provide effective support on the advocacy of the projects to the target groups and all relevant stakeholders. Ensure that students sign project contracts and adhere to the terms and conditions of the project contract. Participate in the identification, initialisation, designing and ensure implementation of skills programmes for high school learners that give them the flexibility to navigate between immediately entering the work place, going to a vocational school, or heading off for a degree at university. Update and maintain project database. File projects documents. Provide project coordination support in the Unit. Supervise Staff.

ENQUIRIES: Ms Belina Molaba Tel No: (011) 355 1170

POST 27/230: ASSISTANT DIRECTOR: BURSARY MANAGEMENT REF NO: HO2019/07/11 (X2 POSTS) (3 Years Fixed Contract)
Chief Directorate: Human Capital Development

SALARY: R376 596 per annum Plus 37% benefit in lieu of service benefits

CENTRE: Head Office, GCRA

REQUIREMENTS: An appropriate minimum 3-year National Diploma (NQF Level 6) / Degree (NQF level 7) qualification in Project Management/ Human/Social Sciences / Public Administration /Management. An additional certificate in Accounting or Financial Management will be an added advantage. At least a minimum of 3 years’ experience in coordination, administration and first line supervisory is required. Experience in higher education administrative or bursaries environment will be an added advantage. Sound knowledge of all national and provincial strategies in relation to skills and youth development. Sound knowledge of other Public Service prescripts, Human Resource Development policies and strategies. Sound understanding of the post school education and training environment. Competencies: Writing skills, Analytical skills, Ability to carry out numerical reasoning and analysis, Excellent Administrative Skills, Research and Policy analysis, Programme, Project and Contract Management, Problem Solving, Financial Management, Financial Systems, policies and rules in larger organisations, Service Delivery Innovation, People Management and Empowerment, Stakeholder management, Customer focus, Communication, Computer literacy. Ability to work under pressure. Ability to take ownership of issues and problems and work to find an appropriate solution. Valid South African driver’s license is essential.

DUTIES: Provide support in the project management and administration of the Bursary process from commencement to conclusion. To provide effective support in the administration of bursaries for beneficiaries and other funded programmes and that these are operated and administered within the guidelines and policies of the GCRA and PSET institutions, and that the payment and procedures are compliant with audit requirements. Receive, Capture and update new bursary applications in the system. Update bursary renewals on an annual basis. Ensure the signing of bursary contract by the students. Prepare bursary award letters. Ensure that students adhere to the terms and conditions of the Bursary contract. Disseminate bursary information to all relevant stakeholders. Liaise with institutions of Higher learning regarding students’ progress and payments. Facilitate the processing of bursary payments for all related institutions. Compile progress report/presentation to the department and other funders/donors of the bursary programme. Ensure good record keeping of student’s files records/files. Update and maintain bursary database. Adhere to all ad-hoc projects within the bursary unit. Conduct regular bursary audits of bursary holders. Communicate effectively with potential beneficiaries regarding financial assistance application status. Supervise Staff.

ENQUIRIES: Ms Belina Molaba Tel No: (011) 355 1170
DEPARTMENT OF E-GOVERNMENT

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

APPLICATIONS: All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za.

CLOSING DATE: 12 August 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 and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

ERRATUM: kindly note that the post of Deputy Director: Business Analyst with Ref No: 004272 advertised in the Public Service Vacancy circular 26 dated 19 July 2019, the requirement has been amended as follows: Matric Certificate plus a BCom/BSc Degree in field of Information and Communication Technology (ICT) such as Business Informatics, Information Systems, Information Management, and Computer Science. Must have a minimum of 3-5 years working experience in business analysis. Understanding the business requirements, and through a structured process, modelling, validating and translating it into business requirement specifications that are used by developers to craft a technical solution. Must be able to demonstrate, understanding and knowledge of project management methodologies and frameworks. The certificates of business analysis and systems are essential. The applicants who previously applied are encouraged to re-apply if they still meet the requirements, and the closing date has been extended to 09 August 2019. We apologize for the inconvenience caused.

MANAGEMENT ECHELON

POST 27/231: CHIEF DIRECTOR: BUSINESS ALIGNMENT REF NO: REF/004392
Branch: ICT

SALARY: R1 251 183 per annum (all-inclusive remuneration package)
CENTRE: Johannesburg

REQUIREMENTS: Bachelor’s Degree or equivalent NQF level 7 qualification in IT. A project management certification is a must. An Enterprise Architecture certification will be added as an advantage. Minimum of 5 years’ experience in Information Technology in senior management level (SMS). Experience in the business analysis field is mandatory. Minimum 5 years’ experience in project management Strong knowledge and experience of high-level IT business architecture. Experience within government service will be an advantage.

DUTIES: Develop and implement the IT strategy in close cooperation with the business units and ensure IT perspectives are covered in business units’ strategies. Coordinate business support functions and participates in discussions on IT solutions for actual business needs. Provides inputs into longer term strategy development. Provide programme and project management, lead business analysis, system analysis and design inputs to drive processes. Design and implement business analysis and assessment of all business processes within the department, with the aim of using ICT to improve the effectiveness and efficiency of the department. Ensure availability of lead / solutions architecture competencies in the development of the IT service portfolio. Contribute to organizational wide strategies and policies. Design and create the business process improvement framework and strategy. Design and create an
appropriate Programme Management Methodology. Perform effective fiscal management for the chief directorate. Management and delivery of major programmes and projects that support organizational strategic priorities. Provide strategic input to the effective management of business process improvement common risks, issues, project duplication and project dependencies within the GCR. Ensuring the programme’s mandate and outcomes including game changers and flagship initiatives are successfully achieved in conjunction with GCR. Manage stakeholder expectations. Drive innovation in business through use of IT and IS. Identify best practices, tools and techniques for information harvesting.

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

POST 27/232: DIRECTOR: E-SERVICE SPECIALIST REFS/004393 (X2 POSTS)
Branch: ICT

SALARY: R1 057 326 per annum (all-inclusive remuneration package)
CENTRE: Johannesburg
DUTIES: Understanding the overall business strategy for the organization. Communicate and negotiate with various stakeholders. Setting up and executing projects plans. Build and maintain relationships with all stakeholders. Control budget. Understand current business frameworks and processes. Creation and formulations of a risk management plan, including mitigation plan and intervention strategies. Have sound knowledge of Microsoft services environment including online training and development systems. Preparation and delivery of Microsoft business presentations detailing business problems and solutions. Provide regular process and feedback reports. Keep abreast of latest advancement of latest in Microsoft baskets of services; manage the appropriate in light of attaining greater e-Government maturity. Service business continuity and SLA Management with key dependencies. Responsible for overall scope, timelines and quality standards of e-Government projects. Keep abreast of latest technology advancements; investigate new technologies to enhance business processes.

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

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 Assistant Manager Nursing: Specialty Nephrology (For Charlotte Maxeke Johannesburg Academic Hospital) with Ref No: ASMS/NEPH/001/CMJAH/2019 and Assistant Manager Nursing Specialty Obstetrics and Gynaecology REFS: ASMS/OBS/024/CMJA/2019 advertised in Public Service Vacancy Circular 24 dated 05 July 2019, the Salary of the posts has been amended as follows: R614 991 per annum and the closing date has been extended to the 02 August 2019.

OTHER POSTS

POST 27/233: MEDICAL SPECIALIST GRADE 1-3: REF NO: MSPEC/ANAES/07/19
Directorate: Anaesthesiology Unit

SALARY: Grade 1: R1 106 040 per annum
        Grade 2: R1 264 623 per annum
        Grade 3: R 1 467 651 per annum
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: MBChB, MMed and FCA (SA), or equivalent. A valid registration with the HPCSA as an independent Specialist.
DUTIES: The successful candidate will provide clinical services and administrative services to the Kalafong Provincial Tertiary Hospital Department of Anaesthesiology as allocated. The successful candidate will be responsible for teaching and training in the undergraduate and post-graduate
programmes. They will also be involved in the teaching and training of medical interns and medical officers too. The successful candidate will also participate in the departmental academic, research activities and any outreach programmes initiated in the department.

ENQUIRIES: Dr. M. Mbeki, Tel No: (012) 373 1051
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. 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.

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.

CLOSING DATE: 12 August 2019

POST 27/234: MEDICAL SPECIALIST GRADE 1-3: REF NO: MSPEC/ANAES/07/19
Directorate: Anaesthesiology Unit

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

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: MBChB, MMed and FCA (SA), or equivalent. A valid registration with the HPCSA as an independent Specialist.

DUTIES: The successful candidate will provide clinical services and administrative services to the Kalafong Provincial Tertiary Hospital Department of Anaesthesiology as allocated. The successful candidate will be responsible for teaching and training in the undergraduate and post-graduate programmes. They will also be involved in the teaching and training of medical interns and medical officers too. The successful candidate will also participate in the departmental academic, research activities and any outreach programmes initiated in the department.

ENQUIRIES: Dr. M. Mbeki Tel No: (012) 373 1051
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. 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.

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.

CLOSING DATE: 12 August 2019
POST 27/235 : MEDICAL SPECIALIST GRADE 1 REF NO: WKH HR 2019/17
Directorate: Psychiatry

SALARY : R1 106 040 per annum (all inclusive package) (Grade of post and remuneration package will be determined by years of experience after registration at HPCSA as a Medical Specialist according to OSD guidelines)

CENTRE REQUIREMENTS : Weskoppies Hospital

REQUIREMENTS : M MED (PSYCH) or FCPSYCH (SA) or equivalent. Registration with the HPCSA as a Medical Specialist Psychiatrist. Relevant experience in general adult Psychiatry will be a requirement.

DUTIES : The post is a joint appointment specialist psychiatrist post with Weskoppies Hospital/Gauteng and the Medical School of the Faculty of Health Sciences of the University of Pretoria. The main tasks of the post will be the management and treatment of general adult psychiatric patients, including the related administrative and medico-legal work. Doing criminal forensic psychiatric observations and testify in a court of law if needed. Training of undergraduate and postgraduate students including medical officers and other health care workers. Supervising registrars in psychiatry. Doing research and supervising research. General management and administration appropriate to the post, including involvement in hospital and medical school committees. The incumbent is expected to become involved in outreach services.

ENQUIRIES : Dr. JM Pooe Tel No: (012) 319 9619

APPLICATIONS : Applications should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the Application box provided at the security gate.

NOTE : Applications should include Z83, CV, certified copies of ID and Qualifications. Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates could be required to perform practical exercises/ tests during the recruitment process.

CLOSING DATE : 12 August 2019

POST 27/236 : MEDICAL SPECIALIST ANAESTHESIA REF NO: LRT / MSA / 01 (X1 POST)
Directorate: Medical

Re-Advertisement applicants who previously applied are encouraged to reapply.

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

CENTRE REQUIREMENTS : Leratong Hospital

REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as a Specialist in Anaesthesia (MMED / FCS.SA). Current registration with HPCSA as Specialist Anaesthesia. Appropriate knowledge and experience as a Anaesthesia. The following will be an added advantage: current certificate in advance Cardiac Life Support (ACLS), Anaesthesia advanced Life support (PALS), advanced trauma Life support (ATLS), ECG, BLS, Surgical skills and Neonatal resuscitation course. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Must have at least code 08 driver’s license and be computer literate.

DUTIES : Provision of 24-hour Anaesthesia Service. Manage critically ill patients in Neonatal ICU. Participate in commuted overtime. Supervision and training of Medical Officers, Community Services Medical Officers and Medical Interns. Ensure proper and accurate record keeping as legally and ethically required. Ensure effective outreach to District Hospital in the West Rand. Assist the Clinical Head with administrative responsibilities. Provision of Quality, cost effective service in keeping with Batho Pele Principles. Assist the HOD and ensure that the Department is compliant to National Core Standards and LEAN Management principles. Perform Clinical Audits. Participate in conducting Morbidity and Mortality meetings (M&M).

ENQUIRIES : Dr. RM Phanzu Tel No: (011) 411 3818 / Dr. W Mokae Tel No: (011) 411 3679

APPLICATIONS : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 No 1 Adcock Street, Chamdor, Krugersdorp, 1740 or
posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

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

CLOSING DATE: 12 August 2019 (AT 12h00 PM)

POST 27/237: DEPUTY MANAGER NURSING REF NO: TDHS/A/2019/02 (X2 POSTS)
Directorate: Primary Health Care

SALARY: R843 618 per annum
CENTRE: Tshwane District Health Services (Sub District 2,3&4 And Sub District 5,6,&7)
REQUIREMENTS: A Basic 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. A minimum of 9 years appropriate /recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate /recognisable experience in management level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements) and a valid drivers licence over 5 years is a requirement. Other Skills: Own discipline, knowledge of relevant legislation, regulations, health programmes and policies, programme planning, implementation and evaluation. Information management, quality assurance and improvement programmes. Leadership, communication, problem solving, computer literacy, stress tolerance, self confidence, objectiveness and empathy.

DUTIES: Responsible for formulation of policies, plan and coordinate the general functioning of the component. Perform management duties in a Health care environment. Organise the rendering of health care services in institutions and the community. Monitor the implementation of environmental health care strategy. Budget for personnel in accordance with cost and efficiency in mind and implement the financial management system. Solve complex professional and management problems and policy issues. Providing monthly, quarterly and annual reports.

ENQUIRIES: Pinky Dumba Tel No: (012) 451 9028
APPLICATIONS: Application documents must be submitted to Tshwane District Health Services, 3318 Fedsure Forum Building, cnr Lillian Ngoyi and Pretorius Streets, Pretoria or post to P.O.Box 3519, Pretoria,0001.

NOTE: must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE: 12 August 2019

POST 27/238: MEDICAL OFFICER GRADE 1 REF NO: MO/HAST/KPTH/07/1
Directorate: Hast Unit

SALARY: Grade 1: R821 205 - R884 670 per annum (all inclusive)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: MBChB or equivalent. Registration as a Medical Practitioner with HPCSA. Recommendation: Experience in the management of children and neonates, Diploma in Child Health, FC PAED 1.

DUTIES: Service rendering in the Paediatric Department. Undergraduate teaching as well as assistance in research projects of the Department. Call duties as required by the Department of Paediatrics.

ENQUIRIES: Prof. T. Avenant Tel No: (012) 373-1009

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

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. 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.

CLOSING DATE: 12 August 2019

POST 27/239: MEDICAL OFFICER GRADE 1 REF NO: MO/PAED/KPTH/08/19
Directorate: Department of Paediatrics

SALARY: Grade 1: R821 205 - R884 670 per annum (all inclusive)

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: MBChB or equivalent. Registration as a Medical Practitioner with HPCSA. Recommendation: Experience in the management of children and neonates, Diploma in Child Health, FC PAED 1.

DUTIES: Service rendering in the Paediatric Department. Undergraduate teaching as well as assistance in research projects of the Department. Call duties as required by the Department of Paediatrics.

ENQUIRIES: Prof. T. Avenant Tel No: (012) 373-1009

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

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. 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.

CLOSING DATE: 12 August 2019

POST 27/240: MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2019/07/19 (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: Ekurhuleni Health District

REQUIREMENTS:
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. 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:
12 August 2019

POST 27/241:
MEDICAL OFFICER REF NO: LRT \MED \02

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

CENTRE:
Leratong Hospital
Obstetrics & Gynecology (X1 post)
Ophthalmology (X1 Post)
Internal Medicine (X2 Posts)
Surgery (X2 Posts)
Casualty (X1 post)
Anesthesia (X2 Posts)

REQUIREMENTS:
Appropriate qualification that allows registration with HPSCSA as a Medical Practitioner. Current registration with HPSCSA as Medical Practitioner. The following will be an added advantage: current certificate in Advanced life support (ACLS), Obstetric advanced Life support (PALS), advanced trauma Life support (ATLS), ECG, BLS, Surgical skills and Neonatal resuscitation course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Must have at least code 08 driver’s license and be computer literate.
DUTIES: Full participation in all activities as required for the post, including patient ward care, outpatient clinics, after hour’s duties as per roster as well as academic discussions and research. Participate in commuted overtime. Daily student tutorials. Referrals, bookings and performance of all procedures for correct indications. To ensure maintenance of records for audit purposes. Assist in HR management and 102 developments of maintenance in productivity standards and participation in NCS and LEAN management.

ENQUIRIES: Dr. RM Phanzu Tel No: (011) 411 3818 / Dr. W Mokae Tel: (011) 411 3679

APPLICATIONS: Applicants should clearly indicate the discipline that they are applying for. Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

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

CLOSING DATE: 12 August 2019 (AT 12h00 PM)

POST 27/242: MEDICAL OFFICER GRADE 1-3 REF NO: JUB 04/2019 (X2 POSTS)
Directorate: Medical Services

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: Jubilee District Hospital

REQUIREMENTS: MBchB: registered with HPCSA as an independent practitioner. ID, Matric, current registration with HPCSA, Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

NOTE: Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

CLOSING DATE: 12 August 2019

POST 27/243: DENTIST REF NO TDHS/A/2019/01
Directorate: Oral Health

SALARY: Grade 1: R797 109 – R884 670 per annum (Plus benefits)
Grade 2: R938 964 – R1 026 693 per annum (Plus benefits)
Grade 3: R1 089 693 – R1362 366 per annum (Plus benefits)

CENTRE: Tshwane District Health Services Kekana Garderns Clinic

REQUIREMENTS:
Appropriate qualification(degree) that allows registration with the Health Professions Council of South Africa (HPCSA) as Dentist: No experience required after registration with the HPCSA as Dentist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 2: A minimum of 07 years’ relevant experience after registration with the HPCSA as Dentist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 3: A minimum of 12 years’ relevant experience after registration with the HPCSA as a Dentist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. A valid driver’s license is essential.

DUTIES:

ENQUIRIES:
Dr. Reinprecht Tel No: (012) 451 9290/ 082 4529845

APPLICATIONS:
Application documents must be submitted to Tshwane District Health Services, 3318 Fedsure Forum Building, cnr Lillian Ngoyi and Pretorius Streets, Pretoria or post to P.O.Box 3519, Pretoria,0001.

NOTE:
must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE:
12 August 2019

POST 27/244:
DENTIST GRADE 1 REF NO: EHD2019/07/20 (X2 POSTS)
Directorate: Oral Health

SALARY:
R797 109 – R884 670 per annum (all-inclusive remunerative package)

CENTRE:
Ekurhuleni Health District

REQUIREMENTS:
Grade 12 with bachelor’s Degree in Dental Science (BDS or equivalent), registration with Health Professions Council of South Africa (HPCSA) as a Dentist, proof of current registration with the HPCSA and a copy of an ID document. All documents are to be certified. Less than seven years relevant experience as a Dentist.

DUTIES:
The incumbent will be rendering a comprehensive oral health service in the clinics, dental mobile, prisons, institutions, hospitals and performing administrative duties as well as other community outreach programmes. Ensure proper running of services and provide good management skills within the clinic. The person will also provide relief duties in the sub-district and rotate within the sub-districts. The person should have a sound knowledge of departmental policies. The person should have good communication skills, good interpersonal relation and an ability to work under pressure as well as problem solving skills. Perform any other task as delegated by Manager.

ENQUIRIES:
Dr F. Moola Tel No: (011) 876 1775

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:
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:
12 August 2019

POST 27/245:
DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: TDHS/A/2019/03 (X1 POST)
Directorate: Quality Assurance Unit

SALARY:
R733 257 per annum

CENTRE:
Tshwane Health District Services

REQUIREMENTS:
A relevant 4-year tertiary or equivalent qualification in Health Sciences. Current registration with relevant professional body/council. A certificate or qualification, in quality management/assurance, research methodology, monitoring and evaluation, DHIS, customer care and/or Batho Pele will be an added advantage. At least 7 years’ experience in District Health Services, of
which 4 years should have been at a junior management level. Be in possession of at least an unendorsed & valid Code B driver’s license. Other Skills / Requirements: Demonstration of insight and understanding of the District Health services and operations, insight and understanding of National Health Act, Public Service Act and Regulations, Public Finance Management Act and other relevant and applicable legislative frameworks in the current Health Services climate and developments, ability to work independently, aptitude to pay attention to detail, commitment to being responsible and accountable, willingness work under pressure, which includes working beyond normal office hours and extensive travelling; be computer-literate and a team-builder. Excellent listening, thinking, communication, report writing, negotiating, problem-solving, conflict handling, decision-making, judgment, presentation, leadership, project management, analytical, technical, statistical, innovation, time management, and interpersonal skills are essential for this position.

**DUTIES**

Overall provision of APP-aligned Total Quality Management services to the District and all its facilities by: Overall monitoring, investigating, evaluating, recording and reporting on complaints management. Effective clinical & non-clinical risk management by monitoring, investigating, evaluating, recording and reporting on Patients’ Safety Incidents. Improve effectiveness of system operations through monitoring and reporting on patients’ waiting times. Monitor, evaluate, record and report on customer satisfaction by planning & conducting annual surveys on Patient Experience of Care that comply with prescripts. Facilitate conduction of and reporting on Ideal Health Facility Realisation assessments in line with existing and approved legal prescripts. Provide support to all District entities on matters pertaining to Norms and Standards by Office of Health Standards Compliance Facilitate conduction of and reporting on Clinical Records Audits. Operate and manage relevant data systems. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Become liaison between the District and all other essential stakeholders. Plan, implement, coordinate and report on the business unit’s finances, personnel, and other essential resources.

**ENQUIRIES**

Mr A Mahlatsi Tel No: (012) 451 9122 / 082 697 2041

**APPLICATIONS**

Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE**

Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy. A practical test and/or competency assessment where relevant, relating to key areas of knowledge and skills may form part of the selection process for this position.

**CLOSING DATE**

12 August 2019

**POST 27/246**

**PHARMACIST GRADE 1**

**REQUIREMENTS**

Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Less than five (05) years appropriate experience as a Pharmacist. Registration with the SAPC as a Pharmacist and proof of current registration.

**DUTIES**

Assist management with overall budget and expenditure monitoring. To receive and process orders for two depots and selected clinics. Do follow-ups on outstanding orders and communicate to all stakeholders. To communicate with MSD regarding due out reports and availability of alternatives. Monitor ordering patterns to avoid duplication of procurement. Ensure compliance to District Formulary, EML and National Guidelines. Facilitate rational use of medicines. Focus on availability of medicines and communication thereof to relevant stakeholders to ensure minimal impact on patients.

**ENQUIRIES**

Ms. T. Burisch: Tel No: (011) 878 - 8550

**APPLICATIONS**

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

**NOTE**

No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric,
certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE** : 12 August 2019

**POST 27/247** : ASSISTANT MANAGER NURSING SPECIALTY- PN B4 (PAEDIATRICS)

**REF NO:** CHBAH 197 (X2 POSTS)

Directorate: Nursing Services

**SALARY** : R614 991 – R692 166 per annum

**CENTRE** : Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent Qualification that allows Registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of ten years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing, at least six (6) years of the period referred to above must be appropriate/recognizable experience at management level. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e (Ms Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.

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

**ENQUIRIES** : Mrs. MN Ntikana Tel No: (011) 933 8453

**APPLICATIONS** : 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. No faxed or emailed applications will be considered.

**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. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. 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**: 12 August 2019

**POST 27/248**: ASSISTANT MANAGER: OBSTETRICS AND GYNAECOLOGY (SPECIALTY) REF NO: LRT/ AMO/07 (X1 POST)

Directorate: Nursing

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

**CENTRE**: Leratong 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 plus a post-basic nursing qualification with duration of at least 1 year accredited with SANC in terms of Government Notice No. R 212 in the relevant specialty. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least (3) years of the period referred to above must be appropriate/ recognizable experience at management level. Knowledge of PFMA, SCM procedures, public sector regulations and relevant legislative frameworks. Strong leadership, sound interpersonal and good communication skills are a necessity. Computer literacy.

**DUTIES**: To supervise a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principles. Manage effectively the utilization and supervision of resources and assist in recruitment and conducting of interviews. Develop nursing policies and procedures to enhance quality nursing care and management. Ensure effective implementation of the PMDS in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance, infection prevention and control. Assist in career planning and development of nursing staff. Conduct and oversee clinical audits in the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in his/ her absence. Take charge of the hospital on regular basis and be on call on rotational basis. Work scheduled, public holidays and or weekends, per rotation.

**ENQUIRIES**: Ms. W.M Phambuka Tel No: (011) 411 3506

**APPLICATIONS**: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

**NOTE**: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified SANC registration certificate and proof of current registration with SANC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).
CLOSING DATE : 12 August 2019 (AT 12h00 PM)

POST 27/249 : CLINICAL PROGRAMME COORDINATOR REF NO: TDHS/A/2019/04
Directorate: HIV/AIDS/STI & TB (HAST)

SALARY : R579 696 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : A degree/diploma in Nursing or any other related field. An advanced degree will be an added advantage. A minimum of 5 years working experience within the HAST environment. In-depth knowledge of global and national HAST policies and guidelines. Experience in coordinating and managing the District Implementation Plan process. Project Management experience. Advanced monitoring and quality improvement skills. Ability to manage multiple stakeholders with competing priorities. Experience in management human and financial resources. Advanced communication skills. Ability to function within multi-sectoral team. A valid code 8 driver’s license. Advanced computer literacy. Ability to function under pressure.

DUTIES : Coordinate and support the implementation of the integrated HAST programme across the district. Ensure that programme service delivery is rendered in line with National Policy Guidelines. Provide technical support to health facilities. Quality Improvement and Assurance. Mentoring and coaching of the programme stakeholders. Advocate for the functional integration of HAST Programmes into PHC. Participate in the development of the Annual HAST Business, Operational Plan and Annual Performance Plan documents. Coordinate all key partners supporting the integrated HAST programme. Compile monthly, quarterly and progress reports. Attend meetings and workshops.

ENQUIRIES : Ms. Emily Mabusela Tel No: (012) 451 9154 / 082 924 8508
APPLICATIONS : must be delivered to The Department of Health, Fedsure Building, 268 Lillian Ngoyi Street, Pretoria Central, Pretoria 0001. Or apply online at www.gautengonline.gov.za
CLOSING DATE : 12 August 2019

POST 27/250 : AREA MANAGER: NURSING NIGHT DUTY SERVICES: PNA7 REF NO: HRM1/2019/07
Directorate: Nursing

SALARY : R562 800 per annum (All-inclusive Package)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Basic R425 qualification (i.e. An appropriate Bachelor’s Degree/ Diploma in nursing or equivalent qualifications that allows registration with the South African Nursing Council) as a professional nurse. Current proof of registration with SANC as a Professional nurse. Post basic qualification in Nursing Administration/ Management with a duration of at least 1 year, accredited with South African Nursing Council. A minimum of eight (8) years appropriate/recongizable experience in nursing after registration as a professional nurse. At least 3 years of the period referred to above must be appropriate/recongizable experience at management level. Should have proven sound managerial skills, computer literacy and knowledge of financial management. Good verbal and written communication skills. Must be computer literate in Microsoft Package (MS Word, Excel and PowerPoint). Nursing education will be an added advantage. Willingness to work under pressure and beyond a call of duty.

DUTIES : Monitor and evaluate service delivery (Nursing) on Night Duty. Ensure that the clinical nursing practice by the nursing team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Work effectively and amicably at management level with persons of diverse intellectual. Able to manage own work and that of units reporting to the post and to ensure appropriate interventions to enhance nursing services at facility level. Able to developing and maintaining a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of the values are adhered to. Demonstrate a basic understanding of Human Resources and Financial Management, Policies and Practices. Participate in training, research and self-development. Manage resources effectively and efficiently. (Human and Material). Demonstrate a basic understanding of the legislative framework governing the public service. Identify and develop
ENQUIRIES: Mrs. Molefe M.M Tel No: (012) 529 3425
APPLICATIONS: can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za.

NOTE: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)

CLOSING DATE: 12 August 2019

POST 27/251: OPERATIONAL MANAGER INTENSIVE CARE UNIT (SPECIALTY) REF NO: LRT 0MICU04 (X1 POST)
Directorate: Nursing

SALARY: R562 800 - R633 432 per annum (plus benefits)
CENTRE: Leratong Hospital
REQUIREMENTS: Grade 12 certificate, Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. Registration with the SANC as Professional Nurse and proof of current registration. 1 Year post basic nursing qualification in the relevant specialty, accredited with the SANC. A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1- year post basic qualification in relevant specialty.

DUTIES: Ensure effective communication within the health setting. Take charge of a ward/ unit and ensure smooth running Development policies and protocols for the Department, Supervision and control of all material resources and manage costs strict control of equipment and budget of the department, Liaise with Hospital management regarding complex issues. Maintain sound relations and team work within the department. Ensure optimal utilizations of personnel in the unit, Ability to deal with conflict and knowledge of DoH policies, Ensure and have knowledge of national core standards, Ensure training needs are met by staff, Quality patient care with prevention of serious adverse events, Programme of skilling staff through in-service and demonstration, Develop systems to ensure efficie nt running of the ward, Ensure health value to patients, Conduct PMDS of all staff in the department.

ENQUIRIES: Ms. W.M Phambuka Tel No: (011) 411 3506
APPLICATIONS: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

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

**CLOSING DATE** : 12 August 2019 AT 12h00 PM

**POST 27/252** : OPERATIONAL MANAGER NURSING SPECIALTY- PAEDIATRICS (PN B3) REF NO: CHBAH 198 (X2 POSTS)

Directorate: Nursing Services

**SALARY** : R562 800 – R633 432 per annum

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

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

**DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional / legal frame work. Implement nursing legislation and related frame work 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 or practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implement of National Core Standards.

**ENQUIRIES** : Mrs. MN Ntikana Tel No: (011) 933 8453

**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, Pomville, 1808. No faxed or emailed applications will be considered.

**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. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. 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**: 12 August 2019

**POST 27/253**: ASSISTANT DIRECTOR: HAST PREVENTION PROGRAMMES AND NPO MANAGEMENT REF NO: TDHS/A/2019/05

**Directorate**: HIV/AIDS/STI & TB (HAST)

**SALARY**: R470 040 per annum (plus benefits)

**CENTRE**: Tshwane District Health Services


**APPLICATIONS**: must be delivered to: The department of Health, Fedsure Building, 268 Lillian Ngoyi Street, Pretoria Central, Pretoria, 0001 or apply online at www.gautengonline.gov.za

**ENQUIRIES**: Ms. Emily Mabusela Tel No: (012) 451 9154 / 082 924 8508

**CLOSING DATE**: 12 August 2019

**POST 27/254**: PROFESSIONAL NURSE:SPECIALTY (PHC) REF NO: TDHS/A/2019/06 (X3 POSTS)

**Directorate**: Nursing

**SALARY**: R445 917 per annum

**CENTRE**: Tshwane District Health Services (Kekana Gardens Clinic)

**REQUIREMENTS**: A 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. A minimum of 14 years appropriate /recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate /recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Other Skills: Own discipline, knowledge of relevant legislation, regulations, health programmes and policies, programme planning, implementation and evaluation. Information management, quality assurance and improvement programmes. Leadership, communication, problem solving, computer literacy, stress tolerance, self confidence, objectiveness and empathy.

**DUTIES**: Provide optimal, holistic, specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES**: Ms NI Sibulela Tel No: (082) 780 4953/012 451 9028
APPLICATIONS: Application documents must be submitted to Tshwane District Health Services, 3318 Fedsure Forum Building, cnr Lillian Ngoyi and Pretorius Streets, Pretoria or post to P.O.Box 3519, Pretoria, 0001.

NOTE: Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE: 12 August 2019

POST 27/255: CLINICAL PROGRAMME COORDINATOR GRADE 1 (QUALITY ASSURANCE) REF NO: EHD2019/07/22
Directorate: PHC

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

CENTRE: Ekurhuleni Health District (SSDR)

REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice No. R425. Qualification, i.e. Diploma/Degree in Nursing. A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse. A valid driver's license (attach copy). Knowledge of Quality Assurance, Ideal Clinic and clinic accreditation process knowledge of the National Core Standards for Health Establishment. Computer literacy. Proof of current registration with SANC. Good communication and presentation skills.

DUTIES: The incumbent is needed to plan, implement, evaluate, maintain control and coordinate quality assurance in the southern sub District. Prepare for and partake Peer Review evaluations. -Monitor the availability and equitable distribution of essential equipment in all facilities. Establish and sustain a quality assurance task team for the district to drive innovative and to plan strategies to improve the quality of Health Care Services e.g. Ideal clinic and national core standards. Monitor the availability of Policies and guidelines for the PHC programmes 100% of health facilities. -Implementation of and adherence of clinic Supervisory Manual guideline. Plan and facilitate the implementation of In-dept Programme review workshop. Implementation of an effective and functional complaints system and monitor corrective strategies. Monitoring of client satisfaction routinely monitor adverse events and implement client satisfaction questionnaire. Champion the conducting of client survey. Advocate for the rights of client in the Health Care System. Participate in multi-disciplinary Quality Assurance Task Team of various levels. Assist clinics and CHC with the implementation of Batho Pele Principles. Utilize Quality Assurance and Risk Management Strategies to create and maintain a safe environment for health delivery. Ensure timeous submission of patient safety incidence reports. Manage submissions for Khanyisa Awards. Provide ongoing feedback to top management. Address shortcomings and ensure timeous intervention of noncompliance to the set standards. Generates reports and maintain records of quality assessment.

ENQUIRIES: Ms M. Ndou Tel No: (011) 878-8550

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

FOR ATTENTION: Human Resource Manager

NOTE: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE: 12 August 2019

POST 27/256: CLINICAL PROGRAMME COORDINATOR GRADE 1 (NON-COMMUNICABLE DISEASE; GERIATRIC; LONG TERM DOMICILIARY OXYGEN AND EYE CARE) REF NO: EHD2019/07/23
Directorate: PHC

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

CENTRE: Ekurhuleni Health District (ESDR)

REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice No. R425. Qualification, i.e. Diploma/Degree in Nursing. A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse and midwife. A valid driver's license and able to drive (attach copy). Computer literacy. Good communication, supervisory and report writing skills. Ability to work independently in a team and under pressure. Good
organizational and analytical skills. A valid driver’s license. Flexibility Good interpersonal relationship and communication skills with colleagues. Evidence of current registration with SANC. Supervisory experience will be an added advantage.

**DUTIES**: Apply strategies to plan for prevention, control and management of non-communicable diseases. Monitor the implementation of National chronic disease guidelines and policies in facilities. Provide direction and support with implementation of National Guidelines and policies. Ensure that patients adhere to chronic medication through chronic clubs/support groups. Coordinate and support awareness campaigns. Provide direction and support on chronic disease data collection. Coordinate and attend training. Attend meetings and update all stakeholders. Be able to work in a Multi-Disciplinary team. Support any activities related to the program. Coordinate Long Term Domiciliary Oxygen by implementing National guidelines and protocols. Coordinate Geriatric Care in old age homes and in the community to improve quality of life for older persons. Monitor implementation of older persons Act in old age homes. Support elderly abuse strategy. Coordinate Eye care services by ensuring Compliance with Vision 2020 Principles. Write and submit monthly reports. Perform any function related to the job description of the Coordinator as Delegated by the Supervisor.

**APPLICATIONS**

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

**FOR ATTENTION**

Human Resource Manager

**NOTE**

People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE**

12 August 2019

**POST 27/257**

OPERATIONAL MANAGER REF NO: TDHS/A/2019/07 (X9 POSTS)

Directorate:Tshwane District Health Services

**SALARY**

R444 276 per annum

**CENTRE**

Tshwane District Health Services: Adelaide Tambo, Suurman, Mandisa Shiceka, Rethabiseng, Kanana, Refentse, Onverwacht Dewagensdrift and Ubuntu (Lethabong) Clinic.

**REQUIREMENTS**

Basic R425 qualifications. Diploma or Degree in Nursing or equivalent qualifications that allows registration with SANC as a Professional Nurse. A minimum of 5 years supervisory experience. Post qualification with duration of 1 year. Curative skills in Primary Health Care. A minimum of 9 years appropriate nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to the above must be appropriate/recognized experience after obtaining 1-year post-basic qualification in the relevant speciality. A valid driver’s license is a requirement. Own discipline, knowledge of relevant legislation, regulations, health programmes and policies, programme planning, implementation and evaluation. Information management, quality assurance and improvement programmes. Leadership, communication, problem solving, computer literacy, stress tolerance, self-confidence, objectiveness and empathy.

**DUTIES**

Demonstrate an in depth understanding of nursing legislation and related legal ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance to the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a disciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at supervisory level with persons of diverse intellect, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Promote advocacy to the clients by facilitating proper treatment and care. Implement and monitor adherence of the facility to the National Core Standards. Able to develop contacts, build and maintain a
network of professional relations to enhance services delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to work under pressure.

ENQUIRIES : Pinky Dumba Tel No: (012) 451 9028
APPLICATIONS : documents must be submitted to Tshwane District Health Services, Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0001.
NOTE : Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.
CLOSING DATE : 12 August 2019
POST 27/258 : ASSISTANT DIRECTOR - OCCUPATIONAL HYGIENE RISK MANAGEMENT (X1 POST)
Directorate: Health Care Waste And Occupational Hygiene risk

SALARY : Grade 1: R383 226 per annum (plus benefits)
Grade 2: R471 333 per annum (plus benefits)

CENTRE : Sedibeng District Health Services

REQUIREMENTS : Appropriate qualification in Occupational Hygiene (OH) and related health qualification (BSc Hon or BTech Environmental Health). Additional qualifications in Occupational Health Management, Occupational Health and Hygiene Legislation, as well as OSHAS 18000/1, ISO 9000 SHEMTRAC/SAMTRAC, will be an added advantage. Experience in the use of computer end user programs. Registered with the South African Institute for Occupational Hygiene (SAIOH) as Occupational Technologist, Assistant or Occupational Hygienist or at the HPSCA in a related specialty field. At least 3-5 years relevant experience in OH monitoring, OH risk assessment, occupational health case investigations, project management and the implementation of OSHAS 18000/1 series, preferably within the health care environment. In-depth knowledge in the prevention of occupational disease and ventilation requirements within the healthcare environment. Good interpersonal relations, communication, leadership, analytical and linguistic attributes. A valid driver's licence is essential.

DUTIES : Facilitation and monitoring of appropriate statutory compliance within the Department. Compile and validate comprehensive monthly and annual reports. Provide guidelines to staff and clients in terms of SHERQ programmes. Assist with the development of operational plans and in the monitoring and evaluation of implementation of such, based on the SHERQ principles of the DPSA model. Assist in reviewing and compiling OHRM guidelines (SOPs) for the planning and implementation of OHRM training and occupational hygiene monitoring programmes and determine trends. Facilitate the development of Emergency Preparedness Plans in the Department. Facilitate the effective implementation of integrated occupational hygiene monitoring, health risk assessment and passive case management programmes and monitor such, including the biological monitoring programmes, for effectiveness and efficiency. Verify and validate occupational hygiene monitoring, integrated health risk assessment and passive case management reports. Provide guidelines for the planning and implementation of OH risk management legal compliance monitoring programmes. Take part in the Gauteng Turnaround strategy, PHC Reengineering, Strength of National core standards and ideal clinic.

ENQUIRIES : Ms. S. Sejake, Tel No: (016) 950 6019
APPLICATIONS : Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department. 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 (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The 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. Preference will be given to people with disability.
CLOSING DATE : 12 August 2019
POST 27/259 : PROFESSIONAL NURSE (ADVANCED MIDWIFERY AND NEONATAL) REF NO: EHD2019/07/24
Directorate: Primary Health Care

SALARY : Grade 1: R383 226 – R444 276 per annum (plus benefits)
         Grade 2: R471 333 – R579 696 per annum (plus benefits)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Advanced Midwifery and Neonatal. Grade 1: less than 10 years relevant experience as a Specialty Nursing (Advanced Midwifery and Neonatal) after registration with SANC. Grade 2: At least 10 years but less than 19 years relevant experience as a Specialty Nursing (Advanced Midwifery and Neonatal) after registration with SANC.


ENQUIRIES : Ms E. Mashigo Tel No: (011) 876 1815
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 : 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 : 12 August 2019

POST 27/260 : CLINICAL NURSE PRACTITIONER (PHC) REF NO: EHD2019/07/25
Directorate: Primary Health Care

SALARY : Grade 1: R383 226 – R444 276 per annum (plus benefits)
         Grade 2: R471 333 – R579 696 per annum (plus benefits)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). Grade 1: less than 10 years relevant experience as a Clinical Nurse Practitioner (PHC) after registration with SANC. Grade 2: At least 10 years but less than 19 year’s relevant experience as a Clinical Nurse Practitioner (PHC) after registration with SANC.

DUTIES : Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal frame work. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards.

ENQUIRIES : Ms E. Mashigo Tel No: (011) 876 1815
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.
POST 27/261

ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: TDHS/A/2019/08

Directorate: Human Resource Unit

SALARY: R376 596 - R443 601 per annum
CENTRE: Tshwane District Health Services
REQUIREMENTS: Minimum qualification – Grade 12 with 5 years’ experience in Labour Relations and Diploma / degree in HRM, Labour Relations / Labour Law with a minimum of 3 years’ experience in Labour Relations. Knowledge of prescripts such as e: Grievance Procedure, Government Notice R 1012 dated 25 July 2003, Disciplinary Code and Procedure for the Public Service, PSCBC Resolution 1 of 2003, and a sound knowledge of the provisions of the Labour Relations Act, Act No 66 of 1995. Valid driver’s license; Computer literacy and proficiency in the MS Office package; Excellent verbal and written communication skills; Ability to work under pressure Other Skills / Requirements: Computer literacy and proficiency in the MS Office package; Excellent verbal and written communication skills; Ability to work under pressure; Experience in the management of Patient Safety Incidents will be an advantage.

DUTIES: Providing support and advice to facility and hospital managers in the Tshwane District Health Services with regards to ALL aspects of Labour Relations i.e. complaints management, strike management, management of progressive discipline, grievance management. Providing training to facility and hospital managers and employees generally on ALL aspects of Labour Relations. Management of misconduct cases i.e. presiding over cases, investigating cases, representing the employer in the disciplinary hearings and facilitating the appeal process. Management of grievances in accordance with the provisions of the Grievance Procedure. Management of disputes. Representing the employer in consultative structures within the Department. Supervision of Labour Relations Officers. Mentoring and supporting Labour Relations Officers in the Region. Participation and attendance of relevant Labour Relations Forums. Participation in various committees such as PILIR and Patient Safety Incidents.

ENQUIRIES: Ms L Fourie Tel No: (012) 451 9227
APPLICATIONS: must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE: 12 August 2019

POST 27/262

ASSISTANT DIRECTOR: ADMINISTRATION REF NO: UPOHC/0001

Directorate: Administration

SALARY: R376 596 per annum (Plus benefits)
CENTRE: University of Pretoria Oral Health Centre
REQUIREMENTS: An appropriate tertiary qualification plus more than 5 years relevant work and supervisory experience or grade 12 or equivalent plus more than 10 years relevant work and supervisory experience. Sound knowledge and experience of BAUD Asset Management and Transport. Knowledge of BAS and interfaces to the other systems. Knowledge of UPFS and Administrative Procedure Manuals pertaining to patient administration. Knowledge of PFMA requirements applicable to Fixed Asset Control. Knowledge of GPG Treasury Regulations applicable to Fixed Asset Control. Computer Literacy. Good interpersonal relations. Good communication skills (written and Verbal). Ability to work under pressure.


ENQUIRIES: Prof JG White Tel No: (012) 319 2327
APPLICATIONS: Quoting the relevant reference number. Direct applications must be delivered to Ms. N Kubheka, Human Resources Management at Louis Botha a Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. N Kubheka PO Box 1266, Pretoria, 0001.

NOTE: Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.

CLOSING DATE: 12 August 2019

POST 27/263: ASSISTANT DIRECTOR: FINANCE (X1 POST)
Directorate: Finance

SALARY: R376 596 per annum (Level 09) (plus benefits)
CENTRE: Sedibeng District Health Services
REQUIREMENTS: Grade 12 plus appropriate National Diploma/Degree in Accounting/Financial Management or 3-year relevant qualification. A minimum of 5 years’ relevant working experience in the financial accounting/Management accounting environment of which at least 3 years must have been at supervisory level in the same field. In-depth knowledge of the Public Finance Management Act (PFMA) 1 of 1999 as amended, Treasury Regulations, (SCOA and DORA) and transversal system BAS and SAP and other related Public Sector regulatory frameworks. Through knowledge of accounting methodologies, principles and standards applicable to the Public Sector. Excellent communication skills (verbal and written). Strong computer literacy skills (MS Word, MS Excel and Power Point). Ability to work under pressure. Good interpersonal skills. Excellent analytical, negotiating, problem-solving, planning and organizing skills. A valid driver’s license.

DUTIES: Effective Budget implementation and Management and ensuring adequate funding for Health Services, Compile and submit budget inputs during budget interrogations, Monitoring of expenditure and reporting as per the set targets. Clear misallocations. Monitoring of IYM. Eliminate accruals. Manage, support and monitor Reconciliation of standalone system BAS/PERSAL, MEDSAS and SAP. Release on SRM, Manage Fi payments, Authorization of Payment per Financial Delegation, Overall management of the sub-directorate. Develop, maintain and implement an effective revenue and debtor's management system. Develop, control and monitor mechanisms to ensure compliance with legislative requirements. Managing revenue, reporting procedures and ensuring that all report reflect the full and correct financial implications and are complaint to PFMA, Treasury Regulations. Develop, implement and monitor risk management strategies, policies and procedures. Monitor funded NPOs for compliance. Analyse financial information of the NPOs/NPIs (AFS, monthly expenditure reports). Ensure that Risk Management report are developed monthly, ensure that APP, DHER and DHP is applied on annual basis. Develop staff through PMDS. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES: Ms. M.A. Moisi Tel No: (016) 950 6165
APPLICATIONS: Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark,1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department. 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 (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The 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. Preference will be given to people with disability.

**CLOSING DATE**: 12 August 2019

**POST 27/264**: ORAL HYGIENIST GR 1 REF NO: TDHS/A/2019/09 (X4 POSTS)

Directorate: Oral Health

**SALARY**: R317 976 per annum

**CENTRE**: Tshwane District Health Services

**REQUIREMENTS**: A degree in Oral Hygiene, registered at the HPCSA and valid driver's license. Other Skills / Requirements: No experience required though experience in Community work will be an recommendation.

**DUTIES**: Assess the need for Community Based Oral Health Services. Formulation and implementation of Oral Health Promotion and Specific Protection programmes. Provide an integrated comprehensive inter-disciplinary oral hygiene service. Support and facilitation of outreach programmes and provide reports on service delivery. Responsible to organise campaigns. Rendering of clinical services in clinics which will include, mobile clinics and portable dental units at schools.

**ENQUIRIES**: Ms. A Schoeman Tel No: (012) 451 9291

**APPLICATIONS**: must be submitted to Tshwane District Health Services, The Fedsure Building, Cnr Lilian Ngoyi and Pretorius streets, Pretoria CBD or post to Private bag X 9514, Pretoria

**NOTE**: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

**CLOSING DATE**: 12 August 2019

**POST 27/265**: OCCUPATIONAL THERAPIST GRADE 1 – GRADE 3 REF NO: TDHS/A/2019/10

Directorate: Rehabilitation Unit

**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**: Tshwane District Health Services Kekana Gardens Clinic

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

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

**ENQUIRIES**: Mr. P Silwimba Tel No: (012) 451 9218

**APPLICATIONS**: Application documents must be submitted to Tshwane District Health Services, 3318 Fedsure Forum Building, cnr Lilian Ngoyi and Pretorius streets, Pretoria or post to P.O.Box 3519, Pretoria, 0001.
NOTE: must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE: 12 August 2019

POST 27/266: SPEECH THERAPIST AND AUDIOLOGIST REF NO: TDHS/A/2019/11
Directorate : Rehabilitation Unit

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:
Tshwane District Health Services Kekana Gardens Clinic

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

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

ENQUIRIES:
MR. P Silwimba Tel No: (012) 451 9218

APPLICATIONS:
must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE: 12 August 2019

POST 27/267: PHYSIOTHERAPIST REF NO: TDHS/A/2019/12
Directorate : Rehabilitation Unit

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:
Tshwane District Health Services Kekana Gardens Clinic

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

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

ENQUIRIES
APPLICATIONS
NOTE
CLOSING DATE
POST 27/268
SALARY
CENTRE
REQUIREMENTS
DUTIES
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APPLICATIONS
CLOSING DATE
POST 27/269
SALARY
CENTRE
REQUIREMENTS

Grade 1: R317 976 – R361 872 per annum (Plus benefits)
Ekurhuleni Health District
Appropriate qualification (degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as an Occupational Therapist. Grade 1: Less than 10 years
rel relevant experience required after registration with the HPCSA as an Occupational Therapist. A valid driver’s license is essential.

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

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

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

**NOTE**
- No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE**
- 12 August 2019

**POST 27/270**
- PROFESSIONAL NURSE: CHILD NURSING REF NO: TDHS/A/2019/14 (X2 POSTS)

**SALARY**
- Grade 2: R315 963 per annum

**CENTRE**
- Tshwane District Health Services

**REQUIREMENTS**
- Basic qualification accredited with the SANC in terms of Government Professional Nurse Notice 425 or equivalent qualification that allows registration with SANC as a. A diploma in Child Nursing Science. 10 years nursing experience, with at least five years working with paediatric. Experience in conducting invasive procedures on children. A passion and commitment to advancing children’s access to health services. Proven experience in providing psychosocial support to children and their family. Knowledge of the Early Childhood Development sector. Understanding of the HAST Programmes and how they are implemented in Primary Health Care and Hospital setting. Good communication and supervision skills. Good problem solving and conflict management skills. A valid driver’s license.

**DUTIES**
- Improve case HIV and TB Case finding in children. Strengthen the implementation of PICT in children and youth. Facilitate for the tracing and initiation in care of children exposed to TB and HIV. Strengthen referral systems for children across the care continuum. Provide psychosocial support to children and their families infected and at risk of HIV and TB. Work in partnership with ECD centres prevent, identify and link children infected by HIV and TB to care. Support the implementation of child and youth focal HAST Programmes in facilities.

**ENQUIRIES**
- MS. Jane Mafoko Tel No: (012) 451 9022 / 079 696 8559

**APPLICATIONS**
- Applications must be delivered to: The Department of Health, Fed sure Building, 268 Lillian Ngoyi Street, Pretoria Central, Pretoria 0001 or apply online at www.gautengonline.gov.za

**CLOSING DATE**
- 12 August 2019
**POST 27/271** : PROFESSIONAL NURSE REF NO: TDHS/A/2019/15 (X2 POSTS)
Directorate: Nursing

**SALARY** : R297 516 per annum

**CENTRE** : Tswane District Health Services Kekana Gardens Clinic

**REQUIREMENTS** : A 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. Experience: None. Other Skills: Own discipline, knowledge of relevant legislation, regulations, health programmes and policies, programme planning, implementation and evaluation. Information management, quality assurance and improvement programmes. Leadership, communication, problem solving, computer literacy, stress tolerance, self confidence, objectiveness and empathy.

**DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). 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.

**ENQUIRIES** : MS NI Sibulela Tel No: (082) 780 4953/012 451 9028

**APPLICATIONS** : must be submitted to Tshwane District Health Services, 3318 Fedsure Forum Building, cnr Lillian Ngoyi and Pretorius Streets, Pretoria or post to P.O.Box 3519, Pretoria, 0001

**NOTE** : must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy. Application documents

**CLOSING DATE** : 12 August 2019

**POST 27/272** : HUMAN RESOURCE PRACTITIONER REF NO: TDHS/A/2019/16 (X3 POSTS)
Directorate: Human Resource Management

**SALARY** : R257 508 – R303 339 per annum

**CENTRE** : Tshwane District Health Services

**REQUIREMENTS** : Grade 12 with more than 10 years Human Resources Management/administration experience or a Degree or 3 year National Diploma in Human Resource Management. A minimum of two (2) year’s experience in Service Benefits and Conditions, Recruitment and Selection, Termination of Services, Performance Management and Development System (PMDS), Leave Administration and PILIR. Other Skills / Requirements: Functional working experience on Persal system. Knowledge of the Public Service Act, Public Service Regulations, Public Service Resolutions and relevant HR prescripts. Computer literacy, problem solving skills, creativity, good interpersonal and analytical skills. Good communication skills both verbal and written. Maintain confidentiality, loyalty and be a team player.

**DUTIES** : Administration of Benefits and Conditions of Service i.e. housing allowances, service terminations, long service awards, overtime, transfers, translations, promotions, OSD grade progressions, acting allowances and subsistence and travel allowances. Other duties include the administration of recruitment and selection, leave administration, policy on incapacity leave and ill health retirement (PILIR), appointments, implementation of Performance Management and Development System (PMDS) in the District, and approving transactions on PERSAL. Render a professional advisory and liaison service to the employees of Tshwane District Health Services.

**ENQUIRIES** : MR TJ Mokhopa Tel No: (012) 451 9107

**APPLICATIONS** : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

**CLOSING DATE** : 12 August 2019
**POST 27/273**  
FINANCIAL CONTROLLER REF NO: TDHS/A/2019/17  
Directorate: Hast-Finance

**SALARY**  
R257 508 – R303 339 per annum

**CENTRE**  
Tshwane District Health Services

**REQUIREMENTS**  
Grade 12 with more than 10 years Financial Management /Accounting experience or appropriate degree/National Diploma in Accounting/Finance with minimum of three (3) year’s relevant experience in Budget Management. Other Skills / Requirements: Knowledge and experience in BAS, SAP and Persal. Thorough knowledge of PFMA, Treasury Regulations and financial policies and procedures. Must be computer literate (Microsoft Word, PowerPoint and Excel). Candidates must have work experience in Budget processes and Accounts Payable. Sound accounting skills. Ability to work under pressure and meet deadlines. Candidates must have a driver’s license.

**DUTIES**  
The successful candidate will be responsible for compiling and monitoring of budget and the business plan for HAST programme. Compile monthly, quarterly and annual expenditure reports. Monitor budget spending in accordance with set policies and procedures. Ensure that misallocations are cleared on a monthly basis. Quality checks all requisitions and ensures SCOA allocation are committed in the relevant items and corrected where needed. Provide technical support and advice to NGOs, programme managers and institutions. Responsible for performance assessments and development of staff. Assist in preparing audit pack for internal and external audit purpose. Perform any other finance related functions as required by supervisor. Attend HAST provincial quarterly reviews meetings.

**ENQUIRIES**  
MS. Paultrina Kganyago Tel No: (012) 451 9099

**APPLICATIONS**  
must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE**  
Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

**CLOSING DATE**  
12 August 2019

**POST 27/274**  
FINANCIAL CONTROLLER REF NO: TDHS/A/2019/18  
Directorate: Financial Management

**SALARY**  
R257 508 – R303 339 per annum

**CENTRE**  
Tshwane District Health Services

**REQUIREMENTS**  
Grade 12 with more than 10 years Financial Management /Accounting experience or appropriate degree/National Diploma in Accounting/Finance with minimum of three (3) year’s relevant experience in Budget Management. Other Skills / Requirements: Knowledge and experience in BAS, SAP and Persal. Thorough knowledge of PFMA, Treasury Regulations and financial policies and procedures. Must be computer literate (Microsoft Word and Excel). Candidates must have work experience in Budget processes and Accounts Payable. Sound accounting skills. Ability to work under pressure and meet deadlines. Candidates must have a driver’s license.

**DUTIES**  
Reconciliations of transversal systems (BAS/Persal and BAS/Parking). BAS/Persal - Ensure that Payrolls are captured on Persal Summary Sheet. Ensure that BAS, Persal reports and Annexure B are completed correctly. Ensure that variances are explained and supporting documents attached (BAS and Persal reports). Ensure that reconciliations are submitted to Central Office monthly for review. Submit reconciliations with variances identified to Human Resource Management – District Office for corrections. Prepare Internal Control Sheet to monitor and report progress of incorrect staff establishment. Review Dashboard received from Central Office to ensure correction and completeness of reconciliations per facility and perform and submit necessary corrections. BAS/Parking – Reconcile Manual Register of allocated Parking with deductions on Persal. Identify variances and complete Parking Reconciliation. Prepare parking deductions per official per facility to reconcile with BAS. Capture totals per facility on reconciliation, identify variances and attached necessary supporting documents. Safekeeping of Basic Accounting records and face value documents. Responsible for performance assessments and development of staff. Perform any other finance related function as required by the supervisor.

**ENQUIRIES**  
MS. Maryna Pieterse Tel No: (012) 451 9118
APPLICATIONS: must be submitted to Tshwane District Health Services, 3318 Fedsure Forum Building, cnr Lillian Ngoyi and Pretorius Streets, Pretoria or post to P.O.Box 3519, Pretoria, 0001

NOTE: must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy. Application documents

CLOSING DATE: 12 August 2019

POST 27/275: PRINCIPAL PERSONNEL OFFICER REF NO: EHD2019/07/28
Directorate: Human Resources Management

SALARY: R257 508 – R303 339 per annum (plus benefits)

CENTRE: Ekurhuleni Health District (Southern Subdistrict)

REQUIREMENTS: Grade 12 with 5 years’ experience in HR as generalist or National Diploma/degree with 3 years’ experience as a generalist. Extensive knowledge of PERSAL, HR prescripts and knowledge of HR relevant Acts. Computer literacy is essential. Drivers license is essential. Good understanding of PSCBC, resolutions especially the implementation of OSD, leadership skill, planning and organizing skills, problem solving, communication skill, and financial management. Ability to work under pressure. Good interpersonal skills. Driver’s license is essential.

DUTIES: Manage and render effective the human resource unit at sub district level. Supervise clerks and registry clerk. Provide guidance and support to staff. Approve and quality assure all the transactions related to appointments, salary administration, leave, overtime, terminations, transfer and housing allowance. Management of PILIR for the sub district. Ensure there is a good filing system at sub district. Management of the PMDS, RWOPS, and payroll. Attend to all auditor general queries. Manage and coordinate the implementation of grade progression for OSD staff categories. Advice staff on HR related issues. Assist with the recruitment and selection for the sub district. Form part of the sub-district management team.

ENQUIRIES: Mr M. Tshidzumba Tel No: (011) 878 8595

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: 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. The candidate will be indirectly report to the Deputy Manager Nursing of the Sub District. Applicant will be subject to medical surveillance screening. No S&T and resettlement will be paid.

CLOSING DATE: 12 August 2019

POST 27/276: ADMINISTRATIVE OFFICER (SUPPLY CHAIN) REF NO: EHD2019/07/29 (X1 POST)
Directorate: Logistics

SALARY: R257 508 – R303 339 per annum (plus benefits)

CENTRE: Ekurhuleni Health District

REQUIREMENTS: Grade 12 Certificate with at least five (5) years relevant experience in procurement or an appropriate National Diploma/Degree in Supply Chain Management/ Logistics/Finance with three (03) years relevant experience in procurement. Knowledge and understanding of procurement policies, prescripts and procedures, PFMA, PPPFA, BBBEE, Treasury Regulations, PAS, SCM, Demand Panning and Contract management. Computer literacy is essential (i.e.) Excel, Ms word, Outlook, internet and numeric skills). Candidates must have communication skills both verbal and written, problem solving, good interpersonal, initiative skills and team player. Ability to work under pressure. Driver’s License is essential. Must rotate.

DUTIES: Provide efficient procurement services to the institution. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Ensure that all appropriate procedures are followed pertaining the procurement of stock and services. Prepare and provide documentation to the vetting committee on all stock and services prior to procuring. Assist management to implement and maintain procurement systems. Facilitate availability of Demand and Procurement Plans. Facilitate all Contract processes and update Contract Register. Check procurement request in
accordance with and in adherence to Procurement Prescripts. Utilize Supplier Data Base to achieve BBBEE targets. Maintain proper update of Procurement Register for requisitions made. Prepare monthly Procurement Reports and monitor against procurement plans. Check and monitor captured requisitions and follow up and expedite Purchase Orders. Monitor progress of the unit and report to relevant manager. Monitor suppliers’ payments and ensure all GRVs are captured on time. Compile submission, motivation and reports. Attend all queries related to procurement and provide advice and guidance as and when required. Provide guidance and support to End Users. Maintain proper Stock Controls and monitor stock utilization. Effectively supervise orders from Stores and deliveries. Liaise with Asset management department on Asset orders placed and give guidance when necessary. Provide training and support to staff in the unit. Participate in various activities within the Department and attend meetings. Must be able to adapt to change within sections of Supply Chain by rotation. Perform all other duties delegated a Supervisor/Manager.

ENQUIRIES
Ms A. Letswalo Tel No: (011) 876 - 1734
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
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
12 August 2019
POST 27/277
CLIENT LIAISON OFFICER: QUALITY ASSURANCE: CUSTOMER CARE
REF NO: REFS/004358
Directorate: Quality Assurance

SALARY
R257 508 per annum (All-inclusive Package)
CENTRE
Dr George Mukhari Academic Hospital
REQUIREMENTS
Grade 12 with a qualification in management/administration course with a minimum period of 1 year in an accredited higher education institution. A minimum of 3 years appropriate / recognizable experience in health institution. At least a minimum of 2 years of the period referred to above must be appropriate experience in Quality Assurance. Extensive knowledge in customer care service programs. Knowledge and understanding of legislative framework applicable to practice in public health facility. Advance computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint). Presentation skills. A valid driver’s license. The applicant must have ability to interact with diverse stakeholders, health care users and givers. Good communication skills, Report writing skills, Facilitation skills, Problem solving skills, Good interpersonal relations, ability to work under pressure.

DUTIES
Conduct National Core Standards self-assessment. Facilitate the development of QIPs and implementation thereof. Implement customer care programs. Compile and analyze reports of the programs and submit reports on due time. Assist with the management of the patient safety incidents. Manage staff development and performance (PMDS). Manage material resources appropriately. Facilitate training of employees on quality Assurance matters. Communicate with all stakeholders (external and internal customers) about quality assurance matters. Perform any other duties delegated by the supervisor.

ENQUIRIES
Mrs. BS Moruapheko Tel No: (012) 529 3409
APPLICATIONS
can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Sefolgo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za.
NOTE
Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must
accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer reserves the right to fill this position(s).

CLOSING DATE: 12 August 2019

POST 27/278: PROFESSIONAL NURSE SPECIALTY – NEPHROLOGY REF: LRT/ PNS \05 (X1 POST)
Directorate: Nursing

SALARY: R256 905 - R297 825 per annum (Plus benefits)
CENTRE: Leratong Hospital
REQUIREMENTS: Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a professional Nurse and Midwife. Registration with the SANC as professional Nurse and proof of current registration. 1 year post basic nursing qualification in the relevant speciality. Accredited with the SANC in one of the specialties referred to in the above. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

DUTIES: To assist in planning/ organising and monitoring of the objective of the specialised unit in consultation with subordinates. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance. To do readjustments as required on the staff to provide adequate nursing cover. To assist in record keeping and providing statistical information on training and staffing as requested including agency staff. Monitoring of financial resources with emphasis on cost containment and the keeping of all record within the financial policies regarding tenders, procurement and the policy regarding revenue generation. To give budget inputs regarding consumables and equipment budget for financial year. To exercise the control functions to meet medical/ legal obligations, i.e. weekly schedule drugs control, control of medication used.

ENQUIRIES: Ms. W.M Phambuka Tel No: (011) 411 3506
APPLICATIONS: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

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

CLOSING DATE: 12 August 2019 (AT 12h00 PM)

POST 27/279: PROFESSIONAL NURSE SPECIALTY – CRITICAL CARE REF NO: LRT/ PNS \06 (X1 POST)
Directorate: Nursing

SALARY: R256 905 - R297 825 per annum
CENTRE: Leratong Hospital

REQUIREMENTS:
Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a professional Nurse and Midwife. Registration with the SANC as professional Nurse and proof of current registration. 1 year post basic nursing qualification in the relevant speciality, accredited with the SANC in one of the specialties referred to in the above. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

DUTIES:
To assist in planning/organising and monitoring of the objective of the specialised unit in consultation with subordinates. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance. To do readjustments as required on the staff to provide adequate nursing cover. To assist in record keeping and providing statistical information on training and staffing as requested including agency staff. Monitoring of financial resources with emphasis on cost containment and the keeping of all record within the financial policies regarding tenders, procurement and the policy regarding revenue generation. To give budget inputs regarding consumables and equipment budget for financial year. To exercise the control functions to meet medical/ legal obligations, i.e. weekly schedule drugs control, control of medication used.

ENQUIRIES:
Ms. W.M Phambuka Tel No: (011) 411 3506

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

NOTE:
The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified SANC registration certificate and proof of current registration with SANC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).

The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 12 August 2019 (AT 12h00 PM)

POST 27/280: PROFESSIONAL NURSE REF NO: STDH/0008 (X6 POSTS)
Directorate: Nursing

CENTRE: Sizwe Tropical Disease Hospital

REQUIREMENTS:
Grade 12 (std10). Basic qualification in terms of Government notice 425 i.e. Degree/Diploma equivalent that allows registration with SANC as a Professional Nurse. Good communication skills, basic writing skills, ability to function as part of a team, good interpersonal skills. Knowledge of Nursing care process and procedures, quality assurance, infection control and relevant legal frameworks. Good ethical practice and caring attitude.

DUTIES:
Provide direction and supervision for the implementation of the Nursing plan, rendering of quality patient care. Assist in completion of clinical records and that data is entered timeously. Ensure that all quality assurance standards and other health mandates during his or her shift lead is implemented. Advocate and facilitate proper treatment. Be a team leader responsible for I Care 4 you values. Implement standards, practices, criteria and indicators for quality
nursing care. 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.

ENQUIRIES: MS BM Rikhotso Tel No: (011) 531 4302/4
APPLICATIONS: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to No.2 Corner Club and Modderfontein Road, Sandringham
NOTE: To be submitted on Z83 form, certified copies of qualifications and ID, Curriculum Vitae (CV).
CLOSING DATE: 12 August 2019
POST 27/281: PHARMACIST ASSISTANT (POST – BASIC) GRADE 1 REF NO: EHD2019/07/31
Directorate: Pharmacy

SALARY: Grade 1: R208 383 – R234 738 per annum (Plus benefits)
CENTRE: Ekurhuleni Health District
REQUIREMENTS: Appropriate Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post-Basic) Registration with the South African Pharmacy Council (SAPC) as a Post-Basic Pharmacist Assistant. Proof of payment for current annual fees. Less than five (05) years appropriate experience as Pharmacist Assistant (Post-basic).
ENQUIRIES: Ms. T. Burisch Tel No: (011) 878 - 8500
APPLICATIONS: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
CLOSING DATE: 12 August 2019
POST 27/282: DATA CLERKS REF NO: TDHS/A/2019/19 (X3 POSTS)
Directorate: HIV/AIDS/STI & TB (HAST)

SALARY: R173 703 per annum (plus benefits)
CENTRE: Tshwane District Health Services
DUTIES: Responsible for proper patient records management. Capture data on Tier.Net and DHIS. Liaise and support the facility manager and staff on data management and use. Ensure that all facility data is visualized. Conduct data validation. Compile and forward monthly statistics next level reporting. Adhere to reporting lines according and dates as informed by policies and guidelines.
Maintain utmost confidentiality. Function as part of the multidisciplinary team. Ensure that stationery is available. Attend meetings and trainings related to data management.

**ENQUIRIES**: MS. Tsholofelo Nkhodi on Tel No: (012) 451 9022 / 072 712 6254

**APPLICATIONS**: Applications must be delivered to: The Department of Health, Fedsure Building, 268 Lillian Ngoyi Street, Pretoria Central, Pretoria 0001 or apply online at www.gautengonline.gov.za

**NOTE**

Skill test will be conducted for all shortlisted candidates.

**CLOSING DATE**: 12 August 2019

**POST 27/283**: ADMINISTRATION CLERK REF NO: UPOHC/0002

**Directorate**: Administration

**SALARY**: R173 703 per annum (Plus benefits)

**CENTRE**: University of Pretoria Oral Health Centre

**REQUIREMENTS**: Grade 10 with 5 – 10 years appropriate experience or grade 12 with 2-5 years appropriate experience. Computer literacy including excel and word is essential. Experience of Archives and Asset Management Reconciliations. Knowledge of BAS/SAP will serve as a recommendation. Ability to work under pressure. Good interpersonal skills. Problem solving skills. Good written and verbal communication.

**DUTIES**: Implementation and daily maintenance of a proper excel system for Archive track keeping purposes. Monthly reconciliation of the payment of assets and newly delivered assets. Regular visits to Central Office regarding reconciliations. Perform any reasonable task allocated. Participation in the Performance Management Development System. (PMDS).

**ENQUIRIES**: MS. TP du Plessis Tel No: (012) 319 5712

**APPLICATIONS**: Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Room 2-1, Dr Savage Road, Riviera, Pretoria or mail to Ms. L Debeila PO Box 1286, Pretoria, 0001.

**NOTE**: Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.

**CLOSING DATE**: 12 August 2019

**POST 27/284**: ADMINISTRATION CLERK: TRANSPORT SERVICES REF NO: REFERENCES/004357

**Directorate**: Logistics

**SALARY**: R173 703 per annum (All-inclusive Package)

**CENTRE**: Dr George Mukhari Academic Hospital

**REQUIREMENTS**: A minimum of Grade 12/Standard 10 plus 1-year experience in transport services. Diploma/Degree in Public Administration or Transport Management will serve as an added advantage. Computer literacy with practical knowledge of MS Package (Word, Excel, PowerPoint and Internet). Ability to inspect and manage government cars. Must possess the ability to plan, Organize, inspect and evaluate work of drivers.

**DUTIES**: Coordinate transport services. Supervise drivers, ensure transport schedule, Authoring of GG Vehicles and Vehicles daily inspection form is available and implemented. Ensure compliance to National Core Standards and transport policies/procedures. Leave management of staff. Manage performance development of staff. Recommend discipline and implements appropriate procedures. Perform any other official duties delegated by the supervisor.

**ENQUIRIES**: Mr. B Mamabolo Tel No: (012) 529 3138

**APPLICATIONS**: can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za

**NOTE**: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check. Application must be submitted on Z83 form obtainable from any Public Service
Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

CLOSING DATE: 12 August 2019

POST 27/285: HRD & PMDS CLERK REF NO: REFS/004355 (X3 POSTS)
Directorate: Human Resource Management

SALARY: Grade: R173 703 per annum (All-inclusive Package)

CENTRE: Dr George Mukhari Academic Hospital

REQUIREMENTS: 3-year Degree/Diploma in Human Resource Development/Management with 1 year working experience in Human Resources or Grade 12 with at least 3 years working experience in Human Resources. Knowledge of the Public Service Act and Regulations, Skills Development Act, Skills Levies Act, SAQA< NQF, NSDS, PMDS etc. Presentation and facilitation Skills and Computer Literacy. (NB- Working experience in HRD/PMDS will be an Added Advantage).

DUTIES: Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advice employees in regards to career development. Assist with skills development audits. Administer Internships/Leanerships programmes. Facilitate needs directed courses, seminars and workshops. Serve as a secretary during training committee meetings. Assist departments with PMDS matters. Ensure that departments submit PMDS contracts and quarterly reviews. Monitor the implementation of PMDS. Advise management and Staff on PMDS Issues. Assist and Advice management and staff on employment equity issues.

ENQUIRIES: Mr. JV Mtikulu or Mr. SM Kgafela Tel No: (012) 529 3450/3935

APPLICATIONS: can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za.

NOTE: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

CLOSING DATE: 12 August 2019

POST 27/286: DENTAL ASSISTANT REF NO: TDHS/A/2019/20 (X2 POSTS)
Directorate: Oral Health

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

CENTRE: Tshwane District Health Services Kekana Gardens Clinic

REQUIREMENTS: Appropriate qualification(Diploma) that allows required registration with the Health Professions Council of South Africa (HPCSA) as a Dental Assistant. A valid driver’s license is essential. 1-3 years experience in dental assisting.

DUTIES: Assist the dentist when rendering treatment to a patient eg mixing materials, sterilizing instruments. Fetching of school children for treatment at the clinic. Cleaning and dusting clinic. Developing X-rays. Assist on the mobile clinic. Assist in theatre. Assist during screening. Liaison of other health clinics, schools and other local personnel. Administration: To complete log sheets. To

ENQUIRIES : Dr Reinprecht Tel No: (012) 451 9290/ 082 452 9845
APPLICATIIONS : must be submitted to Tshwane District Health Services, 3318 Fedsure Forum Building, cnr Lillian Ngoyi and Pretorius Streets, Pretoria or post to P.O.Box 3519, Pretoria, 0001
NOTE : must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy. Application documents
CLOSING DATE : 12 August 2019
POST 27/287 : DENTAL ASSISTANT GRADE 1 REF NO: EHD2019/07/32 (X1 POST)
Directorate: Oral Health
SALARY : R168 429 – R192 576 per annum (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Grade 12 with Dental Assistant certificate from recognized accredited institutions registration with HPCSA, proof of current registration with the HPCSA, copy of an ID document. Less than 10 years’ experience appropriate experience as a Dental Assistant. A driver’s license will be an added advantage. All documents are to be certified. The person should have good communication skills, good interpersonal relations and an ability to work under pressure.
DUTIES : The incumbent should have knowledge of dental assisting including: infection control, chair side assisting maintaining of equipment, stock control, knowledge of materials and instruments and conducting inventory. The person will work in the dental surgery in clinics, mobiles, correctional services, institutions and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. The person will also be doing relief duties in other clinics, prisons, mobile and institutions. He or she will be assisting the oral hygienist at schools as well as in the clinics. The person will also be rotating within the sub-districts.
ENQUIRIES : Mr L.B Mudau Tel No: (011) 876 1759
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. 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 : 12 August 2019
POST 27/288 : PORTER REF NO: JUB 06/2019 (X2 POSTS)
Directorate: Admin & Support
SALARY : R102 534 - R132 780 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Abot or grade 10, be able to work shifts, day and night including public holiday and weekends. Have ability to read and write. Be able to work under pressure.
DUTIES : Transport patients to different service points within the hospital. Collecting of midnight returns and discharged patient’s files from work on a daily basis. Respond promptly, removal of corpse from the wards and admit them in the mortuary. Ensure that the corpse are entered in the register during admission and removal and signed for. Ensure that wheelchairs and stretchers are clean and safe for patients use all the time. Respond promptly to telephone messages and quires.
ENQUIRIES : Mokoka N.A Tel No: (012) 717 9410/9409
APPLICATIONS : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449. Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
NOTE : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.
CLOSING DATE : 12 August 2019
POST 27/289 : CLEANER REF NO : JUB 07/2019 (X1 POST)
Directorate: Cleaning Service

SALARY : R102 534 - R132 780 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Abet or grade 12 certificate, previous cleaning experience, good verbal communication, interpersonal skills and able to work in a team environment. Be able to work as shift worker, public holidays and weekends. Have ability to read and write. Be able to work under pressure.
DUTIES : Clean and create orderly working environment and operating cleaning equipment's and material. Clean floors, walls, windows, corridors, toilets, rooms, offices and furniture. Demp dusting, empty dustbin, sluicing and cleaning bedpans, packing storeroom and cleaning of wards. Cleaning of soiled linen. Disinfect of all surfaces according to programme. Ensure proper handling of cleaning equipment.
ENQUIRIES : Ms M.D Morekhure
APPLICATIONS : Tel No: (012) 717 9347

POST 27/290 : SESSIONAL MEDICAL OFFICER REF NO: LRT \ SMO 03

SALARY : Grade 1: R395 per session
Grade 2: R452 per session
Grade 3: R524 per session
CENTRE : Leratong Hospital
Anaesthesia (X1 Post)
Casualty (X2 Posts)
Quality Assurance (X1 post)
MMC (X1 post)
REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. The following will be an added advantage, Diploma in Anaesthetics, Current certificate in Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS), Advance Trauma Life Support (ATLS), ECG, BLS Course, Surgical skills and Neonatal Resuscitation Course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.
DUTIES : Full participation in all activities as required for the post, including patient ward care, outpatient clinics, after hour’s duties as per roster as well as academic discussions and research. Daily student tutorials. Referrals, bookings and performance of all procedures for correct indications. To ensure maintenance of records for audit purposes. Assist in HR management and 102 developments of maintenance in productivity standards and participation in NCS and LEAN management.
ENQUIRIES : Dr. RM Phanzu Tel No: (011) 411 3818 / Dr. W Mokae Tel No: (011) 411 3679
APPLICATIONS : Applicants Should Clearly Indicate the Discipline That They Are Applying For. Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be
subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks - provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 12 August 2019 (AT 12h00 PM)

POST 27/291: SESSIONAL PROFESSIONAL NURSES- GENERAL REF NO: EHD2019/07/30 (X6 POSTS)
Directorate: Quality Assurance

SALARY: Grade 1: R170.00 per session (hour)
Grade 2: R209.00 per session (hour)
Grade 3: R253.00 per session (hour)

CENTRE: Ekurhuleni Health District

REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. Grade 1: less than 10 years relevant experience as a Professional Nurse after registration with SANC. Grade 2: at least 10 years but less than 20 years relevant experience as a Professional Nurse after registration with SANC. Grade 3: 20 years and above relevant experience as a Professional Nurse after registration with SANC. Knowledge of customer service, Health Care statutes & health standards, National Core Standards and ideal clinics and hospitals. Driver's license is essential.

DUTIES: Monitoring and evaluation of government hospitals and clinics on the National Core Standards and ideal clinics Realization model. Managing training and retraining of facility staff on new developments related to the National Core Standards Preparing health care facilities for audits that will be conducted by the National Department of Health. Carry out inspections/audits and re-inspections. Assisting with the development of policies, standard operational procedures and protocols. Assisting hospitals and clinics with the development and implementation of quality improvement plans. Continuous monitoring and evaluation of the implementation of Quality Improvement plans. Complete inspection reports and recommendation. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES: Ms B. Peloagae Tel No: (011) 878 - 8500

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: 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: 12 August 2019

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS: Please apply online at www.gautengonline.gov.za

CLOSING DATE: 16 August 2019, 12h00 No late applications will be considered.

NOTE: Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, identity and valid driver’s license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. The
Department reserves the right not to make appointment(s) to the advertised post(s).

**ERRATUM:** Kindly note that the post of Director: Policy and Research with Ref No: REFS/004335 advertised in Public Service Vacancy Circular dated 26 dated 19 July 2019 has been withdrawn.

**OTHER POST**

**POST 27/292**

**ASSISTANT DIRECTOR: INTEGRITY MANAGEMENT**  REF NO: REFS/004367

**SALARY:** R376 596 per annum

**CENTRE:** Johannesburg

**REQUIREMENTS:** Matric plus Degree/ BTECH in Security risk management or Forensic Investigations. Three (3) years relevant experience in the field. Two (2) years driving experience with valid driver’s license. Knowledge and understanding of relevant and applicable legislative framework and policies. Knowledge and understanding of Institutions and Agencies applicable to the environment and their respective mandates. Good knowledge/understanding of all security programmes and their inter-link. Knowledge and understanding of the Public-Sector environment and Organs of State. Computer Literacy, Report writing, Communication, Interpersonal Relations.

**DUTIES:** Implement internal policies, directives and procedures on vetting and document security in line with the requirements of the Department and in compliance with relevant Acts and/or directives. Coordinate Security Vetting and Screening in accordance with departmental Vetting Plan and Agencies’ Vetting Strategy. Develop and implement vetting and document security policies, directives and procedures. Establish and manage the administration of classified documents in compliance with the relevant legislation and directives. Conduct and manage vetting processes. Conduct regular security inspections to ensure compliance with security policies and procedures as well as document security. Liaise with state security organs for information, advice and referrals. Liaise regularly with other directorates to ensure efficient management of classified documents emanating from such directorates. Ensure that all new employees, and employees entering posts with access to official information are vetted and relevant checks are conducted. Conduct information security audits / appraisals on personnel security systems and advice accordingly. Implement and manage incident. Conduct the preliminary investigations in all the reported and assigned cases/projects. Assist the manager in preparation submission and execution of the sub directorate operational plan/demand plan and utilisation of the budget. Prepare reports for submission and coordinate all incidents/cases are finalised Engage with SSA/SAPS and other Organ of State on relevant matters. Ensure and assist the line manager in preparing comprehensive security assessment reports for the department’s main building, Regions and others including in special events. Coordinate the process of Security Audit. Implement all the written reports (recommendations) for Threats and Risks Assessments’ (TRA’s) and Security Audit (SA). Liaise with all key stakeholders in Security/Forensic environment. Responds to land and RDP invasion. Assist and advice the line manager in implementing and reviewing internal policies and procedures relating to Security. Successful candidate will be subjected to a security vetting process on assumption of duty.

**ENQUIRIES:** Mr TE Mudau Tel No: (011) 355 4000

**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:** 16 August 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 27/293: DEPUTY DIRECTOR: RISK AND COMPLIANCE AUDIT SERVICES
Directorate: Gauteng Audit Services

SALARY: R869 007 per annum (all inclusive)
CENTRE: Johannesburg

REQUIREMENTS: A tertiary qualification (NQF Level 7) Bachelor’s Degree in Internal Auditing/Accounting or four-year B-Tech Degree with majors in Accounting or Auditing. A Post Graduate qualification and CIA/CA would be advantageous. 3 – 5 years’ experience at junior management level (ASD Level) in Internal Auditing.

DUTIES: To assist the director in managing audit plans and overall supervision of the team and to foster solid client relationships. Audit Project: drafting notification letters, drafting engagement letters, preparation of budgets and resource plans to meet the requirements of the approved audit plan, schedule scoping and opening meetings, reviewing planning documents, i.e. System Description and audit Program, reviewing walkthrough working papers. Audit Project Execution: providing overall supervision and guidance to a pool of multi-skilled auditors, review and sign-off audit working papers, including informal queries and files to ensure compliance to methodology and standards, overseeing completeness of the audit file, on the job supervision, mentoring, coaching, motivating and training of team members. Audit Project Reporting: review of the audit findings and the draft report, interviews/meetings with the client as and when required, preparation of weekly progress reports for submission to senior management, analyse the results of client Satisfaction Surveys, effect corrective measures where necessary. People and Staff Utilisation: interviews for recruitment of staff for the cluster, identification of specialist skills required for audit projects and communication of these to the director/specialist function, liaison with team members at the planning, execution and reporting phases of each internal audit, review of time records to monitor time spent against work done.

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

POST 27/294: ASSISTANT DIRECTOR: RISK MANAGEMENT
Directorate: Financial Governance

SALARY: R376 596 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: A three-year tertiary qualification as recognized by SAQA (NQF level 7) in Accounting /Auditing / Business Management or an equivalent qualification. 3 – 5 years of experience in the Risk Management / Risk Based Auditing field. Driver’s license is a must.

DUTIES: To support the Deputy Director in ensuring the effective management of risks to which Gauteng Provincial Government is exposed to by virtue of its assets, programs and operations. Ensure effective implementation of Risk Management Framework in Departments and Municipalities. Provide technical assistance and training to Departments and Municipalities. Ensure compilation and submission of accurate and timeous reports as and when required.

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

POST 27/295: ASSISTANT DIRECTOR: ACCOUNTS PAYABLE
Directorate: Financial Governance

SALARY: R376 596 per annum (plus benefits)
CENTRE: Johannesburg

REQUIREMENTS: A three-year tertiary qualification, National Diploma in Financial Management or Accounting; 3 – 5 Years’ experience in Accounts Payable Environment; 1 – 2 years’ experience in the Project Management environment; Knowledge of BAS and SAP systems; Previous Government working experience; Computer literate; Knowledge of the supply chain cycle within GPG.

DUTIES: Management of the maintenance of effective relationships with customers P Card and E-Invoicing. To manage the training and support of all P Card, E-Invoicing, EIS (Electronic Invoice Submission) and Web Board users. Checking of the monthly recon of P Card Statements. Supervision of the technical support team. Supervision of the processing team (processing of petty cash; clearing of exceptions/open payment on BAS). Minimize risks and management of adherence to internal controls and procedures. Implementation of Ad-hoc Projects; Implementation of SARS Agent Appointments. User Acceptance testing. Manage and close calls logged on ITSM. Provide accurate reports to Management. Monitor user audit of SAP E-invoicing system and P-card. Ensure co-ordination of P-card and Electronic Invoice Submission (EIS) supplier sessions. Presentation of P-Card and EIS to suppliers. Management of staff. To manage the accounts payable automation projects section (E-invoicing, XML, P-Card and Web Board). Manage training of all GPG officials on SAP R3, E-invoicing, web-board and P Card. Manage and close calls logged on ITSM. Manage support given to automated sites. Provide accurate reports to Management/ Monitor user audit of SAP E-invoicing system and P-card. Ensure co-ordination of P-card and Electronic Invoice Submission (EIS) supplier sessions. Supervise the following up of P Card Bank statements (standard bank). Supervise co-ordination of pre-implementation for P Card (Departmental). Manage quality assurance of P Card supplier Inventories. Presentation of P-Card to supplier. User Acceptance testing.

ENQUIRIES: Ms. Baleseng Sedibe Tel No: (011) 227 9000

POST 27/296: ADMINISTRATION CLERK GRADE1 FORENSIC SERVICES
Directorate: Financial Governance

SALARY: R173 703 per annum (plus benefits)
CENTRE: Johannesburg

REQUIREMENTS: A grade 12 certificate or equivalent. Knowledge of clerical duties. Practices in office administration. Ability to professionally review and edit forensic audit reports. Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of working procedures in terms of the working environment. Ability to operate within a broad spectrum of responsibilities, management teams and clients. Excellent report writing skills, organizational skills, ability to multi-task, excellent communication skills, ability to work under pressure, professional etiquette to represent the Forensic Audit unit. A trendsetter with great interpersonal skills and positive attitude. High level of reliability and ethics and commitment to work beyond call of duty. Excellent computer skills in Microsoft packages. Maintain confidentiality in the office. Ability to act with tact and discretion. Understanding of Forensic Audit environment will be an added advantage.

DUTIES: To render administrative support services. Render general clerical support services: record, organize, store, capture and retrieve correspondence and data (line function), update register and statistics, handle routine enquiries,
make photocopies and receive or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component, type letters and/or other correspondence when required, keep and maintain the incoming and outgoing document registers of the component. Provide supply chain clerical support services within the component: liaise with internal and external stakeholders in relation to procurement of goods/services, obtain quotations, complete procurement forms for the purchasing of standard office items, stock control of office stationery, keep and maintain the asset register of the component. Provide administrative and overall secretarial/receptionist support to the Forensic Audit Unit’s three clusters. Maintain a leave register for the component, keep and maintain personnel records in the component, keep and maintain the attendance register of the component, arrange travelling and accommodation. Provide financial administration support services in the component: capture and update expenditure in component, check correctness of subsistence and travel claims of officials and submit to manager for approval, handle telephone accounts and petty cash for the component.

**ENQUIRIES**

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