ANNEXURE Z

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

APPLICATIONS: To apply for the above position, please apply online at http://professionaljobcentre.gpg.gov.za/ or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House and for assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Thsung Centre next to Home Affairs in Maponya Mall.

FOR ATTENTION: Ms Iris Thanjekwayo Tel No: (011) 240 3085 – Recruitment

CLOSING DATE: 06 September 2019, 12h00. No late applications will be considered.

NOTE: Applications must be submitted on a Z83, obtainable from any public service department or from website which must be completed in full. Candidates must attach their recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. (Women and people with disabilities will be prioritised). To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant’s responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. People with disabilities are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

MANAGEMENT ECHELON

POST 30/324: CHIEF ENGINEER AGRICULTURE GRADE A REF NO: REFS/004505 (X2 POSTS)

SALARY: R1 042 827 – R1 265 544 per annum (all-inclusive package) Offer will be based on appropriate and recognisable experience in line with the OSD requirements

CENTRE: Johannesburg

REQUIREMENTS: Grade 12 plus BSc degree (NQF level 8) as recognised by SAQA in Agricultural Engineering or relevant qualification 6 years’ post qualification experience in technical background advanced engineering technologies applied to agricultural environment is required as a registered Professional Engineer with ECSA Valid drivers’ license. Competencies: Supervisory skills Report writing and project management and financial management skills.

DUTIES: Development of all agriculture infrastructure specifications and implementation thereof. Perform final review and approvals or audits on new engineering designs according to design principles or theory Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods Manage the execution of maintenance strategy through the provision of appropriate Annexure A.doc structures, systems and resources Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Allocate, control, monitor and report on all resources Compile risk logs and manages significant risk according to sound risk management Practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering
environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management.

ENQUIRIES : Ms L Dhlamini Tel No: (011) 240 2527

APPLICATIONS : HEAD OFFICE (HO) Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001.
District Gauteng North (GN): Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Alfred Phaswana Tel No: (012) 846-3754.
District Gauteng West (GW): Physical Address: Corner Boshoff & Human Street, Krugersdorp Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini Tel No: (011) 660-4581.
District Johannesburg Central (JC): Physical Address: Corner Morola & Chris Hani road Soweto College Pimville Postal Address: P.O. Box 900064, Berthsam. 2013 Enquiries: Linda Mabutho; Tel No: (011) 983-2231.
District Johannesburg East (JE): Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, Sandton Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko; Tel No: (011) 666-9109.
District Johannesburg North (JN): Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane; Tel No: (011) 247-6957;
District Johannesburg West (JW): Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane; Tel No: (011) 247-6957;
District Sedibeng East (SE): Physical Address: Corner Joubert & Kruger street Sl & M Building Vereeniging Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Peter Nkgage; Tel No: (016) 440-1861.
District Tshwane North (TN): Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria Postal Address: Private Bag X925, Pretoria, 0001 Enquiries Ephraim Magakoa Tel No: (012) 543 1044.
District Tshwane South (TS): Physical Address: President Towers Building, 265 Pretorius Street Pretoria Postal Address: Private Bag X198 Pretoria, 0001 Enquiries Thabiso Mphosi Tel No: (012) 401 6363/5
District Tshwane West (TW) Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele Tel No: (012) 725 1451

CLOSING DATE : 06 September 2019
NOTE: It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.gov.za /documents, 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. Suitable candidates will be subjected to personnel suitability checks (positive identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.
POST 30/325

DEPUTY DIRECTOR: POLICY, MONITORING AND EVALUATION
REF NO: HO2019/08/46
Directorate: Early Childhood Development

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

CENTRE: Head Office


DUTIES: Ensure that high quality research is conducted in the ECD environment to improve quality and increase access. Ensure the verification and mapping process of all ECD sites in the Province. Ensure a special needs project on “What little children need to Grow. Ensure integration of the Learn Not to Burn (LNTB) Preschool Programme into the Pre-Grade R curriculum. Ensure the printing of the manual, picture dictionary and CD’s for the LNTB. Ensure roll out of the research pilot and implementation of the Pre-Grade R curriculum. Ensure monitoring and evaluation all ECD services, programmes and projects. Ensure the implementation and roll out of the integrated monitoring and evaluation framework & tools. Identify ECD services, programmes and projects to be monitored and evaluated. Ensure monitoring and evaluation of the ECD facilitators training. Ensure the monitoring and evaluation of the ECD practitioners training. Ensure the monitoring and evaluation of the ECD sites. Ensure monitoring and evaluation of the roll out and implementation of the Pre-Grade R curriculum. Ensure the development and operation of an Integrated data mart. Ensure the planning for Phase two of the integrated data mart. Ensure the development and implementation of the data flow policy. Ensure the development and signing of MOU’s with relevant departments, other ECD stakeholders & Local Government on access & release of data. Ensure ECD staff and relevant users are trained. Ensure the maintenance if the integrated data mart. Ensure the establishment of information systems. Supervise & ensure the development of appropriate information systems. Ensure the planning, development & implementation of an integrated database. Ensure the collection, capturing, cleaning, verification and analyzing of data. Oversee & ensure the implementation of both an electronic and manual filing system. Ensure & manage the development of a knowledge management strategy & implementation. Establish partnerships with Higher Education Institutions, Further Education & training Institutions, Relevant departments, NGO’s Local Government & other ECD stakeholders. Establish, ensure, coordinate & manage the meetings with the NGO forum and to communicate all ECD related matters. Ensure the establishment of a municipality forum and to meet and discuss ECD related matters and to gather ECD data. Ensure & manage the establishment of a forum for universities and to communicate all ECD related matters, identify and discuss possible research. Ensure & oversee the establishment of an interdepartmental forum and to meet and discuss ECD related matters and to gather ECD data. Establish, ensure & manage the meetings with the Special Needs forum and to communicate all ECD related matters.

ENQUIRIES: Ms Phumelele Tloubatla Tel No: (071) 474 7074
**POST 30/326**  | **ASSISTANT DIRECTOR: POLICY MONITORING AND EVALUATION REF NO: HO2019/08/52**  
**SALARY** : R376 596 per annum  
**CENTRE** : Head Office  
**DUTIES** : Integrate Data Mart Administration for ECD. Manage access to Integrated Data Mart by granting relevant people access to Integrated Data Mart. Ensure that data is ready to be captured into the Integrated Data Mart. Create reports for the Plan and ensure that Integrated Data Mart Maintenance is taking place. Provide technical support to the Integrated Data Mart Users. Participate in the development of data capturers. Administrate the Integrated ECD data. Manage, verify, clean and store ECD data into the database. Backup the data constantly. Based on approval by the Line Manager, provide the required data to the stakeholders. Create credible data report out as and when requested. Participate in the creation of ECD data flow policy. Participate in the development of both electronic and physical filing system. Manage Project of Phase Two of Integrated Data Mart Development. Oversee the development of the second phase of the Integrated Data Mart. Plan and organize workshops regarding Integrated Data Mart to train both ECDI staff and relevant stakeholders. Ensure that the service provider adhere to service level agreement. Ensure that both ECDI staff and stakeholders are kept up to date with the progress of phase two of Integrated Data Mart. Establish Partnerships with Higher Education Institutions, Gauteng Municipalities, Other Gauteng Government Departments, NGOs, and Further Education & Training Institutions. Participate in organizing municipality meetings by sending out invites and capture minutes of the meeting. Participate in organizing NGO meetings by sending out invites and capture minutes of the meeting. Participate in organizing Inter-Departmental meetings by sending out invites and capture minutes of the meeting. Participate in the creation of name tags for University Meeting. Assist with the update of the contacts database of stakeholders.  
**ENQUIRIES** : Ms Phumelele Tloubatla Tel No: (071) 474 7074

**POST 30/327**  | **ASSISTANT DIRECTOR: EDUCATOR TRAINING AND DEVELOPMENT SUPPORT REF NO: HO2019/08/53**  
**SALARY** : R376 596 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate 3-year degree/teaching diploma or minimum of REQV 13 with minimum 3 years teaching experience, plus relevant management experience. Knowledge of legislation, Policies, Strategies and Collective agreement pertaining to skills development, Budget and the GDE internal procedures and route. Excellent project management, Data collection, collation and interpretation, Document management, report writing, Presentation skills and computer Literacy skills. Knowledge of procurement process and the PFMA.  
**DUTIES** : Development of draft Strategy. Manage the consultation process with all stakeholders. Extract data provided by the national, Provincial and offices to compile the WSP. Review of WSP against Sector Skills Plan and Departmental Employment Equity plan to ensure compliance. Formulation of
learning outcomes for identified training need. Identification of suitable training interventions for identified training needs. Promote, coordinate and facilitate all formal and informal in-service training programs. Compile data on educator supply and learning demands on based on national, provincial and district needs. Develop an Operational plan to guide the activities around resourcing teacher centers. Develop and implement a management plan for monitoring of all teacher centers. Development of draft policy. Manage the consultation process with all stakeholders. Manage stakeholder participation. Manage the roll out of the NTA at provincial, District and Cluster level.

ENQUIRIES: Mr Sibonelo Mnguni Tel No: (066) 482 0434

POST 30/328: ASSISTANT DIRECTOR: (INSTITUTION ICT SUPPORT) REF NO: HO2019/08/54
Directorate: IT Systems Development and Technical Support

SALARY: R376 596 per annum
CENTRE: Head Office
REQUIREMENTS: An appropriate three-year National Diploma/Degree in Information Technology plus minimum 3 Years Strong IT Technical Support experience. A sound working knowledge of LAN/WAN Support. Microsoft Platform (MS Office and Windows), Project Management. Application Support. Knowledge of Legislative Frameworks within the Public Sector, Knowledge of IT Policies, Technical Support, Strong IT Technical Skills, Ability to detect and resolve users queries on time. To be able to work independently as well as teamwork, telephone etiquette, good customer relationship management, understanding of how the government systems and application operate, e.g. SA SAMS.

DUTIES: To manage and constantly monitor the continuous functioning of the LAN and WAN environment. Troubleshooting; monitoring WAN and LAN connectivity with 8 hours, and ensured 80% uptime and functionality. Smart Classroom Devices Connectivity. APN / Broadband Connectivity. Wi-Fi connectivity. Tracking and monitored network connectivity incidents and escalations daily/weekly incidents for quicker resolution. Ensured network connectivity and access for Online Admission application (APN solution configurations for distributed modems), technical support, Incident Management and Monitoring. Daily tracked, monitored, updated, escalated and followed-up incidents to supervisor. Effective Desktop Support. Antivirus & Windows Patch Management, Ensured Anti-virus software updates, Service packs and latest Patches per school visit, and reporting to Supervisor Bi-weekly. Hardware and Software Support. Ensured installed, configured, repaired and maintained hardware and software in all ICT devices. ICT Asset Management, Updated ICT Asset Register per month, application support, Principal Communication Tool, Ensure Public schools are accessible electronically (e-mail connectivity). SA-SAMS Support, SA-SAMS Patch Management, ensured all SA SAMS databases are Patched with the latest version, within 1 month after Patch release. Data Management and Feedback Files uploading. Reporting, ensured quality, edited and proof-read reports on a weekly, monthly and quarterly basis and on stipulated time. Effective management and functioning of the Sub-Directorate. Office Activities. Supervised and allocated daily tasks to the technicians, participated in staff meetings and executed any other tasks assigned by the Management. Policy, Procedure and Standard Regular/annual Processes and OLAs review. Continuous monitoring of the best practices and reporting.

ENQUIRIES: Mr Thabo Ledwaba. Tel No. (011) 639 8493

POST 30/329: ASSISTANT DIRECTOR: POLICY & PROCEDURE, ON INCAPACITY LEAVE FOR ILL HEALTH RETIREMENT REF NO: HO2019/08/55
Directorate: HRTS

SALARY: R376 596 per annum
CENTRE: Head Office
REQUIREMENTS: An appropriate three-year National Diploma/Degree in HR Management / Public Administration plus minimum 3 years’ experience in a Chief Personnel Officer post within Human Resource environment. Public Finance Management Act. Treasury Regulations, Public Service Act and Regulations. BAS, PERSAL and SAP/ Public Procurement procedures and financial related policies. Good communication skills, customer services, computer Literacy,
conflict and problem-solving skills, Ability to work independently and Excellent Communication Skills.

**DUTIES**

Ensure the implementation of PILIR transaction on PERSAL and Database. Oversee the PILIR administration processes, and liaise with Regional HR transversal regarding the management of PILIR documents and workflow. Provide assistance and advice to management, Regions and staff members regarding PILIR issues. Compiling of submissions for deviations. Provide reports and statistics. Ensuring that the PILIR database link is up to date. Ensure current and up to date records on PILIR. Ensuring compliance regarding the Policy and procedure on incapacity leave and Ill health Retirement. Interpret and explain the PILIR policies and procedures to the departmental personnel. Quality Assure and ensure timeous submission and retrieval of application to and from the Health Risk Manager. Respond to any PILIR queries or concerns relating to individual cases, MEC queries, Audit query, in a timely, friendly and efficient manner in accordance with Departmental standards. Provide advisory support, promote, monitor, and ensure compliance on Policy and Procedure on Incapacity leave and Ill-health Retirement. Participate in the collation of the transversal HR needs from the circuits/client and respond thereto. Conduct client satisfaction surveys for PILIR matters. Guide and advice personnel on Transversal Human Resource Services. Supply PILIR audit sample request. Respond to the internal and external audit management letters. Participate in the development and implementation of compliance intervention plans to address findings. Ensure effective, efficient supervision of staff and management of resources. Ensure, guide, train and advise staff on Transversal Human Resource Services to enhance the correct implementation of Leave policies and practices. Compile and submit the work plan, performance development plans, job descriptions and performance agreements of staff.

**ENQUIRIES**

Ms Doris Malefo Tel No: (011) 843 6865

**POST 30/330**

**ASSISTANT DIRECTOR: ESTABLISHMENT AND COMPANSATION (DATA MAINTENANCE) REF NO: HO2019/08/56**

**Directorate: HRTS**

**SALARY**

R376 596 per annum

**CENTRE**

Head Office

**REQUIREMENTS**


**DUTIES**

Ensure the implementation of PERSAL user profiles. Registrations of "NEW" users. Request new COMPLETE/MAINFRAME user identity numbers for users. Allocate PERSAL functions. Monitor dormant users. Link between users, functional teams and technical maintenance teams. Assist with resolving system problems for the users. Release reports. Ensure the implementation of the approved post and staff establishment. Oversee the administration of the staff establishment by Creating posts of staff additional to the post establishment (against promotion, substitutes, Grade R, growth posts, ESSP, AET, internships, learner ships, Fundza Lushaka, Teach SA, Dinaleidi, etc.) Ensuring that all posts are linked to BAS codes (pay points, programs, responsibilities and objectives). Ensuring that a component, sub components and sub structure information is updated. Ensure that PERSAL data is up to date. Ensure sound maintenance of PERSAL data. Participate in PERSAL clean-up project. Ensure that there are no transactions awaiting approval/authorization on the suspense file. Provide advisory and stakeholder support. Supervise and delegate functions and responsibilities to staff. Coordination of PERSAL training. Monitor the performance of staff. Evaluate, develop and provide training. In consultation with all stakeholders, develop HR strategies and HR procedure manuals to meet Departmental needs. Guide and advise personnel on Transversal Human Resource Services. Supply audit sample requests. Participate in responding to the internal and external audit management letter.

**ENQUIRIES**

Ms. Grace Majola Tel No. (071) 474 6176
POST 30/331: ASSISTANT DIRECTOR: EXAMINATION MATERIAL AND SCRIPT ARCHIVE

REF NO: HO2019/08/57
Directorate: Examination Management
Sub-directorate: Examination Material and Script Archive

SALARY: R376 596 per annum
CENTRE: Head Office
REQUIREMENTS: An appropriate three-year National Diploma/Degree qualification plus minimum 3 years’ experience in examination development and production at a supervisory level. Good communication (written & verbal) and interpersonal skills. Knowledge of the PFMA, strategic planning and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict management and customer service management skills. Must be computer literate and have the ability to work under pressure. A valid driver’s license will be an added advantage.

DUTIES: Coordinate and facilitate the development of examination material. Liaise with other Provinces regarding examination related matters. Assist in the provision of operational planning services. Communicate with relevant stakeholders on matters relating to examinations policy and development. Oversee the day-to-day management of the directorate with Batho Pele Principles underpinning office systems. Handle and follow the procedures related inbound and outbound candidates both local and international. To provide a specialist administrative function in the safe-area of the unit. Keep track of the flow of material and complete the manual and electronic record. Write weekly reports and have knowledge of PMDS processes and compile composite records thereof. Compile submissions to senior management as and when necessary. Allocate resources (human, physical and financial) for the administration of exams. Liaise with service providers regarding examination related matters/material.

ENQUIRIES: Mr. Jonathan Williams Tel No: 010 345 0930

POST 30/332: ASSISTANT DIRECTOR: ORGANISATION AND GOVERNANCE (GET)

REF NO: HO2019/08/58
Directorate: Public Ordinary Schools

SALARY: R376 596 per annum
CENTRE: Head Office
REQUIREMENTS: An appropriate three-year National Diploma/Degree in Public Management / Public Administration plus minimum of 3 years’ relevant experience. 3-year Qualification in Finance will be an added advantage. Knowledge of legislative framework (Public Finance Management Act and other relevant legislation). Knowledge of financial management and procurement processes, wide range of office management and administrative tasks. Demonstrative computer literacy, (Computer skills in Ms-office: Word, Excel, Access, PowerPoint, Outlook and Internet), Project Management; Reporting Writing Skills: Communication (written and verbal), Planning and organizing, People Management, Problem Solving, Stakeholder and client liaison, Excellent interpersonal skills: People orientated. A valid driver’s license is essential.

DUTIES: Rendering administrative support functions to Organisation and Governance sub-directorate. Proof Reading Submissions on School Fee Exemption and Expulsion Investigations. Ensure compliance in terms of all procurement processes. Supervision of SAC and SAO. Typing of submissions and letters for Expulsion and School Fee Exemption. Stats report on Expulsions and SGB queries. Section 21 application. Evaluation applications submitted requesting the allocation of Section 21 functions. Type and process submissions on Section 21 applications. Track the submission sent for the approval of the requested functions. Walk in school fee Exemption Appeals. Attend to walk in School Fee Exemption Appeals. Submit a report on the progress of the appeals received. Type Submissions for HOD’s signature.

ENQUIRIES: Ms. Mmule Madonsela Tel No: (011) 355 0297

POST 30/333: ASSISTANT DIRECTOR: CONDITIONS OF SERVICE

REF NO: JS2019/08/60
Sub Directorate: HR Transaction Services

SALARY: R376 596 per annum
CENTRE: Johannesburg South District

REQUIREMENTS: An appropriate three-year National Diploma/ Degree in Human Resource Management or related three-year qualification plus minimum of 3 years’ human resource administration experience at a supervisory level. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word MS Access and MS Office. A valid South African driver’s license.

DUTIES: Ensure implementation of HRM operations at district, in a matrix environment; responsible for the sub-directorate conditions of service in accordance with the relevant prescripts and collective agreements within the education sector. Ensure the implementation of the approved post and staff establishment. Responsible for employee records at the district. Ensure the successful implementation of operational plan as sponsored by Head Office. Provide input to the HRTS budget. Fulfil the internal monthly reporting requirements and provide analysis to the management. Interpret HR policies and prescripts. Supervise staff and manage their performance and development according to the PMS.

ENQUIRIES: Mr. Patrick Sesane Tel No: (011) 247 5944

POST 30/334: ADMINISTRATION CLERK REF NO: HO2019/08/62
(3 Years Fixed Term Contract)
Directorate: Human Capital Development

SALARY: R173 703 per annum (plus 37% Lieu benefits)

CENTRE: Head Office, GCRA

REQUIREMENTS: Grade 12 (Matric). Good interpersonal and communication skills to interface with people from various backgrounds. Reasonable experience in using computer applications in office management including Ms Word, Excel, PowerPoint and Outlook. Good organizational and basic events management skills. Knowledge of Batho Pele principles, policy development and research.

DUTIES: Responsible for handling of incoming and outgoing documents. Performance of administrative tasks such as draft agendas and taking minutes, movement and disposal of assists, petty cash requisitions and subsistence travel claims. Collation and Co-ordinate both quarterly reports of assists/ loss control and performances of staff, Co-ordinate training and Development Including Bursaries. Provide office administration support to the Directorate, including filing, tracking and processing of documents and correspondence. Maintain an electronic and manual records keeping system for project reports.

ENQUIRIES: Ms. Cylian Matlala Tel No: (011) 355 1137

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/ Private Bag X112, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.

CLOSING DATE: 06 September 2019

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. 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.

OTHER POSTS

POST 30/335 : ASSISTANT DIRECTOR: COMMITTEES REF NO: REFS/004508 (X2 POSTS)
Branch: HOD’s Office

SALARY : R376 596 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus NQF level 6 qualification in Secretarial or Office Administration with 2-3 years’ experience in Administration and Executive Support/ Secretariat. Knowledge of administrative and clerical procedures and systems is essential.
DUTIES : Co-ordinate and facilitate all executive and management meetings. Provide secretariat and logistical support services to all executive and management meetings. Circulation of agenda and minute taking. Ensure proper records management and information management systems for documenting and retrieval of minutes and documents. Dealing with queries (meetings and document queries). Recording the proceedings of the meetings.
ENQUIRIES : Ms. Portia Makotwane Tel No: (011) 689 8898

POST 30/336 : SENIOR PRACTITIONER: DESKTOP SUPPORT REF NO: REFS/004507 (X3 POSTS)
Directorate: Infrastructure

SALARY : R316 791 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a minimum of National Diploma in Information Technology with 2 - 3 years’ experience in IT/Desktop Support environment. Microsoft MCSE or MCSA will be an added advantage. Working knowledge of Microsoft Windows as well as various software packages including Microsoft Office. Excellent IT skills and computer literacy. Previous Experience within a customer service role.
DUTIES : To provide support end-user devices, software and applications. Responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands. To diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. Assist all our users with any logged IT related incident when called upon. Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. Accurately record, update and document requests using the IT service desk system. Install and configure new IT equipment. Resolve incidents and upgrade different types of software and hardware. Resolve incidents with printers, copiers and scanners. Maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with staff. To create, maintain and publish relevant support documentation in order to assist all staff in the quick resolution of their incidents and service requests and enable users to become more self-sufficient.
ENQUIRIES : Ms, Portia Makotwane Tel No: (011) 689 8898

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

OTHER POSTS

POST 30/337 : CLINICAL MANAGER GRADE 1 (X1 POST)
Directorate: Family Medicine

SALARY : R1 173 900 per annum (All-inclusive package)
CENTRE : Sedibeng District Health Services

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REQUIREMENTS: An appropriate qualification that allows registration with HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 5 years appropriate experience as a Medical Practitioner after registration with HPCSA in the Public Service. Management and research experience in Health will be an added advantage. Strategic capability and leadership. Change management, planning and organizing, client orientation and focus, people orientated. Independent decision-making and problem-solving skills and teamwork. Computer literacy. Good knowledge of applicable legislation, regulations and provincial policies. Ability to work smarter and under pressure. Driver’s license is essential.

DUTIES: Functioning as a Clinical Manager in a District Hospital. Provide and inspire clinical services to deliver quality care. Plan, manage, monitor and evaluate activities of all Medical and Allied service. Liaise with internal and external stakeholders related to patient care. Conduct clinical audits. Manage equipment planning. Participate in various clinical and non-clinical committees in Hospital. Analyse data, patient files and prepare reports for management and ensure adherence to clinical governance. Perform any other duties delegated by Supervisor/Manager. Take part in the Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-Districts.

ENQUIRIES: Dr. A. Kalain Tel No: (016) 428 7193

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 Frickie 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: 06 September 2019

POST 30/338: MEDICAL SPECIALIST PSYCHIATRIST – GRADE 1 REF NO: MRH 01/08/19
Directorate: Medical Services

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

CENTRE: Mamelodi Regional Hospital

REQUIREMENTS: Appropriate qualification in psychiatry which allows registration as a specialist psychiatrist with the Health Professions Council of South Africa (HPCSA). Current registration with the HPCSA as a specialist psychiatrist. Sound clinical knowledge and skills in psychiatry. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedures pertaining to mental health care users. Computer literacy. A valid driver’s license.

DUTIES: In the General Unit: the provision of care, treatment and rehabilitation to Mental health care users within the framework of the Mental Health Care Act (No 17 of 2002), involvement in other general psychiatry work as needed. In the Forensic Unit: to conduct mental observations in terms of the Criminal Procedure Act (No 51 of 1977), care, treatment and rehabilitation of State patients in terms of the Mental Health Care Act (No 17 of 2002), involvement in other forensic psychiatry work as needed. Teaching and training of medical students, medical officers and psychiatric registrars, as well as other personnel (e.g. nurses, etc.). To stimulate, assist with and conduct research in the field of psychiatry. To supervise and manage junior staff, which would include disciplinary responsibilities if and when necessary. Administrative duties. Active participation in hospital committees. To assist with the development of policies and protocols of the hospital. Active participation in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities. To liaise with external stakeholders when appropriate. To always maintain professional and ethical conduct.
ENQUIRIES : Dr M Thoabalala Tel No: (012) 841 8305
APPLICATIONS : Applications to be sent to Mamelodi Hospital, Hand delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032, P.O Rethabile Mamelodi East, 0122.
NOTE : Applications must be submitted with a Z83, CV, Certified copies of ID and Qualifications. Mamelodi Regional Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
CLOSING DATE : 09 September 2019
POST 30/339 : MEDICAL SPECIALIST- PAEDIATRICS REF NO: FERH/MED/08 (X1 POST)
Directorate: Medical
SALARY : R1 106 040 - R1 173 900 per annum (All inclusive package)
CENTRE : Far East Rand Hospital
REQUIREMENTS : Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Current registration and registration certificate with HPCSA as a medical specialist in paediatrics (MMED, FCP.SA). Appropriate knowledge as a paediatrician. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines. Must have at least a code 8 valid driver’s licence and be computer literate. The following will be an added advantage: experience as a medical specialist, current certificate in advances cardiac life support (ACLS), paediatrics advanced life support (PALS), advanced trauma life support (ATLS), ECG, BLS, surgical skills and neonatal resuscitation course.
DUTIES : Provision of 24 hours paediatric services. Manage critically ill patients in Neonatal ICU and all the paediatrics units. Participate in commuted overtime. Supervision and training of medical officers, community service and medical interns. Ensure proper and accurate record keeping as legally and ethically required. Ensure effective outreach to district hospitals in the Far East Rand. Assist the clinical head with the administrative responsibilities. Provision of quality, cost effective services in keeping up with the Batho Pele principles. Assist the HOD and ensure that the department is compliant to Ideal Hospitals and Lean Management principles. Perform clinical audits. Participate in conducting of morbidity and mortality meetings (M&M)
ENQUIRIES : Dr P Lobo Tel No: (011) 812 8546
APPLICATIONS : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
NOTE : Applications must be submitted on Z83 form, CV, certified copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of Health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
CLOSING DATE : 06 September 2019
POST 30/340 : MEDICAL SPECIALIST – OBSTETRICS & GYNAECOLOGY REF NO: FERH/MED/09 (X1 POST)
Directorate: Medical
SALARY : R1 106 040 - R1 173 900 per annum (All inclusive package)
CENTRE : Far East Rand Hospital
REQUIREMENTS : Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Current registration and registration certificate with HPCSA as a medical specialist in Obstetrics & gynaecology (MMED, FCOG.SA). Appropriate knowledge in obstetrics & gynaecology. Good written & verbal communication skills. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines. Must have at least a code 8 valid driver’s licence and be computer literate. The following will be an added advantage: experience as medical specialist, current certificate in
advances cardiac life support (ACLS), ESMOE, Advance Sonar & O&G skills. Must have a CTG.

**DUTIES**
- Provision of 24 hours paediatric services. Manage critically ill patients in ICU and all the obstetrics & gynaecology units. Participate in commuted overtime. Supervision and training of medical officers, community service and medical interns. Ensure proper and accurate record keeping as legally and ethically required. Ensure effective outreach to district hospitals in the Far East Rand. Assist the clinical head with the administrative responsibilities. Provision of quality, cost effective services in keeping up with the Batho Pele principles. Assist the HOD and ensure that the department is compliant To Ideal Hospitals and Lean Management principles. Perform clinical audits. Participate in conducting of morbidity and mortality meetings (M&M).

**ENQUIRIES**
Dr P Lobo Tel No: (011) 812 8546

**APPLICATIONS**
Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

**NOTE**
Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

**CLOSING DATE**
06 September 2019

**POST 30/341**
**MEDICAL SPECIALIST- GENERAL PAEDIATRIC REF NO: HRM 71/2019**
Directorate: Paediatrics

**SALARY**
R1 106 040 per annum (plus benefits)

**CENTRE**
Steve Biko Academic Hospital

**REQUIREMENTS**
FCPaed or MMed (Paediatrics)

**DUTIES**
This is a specialist training post on the joint staff establishment with the University of Pretoria. Candidates will deliver patient care and service, mainly but not exclusively in General Pediatrics, Including after hours and weekends.

**ENQUIRIES**
Prof R.J Green Tel No: (012) 354 5276/5277

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

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

**CLOSING DATE**
13 September 2019

**POST 30/342**
**MEDICAL SPECIALIST- PAEDIATRIC NEUROLOGY REF NO: HRM 72/2019**
Directorate: Paediatrics

**SALARY**
R1 106 040 per annum (plus benefits)

**CENTRE**
Steve Biko Academic Hospital

**REQUIREMENTS**
FCPaed or MMed (Paediatrics), Experience with managing children with neurological disabilities, including administration of “Botox” injections.

**DUTIES**
This is a specialist training post on the joint staff establishment with the University of Pretoria. Candidates will deliver patient care and service, mainly but not exclusively in Pediatric Neurology, Including after hours and weekends.

**ENQUIRIES**
Prof R.J Green Tel No: (012) 354 5276/5277

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

**NOTE**
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE : 13 September 2019

POST 30/343 : MEDICAL OFFICERS: GRADE 1 - 3 (X3 POSTS)
Directorate: Family Medicine

SALARY : Grade 1: R884 670 – 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 : Sedibeng District Health Services

REQUIREMENTS : Basic medical degree (MBBCH or equivalent) and currently registered with the Health Professionals Council of South Africa (HPCSA) as a Medical practitioner. Driver’s license is essential. Profile: Experience working in district Primary Health Care (PHC) services. Experience in general medical practice, PHC, HAST and use of current clinical protocols and guidelines in patient management. Clinical skills in patient-centered consultation, history taking, examination, investigation and management and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, team work ability, good medical record keeping. Willingness to work/participate in outreach programs in any PHC facility in the district health services.

DUTIES : Appropriate treatment, in accordance with relevant and applicable guidelines of all acute, chronic and emergency conditions at the PHC level as well as ensuring proper referrals between clinics and hospitals within the district health services. Follow correct procedures for the down referrals of clients. Support the provision of PHC services in the Community Health Centers, clinics and District hospitals within the district health services (DHS) by providing optimal clinical care, mentoring and supervision of health care professionals, participate in outreach programs and multidisciplinary teams including ward-based outreach teams (WBOT) and community oriented primary care (COPC). Provide after hour medical services in any designated facility through participation in commuted overtime. Support skills development of students and junior doctors through training and participation in CPD/CME. Perform any other duties delegated by Supervisor/Manager. Take part in the Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-Districts.

ENQUIRIES : Dr. A. Kalain Tel No: (016) 428 7193

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 : 06 September 2019

POST 30/344 : DEPUTY DIRECTOR: RADIOGRAPHY REF NO: CO/DDR/34/2019
Directorate: Specialized Services

SALARY : Grade 1: R857 559 per annum (all-inclusive remuneration package), of which a portion could be structured according to the individual’s needs.

CENTRE : Central Office, Johannesburg

REQUIREMENTS : A diploma/degree in Diagnostic Radiography. Registration with the HPCSA. Computer literacy (MS Word, Excel and PowerPoint). A driver’s licence. Extensive experience as a Radiographer, of which at least 5 years must have been in a management position. Leadership qualities. The ability to work independently or with minimal supervision. Prepared to work irregular hours and after hours. The ability to maintain being a service professional and strive to exceed customer expectations. Proactive in dealing with demands.

DUTIES : Develop Radiography Services in accordance with relevant acts, policies and procedures. Monitor and implement quality assurance measures for
radiography. Maintain a comprehensive database of all radiographic equipment in the Province. Manage tenders and contracts as required. Plan, implement and monitor all aspects of procurement as appropriate. Support professional development for radiography on undergraduate and postgraduate levels. Develop, implement and monitor HIS related to radiography. Liaise with and provide support and guidance to all relevant stakeholders. Support Radiography Managers at all levels of care. Provide advisory support when radiation protection/safety risks are identified.

ENQUIRIES

APPLICATIONS

Ms E Burger Tel No: (082) 4941138

Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2017, for attention of Recruitment and Selection

NOTE

A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE

06 September 2019

POST 30/345

DEPUTY MANAGER (NURSING/TRAVEL CLINICS) REF NO: CO/DMTC/16/2019

Directorate: Public Health
Environmental Health Sub Directorate

SALARY

R843 618 per annum

CENTRE

Central Office, Johannesburg

REQUIREMENTS

Basic qualification: Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with SANC as a Professional Nurse. A Post Basic qualification in Nursing Administration or Nursing Education. Experience in Travel Clinics will be an added advantage. A minimum of 10yrs/recognizable experience in Nursing after registration as a Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care processes and procedures,
Nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, International Health Regulation, disciplinary code and grievance procedure, etc. Skills: Leadership, Organizational, Decision making band Problem Solving Abilities within the limit of the Public Sector and institutional policy framework. Interpersonal Skills including Public Relations, Negotiating and Conflict Handling. Financial and budgetary Knowledge pertaining to the relevant resources under management. Computer Skills in Basic Programs.

DUTIES: Coordination of optimal, holistic provisioning of travel medicine and health within set standard and a professional, legal framework. Manage effectively the utilization and supervision of resources (Human Resources, Financial Resources and Services). Coordination of the provision of training and research. Provision of effective support in nursing services. Maintain Professional Growth and self-development.

ENQUIRIES: Mr Z Futshane Tel No: (064) 8608687
APPLICATIONS: Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2017, for attention of Recruitment and Selection

NOTE: A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE: 06 September 2019

POST 30/346: MEDICAL OFFICER - ORTHOPAEDICS REF: FERH/MED/07 (X1 POST)
Directorate: Medical

SALARY: R821 205 - R884 670 per annum (All inclusive package)
CENTRE: Far East Rand Hospital
REQUIREMENTS: Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Current registration and registration certificate with HPCSA as an independent medical doctor. Must be post community service with at least six (6) months experience in Orthopaedics department. Basic knowledge of diagnosis and management of orthopaedics pathologies emergencies, and management of medical
conditions. Good communication and leadership. Basic knowledge of current public service legislation and policy, medical ethics, epidemiology and statistics. Good decision making, analytical, communication skills and computer literacy.

**DUTIES**
Assess and manage patients load in the Orthopaedic outpatient, Wards, clinics and high care including after hours. Consult with colleagues and junior staff. Participate in quality assurance/ audits and teaching juniors. Doing commuted overtime is compulsory. Participate in the academic programs in the orthopaedic department. Assisting, developing and implementing of new services and utilisation of new equipment.

**ENQUIRIES**
Dr P Lobo Tel No: (011) 812 8546

**APPLICATIONS**
Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

**NOTE**
Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

**CLOSING DATE**
06 September 2019

**POST 30/347**

**MEDICAL REGISTRAR REF NO: HRM 73/2019**
Directorate: Radiation Oncology

**SALARY**
R821 205 per annum (plus benefits)

**CENTRE**
Steve Biko Academic Hospital

**REQUIREMENTS**
Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA). Experience in Oncology- Medical/Paediatric oncology experience desirable. Research track recommended. Previous Radiation Oncology experience recommended.

**DUTIES**
Experience in the management of cancer and radiation oncology patients and ward.

**ENQUIRIES**
Dr. S Bassa Tel No: (012) 354 2747

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

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

**CLOSING DATE**
13 September 2019

**POST 30/348**

**MEDICAL OFFICER REF NO: HRM 74/2019**
Directorate: Radiation Oncology

**SALARY**
R821 205 per annum plus benefits

**CENTRE**
Steve Biko Academic Hospital

**REQUIREMENTS**
Medical Officer- Radiation Oncology. Registration with the HPCSA. MBCh. Experience in Oncology- Paediatric/Medical oncology experience required.

**DUTIES**
Experience in the management of cancer and radiation oncology patients, out patients and ward.

**ENQUIRIES**
Dr. S Bassa Tel No: (012) 354 2747

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

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

**CLOSING DATE**
13 September 2019
**POST 30/349**

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<tr>
<th><strong>MEDICAL OFFICER REF NO:</strong> MO/ITM/KPTH/19</th>
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<td><strong>Directorate:</strong> Internal Medicine</td>
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**SALARY**

- R821 205 - R884 670 per annum (all inclusive)

**CENTRE**

- Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**

- MBChB registration with the HPCSA as an Independent Medical Practitioner.
  
- Applicants must have an interest in Internal Medicine.

**DUTIES**

- Do ward work and out patients work, perform after hour calls as required by the Department of Internal Medicine. Active participation in Academic teaching and research as required by the University of Pretoria.

**ENQUIRIES**

- Prof. D. G Van Zyl Tel No: (012) 373 1015

**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**

- 06 September 2019

**POST 30/350**

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<tr>
<th><strong>MEDICAL OFFICER GRADE 1 REF NO:</strong> MO/DERMA/KPTH/07/19</th>
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<td><strong>Directorate:</strong> Dermatologist</td>
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**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.

**DUTIES**


**ENQUIRIES**

- Dr. FM Maleka Tel No: (012) 316-6799

**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**

- 06 September 2019
POST 30/351: MEDICAL OFFICER- GRADE 1 & 2- REF NO: ODI/15/08/2019
Directorate: Clinical Service

SALARY:
Grade 1: R821 205 – R938 964 per annum (inclusive package) excluding commuted overtime (X3 Posts).
Grade 2: R938 964 – R 1 026 693 per annum (inclusive package) excluding commuted overtime (X1 Post).

CENTRE: Odi District Hospital

REQUIREMENTS:
Basic medical degree (MBCHB) or equivalent and currently registered with the Health Professional Council of South Africa (HPCSA) as a medical practitioner. **Grade 1**: Less than 5 years appropriate experience as a Medical Officer. **Grade 2**: A minimum of 5 years appropriate experience as a Medical Officer after registration with HPCSA. Recommendations: Experience working in District health services including clinics. Experience working in general medical practice, Mental health, obstetrics, HAST, and emergency Unit and use of current national clinical protocols. Required clinical skills includes: Consultation, history taking, examination, clinical assessment, management procedures and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, team work and good medical record keeping.

DUTIES:
Supervision of junior doctors (undergraduate students, community service doctors). Attendance of relevant administrative meetings like mortality and morbidity meetings and completion of MEDICO legal documents timeously (e.g. Death certificate, mental health forms, J88 forms and medical reports when requested by financial institutions. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Willing to do commuted overtime duties rendered after hours (night, weekend and public holiday) to provide continuous uninterrupted care of patients.

ENQUIRIES:
Dr. MMM Ramochele Tel No: (012) 725 2436/ Cell No: 083 898 6971

APPLICATIONS:
Applications to be sent to Odi District Hospital. Hand post and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, CEO's office or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

FOR ATTENTION:
HRM

NOTE:
Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.

CLOSING DATE: 13 September 2019

POST 30/352: DEPUTY DIRECTOR: SURVEILLANCE OFFICER REF NO: CO/DDDSO/35/2019
Directorate Public Health

SALARY:
R733 257 per annum and annual benefits (all-inclusive remuneration package which can be structured according to individual's need.

CENTRE:
Central Office, Johannesburg

REQUIREMENTS:
An appropriate degree in health-related field. Must have worked in surveillance programme for more than 5 years. A master's degree in public health will be an added advantage. Possess good understanding of the health sector at all managerial spheres (national, provincial and district level). Demonstrate ability and competence to interpret legislation, policy, and strategy as well as capacity to priority vaccine preventable diseases surveillance. Must have appropriate working experience and pure understanding of this area. An experience in surveillance for all priority vaccine preventable diseases and adverse events following immunisation investigations and reporting is expected. Must be able to work independently, have good interpersonal relations, good organisational and coordination skills. Must demonstrate potential to work under extreme pressure. Must have a valid driver’s licence. Must be computer literate and have the ability to produce reports using excel, word and power point. Reporting Structure Will report directly to Director: Public Health.
DUTIES: Monitor and respond on the targeted Expanded Programme on Immunisation priority childhood preventable diseases surveillance indicators ensuring that AFP cases are identified, detected, investigated, notified and reported according to the World Health Organisations and South Africa Department of Health (EPI - SA) indicators. Conduct support and monitoring visits to all reporting priority units to ensure active and passive surveillance is conducted. Conduct monthly meetings with districts to provide feedback. Ensure training of districts’ surveillance officers to inform them of the latest developments in AFP. Submission of surveillance report (weekly and annual) to the Director and EPI Sub-Directorate.

ENQUIRIES: Dr. Chika Asomugha Tel No: (082) 330 1490

APPLICATIONS: Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2017.

FOR ATTENTION: Recruitment and Selection

NOTE: A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

CLOSING DATE: 06 September 2019

POST 30/353: ASSISTANT MANAGER SPECIALTY NURSING REF NO: ASSMSPEC/002/CMJAH/2019
Directorate: Nursing Division: Operating Theatre

SALARY: R614 991 per annum (plus benefits)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: Basic R425 qualification (diploma/degree in nursing or equivalent qualification) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Post Basic Operating Theatre Nursing Science. Have a minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of
the period referred to above must be appropriate / recognizable experience after obtaining the 1 year Post Basic Operating Theatre Nursing Science. At least 3 years of the period must be appropriate experience at management level. Computer literacy will be added advantage.

**DUTIES**

Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with 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 and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices. Relieve the Nursing Manager in his absence.

**ENQUIRIES**

Mr. B.R. Ditshwane Tel No: (011) 488 4281

**APPLICATIONS**

Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8, No. 17 Jubilee Road, Parktown 2193.

**NOTES**

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

**CLOSING DATE**

06 September 2019

**POST 30/354**

ASSISTANT MANAGER NURSING PNB4 (HAST) (X1 POST)
Directorate: HIV Prevention

**SALARY**

R614 991 per annum (plus benefits)

**CENTRE**

Sedibeng District Health Services

**REQUIREMENTS**

A basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A Post basic nursing qualification, with duration of at least one-year accreditation with the SANC in one of the specialties (Primary Health Care) referred to in glossary of terms. A minimum of 10 (ten) years, appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 (five) years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in Primary Health Care including NIMART competency and experience in the HAST programme. A degree and or diploma in Nursing Management/Administration in the HAST will be an added advantage. A Diploma/Degree in Nursing Management/ Administration will be an added advantage. A valid driver’s license is essential.

**DUTIES**

Supervise and monitor implementation of the prevention pillar for 90-90-90 HAST strategy. This includes monitoring of quality of quality HIV testing services, availability of condoms, voluntary male medical circumcision, mapping of HTA population and supporting the implementation of Prep for HIV negative key populations in the district with supporting partners. Ensure planning and implementation of HAST protocols and guidelines. Identify gaps
in the prevention pillar and develop operational plans. Liaise and monitor all funded NGO's implementing HIV testing services for quality assurance in the district. Compile and verify monthly, quarterly and annual performance review reports. Support, monitor and evaluate the HAST district implementation plan (DIP) for the district.

**ENQUIRIES:**
Ms. S. Sejake Tel No: (016) 950 60019

**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:**
06 September 2019

**POST 30/355:**
ASSISTANT MANAGER NURSING PNB4 (PHC) (X1 POST)
Directorate: Sedibeng District Health Services

**SALARY:**
R614 991 per annum (plus benefits)

**CENTRE:**
Emfuleni Sub-District

**REQUIREMENTS:**
A basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A Post basic nursing qualification, with duration of at least one-year accreditation with the SANC in one of the specialties (Primary Health Care or Advanced Midwife) referred to in glossary of terms. A minimum of 10 (ten) years, appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 (five) years of the period referred to above must be appropriate/recognizable experience at management level. A Diploma/Degree in Nursing Management/ Administration will be an added advantage. A valid driver’s license is essential.

**DUTIES:**
Coordinate the delivery of comprehensive PHC services within the sub-district according to norms and standards. Liaise with Local Government and community structures regarding service delivery. Ensure quality assurance implementation within the sub-district. Develop a joint sub-district plan and operational plan according to strategic objectives with Local Municipality staff. Coordinate all activities within the sub-district. Lead the sub-district cluster meetings. Work in collaboration with Quality Assurance department to ensure implementation and monitoring the Six-Key Priority Areas. Take part in the Gauteng Turnaround Strategy. Monitor and Evaluate the performance of health facilities on National Core Standards and Ideal Clinic Realization and Maintenance. Advocate and ensure promotions, nursing ethics and professionalism. Implement reporting requirements according to formats. Implement Performance Management and Development System. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.

**ENQUIRIES**
Ms. D. Ramoloi Tel No: (016) 950 6002

**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**: 06 September 2019

**POST 30/356**: OPERATION MANAGER: GYANE AND OBSTETRICS POST NATAL WARD REF NO: HRM 75/2019

**Directorate**: Nursing

**SALARY**: PN-B3 R562 800 per annum plus benefits

**CENTRE**: Steve Biko Academic Hospital

**REQUIREMENTS**: Grade 12. Basic Qualification accredited with the South African Nursing Council in terms of Government notice 425 i.e. Diploma/Degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year Diploma in Post Basic Midwifery and Neonatal Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional nurse with the South African Nursing Council in General Nursing. Diploma/Degree in Nursing Management will be an added advantage. Service Certificates are compulsory. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in advance midwifery and Neonatal Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Valid EB driver’s license.

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

**ENQUIRIES**: Ms A.M Mowayo Tel No: (012) 354 1300

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

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

**CLOSING DATE**: 13 September 2019

**POST 30/357**: ASSISTANT MANAGER (GENERAL) REF NO: HRM 20/2019 (X1 POST)

**Directorate**: Nursing Services

**SALARY**: R562 800 per annum (plus benefits) Day and Night Duty

**CENTRE**: Sterkfontein Hospital

**REQUIREMENTS**: Basic qualification accredited with 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. Must have Nursing Administration as a Qualification. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Must have extensive experience in Psychiatry Post Registration as a Professional Nurse. At least 3 years of the period referred to above must be appropriate/recognizable experience in Management of a Psychiatric Unit. Knowledge of SCM and HRM procedures, the MHCA 17 of 2002, public sector relevant legislative frameworks. Strong management, leadership, sound interpersonal and good communication skills. Computer literacy and a valid driver’s license and current registration with SANC. Ability to drive and implement change and initiate projects to improve the rehabilitation of mental health care users.

**DUTIES**: To supervise comprehensive, quality nursing care programs according to the needs of the patient based on Batho Pele Principles; Patients’ Rights Charter and National Core Standards. Manage effectively the utilization and supervision of resources and assist in recruitment and mentoring of nurses. Develop nursing protocols and procedures to enhance quality nursing care and management. Ensure effective implementation of the HR and SCM policies in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance. Take extra-mural assignments as may be delegated by the Nursing Service.
Manager or CEO. Assist in career planning and development of nursing staff. Conduct clinical audits at the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in her absence. Take charge of the hospital during the day, night, public holidays and weekends.

ENQUIRIES: Ms. M.M. Sono Tel No: (011) 951-8202
APPLICATIONS: Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
NOTE: Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
CLOSING DATE: 06 September 2019

POST 30/358: CHIEF OCCUPATIONAL THERAPIST REF NO: COT/CMJAH/001/2019
Directorate: Occupational Therapy
SALARY: R466 119 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: A diploma/ degree as an Occupational therapist with a minimum of 3 years appropriate experience as the Occupational Therapist after registration with the HPCSA. Registration with the HPCSA as an Occupational Therapist. Experience in managing a sub-section. Must be able to organise workshops.
ENQUIRIES: Ms. V. Yip Tel No: (011) 488 4458
APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown 2193.
NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of HPCSA, I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
CLOSING DATE: 06 September 2019

POST 30/359: OPERATIONAL MANAGER GENERAL STREAM GR.1 (NIGHT) REF NO: BGH 2019/ AUG/01
Directorate: Nursing
SALARY: R444 276 per annum (plus benefits)
CENTRE: Bertha Gxowa Hospital
REQUIREMENTS: Basic qualification accredited with the SANC in terms of government notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registering as professional nurse with SANC in general nursing. Two or more years' experience in as a unit supervisor, Critical decision-making skills and exposure as a unit manager. Competencies Leadership, Management, Coordination and communication skills and Computer Literacy. Shift work mandatory.
ENQUIRIES: Mrs. P.Z.N. Mofokeng Tel No: (011)278 7640
APPLICATIONS

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

NOTE

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

CLOSING DATE

06 September 2019

POST 30/360

OPERATIONAL MANAGER GENERAL STREAM Gr.1 (DAY) REF NO: BGH 2019/AUG/02
Directorate: Nursing

SALARY

R444 276 per annum (plus benefits)

CENTRE

Bertha Gxowa Hospital

REQUIREMENTS

Basic qualification accredited with the SANC in terms of government notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registering as professional nurse with SANC in general nursing. Two or more years’ experience in as a unit supervisor, Critical decision-making skills and exposure as a unit manager. Competencies Leadership, Management, Coordination and communication skills and Computer Literacy. Shift work mandatory.

DUTIES


ENQUIRIES

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

APPLICATIONS

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

NOTE

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

CLOSING DATE

06 September 2019

POST 30/361

OPERATIONAL MANAGER NURSING: GRADE 1 GENERAL UNIT (NEUROLOGY WARD) REF NO: HRM 76/2019
Directorate: Nursing

SALARY

PN-A5 R444 276 per annum plus benefits

CENTRE

Steve Biko Academic Hospital

REQUIREMENTS

Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. Diploma/Degree in Nursing as a Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma/Degree in Nursing Management will be an added advantage. Verified proof of experience. Strong Leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service Certificate. Valid EB driver’s license.

DUTIES

Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation
of the nursing care. Co-ordinate and monitor the implementation of the nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders’ i.e. inter-professional, inter-sectoral, and multi-disciplinary teamwork. Participate in the analysis, formulation implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Maintain professional growth/ethical standards and development of self and subordinates.

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

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

CLOSING DATE
13 September 2019

POST 30/362
PROFESSIONAL NURSE- ICU SPECIALTY (X2 POSTS)
Directorate: Nursing

SALARY
R383 226 - R444 276 per annum

CENTRE
Far East Rand Hospital

REQUIREMENTS
Grade 12 certificate or equivalent. Basic nursing degree/diploma accredited by the South African Nursing Council (SANC) plus One (1) post basic nursing qualification in critical care nursing and registered with SANC. A minimum of Four (4) years’ experience appropriate/recognisable experience after registration as a professional nurse with SANC. Must be willing to work shifts (Day & night)

DUTIES
Provision of optimal comprehensive and holistic nursing care according to area of specialty. Ensuring that patient care provided is patient centred within the scope of practise of nurses and legal framework. Implementation of all quality assurance standards and other health care mandates during his or her shift. Promotion of professionalism and leading by example at all times. Co-ordination of activities of other health team members. Will be a team shift leader relieving the operational manager.

ENQUIRIES
APPLICATIONS
Mrs M.K Nkuna Tel No: (011) 812 8317
Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE
Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

CLOSING DATE
06 September 2019

POST 30/363
ASSISTANT DIRECTOR ICT REF NO: ASD-ICT/003/CMJAH/2019
Directorate: Information Communication and Technology

SALARY
R376 596 per annum (plus benefits)

CENTRE
Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS
Diploma/Degree in Information systems / informatics / information communication and Technology / information technology with 5 to 10 years relevant experience in system development or related field. Must have knowledge of a wide range of work procedures such as Administration procedures relating to specific working environment including norms and standards, Computer and training knowledge. Ability to operate a computer (both hardware and software), maintaining discipline, problem solving and analytical thinking skill, reporting procedures, training and procurement
directives and procedures. Knowledge of system development and administration, system of quality assurance, information management, and application support and project management will be an added advantage. Must have supervisory experience. The following attributes are essential and will also serve as added advantage: knowledge of enterprise system, Cisco routers and switching technology, project management, disaster recovery, information management, application development life cycle, service management, VOIP telephony system. Must have the following skills, planning and organising. Project management. Excellent communication (verbal and written) good human relations. Ability to meet commitments and produce results, conflict management, self-assured and confident in own abilities, ability to remain calm and level headed under pressure and willing to work irregular hours when required.

**DUTIES**

The incumbent will be responsible for reporting to the Deputy Director ICT the incumbent will maintain high availability of ICT services including the local area network and wide area network, servers, persal, BAS, SAP, Information systems, etc. Use management software to identify and locate faults and problem areas. Perform server administration, network monitoring and general desktop support. Support system supplications used in the department and ensure operational efficiency and improvement of IT service in the hospital. Effectively plan, manage, assign and coordinate the day to day tasks and activities of the ICT. Operations team inclusive of processes, procedures, risk management and financial governance, ensure backup and disaster recovery systems are adequate, in place and operational. Ensure periodic review and audits are performed across all key ICT operational infrastructure and systems, perform procurement activities in support of general ICT operational to meet business. Ensure confidentiality and reliability of hospital information and intellectual property, oversee identified deficiencies for IT policies, standards and best practices to ensure that architectural criteria and practices continue to meet strategic needs of the department. Develop and maintain computing standards relative to an overall strategy to provide an appropriate degree of standardization, develop and implement governance.

**ENQUIRIES**

Mr. N. Ramosa Tel No: (011) 488 4700

**APPLICATIONS**

Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.

**NOTE**

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

**CLOSING DATE**

06 September 2019

**POST 30/364**

CLINICAL TECHNOLOGIST GRADE 1-3 REF NO: HRM 77/2019

Directorate: Pulmonology

**SALARY**

R317 976 per annum plus benefits

**CENTRE**

Steve Biko Academic Hospital

**REQUIREMENTS**

B-tech or National Diploma in Clinical Technology- Specialized Category Pulmonology. Registration with the HPCSA as a Clinical Technologist-Specialized Category Pulmonology. Grade 1: One to 10 years relevant experience after registration with the HPCSA as a Clinical Technologist in Pulmonology. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA as a Clinical Technologist in respect of SA qualified employees. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in the relevant Profession in respect of RSA qualified employees. Job purpose: To perform/provide a professional and specialized clinical technology service in the department of Pulmonology to the various clinical platforms at Steve Biko academic Hospital. Professional person with integrity and the ability to perform under pressure, independently and in a team. Self-driven and result orientated. Good communication, report writing, presentation and interpersonal skills. Computer literate. Honest,
patient, hardworking and reliable. Willingness to train students and present lectures.

**DUTIES**
Effectively perform selected diagnostic, and/or therapeutic and/or corrective lung function procedures on adult and pediatric patients. Effectively perform clinical technology quality control procedures. Utilize resources effectively and efficiently in the workplace. Effectively contribute to the training of students. Daily calibration and sterilization of equipment. Must participate in CPD activities as required by the HPCSA.

**ENQUIRIES**
Mr. VH Sujan Tel No: (012) 354 1564

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

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

**CLOSING DATE**
13 September 2019

**POST 30/365**
CLINICAL TECHNOLOGIST (PULMONOLOGY) GRADE 1 REF NO: CHBAH 207 (X2 POSTS)
Directorate: Pulmonology

**SALARY**
R317 976 per annum (plus benefits)

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

**REQUIREMENTS**
An appropriate B Tech degree or National Diploma in Clinical Technology in Pulmonology. Registration with the relevant Health Professions Council of South Africa as a Clinical Technologist and proof of payment for the period 2019/20. Computer literacy (Ms Word, Ms Excel). Good written and communication skills. Ability to work as a member of a multidisciplinary team. Knowledge in both adult and paediatric pulmonology health care procedures. Demonstrates effective interpersonal skill, strategic planning organizational skills.

**DUTIES**
Provision of clinical services in compliance with policies, procedures and standard as set out by the institution, provincial and national authorities. Responsibility for continuous professional development and facilitation of all Clinical Technology (Pulmonology) operational activities in the institution. Contribute to the development of the Clinical Technology (Pulmonology) department and profession. Perform administrative, operational and clinical duties as delegated. Participation in research activities and training of clinical technologist students. Co-ordinate, monitor, maintain and motivate for purchasing and repair of all pulmonology equipment in the department. Implement effective record keeping, accurate statistics collection and analysis within IPC, OHS and Quality Assurance framework. Work as a member of the disciplinary team. Contribute to an annual operational plan for the sub-section. Submit monthly reports to the HOD. Attend relevant meetings and training as approved by manager.

**ENQUIRIES**
Mr. MW. Madondo Tel No: (011) 933 9412

**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, Pinville, 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**: 13 September 2019

**POST 30/366**: FINANCIAL CONTROLLER (CASE MANAGEMENT) REF NO: CHBAH 206 (X2 POSTS)

**Directorate**: Finance

**SALARY**: R257 508 per annum (Level 07) (Plus Benefits)

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

**REQUIREMENTS**: Grade 12 with 3-5 years’ experience and competency in ICD 10 coding is imperative. Computer literacy (Ms Office Package). Knowledge and understanding of the Public Finance Management Act (PFMA), Uniform Patient Fee Schedule (UPFS), Treasury Regulations and Administrative Procedure Manual. Must have an understanding of the different patient classification’s policy framework and guidelines. Competent in ICD 10 coding. Must have good to excellent report writing skills. Ability to conduct presentations and be involved in training of the ICD 10 coding within the hospital. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within the finance department. Problem solving and decision-making skills. Knowledge of regulations and the legislative framework related to Revenue Section or Patient Administration and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Experience in case management and MEDICOM will be an added advantage.

**DUTIES**: Report directly to the Senior Case Manager. Responsible for confirmation/authorization of medical aid patients telephonically/online for all admissions and outpatient consultations, of all private and externally funded patients within 36 hrs of admission/accessing medical care within the facility. Ensure accurate ICD 10 coding and Prescribed Minimum Benefit (PMB) application to minimize claim rejections. Visit wards daily to check/identify private, foreign and medical aid patients in all business units. Responsible for filling in of charge sheet to charge all services rendered to patients and assist Billing Clerks to raise correct claim rand amount towards revenue collection. Audit all claims for ICD 10 coding and UPFS accuracy before being submitted for payment to funders to minimize rejections. Submit monthly statistics reports on Hospital ICD10 coding compliance of all business units to Senior Case Manager. Ensure accurate compiling of hospital ICD 10 coding. Conform to National Core Standard requirements. Attend training and workshops as and when required and/or requested to do so. Perform any reasonable tasks within the directorate as may be required. Co-ordination of provision of effective ICD10 Coding training and research. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof.

**ENQUIRIES**: Ms T Mlungwana Tel No: (011) 933 9699/0169

**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

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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**

13 September 2019

**POST 30/367**

**LOGISTICAL SUPPORT OFFICER REF NO: LSO/08/2019**

Directorate: Supply Chain Management Unit

**SALARY**

R257 508 – R303 339 per annum (Level 07) (plus benefits)

**CENTRE**

Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**

National Diploma in Supply Chain Management/ Logistical Management or related field, a degree or post graduate in Logistic Management or related will be an added advantage. Minimum of 5 years’ experience in supply chain management. Knowledge: Extensive comprehension of the SCM legislations (BBBEE, PPPFA, PPR, National Treasury Practice Notes, The Guide to Accounting Officer) , Public Finance Management Act, Treasury Regulation, Public Service Act, Public Service Regulation, Basic condition of employment, Labour Relations Act, Occupational Health and Safety Act. Human Resource management policies, Fraud and Corruption prevention Act, Public service charter, Grievance Act, Risk management policy, BAS, SRM, SAP. Skills: Microsoft excel, word, outlook and PowerPoint, ability to make presentation, report writing, verbal communication, Effective Leadership, planning and organising, Performance monitoring, working under pressure, Ability to meet targets and execution of complex tasks within stipulated timelines, Ability to interpret and apply legislations to scenarios, Ability to institute corrective / progressive discipline, Ability to analyse complex data, Innovative and creativity, Ability to work independently and as a team.

**DUTIES**

Supervision of employees in line with labour / employment related prescripts. Develop and monitor implementation of operational plan and sectional plans. Frequent assessment of SCM performance in line with Treasury Regulation. Development of supervisees through in-house and external training. Management of acquisition processes. Management of the warehouse/ physical processes. Management of goods received verification processes. Management of the assets processes. Interaction with internal and external stakeholders. Frequent compilation of SCM relevant reports and reporting. Compilation of the performance agreement and perform frequent assessment reviews. Perform risk assessment and develop the risk strategy and ensure effective implementation and monitoring. Develop Standard operation procedures. Frequent data / information and documents analysis, Attend to audit matters, Record management. Execution of tasks/assignment with precision, proficiency and integrity. NB: Successful candidate will be subjected to rotation system in accordance with the relevant policies.

**ENQUIRIES**

Ms PM Sekhudu Tel No: (012) 318-6724

**APPLICATIONS**

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 processes. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time, and place determined by the Department. Kalafong Tertiary Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, and gender will receive preference.

CLOSING DATE: 06 September 2019

POST 30/368: CLINICAL ASSOCIATES (X3 POSTS)
Directorate: Family Medicine

SALARY: R257 508 per annum (Plus Benefits)
CENTRE: Sedibeng District Health Services
REQUIREMENTS: Grade 12 plus a three-year university degree in Bachelor of Clinical Medical practice. Candidate must be registered with the HPCSA as a Clinical Associate and have a current receipt. Candidate must have good communication skill both verbal and written and able to function as part of a team. Profile: Experience working in district Primary Health Care (PHC) services. Experience in general medical practice, PHC, HAST and use of current clinical protocols and guidelines in patient management. Clinical skills in patient-centered consultation, history taking, examination, investigation and management and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, team work ability, good medical record keeping. Willingness to work/participate in outreach programs in any PHC facility in the district health services. Take part in the Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-Districts.

DUTIES: Perform patient-centered consultations across all ages in district PHC clinics. Apply clinical reasoning in the assessment and management of patients. Be able to provide emergency care to patients. Perform investigative and therapeutic procedures appropriate for district primary health care. Prescribe appropriate medication within scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.

ENQUIRIES: Dr. A. Kalain Tel No: (016) 428 7193

POST 30/369: ADMINISTRATION OFFICER REF NO: PWH/AO/08/19
Directorate: Admission Department

SALARY: R257 508 – R303 339 per annum (Level 07)
CENTRE: Pretoria West District Hospital
REQUIREMENTS: Tertiary qualification (Admin Diploma/ Degree or equivalent) with 0-2 years or Matric or Grade 10 with admin experience more than 10 years. Computer literacy-ability to interpret directives interpersonal relationship-problem solving patient affairs experience will be an added advantage.

DUTIES: Manage support services, Linen, cleaner and accommodation departments. Cleaning-ensuring cleaning consumables, equipment and stationary are ordered on time stock control and proper distribution. Random walkabouts and reporting. Laundry services-ensures that linen and patient clothing are available at all times, proper linen movement from service points to provincial laundry. (Procuring linen and patient clothing) Condemn torn linen and prepare document for replacement and have equipment maintenance register. Accommodation- ensure tenants complete contract at the beginning of the year. Report any damages to FMU. Reconcile monthly payments on BAS and PERSAL Responsible for demand plan and operational plan in all units. Human resource- Effective management of support, leave management and contracting employee on job description and assessing them quarterly. Compliance with OHS, infection control and NCS. Weekly report and monthly
report for management and hospital board, Attend annual scheduled meetings.

**ENQUIRIES**
- J Mamaila Tel No: (012) 380 1475

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

**NOTE**
- Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. First preference will be given to employees who are working within (GDOH). Disable Persons are encouraged to apply.

**CLOSING DATE**
- 06 September 2019

**POST 30/370**
- **HUMAN RESOURCE OFFICER REF NO: 004488**
  - Directorate: Human Resource
  - **SALARY**: R257 508 per annum (plus benefits)
  - **CENTRE**: SG Lourens Nursing College
  - **REQUIREMENTS**
    - A Bachelor’s degree or an appropriate recognised 3-year National Diploma in Human Resource or relevant 3-year qualification with minimum of 3 years relevant experience in HR environment and/or Grade 12 plus 5-10 years relevant experience in HR. Good Interpersonal Skills; Supervisory Skills in PILIR/LEAVE management; Customer relations; Self-discipline and Confidentiality as the attributes/values required. Excellent Communication Skills (Verbal and written) Computer Literacy Skills; MS Excel; MS Word; MS Outlook (with certificates); Problem Solving Skills; Ability to work in a team and Independently. Willingness to work after hours when needed. Knowledge of Public Service Regulations, Policies and Procedures within HR in the Public sector. Knowledge of PERSAL; CORE: A valid driver’s license.
  - **DUTIES**
    - Manage incapacity leave, assist in the implementation of retention and placement strategies of the College. Orientate new staff of the relevant Policies and Prescripts in the Public sector to ensure efficient compliance thereof. Monitor, Manage and control the Post Establishment relating to monthly Payroll, monthly updating of (Compensation of Employees) COE spreadsheet. Render an effective Human Resource advisory service to management and students, Comply with the Performance Management and Development system (Contracting, Quarterly Reviews and Final Assessment) for students. Assist in coordination of Work Skills Plan.

**ENQUIRIES**
- Ms J Malobola Tel No: (012) 319 5601

**APPLICATIONS**
- must be submitted to SG Lourens Nursing College, Private Bag x 755 Pretoria 0001 or Hand Deliver: Corner Soutpansberg and Theodorehove road Pretoria OR apply online at www.gautengonline.gov.za

**NOTE**
- Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint. Persons with disabilities will receive preference.

**CLOSING DATE**
- 06 September 2019

**POST 30/371**
- **FINANCIAL CONTROLLER REF NO: 2019/AUG/07 (X1 POST)**
  - Directorate: Finance
  - **SALARY**: R257 508 per annum (Level 07) (plus benefits)
  - **CENTRE**: Bertha Gxowa Hospital
  - **REQUIREMENTS**
    - Applicants must be in possession of Grade 12 with 5-10 years’ experience in Revenue or recognized three-year tertiary qualification in Accounting/Finance/Auditing with at least 2 years’ experience in Revenue Management. A Valid driver’s licence. Computer Literacy (Ms Word Ms Excel, Ms PowerPoint). Must have experience in SAP, SRM, E-Receiving, BAS and PAAB system. Knowledge and understanding of PFMA; UPFS; Treasury Regulation; Public Service Act. Report Writing skills; interpersonal skills; Communication skills; Ability to maintain confidentiality; must be able to plan, organize and Coordinate the activities of the unit; Ability to work under pressure and to handle conflict; Team leadership; Strategic thinking; Be creative and innovative.
  - **DUTIES**
and mentoring of staff. Attend to auditors and develop and monitor audit action plan. Effective risk management. Evaluate performance of subordinates quarterly and annually. Perform any other relevant administrative duties delegated by manager.

ENQUIRIES : Ms. T. Ntsumele Tel No: (011) 278 7684
APPLICATIONS : Applications should be submitted at the Bertha Gxowa Hospital, Admin Building ground floor, Germiston.
NOTE : The application must be submitted on form Z83, obtainable from any Public Service Department or from website, which must be completed in full and certified copies of qualifications, ID, driver’s license and C.V should be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. If you do not receive any response within 3 months, please accept that your application was not successful. The appointed employee will be subjected to an OHS Medical Surveillance as required in the HBA regulation within the OHS Act 85 of 1993.

CLOSING DATE : 06 September 2019

POST 30/372 : PROFESSIONAL NURSE: GENERAL NURSING REF NO: TDH 008 /2019 (X1 POST)
Directorate: Nursing

SALARY : R256 905 per annum (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Basic R425 (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a professional nurse. No experience required after registration with the South African Nursing Council.

DUTIES : Provision of a high quality nursing care that is holistic and is patient centred. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Maintain a professional and ethical practice as well as an enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Demonstrate effective communication with patients, community, supervisors and report writing skills. Identify risk factors and maintain a therapeutic environment for patients and staff in the ward. Utilize physical, financial and human resources to fulfill operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (Continuing Professional Development). Willing to work shifts including night duty

ENQUIRIES : Mrs Mothaga DS Tel No: (012) 354 – 7600
APPLICATIONS : Applications must be sent directly to: Tshwane District Hospital, Private Bag X179, Pretoria, 0001 OR hand deliver to Cnr Dr Savage and Steve Biko Road, Pretoria.

CLOSING DATE : 06 September 2019

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications.

CLOSING DATE : 06 September 2019

POST 30/373 : MATERIAL RECORDING CLERK REF NO: HRM 78/2019
Directorate: Supply Chain Management

SALARY : R173 703 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. 2 years’ experience of Supply Chain Management or related, procedures and policies. An applicable 3 year Tertiary Degree/Diploma will be an added advantage. Proven Computer Literacy in MS Office Package (MS Word, MS Excel and MS Outlook), Data Management skills and filing Skills. Ability to maintain good interpersonal relationships. Ability to work under tight deadlines and pressure. A valid Driver’s license.

DUTIES : Perform administration duties with regard to Supply Chain Management services including warehouse management. Completion of SAP related forms. Capturing of Data. Capture data on the SAP/SRM systems. Receiving and issuing of stock and equipment, Asset management, warehouse management and stocktaking.

ENQUIRIES : Mr. D Moraswi Tel No: (012) 354 5159
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 13 September 2019

POST 30/374 : HUMAN RESOURCE CLERK REF NO: HRM 79/2019
   Directorate: Human Resource Management

SALARY : R173 703 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Senior Certificate (grade 12) and / or National Diploma in Human Resource Management. Good interpersonal and communication skills. Ability to work under pressure. Computer Literacy with extensive knowledge of Microsoft programmes (word and excel). Knowledge of legislative frameworks i.e. Employment Equity Act; Skills Development Act; Basic Conditions of Employment Act; Public Service Act and Public Regulations as amended. Planning and organizing skills; Communication skills. (PERSAL Certificates will be an added Advantage).

DUTIES : Administer the operations and functions of Human Resource in the institution. Implement conditions of service and benefits. Monitor the establishment. Implement Recruitment and Selection policies and procedures. Maintain confidentiality. Maintain record keeping. Capture transactions on Persal system and process other documents to e-Government daily. Provide accurate information/advice to all stakeholders. Address Human Resource administration enquiries, and perform any other duty delegated by the supervisors. Able to work under pressure and meet deadlines. Accept responsibilities given by supervisors from time to time and also report to the supervisor. Attend sectional meeting.

ENQUIRIES : Mrs. KMV Ntseke Tel No: (012) 354 5359

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

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

CLOSING DATE : 13 September 2019

POST 30/375 : HUMAN RESOURCE CLERK (HRD & PMDS) REF NO: HRM 80/2019
   Directorate: Human Resource Management

SALARY : R173 703 per annum plus benefits

CENTRE : Steve Biko 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 SAQA, NQF, PMDS. Presentation and facilitation Skills and Computer Literacy. (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/ Learnership 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. Assist in monitoring the implementation of PMDS. Advise management and Staff on PMDS Issues. Assist and Advice management and staff on employment equity issues.

ENQUIRIES : Mrs. MR Mamadi Tel No: (012) 354 2237

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

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

CLOSING DATE : 13 September 2019
POST 30/376: MATERIAL RECORDING CLERK REF NO: MRCLERK/08/19 (X1 POST)
Directorate: Supply Chain Management Unit

SALARY: R173 703 – R 204 612 per annum (Level 05) (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: Grade 12 with three (3) years’ experience in Supply Chain Management or National Diploma in SCM or related field with one (1) year experience in Supply Chain Management, A valid driver’s licence. Proven computer literacy, good interpersonal and communication skills, verbal and written reporting skills, problem solving, and ability to work under pressure and meet deadlines. Willing to rotate within the Supply Chain Management section. Knowledge of PFMA, Treasury regulations, PPPFA, BBBEE, Other SCM policies, other public-sector legislations.

DUTIES: Receiving and issuing of stock (FIFO/FEFO), check correctness of quality and quantity. Record movement of inventory on VA11, VA10 and RLSO1. Safeguarding of inventory, Reconciliation of journals. Replenishment of stock. Capturing of documents in the system (RLSO1, RLSO2), Sourcing of quotation. Be able to work independently. NB: Successful candidate shall be subjected to rotation system.

ENQUIRIES: Ms PM Sekhudu Tel No: (012) 318-6724
APPLICATIONS: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book
NOTE: Preference will be given to people with disabilities. The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE: 06 September 2019

POST 30/377: KEY BOARD OPERATOR (ADMINISTRATION CLERK) REF NO: KEYB/KPTH/07/19
Directorate: Nursing Services (Secretary in the Nursing Manager’s Office)

SALARY: R173 703 – R204 612 per annum (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: Grade 12, Bachelor degree or National Diploma in Business Administration, Public Relations, Office Administration, Assistant Management, Secretarial Courses, Human Resources or equivalent NQF level 6 certificates in Public Administration. Must be willing to work extra hours and under pressure. This is an entry level 5 post. Minimum 12 months experience in the areas mentioned above will be an added advantage. Experience in minute-taking. Good interpersonal communication skills (verbal and written). Able to work with confidential documents. Approachable and sensitive to the feelings of others. Well organised and be detail oriented. Ability to work well as a team. Time management and Strong customer service.

DUTIES: Manage Nursing Manager’s diary. Communication inside and outside Nursing Departments with relevant stakeholders. Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals. Arrange for Nursing Services for all categories, conferences and meetings. Greet visitors and caller, handle their inquiries, and direct them to the appropriate persons according to their needs. Locate and attach appropriate files to incoming correspondence requiring replies.
Schedule meetings as per year calendar planner. Make copies of correspondence and other printed material. Open, read, route and distribute incoming mail and other material, and prepare answers to routine letters and check mails. Schedule and confirm appointments for clients, customers or supervisors. Set up and maintain paper or manual and electronic filing system for records, correspondence and other material. Establish work procedures, schedule, and keep track of daily work. Learn to operate new office technologies as they are developed and implemented. Operate electronic mail systems and coordinate the flow of information both internally and with other organizations. Order supplies for Nursing Manager’s office. Provide services to customers, such as order placement and account information. Review work done by others to check and correct spelling and grammar, ensure that company format policies are followed and recommend revision.

ENQUIRIES: Ms M V Mathabatha Tel No: (012) 373-6930
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 or apply online at www.gauteng.gov.za. 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 283 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified n interviews on the date, time and place determined by the Department

CLOSING DATE: 06 September 2019

POST 30/378: MATERIAL RECORDING CLERK REF NO: MRC/004/CMJAH/2019
Directorate: Supply Chain Department

SALARY: R173 703 per annum (plus benefits)

CENTRE: Charlotte Maxeke Johannesnburg Academic Hospital

REQUIREMENTS: Grade 10 or equivalent with more than 10 year’s relevant experience or Grade 12 or equivalent with more than 10 years’ experience or a relevant Diploma or Degree with 0-2 years’ experience. Knowledge of wide range of work procedures such as Finance, HR matters, Safety, Training, and Stores. Administration procedures relating to specific working environment including norms and standards. Planning and organising. Reporting procedures. Procurement directives and procedures. Computer literacy. Skills: Mathematics, organising, ability to operate computer (both hardware and software) interpersonal relationship, problem solving, maintaining discipline. Formulation and editing, conflict resolution, research and analytical thinking. The following will be an added advantage: Grade 12 with 5 to 10 years’ experience / Grade 12 or equivalent with 2 to 5 years’ experience in Supply Chain Diploma or Degree. Knowledge of PFMA, PPPFA, Treasury regulation and any other related Supply Chain Management Prescript. Knowledge of SAP R3/SRM, MEDICOM, PAS 1and code list. Good written, verbal, interpersonal communication, problem solving numerical skills. Customer care service oriented. High level of confidentiality and professionalism. Ability to work under pressure and deliver on tight deadlines.

DUTIES: Count items of incoming delivery to verify specification, description against invoice, orders, and delivery notes to ensure the accuracy of the orders. Examine and unpack incoming stock in the delivery persons to ensure all items are intact. Recording shortage and reject damage items. Contacting suppliers directly if a problem discrepancy is found and keeping careful records. Storing of stock in the appropriate space ready for routing to various end user department (FIFO). Trace and track stock ensure timely delivery. Investigate and resolve situations where items received are not properly documented in the daily receipt. Compile spread sheet of all deliveries and submission of documents (delivery notes, invoices, signed RLS 02, purchase order copy) to internal finance department to facilitate payment process. Cooperate with end user’s department to provide stock receipt information as requested. Ensure that all documents and material received at transit in are of satisfactory quality. Visually monitor inventory levels and communicate low level and replenishing clerk. Cycle count inventory and assist with developing actions to correct inventory problems. Assist the supervisor in stock take, web cycle clearance, stock recon, expired stock and audit. Comply with safety regulations and
maintain clean and orderly warehouse. Invoice and follow up on outstanding external funder's debt, attend to rejected claims, resolve queries, manage own ledger, ensure allocations of payments make copies scan and faxing outstanding claims. Submit stats of ledger on a weekly and monthly basis.

ENQUIRIES: Mr. M. Mbunda Tel No: (011) 488 5929
APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.

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

CLOSING DATE: 06 September 2019

POST 30/379: CLEANING SUPERVISOR REF NO: CS/005/CMJAH/2019
Directorate: Nursing Theatre

SALARY: R145 281 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Abet where applicable. Between 5-10 years’ experience of working in a hospital Cleaning unit. Knowledge of a limited range of work procedures in Cleaning, equipment and working procedure in respect of working environment. Courier services. Interpersonal relationship, Numerical skills, organising, literacy and Good communication skill. Routine verbal exchange of information requiring helpfulness and politeness. Should be willing to work shifts, rotate and public holidays. Be able to work in a team and under stressful conditions. Appropriate knowledge of cleaning procedure (as per core). Knowledge of basic cleaning and operating of cleaning equipment. The following will be and added advantage: Sound communication, leadership skills (ability to supervise). Awareness of Batho Pele Principles and basic computer literacy. Be prepared to do manual physical labour.

DUTIES: To monitor cleaning activities ensuring quality service delivery. Scheduling of off duties according to departmental staffing needs. Organizing and allocating resources to ensure that the unit is kept spotlessly clean and hygienic. Supervision of subordinates to ensure compliance to cleaning, infection prevention and control as well as waste management standards. Be able to follow disciplinary procedures when needed. Control absenteeism. Complete Performance Management and Development System for staff. Be able to perform the needed Administration duties as required. Give daily reports and stock control to ensure quality service delivery.

ENQUIRIES: Ms. J. Schlebusch Tel No: (011) 488 4022
APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.

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

CLOSING DATE: 06 September 2019

POST 30/380: ENROLLED NURSING ASSISTANT GRADE 1 – REF NO: HRM 19/2019
Directorate: Nursing

SALARY: R132 525 per annum
CENTRE: Sterkfontein Hospital
REQUIREMENTS: Grade 12 or equivalent qualification. Certificate as Enrolled Nursing Assistant. Current registration with the South African Nursing Council. At least 2 years’ experience working as ENA. Passion for working with mentally ill patients
Ability to work within a team, good interpersonal and communication skills. Knowledge of the National Core Standards, Public Service Regulations and Patient Rights Charter. Previous Psychiatric experience will be an added advantage.

DUTIES: Assist patients with activities of daily living, i.e. maintain good hygiene, nutrition, measure and record vital signs. Assist with the preparation of patients for diagnostic surgical and other medical procedures. Escort patients for clinical procedures. Maintain professional conduct as required by the Public Service Code of Conduct and SANC. Attend in-service training as required. Preferably male nurses of any race, to meet equity and address the needs of the patients.

ENQUIRIES: Ms. M.M. Sono Tel No: (011) 951-8202
APPLICATIONS: Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications and valid driver’s licence to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE: Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE: 06 September 2019

POST 30/381: GENERAL ASSISTANT REF NO: GA/KPTH/2019 (X4 POSTS)
Directorate: Supply Chain Management Unit

SALARY: R102 534 - R120 780 per annum (Level 02) (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Grade 12 and Computer literacy, NQF level 6 certificates in Supply Chain Management, valid driver’s licence, and a minimum of 12 months experience in SCM will be an added advantage. Be a team player, organising skills, Be able to work under pressure, numeracy and literacy. Interpersonal proficiency, communication skills (written / verbal), Knowledge of PFMA, Treasury Regulations, SCM policies, other public-sector legislations.

DUTIES: Delivering of stock to end-user. Packing stock on the shelves. Cleaning of stores. Assist in managing stock in the warehouse. Provide support to all managers within SCM. Delivering of procured asset to relevant end-user and collection of condemned assets. NB: Successful candidate shall be subjected to rotation system.

ENQUIRIES: Ms PM Sekhudu Tel No: (012) 318-6724
APPLICATIONS: 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. Kalafong Tertiary Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representative in terms of race, disability and gender will receive preference.

CLOSING DATE: 06 September 2019

POST 30/382: CSSD OPERATORS REF NO: CSSD/KPTH/07/19 (X3 POSTS)
Directorate: Nursing Services

SALARY: R102 534 – R120 780 per annum (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: Grade 10-12 or equivalent. Must be able to cope with the physical demands of the position. Experience in cleaning / grounds/household etc. Loading / offloading and packaging will be an added advantage. Minimum of twelve (12) months experience in any Department will be an added advantage. Ability to read and write. Be able to work in a team and under pressure. Willing to work shifts, weekend, public holidays and nights. Good interpersonal, communication skills (verbal and written). Well organised and be detail oriented. Ability to work well as a team. Time management and Strong customer service.

DUTIES: Responsible to ensure that instruments and equipment received are complete and in good working order. Responsible for cleaning, packaging and autoclaving sterilization of instruments and non-instrument packs. Packaging and sterilization of various towelling, gowns and small packs. Effective handling of cooled down items to be packed in sterile store area. Adhere to safety regulations. Maintain growth / ethical and self-development. Perform duties as required per job description and working schedule. Maintenance of general hygiene i.e. sweeping, mopping, cleaning and tidiness of the CSSD unit and Operating Theatre as delegated by the Supervisor. Deliver and fetch theatre trolleys: collect and issue sterile stock. Sorting of instruments, bowls and linen. Unpack and wash trolleys from theatre. Cleaning and sterilize the instruments and machines: wash used instruments in instrument milk. Wash and sterilize instruments and instruments trays. Stripping and cleaning of respirators. Wash anesthetic masks and dry. Ensure that machine is clean and in good order. Check sterile stock on shelves. Restore shortage of stock. Check expiry date is stamped on packages. Packaging and repackaging of instruments, bandages and gowns: sort out torn linen. Unpack clean linen from linen room. Fold towels and gowns. Pack instruments, bowls and packs under the supervision of Professional Nurse. Pack sterile stock. Pack clean bowls, brushes and anesthetic suctions. Wrap instruments sets and ensure that packages are properly sealed. Keep records of all equipment issued out of theatre and wards. Assist with statistics of sets and packs used for the day. Check, folding and wrapping of special drapes for thoracic theatre. Cleaning of autoclaves: load and unload autoclaves. Change graph paper on autoclaves. Do attest and Bowie Dick test and put attest in the incubator every morning (Training will be provided).

ENQUIRIES: Ms M V Mathabatha Tel No: (012) 373-6930
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 n interviews on the date, time and place determined by the Department.

CLOSING DATE: 06 September 2019
POST 30/383: FOOD SERVICE AID REF NO: PWH/FSA/09/19 Directorate: Food Service Unit

REQUIREMENTS: Abet, NQF level 2 or Grade10, experience in the food industry will be added as an advantage. Good communication (Verbal & Written) skills. Applicants should have a basic knowledge, understanding of food safety and various hygiene practices necessary in the food service unit. Applicant should have an understanding of the Batho Pele principles in relation to the food service unit. Must have interpersonal skills, reliability, team work, flexibility and some level of problem solving. Must be willing to work shifts, public holidays and weekends.

DUTIES: Ensure proper and effective catering service. Perform daily mass production cleaning (floors, storages, utensils and equipment) tasks, hygiene, waste segregation and sanitation in the kitchen. Assist with preparation of food for normal with therapeutic diets including snacks, cooking, dishing up for patient’s food according to portion control measures. Perform specific duties regarding FIFO and receiving storage. Perform routine task, operate kitchen...
machinery, care and report lost/faulty equipment as well as any observed
risks. Relieve other staff members on request and execute any lawful
additional task issued by supervisory person. Rotate to different areas in the
food service unit and undergo food service work related trainings.

ENQUIRIES
Ms. H Ndlala Tel No: (012) 380 1292/4.

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

NOTE
Applicants must be submitted on a Z83 form with Attached CV, certified copies
of all qualifications, and ID. First preference will be given to males.

CLOSING DATE
06 September 2019

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE
20 September 2019. No late applications will be considered.

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

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. The Department reserves the right not to make appointment(s)
to the advertised post(s). No faxed or emailed applications will be accepted.
Following the interview and exercise, the selection panel will recommend
candidates to attend a generic management competency assessment (in
compliance with the DPSA Directive on the implementation of competency
based assessments). The competency assessment will be testing generic
management and development for SMS posts.

MANAGEMENT ECHELON

POST 30/384
CHIEF FINANCIAL OFFICER REF NO: REFS/004499

SALARY
R1 251 183 – R1 495 956 per annum (all-inclusive remuneration package)

CENTRE
Johannesburg

REQUIREMENTS
A Matric plus CA/ Post Graduate Degree in Financial Management as
recognised by SAQA. Six (6) to ten (10) years’ experience in financial
Management and at Senior Management level with B Com Article. Knowledge
and experience of the Public Financial Management Act. Knowledge of the
Division of Revenue Act. Knowledge and experience of financial management
and dissemination of financial information. In-depth preparation and analysis
of financial reports. Ability to work under pressure and meeting of deadlines.

DUTIES
Monitor the financial management system. Meet reporting requirement
as required in terms of financial management legislation such as PFMA, Treasury
Regulations and Dora. Maintain system of internal control, which comply with
internal and external audit requirement. Manage working capital, assets and
liabilities. Pay suppliers within 30 days of receipt of invoice by the Department.

ENQUIRIES
Mr. J Zulu Tel No: (076) 412 4184

DEPARTMENT OF SOCIAL DEVELOPMENT

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

NOTE
Applications must be submitted on form Z83, obtainable from any Public
Service Department or on the internet at www.dpsa.gov.za/documents. The
Completed and signed form should be accompanied by a recently updated CV
as well as certified copies of all qualification/s and ID document (no copies of
certified copies allowed, certification should not be more than six months old).
The Department also urges all designated groups applying for positions to
Please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POSTS

POST 30/385

SOCIAL WORK MANAGER: PROBATION AND CANALISATION

REF NO: SD/2019/08/04

SALARY

R794 889 - R 1 100 325 per annum (within the OSD Framework)

CENTRE

West Rand Region

REQUIREMENTS

Degree in Social Work with 10 years’ appropriate/recognizable experience in Social Work canalisation, child protection and statutory social work after registration as a Social Worker with the SACSSP. Submission of valid registration certificate with the SACSSP Council. A valid driver’s license. Knowledge of all relevant Public Service prescripts, Policy on Financial Awards to Service Providers, The Constitution of Republic of South Africa, Legislation International Instruments as well as Policies relevant to social dynamics, human behaviour, social systems and Social Work empowerment interventions. Skills and Competencies: Planning and organizing, administration, networking, communication (written and oral), co-ordination, analytical thinking, computer Illiterate, monitoring and evaluation, problem solving, report writing, financial management, project management and ability to compile complex report skills. Experience in canalisation will be an added advantage.

DUTIES

Facilitate and manage the statutory service delivery, focusing mainly on Probation and Canalisation. Manage cases of children and youth in conflict with the law, preparation of court cases and oversee the allocation of cases to Probation Officers for investigation. Ensure the effective implementation and monitoring with adherence to policies and legislative mandates. Facilitate stakeholder capacity building and manage stakeholder relations. Facilitate registration and maintain database of institutions providing care and support to children in conflict with the law. Provide supervision to policy developers. Perform the administrative functions required in the unit.

ENQUIRIES

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

APPLICATIONS

Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 16 Human Street, Krugersdorp, or posted to Private Bag X 2068, Krugersdorp, 1740.

FOR ATTENTION

Mr. S Makgorogo

NOTE

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

CLOSING DATE

06 September 2019

POST 30/386

ASSISTANT DIRECTOR: SERVICE POINT

REF NO: SD/2019/08/05

SALARY

R376 596 per annum

CENTRE

West Rand Region

REQUIREMENTS

A three-year Tertiary qualification in Public Management/Monitoring and Evaluation with 3-5 years’ supervisory experience in service delivery monitoring environment in the public sector. Valid driver’s license. Knowledge and understanding of Legislative and Policy frameworks on the transformation of service delivery systems in the public service. Knowledge and understanding of Departmental decentralization model, service point monitoring systems, procedures and processes. Skills and Competencies. Good planning, coordinating, Analytical, report writing, communication, leadership, community development and interpersonal relations skills. The individual must be development orientated, honest, innovative and thorough in details.

DUTIES

Monitoring of administrative support services, provisioning of fleet management, human resource management, supply chain management and oversee the provision of switchboard services. Monitoring of service delivery improvement programmes including the implementation of queue marshalling and referral systems. Monitoring the provision of signage to service points,
management of queries and promote service points in the communities. Allocate staff in service points. Develop staff performance contract, conduct quarterly performance reviews, leave plans, staff grievances and disciplinary matters.

ENQUIRIES : Mr RS Makgorogo Tel No: (011) 950 7803
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 16 Human Street, Krugersdorp, or posted to Private Bag x 2068, Krugersdorp 1740.
FOR ATTENTION : Mr RS Makgorogo Tel No: (011) 950 7803
NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
CLOSING DATE : 06 September 2019
POST 30/387 : SENIOR ADMINISTRATIVE OFFICER: RESEARCHER REF NO: SD/2019/08/06
SALARY : R316 791 per annum
CENTRE : Head Office
REQUIREMENTS : Degree in Social Sciences with 1-2 years’ experience as a researcher. Basic knowledge of research practice and methodology. Basic knowledge of complex research design and methodology. Skills and Competencies. Self-driven, innovation creative, basic research advocacy, basic research problem identification and basic project management skills.
DUTIES : Designing small scale complex research projects. Developing small scale research proposals. Providing advice on the implementation of small research projects. Monitoring the execution of small scale research projects. Presenting small scale research briefing sessions to role players. Communicating small scale research findings within the Department. Compiling small scale research reports. Interpret and report small scale research findings and recommendations in the department. Scheduling and implementing departmental small scale research projects and business plan.
ENQUIRIES : Mr M Mbedana Tel No: (011) 227 0139
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private bag X 35, Johannesburg, 2000.
FOR ATTENTION : Ms M Skosana, Tel No: (011) 227 0069
NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
CLOSING DATE : 06 September 2019
POST 30/388 : PERSONAL ASSISTANT (RESEARCH AND POLICY COORDINATION) REF NO: SD/2018/08/07
SALARY : R257 508 per annum plus benefits
CENTRE : Johannesburg Head Office
REQUIREMENTS : Secretarial Diploma or equivalent qualification with 3-5 years’ experience in rendering a support service to Senior Management. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Basic knowledge on financial administration.
DUTIES : Register all incoming and outgoing mail and documents. Qualities assure the standard required on incoming and outgoing documents. Route incoming mail and documents. Return documents to staff for correction, amendment and implementation. Follow up on the submission of required documents with managers and staff. Maintain a register of incoming and outgoing mail and documents. Distribute information to managers and staff. Notify managers about scheduled and unscheduled meetings in the component. Liaise with other components regarding the submission of documents. Coordinate the distribution of reports to line managers and staff. Quality assures submitted data against set criteria and standards. Submit consolidated reports as per the set timelines. Maintain records of all consolidated and submitted records. Record commitments made by the Director/Chief Director. Secure and change appointment as required. Confirm appointments and commitments. Assist in the scheduling of appointments in the order of priority and importance.
ENQUIRIES : Ms T Mbhnese Tel No: (011) 355 7703
APPLICATIONS : Applications can be delivered to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street or Private Bag X 35, Johannesburg, 2000. Failure to do so will lead to disqualification.
NOTE : The Department also urges all designated / preferred groups applying for positions to please direct your applications to the Employment Equity Officer for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
CLOSING DATE : 06 September 2019
POST 30/389 : SOCIALWORK (X22 POSTS)
SALARY : R257 592 – R298 614 per annum (within the OSD Framework)
CENTRE : Ekurhuleni Region Ref No: SD/2019/08/08 (X19 Posts)
Johannesburg Metro Region Ref No: SD/2019/08/09 (X1 Post)
Sedibeng Region Ref No: SD/2019/08/10 (X1 Post)
JW Luckhoff CYCC Ref No: SD/2019/08/11 (X1 Post)
REQUIREMENTS : Degree in Social Work. Current registration with SACSSP and the registration certificate. Knowledge and understating of legislation, policy, procedures and processes related to social work. Knowledge and understanding of Departmental Social Work Strategy, procedures and policies. A valid driver's license. Knowledge and skills: To challenge structural sources of poverty, inequality, oppression, discrimination, exclusion and to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities.
DUTIES : Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically. Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions. Study professional journals and publications in order to ensure that recognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job.
ENQUIRIES : Ekurhuleni Region: Ms N Pete Tel No: (011) 820 0332
Johannesburg Metro Region: Ms C Dukwana Tel No: (011) 355 9502
Sedibeng Region: Ms Lorna Harmse Tel No: (016) 930 2055
JW Luckhoff Child and Youth Care Centre: Ms J Fouche Tel No: (010) 344 1280
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Ekurhuleni Region 40 Catlin Street, Germiston,1400 or posted to -Private Bag x1008, Germiston, 1400 for Attention Ms N Pete
Johannesburg Metro Region: 91 Commissioner Street, Private Bag x1
Johannesburg, 2000 for Attention Ms C Dukwana, Sedibeng Region 3 Moshoeshoe Street or posted to Private bag x029, Vanderbijlpark, 1900
JW Luckhoff Child and Youth Care Centre: Vaal dam road, Heidelberg for Attention Ms J Fouche
NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
CLOSING DATE : 06 September 2019