ANNEXURE R

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 34/98 : DCST OBSTETRICIAN AND GYNAECOLOGIST (X1 POST)
Directorate: Family Medicine Department

SALARY : R1 728 807 per annum (All-inclusive package)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : The candidate should have Grade 12. An appropriate specialist qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Obstetrician and Gynecologist. At least 5 years clinical experience post qualification. Sound knowledge of the following: Obstetrics and gynecology, Medical ethics, implementation and evaluation, Information management programmes, Epidemiology and statistics, Quality assurance and improvement programmes. Human resources and financial management, Health and Public Services legislation regulations and policies Demonstrate skills in the following areas: Leadership, Communication, Teaching and training, Problem solving, functioning in a multi-disciplinary team and Computer literacy. A driver’s license is essential.

DUTIES : Working across healthcare facilities in the district and reporting to the District manager Personally, provide evidence-based obstetrics and gynecological services in hospitals and primary care (PHC) facilities with special focus on high-risk pregnancies. Provide clinical leadership in obstetric and gynecological services, including coordinating clinical services and mentoring junior clinicians at the clinical coal-face. Conduct clinical audits to monitor the clinical performance, identify gaps in maternal care services and respond to audit findings by developing and implementing appropriate interventions. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Conduct scheduled and in-service training including ESMOE, ESMOE(Drills), Sexual health, Family planning, CME, etc. Participate and support the district management during M&M, MMR, referral, perinatal, critical incidents review, cluster and data quality meetings at district hospitals and PHC facilities. Identify and respond to clinical risks and threats to qualify maternal care and patient’s safety across facilities. Work with the district management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of obstetrics and gynecological services. Initiate, support or participate in relevant research, especially implementation studies to assess the feasibility and effectiveness of interventions. Write and present reports on work activities and outputs for feedback and performance appraisal. Sign performance contract on annual basis.

ENQUIRIES : Prof OB Omole Tel No: (016) 950 6192
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 : 04 October 2019

POST 34/99 : HEAD CLINICAL UNIT REFS/HOU/26/19 (X2 POSTS)

Directorate: Paediatrics
Re-advertisement candidates who applied previously are encouraged to re-apply)

SALARY : R1 728 807 per annum (plus benefits)

CENTRE : Dr. George Mukhari Academic Hospital

REQUIREMENTS : Appropriate qualification that allows for the required registration with HPCSA as Medical Specialist in a normal specialty or a recognized Sub-Specialty and proof of current registration Experience in Paediatric Cardiology a minimum of 3years appropriate experience as Medical Specialist after registration with HPCSA as Medical Specialist in a normal specialty or a recognized Sub-Specialty.

DUTIES : Overall supervision, management and training of fellows who are Sub-specializing in Clinical Unit Management of both in-patients (including intensive care and high care) and out-patients ensuring that there are protocols for the management of common medical conditions and that there is compliance to protocols and guidelines Promote and participate in outreach programs in the community and the feeder institutions Clinical governance- ensure quality assurance programs with respect to improving clinical outcomes and managing risks that are in place.

ENQUIRIES : Prof. Mawela Tel No: (012) 521 4444/4445

APPLICATIONS : All applications should be hand delivered or posted to Dr. George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.

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 are 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.

CLOSING DATE : 04 October 2019

POST 34/100 : MEDICAL SPECIALIST: CLINICAL PHARMACIOLOGY REF NO: MSCP/HR2/09/19

Directorate: Clinical Service

SALARY : R1 106 040 - R1 173 900 per annum (Plus benefits)

CENTRE : Dr. George Mukhari Academic Hospital

REQUIREMENTS : MBChB degree or equivalent Registration as a specialist in Clinical Pharmacology with the Health Professions Council of South Africa (HPCSA) Current registration with the HPCSA as a specialist Any additional specialist qualification, post graduate diploma, other post graduate qualification Teaching and Research will be an added advantage Publication or research papers, review articles and other scholarly papers will be a distinct advantage.

DUTIES : To render clinical pharmacology services to the hospital where relevant, advise on management of patients and assist in prescribing in special groups (paediatrics, pregnancy, elderly, genetically predisposed, critically ill) Advise on drug policy and critically evaluate new drugs, render therapeutic service in assisting in the providing of a therapeutic drug monitoring service (TDM, by interpreting clinical significance of drug levels reported, monitor adverse drug effects (including toxicology and poisoning ), monitor drug interaction, assist with clinical matters in Pharmacy, assist and take part in departmental clinical discussions, monitor antibiotic use and be part of antiticrobial stewardship program and attend Pharmacy and Therapeutic Committee, and Ethics Committee The incumbent will be involved in training the registrar who specialise in Clinical Pharmacology and teaching basic and clinical pharmacology program for both under-and postgraduate students and will take part in research programmes of the department Other relevant duties may be allocated by the Head of department. The Head of Department may allocate other relevant duties if necessary.

ENQUIRIES : Prof E Osuch Tel No: (012) 521 4145
APPLICATIONS: All applications should be hand delivered or posted to Dr George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setiogelo Drive, Pretoria, 0001.

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 are 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.

CLOSING DATE: 04 October 2019

POST 34/101: MEDICAL SPECIALIST SURGERY – GRADE 1 REF NO: MRH 19/08/19
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 as Specialist in General Surgery which allows registration with the Health Professions Council of South Africa (HPCSA). Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must adaptable, disciplined, self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours, and work with diverse team. 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: Direct clinical service provision within clinical department (unit). Provide direct clinical leader to the department. Formulate treatment guidelines and protocols for the department to oversee training and supervision of junior doctors. Organize department meetings with the doctors, nurses other category of clinical staff within the unit. Attend meetings for heads of clinical unit and make meaningful contribution in these meetings. Manage any medical adverse events within the unit and report them to the clinical manager. Oversee and manage administrative duties of the unit. Give support to the clinical manager. Commuted overtime is compulsory.

ENQUIRIES: Dr M Thoabala 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: 04 October 2019

POST 34/102: MEDICAL OFFICER GRADE 3 (OBSTETRICS AND GYNAECOLOGY) REF NO: 3/3/1/11 (X1 POST)
Sub directorate Medical

SALARY: R1 089 693 – R1 362 366 per annum

CENTRE: Dr Yusuf Dadoo Hospital

REQUIREMENTS: Appropriate qualification that allows registration with HPCSA as Medical Practitioner. A minimum of 10 years appropriate experience as Medical Officer. Preferably Obstetrics and gynaecology and casualty after registration HPCSA as a Medical Officer. A diploma in obstetrics/ Gynaecology will be added advantage. Be prepared to work under pressure and stressful situations must have proof of current registration with HPCSA.

DUTIES: Head discipline obstetrics and Gynaecology. Conduct clinical services. Train, supervise, monitor and evaluate junior staff’s performance on daily basis. Give clinical guidance and ensure good clinical governance and practice as well as the implementation of the millennium Development Goals (MDG’s) and ensure proper utilisation of health technology. Work closely with the District Clinical
Specialist Team (DCST) and Family Physicians as well as outreach teams from our referrals hospital Attend relevant forum meeting.

**ENQUIRIES**
Dr OP Ugobor Tel No: (011) 951 6181

**APPLICATIONS**
Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.

**NOTE**
Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application Failure to do so will lead in to disqualification of your application

**CLOSING DATE**
04 October 2019

**POST 34/103**
REGISTRAR (DENTAL) PROSTHODONTICS, REGISTRAR ORAL PATHOLOGY

**SALARY**
R821 205 – R858 711 per annum (inclusive package), exc. commuted overtime

**CENTRE**
Wits Oral Health Centre:
Directorate: Prosthodontics (X1 post)
Oral Pathology (X1 post)

**REQUIREMENTS**
Registration with HPCSAs as Dentist in category Independent Practice Two years’ experience as a Dentist excluding Community Service Working in public service in the rural areas is a strong recommendation Applicant must show specific interest in Prosthodontics/Oral Pathology.

**DUTIES**
Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in Prosthodontics/Oral Pathology This requires treatment of variety of patients in oral and craniofacial rehabilitation, carry out and present a research report, assist with training of undergraduate students and involvement in the administrative duties of the department.

**ENQUIRIES**
Prosthodontics - Prof JL Shackleton Tel No: (011) 488 4925/4883 Oral Pathology - Dr SP Ngwenya Tel No: (011) 717 2139/2197

**APPLICATIONS**
Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown No faxed /E-mailed applications will be accepted.

**FOR ATTENTION**
Mr P.F Monama Tel No: (011) 481- 2099 Pulankana.Monama@gauteng.gov.za

**NOTE**
Applicants to attach certified copies (date of certification not older than three (3) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA Applications without proof of the necessary documents will be disqualified.

**CLOSING DATE**
04 October 2019

**POST 34/104**
MEDICAL OFFICER GRADE 1 REF NO: 3/3/1/5 (X2 POSTS)

Sub directorate: Medical

**SALARY**
R821 502 - R884 670 per annum

**CENTRE**
Dr Yusuf Dadoo

**REQUIREMENTS**
Appropriate qualification that allows registration with HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner and proof of current registration No experience after registration with HPCSA as a Medical Practitioner.

**DUTIES**
Co-ordinate and manage clinical care and treatment Be rotated through different units of the hospital according to the needs of the hospital Manage and handle all patients depending on the unit which the doctor is allocated Manage other patients in other units to which the doctor may be delegated on temporary basis at the discretion of the Clinical Manager Supervision and training of interns and medical students.

**ENQUIRIES**
Dr P Ugobor Tel No: (011) 951 6181

**APPLICATIONS**
Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.
NOTE: Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application. Failure to do so will lead to disqualification of your application.

CLOSING DATE: 04 October 2019

POST 34/105: REGISTRAR REF NO: LCOEC/ADMIN/04/2019

SALARY: R733,257 per annum (plus benefits)
CENTRE: Lebone College of Emergency Care


DUTIES: Provide operational and Strategic Leadership in the areas of Human Resources, Facilities Management, Information Technology, Procurement, Finance, Records Management, Fleet Management, and Employee wellness and student affairs. Also be responsible and accountable for the effective delivery of Quality Assurance of services in each of these areas. Ensure that the College Administration is managed in line with HPCSA Regulations. Ensure that all satellite training sites administration is completed in line with the main campus administration policies and SOPS. Provide Administration support to the Principal and all other relevant stakeholders (SMU, EMS, HPCSA, QPC central office and NDoH: EMS). Coordinates and drives the preparation for the quarterly/annual reviews and audits of the College's operational and Strategic Plan. Encourages and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance and Quality Assurance. Oversees the proper and effective management of the College's assets and facilities. Ensure the provision of appropriate and cost effective services. Participation in College tender processes and service level agreement in relation to contract management and student affairs. Responsible for Information Technology and information management solutions to meet the specific needs of the College. Responsible for communication and marketing for the College. Attend internal and external meetings as delegated by the college and EMS management.

ENQUIRIES: Ms SV Galeboe Tel No: (012) 356 8000
APPLICATIONS: Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road, Belvedere Street Road, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.

CLOSING DATE: 07 October 2019

POST 34/106: ASSISTANT MANAGER (PNA 7) REF NO: WRD004
Directorate: Nursing

SALARY: R562,800 per annum General (plus benefit)
R614,991 per annum Specialty (plus benefit)
Salary will be determined in line with OSD Resolution

Центры

**CENTRE**
West Rand Health District (Mogale Sub district)

**REQUIREMENTS**
Basic R425 qualifications (Diploma/Degree in Nursing) Registration with SANC and a minimum of 8 years’ experience as a Professional Nurse, at least 3 years’ experience in management level. A minimum of 10 years’ experience as a Professional Nurse, at least 6 years’ experience in specialty & 3 years’ in management level Knowledge of District Health Services, National Health Act, National Development Plan, Financial Management Report Writing, Presentation, Computer Literacy and a valid Driver’s license.

**DUTIES**
Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered 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 the legislative framework governing the public service.

**APPLICATIONS**
must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.

**NOTE**
Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. People with disability are encouraged to apply. NB: The incumbent will be subject to a pre-screening process.

**CLOSING DATE**
04 October 2019 (12H00)

**POST 34/107**
CHIEF MEDICAL TECHNOLOGIST REF NO: CNT/HR1/09/19 (X1 POST)

**SALARY**
R466 119 - R517 326 per annum (Plus benefits)

**CENTRE**
Dr. George Mukhari Academic Hospital

**REQUIREMENTS**
National Diploma and/or BTech Degree. Any additional qualification, post-graduate diploma or other post-graduate qualification as well as teaching and research experience will be an added advantage. Registered with the Health Professions Council of South Africa. At least 3 year’s appropriate experience in the relevant profession after registration with HPCSA. Managerial and teaching experience in the accredited routine service laboratory will be an added advantage (public or private nationwide). Computer literacy: Microsoft Office and valid driver’s licence.

**DUTIES**
To supervise, manage and perform therapeutic drug monitoring service (TDM) laboratory procedures and sample analysis, to maintain analytical instruments in operational condition, to provide laboratory administration, data management, maintain quality control, set and maintain accreditation of the laboratory, to maintain stock ordering and control, budget and equipment control, prepare monthly timetable and statistics, administration of patients data to ensure results to be delivered on time, keep and maintain electronic form and hard copies of patient laboratory test results, training of laboratory staff and undergraduate and postgraduate medical students. The Head of Department may allocate other relevant duties if necessary.

**ENQUIRIES**
Prof E Osuch Tel No: (012) 521 4145

**APPLICATIONS**
All applications should be hand delivered or posted to Dr George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.

**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 are 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.

**CLOSING DATE**
04 October 2019
<table>
<thead>
<tr>
<th>POST 34/108</th>
<th>EMS LECTURER PARAMEDIC REF NO: LCOEC/ACADEMIC/02/2019</th>
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<tbody>
<tr>
<td>SALARY      : Grade 3-4: R392 151 - R461 940 per annum (plus benefits)</td>
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<td>CENTRE      : Lebone College of Emergency Care</td>
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<tr>
<td>REQUIREMENTS: B-Tech-degree with 10 years after registration with the HPCSA as ECP. Current registration with the Health Professions Council of South Africa (HPCSA). Training experience is recommended. Excellent communication and interpersonal skills (verbal/written communication skills in English, Computer literacy in MS Word, Excel and Power Point is essential. A valid code C1 driver's license with PDP.</td>
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<tr>
<td>DUTIES      : Involvement in all aspects of Education, Training and Development on the courses at the College including but not limited to facilitation, assessment, moderation and mentorship. Participation in the shift work during practical phases of the course and EMS operational requests. Ensure that all aspects of the course are aligned to the relevant Legislation, Regulations and Policies Participation in the formative and summative assessments processes. Compile written reports and presentations as requested by College Management.</td>
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<tr>
<td>ENQUIRIES   : Mr NM Ravhandalala Tel No: (012) 356 8000</td>
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<tr>
<th>POST 34/109</th>
<th>PROFESSIONAL NURSE SPECIALTY: ADVANCE MIDWIFERY REF NO: 3/3/1/3 (X1 POST)</th>
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<tbody>
<tr>
<td>SALARY      : R383 226 – R444 276 per annum</td>
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<td>CENTRE      : Dr Yusuf Dadoo Hospital</td>
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<td>REQUIREMENTS: Basic R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing. Relevant post-basic qualification with a duration of at least one (1) year accredited with the SANC in terms of Government Notice No R212 Registration with South African Nursing Council as a Professional Nurse and Specialist. Competencies: Leadership, management, planning, organising, co-ordination and communication skills including report writing. Ability to take change and make appropriate independent decisions. Display concern for patients, promoting advocacy and facilitating proper treatment and care including awareness and willingness to respond to patient need, requirements and expectations (Batho Pele). Knowledge of nursing and related legal and ethical practices.</td>
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<td>DUTIES      : Provision of optimal, holistic specialized nursing care within set standards and Professional/legal framework in area of specialty. Implement standard, criteria and indicators for quality nursing practice. Promote and perform nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Work as part of multidisciplinary team to ensure good nursing care. Utilize human material and physical resources efficiently and effectively. Lead shifts and transfer skills through in-service including ESMOE training and basic neonatal resuscitation. Maintain professional growth/ethical standards and self-development. Participate in training and research. Contribute positively towards compliance to Ideal Hospital Realization and maintenance Framework and maintain an environment that promotes Patients’ Rights and positive practice environment. Implement and promote Quality Assurance, Infection Prevention Control and Health and Safety Principle.</td>
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<tr>
<td>ENQUIRIES   : Ms D Ngwenya Tel No: (011) 951 6045</td>
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CLOSING DATE : 04 October 2019

POST 34/110 : PROFESSIONAL NURSE GRADE 3 (GENERAL NURSING) REF NO: 3/3/1/15(1XPOST)
Sub directorate: Nursing Unit

SALARY : R383 226 – R485 475 per annum
CENTRE : Dr Yusuf Dadoo Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Degree/ Diploma) in Nursing or equivalent qualifications that allows registration with the SANC as a Professional Nurse. Proof of current registration. A minimum of 20 years appropriate experience in nursing after registration as a professional nurse with the South African Nursing Council in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care. By holding the Batho Pele principles, patient’s rights and the value of nursing including the 6 priorities. To ensure efficient and effective utilization of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of (PMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms D Ngwenya Tel No: (011) 951 6045
APPLICATIONS : Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.

NOTE : Please attach to your application the following: Z83, CV. Certified copies of ID and qualification to your application. Failure to do so will lead to disqualification of your application.

CLOSING DATE : 04 October 2019

POST 34/111 : EMS COURSE CO-ORDINATOR REF NO: LCOEC/Academic/01/2019 (X4 POSTS)

SALARY : Grade 1 - Grade 4; R318 042 – R505 113 per annum (plus benefits)
CENTRE : Lebone College of Emergency Care
REQUIREMENTS : B-Tech degree with 3 years after registration with the HPSCA as Emergency Care Practitioner (ECP). Current registration with the Health Professions Council of South Africa (HPSCA). Experience in EMS Education and Training Qualification as an assessor, facilitator, moderator, Management qualification/ experience and formal education qualifications will be advantageous. Excellent communication and interpersonal skills as well as writing and verbal communication skills in English. Computer literacy in MS Word, Excel and Power Point is mandatory. Valid code C1 driver’s license with PDP. Knowledge and ability to apply Legislation and Policy Framework governing EMS Candidate must be familiar with Legislation and Regulations governing Human Resources, Public Finance and Procurement Management in the Public Sector.

DUTIES : Work within the EMS Education, Training and Development in South Africa. Apply legislation Act, Regulations and Policy framework governing EMS Education and Training e.g. SAQA Act, Skills Development Act, Employment Equity Act. Further Education and Training Act and other key legislation. Ensure that all aspects of the course are aligned with the HPSCA Regulations. Coordination of all theoretical and practical components of the course. Management of the quality assurance of all aspects of the course. Liaison and Communication with various stakeholders of the College including HPSCA and Local Government. Must be willing to work with learners during experiential learning as per College Policies. On road shifts and inspect/oversee learners on hospital and road practical phase. Be able to manage formative and summative assessments of learners efficiently and effectively.
all equipment and learning aids are aligned with HPCSA Regulations and sound Education practices. Provide reports to the Principal when required. Must be willing and able to participate in research at the College. Submission of annual reports to the Principal is required. Must be willing and able to participate in research at the College. Submission of annual reports to the Principal is required.

ENQUIRIES: Mr NM Ravhandalala Tel No: (012) 356 8000
APPLICATIONS: Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road, Belvedere Street Road, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.

CLOSING DATE: 07 October 2019

POST 34/112: OCCUPATIONAL THERAPY GRADE 1 – GRADE 3 (X1 POST)
Directorate: Rehabilitation Department

SALARY:
Grade 1: R317 976 - R361 872 per annum (Plus benefits)
Grade 2: R372 810 - R426 291 per annum (Plus benefits)
Grade 3: R439 164 - R532 959 per annum (Plus benefits)

CENTRE:
Sedibeng District Health Services

REQUIREMENTS:
The candidate should have Grade 12, bachelor’s degree or appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as an Occupational Therapist. A driver’s license is essential. Grade 1: No experience required after registration with the HPCSA as an Occupational Therapist. A minimum of 10 years’ relevant experience after registration with the HPCSA as an Occupational Therapist. Grade 2: A minimum of 20 years’ relevant experience after registration with the HPCSA as an Occupational Therapist.

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

ENQUIRIES: Ms E.M Ngale Tel No: (016) 950 6174
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: 04 October 2019
POST 34/113 : DIAGNOSTIC RADIOGRAPIHER GRADE 1 REF NO: 3/3/1/7(X1 POST)
Sub directorate: Radiography

SALARY : R317 976 – R361 872 per annum
CENTRE : Dr Yusuf Dadoo Hospital
REQUIREMENTS : B-degree or three years National Diploma in Radiography that allows registration with HPCSA in the profession.
DUTIES : To undertake radiographic procedures efficiently, produce diagnostic radiographs and render excellent service delivery in accordance with prescribed competencies whilst adhering to ALARA principles, radiation control measures and medico legal requirements. Provide high standard of patient care, safety and radiation protection measures. Ability to learn the latest technical innovations and health legislation. Advice on bookings and procedures and provide hygienic environment for patients. Report faults in terms of radiology equipment. Participate in continuous personnel development programmes.
ENQUIRIES : Mr. JK Mahlangu Tel No: (011) 951 6068/69
APPLICATIONS : Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.
NOTE : Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application. Failure to do so will lead to disqualification of your application.
CLOSING DATE : 04 October 2019

POST 34/114 : SPEECH THERAPIST AND AUDIOLOGIST REF NO: STA/01/CMJAH/2019
Directorate: Speech Therapy and Audiology Department

SALARY : Grade 1 R317 976 per annum (plus benefits)
Grade 2 R372 810 per annum (plus benefits)
Grade 3 R439 164 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 1: Appropriate qualification that allows for the required registration with the HPCSA as a Speech Therapist or Audiologist. No experience needed after registration with the HPCSA as a Speech Therapist or Audiologist in respect of employees who performed Community Service. Grade 2: Appropriate qualification that allows for the required registration with the HPCSA as a Speech Therapist or Audiologist Registration with the HPCSA in the Speech Therapy or Audiology. Minimum of 10 years relevant experience after registration with the HPCSA in the Speech Therapy or Audiology Grade 3: Appropriate qualification that allows for the required registration with the HPCSA as a Speech Therapist or Audiologist. Registration with the HPCSA in the Speech Therapy or Audiology. Minimum of 20 years relevant experience after registration with the HPCSA in the Speech Therapy or Audiology.
ENQUIRIES : Ms. T Jogianna Tel No: (011) 488 3108
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 (for a smart card please make copies for both sides), 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 : 04 October 2019

POST 34/115 : PROFESSIONAL NURSE GRADE 2 (GENERAL NURSING) REF NO: 3/3/1/14 (X2 POSTS)
Sub directorate: Nursing Unit

SALARY : R315 963 – R362 865 per annum
CENTRE : Dr Yusuf Dadoo Hospital
REQUIREMENTS : Basic R425 qualification (i.e Degree/ Diploma) in Nursing or equivalent qualifications that allows registration with the SANC as a Professional Nurse Proof of current registration A minimum of 10 years appropriate experience Nursing Council in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation Provide safe therapeutic environment Monitor patient activities Perform standard procedures in terms of policies and procedures Adopt multidisciplinary approach to promote holistic patient/client care Maintain clinical competence by ensuring that scientific principles of nursing care are implemented Maintain accurate and complete patient records Maintain client satisfaction through quality service innovation and professional nursing care by holding the Batho Pele principles, patient's rights and the value of nursing including the 6 priorities to ensure efficient and effective utilization of resources Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager Evaluate staff performance adhering to the set standards of (PMDS) Motivate, coach and mentor staff Management and control of scheduled drugs Required to work day and night duty Any other duties as required by the supervisor.

ENQUIRIES : Ms D Ngwenya Tel No: (011) 951 6045
APPLICATIONS : Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.

NOTE : Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application Failure to do so will lead in to disqualification of your application.

CLOSING DATE : 04 October 2019

POST 34/116 : ENGINEERING TECHNICIAN REF NO: NGTECH/001/CMJAH/2019
Directorate: Medical Workshop

SALARY : R311 859 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : National Diploma in Engineering or relevant qualification with between 3 years' post qualification technical experience (Engineering) in Health Technology Compulsory registration with ECSA as a Professional Engineering Technician Valid driver's license Problem solving and analysis, decision making, team work, creativity, customer focus and responsiveness, communication, people management, planning and organising and change management Computer skills.

DUTIES : Manage and maintain all medical equipment as per manufacturer specification and health technology. Manage and maintain the medical equipment installed base, including demo and loan unit plan Execute timely equipment services to comply with the manufactures specifications Ensure the correct services intervals are adhere to, to create and maintain a services history database of all services. Oversee biomedical technicians and other maintenance staff. Ensure that medical equipment works effectively and safely. Perform in-house preventive maintenance, repairs and installation on all medical equipment where you have received factory training Use test equipment to perform inspection and diagnose equipment failure and be able to differentiate to ensure that equipment returned from service providers has indeed been serviced or repaired, complete with accessories, functioning and ready to use Management of staff development and overall supervision.

ENQUIRIES : Mr. L. van Rensburg Tel No: (011) 488 3531
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 ECSA, 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: 04 October 2019

POST 34/117: CANDIDATE ENGINEERING TECHNICIAN REF NO: CAN/ENGTECH/002/CMJAH/2019
Directorate: Medical Workshop

SALARY: R268 713 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: National Diploma in Engineering or relevant qualification Compulsory registration with ECSA as a Candidate Engineering Technician is compulsory upon appointment Valid driver’s license. Problem solving and analysis, decision making, team work, creativity, self-management, customer focus and responsiveness, communication, people management, planning and organising and change management Computer skills.

DUTIES: Manage and maintain all medical equipment as per manufacturer specification and health technology Manage and maintain the medical equipment installed base, including demo and loan unit plan Execute timely equipment services to comply with the manufactures specifications Ensure the correct services intervals are adhere to, to create and maintain a services history database of all services Oversee biomedical technicians and other maintenance staff Ensure that medical equipment works effectively and safely perform in-house preventive maintenance, repairs and installation on all medical equipment where you have received factory training. Use test equipment to perform inspection and diagnose equipment failure and be able to differentiate to ensure that equipment returned from service providers has indeed been serviced or repaired, complete with accessories, functioning and ready to use Management of staff development and overall supervision.

ENQUIRIES: Mr L. van Rensburg Tel No: (011) 488 3531
APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, 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: 04 October 2019

POST 34/118: ADMINISTRATION OFFICER (FMU) REF NO: LCOEC/ADM/03/2019

SALARY: R257 508 per annum (Level 07) (plus benefits)
CENTRE: Lebone College of Emergency Care
REQUIREMENTS: Grade 12 with 10 years’ experience in Facility Management Unit or tertiary qualification with a minimum of 2-3 years of experience Computer literacy (Ms Word, Ms Excel and Power Point).Ability to work under pressure and good communication skills (written and verbal) Good administrative skills Understanding of GPG E- Maintenance system Sound knowledge of Public Service Act, PFMA Public Service Regulations, Occupational Health and Safety Act and other relevant prescripts A valid driver’s license.
DUTIES: Monitor the implementation of maintenance and infrastructure projects in the institution, monitoring contractors from appointment date to completion date, plan and execute inspection on contractors’ projects (building, electrical and mechanical), implement facilities condition assessment, prepare and be able to analyze specifications, facilitate and resolve problems and be able to attend to facilities management emergencies. Maintenance repairs or renovations of the main building and residence. Ensure maintenance/service of Generator, Fire Extinguishers and water tank Reservoir. Ensure that air conditioners are in good working condition and serviced as per the SLA with DID. Log calls on the E-Maintenance and make follow up on a regular basis. Communicate with DID on identified defects and attend to emergencies with DID. Ensure that pest control and fumigation is done according to Service Level Agreement. Draft reports, memos, do presentation, and attend meetings internally and externally. Monitoring of key register for the main building and residence. Supervision of staff.

ENQUIRIES: Ms SV Galeboe Tel No: (012) 356 8000

APPLICATIONS: Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road, Belvedere Street Road, Arcardia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.

CLOSING DATE: 07 October 2019

POST 34/119: LOGISTICAL SUPPORT OFFICER REF NO: LCOEC/SCM/01

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

CENTRE: Lebone College of Emergency Care

REQUIREMENTS: Grade 12 with a minimum of 10 years’ experience in Supply Chain Management/Degree/Diploma in Supply Chain Management or equivalent tertiary qualification with a minimum of 2-3 years relevant experience or Sound knowledge of SAP/SRM system (SAP/SRM Certificate) Knowledge of PFMA Treasury regulations, SCM, stores and other related policies. Problem solving and interpersonal skills. Computer literacy. Ability to work under pressure. Good communication skills and a valid E/EB driver’s license.

DUTIES: Overall supervision of stores. Ensure safe keeping of all stock records and reliable filling system. Monitoring of transactions for goods and services delivered on SAP. Monitoring of GRV’s captured on SAP/SRM and the web cycle as required. Ensure that invoices are cleared on for payments on BAS. Monitoring transactions on control card VA11. Ensure adherence to stock level. Ensure that outstanding deliveries and verification of transaction are done. Ensure that condemning is done in accordance with disposal procedure. Manage and plan stock taking. Compiling monthly reports. Attending and responding to queries from clients and Auditor General and all related procurement functions.

ENQUIRIES: Ms SV Galeboe Tel No: (012) 356 8000

APPLICATIONS: Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road, Belvedere Street Road, Arcardia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.

CLOSING DATE: 07 October 2019

POST 34/120: ADMINISTRATION OFFICER REF NO: LCOEC/ADM/02/2019

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

CENTRE: Lebone College of Emergency Care

REQUIREMENTS: Grade 12 with 5 -10 years relevant experience/tertiary qualification in Administration with 3 - 5 years relevant experience and must be computer literate (Word, Excel, outlook etc.) Good presentation and communication skills (written and verbal) Knowledge of Public Service Act, transport circular, PFMA, Treasury Instructions, Archives Act Knowledge of HPCSA Regulations, student affairs, and understanding of library procedures. Ensure compliance with Procurement, HR and Finance Administration. Good planning, Project Management, coordinating and analytical report writing skills. Must be able to work under pressure and independently. Valid driver’s license.

DUTIES: Ensure that College Administration is in line with HPCSA Regulations and SOP; serve as a Quality Controller and Internal Auditor of the College Administration. tasks related to all programs and Response to auditing for internal compliance.
providing support to HR, Finance, Procurement and students affairs related to internal Administration Implement and control proper management of documents i.e. certificates locked in the safe and allowing only authorized personnel access to archives, registry and the safe and that this is well monitored Ensure that the submission of HPCSA forms is in line with requirements and procedures as stipulated by the College Management and HPCSA Requirements Assist with Intake and registration of students, ensure proper management of fleet, proper and control over utilization of vehicles Monitoring of inspection conducted on GG vehicles, capturing of fuel claims, ensure compliance with submissions of all reports pertaining to fleet and administration Attend meetings (internally and externally) and provide advice to management and staff related to Transport and Administration Supervision of staff dealing with transport and administration matters Able to liaise with external and internal stakeholders Assist in all related Fleet, Administration and Quality control matters assigned by the College Management Conduct committee/ section meetings and keep record and minutes for these meetings including those assigned by College Management.

ENQUIRIES : Ms SV Galeboe Tel No: (012) 356 8000
APPLICATIONS : Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road, Belvedere Street Road, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.
CLOSING DATE : 07 October 2019
POST 34/121 : COMPUTER OPERATOR REF NO: COM-OP/01/CMJAH/2019
Directorate: Information communications & technology

SALARY : R257 508 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 10/Grade 12 or equivalent with more than 10 years’ experience relevant tertiary qualification with 0 to 2 years’ experience 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 Post matric ITC qualification and 2 to 3 years’ experience in VOIP telephony, advanced switchboard ICT technical experience will serve as added advantage Client focus and sound interpersonal skills including conflict management Experience in networking and switching Sound telephone etiquette and superior listening with clients as all levels knowledge of Batho Pele principles Time management skills Ability to handle stressful situations and dealing with difficult clients/users Due to nature of the work incumbents will be working 24/7 day & night shift (07h00=19h00) and/or 19h00-07h00) including public holidays as per the duty roster and work overtime whenever required.

DUTIES : Provide effective installation, maintenance and support for the hospital telephone system and IP network equipment Communicate with management and other departments to handle any escalating issues in a timely manner Communicate and maintain up to date, accurate documentation including equipment, wiring and network topology Compile timely, comprehensive, and accurate reports for management decision making. Provide a switchboard service to all internal and external clients Answer, transfer and direct incoming calls in a timely manner using an updated telephone list Attend to emergency/high priority calls and forward calls to relevant business units or send the message through email/sms system Provide highest level of prompt and friendly response related to switchboard queries. Update maintain accurate contacts and information lists of service, departments, staff members, and application requirements Assist with any telephone related duties required by management.

ENQUIRIES : Mr T Twala Tel No: (011) 488 4664
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 card please make copies of both sides), 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: 04 October 2019

POST 34/122: FOOD SERVICE MANAGER REF NO: 3/3/1/4 (X1 POST)
Sub Directorate: Admin

SALARY: R257 508 – R303 339 per annum
CENTER: Dr Yusuf Dadoo Hospital
REQUIREMENTS: 3 years qualification (National Diploma or Degree) in Food Service Management Computer literacy Ms word, PowerPoint and excel Supervisory skills, interpersonal relation and Communication Skills (verbal and written).
DUTIES: Direct, Control and supervise food service department and food production staff
The planning of menus for all diets Ordering of supplies and control of the storage and issuing there of The planning of the food budget and control of food expenditure by means of cost effective measures and the implementation of prescribed procedures In service training of food service staff as well as performance management of staff members Implementation knowledge of Act and regulation legislative framework in relation to food services Stock Control Monitoring and managing food service activities Liase with the hospital dietician Provide leadership to supervisors Ensure cleanliness in the food area Ensure effective security measures are implemented.

ENQUIRIES: GS Mazibuko Tel No: (011) 951 6036
APPLICATIONS: Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.
NOTE: Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application Failure to do so will lead in to disqualification of your application.

CLOSING DATE: 04 October 2019

POST 34/123: PROFESSIONAL NURSE GRADE 1 REF NO: 3/3/1/9 (X4 POSTS)
Sub directorate: Nursing

SALARY: R256 905 – R297 825 per annum
CENTRE: Dr Yusuf Dadoo Hospital
REQUIREMENTS: Basic R425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse Registration with the SANC as Professional Nurse and proof of current registration.
DUTIES: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice Perform a clinical nursing practice in accordance with the scope of practice and nursing standard as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing Work as part of the multidisciplinary team to ensure good nursing care Work effectively, cooperatively amicably with persons of diverse intellectual, cultural, racial to plan or religious differences Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele) Nursing values and 6 priority areas. Willing to work shifts including night duty in different departments.

ENQUIRIES: Ms D Ngwenya Tel No: (011) 951 6045
APPLICATIONS: Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.
NOTE: Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application Failure to do so will lead in to disqualification of your application.

CLOSING DATE: 04 October 2019
<table>
<thead>
<tr>
<th>POST 34/124</th>
<th>EMS LECTURER PARAMEDIC REF NO: LCOEC/ACADEMIC/01/2019</th>
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</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>Grade 1 - 2: R254 382 – R318 042 per annum (Plus benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Lebone College of Emergency Care</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>B-Tech Degree (ECP) or equivalent qualification in Emergency Medical Care that allows registration with the HPCSA as an Emergency Care Practitioner, with at least two (2) years post-graduation experience. Current HPCSA registration Code C1 drivers license with valid PrDP Qualification Certificate, Grade 12, facilitator, assessor and moderator qualifications are beneficial. Training experience is recommended. Excellent communication and interpersonal skills. Verbal/ written communication skills in English Computer literacy in MS Word, Excel and Power Point is essential. A valid code C1 driver’s license with PDP.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Involvement in all aspects of Education, Training and Development on the courses at the College including but not limited to facilitation, assessment, moderation and mentorship Participation in the shift work during practical phases of the course and EMS operational requests. Ensure that all aspects of the course are aligned to the relevant Legislation, Regulations and Policies. Participation in the formative and summative assessments processes. Compile written reports and presentations as requested as requested by College Management.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr NM Ravhandalala Tel No: (012) 356 8000</td>
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<tr>
<th>POST 34/125</th>
<th>ADMINISTRATION CLERK REF NO: LCOEC/ADM/01/2019</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R173 703 per annum (Level 05) (plus benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Lebone College of Emergency Care</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 with 2-5 years relevant experience. Computer Literacy (Word, Excel, MS Outlook etc.). Good communication skills (written and verbal). Good customer service must be able to work under pressure and with minimal supervision. Valid E/EB Driver’s License.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Ensure compliance with Procurement, Finance, HR and Administration (transport &amp; library). Prescripts and Procedures General Office Administration that includes: opening of files, filing, typing and drafting of letters and submissions. Must be able to multitask, assist with general office administration in Transport, Library and with intake and registration of new students. Able to liaise with internal and external stakeholders, compiling monthly statistics. Relieving at reception, Principal Office and perform any other duty determined by the College Management.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms R Letageng Tel No: (012) 356 8000</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road, Belvedere Street Road, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.</td>
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<tr>
<td>CLOSING DATE</td>
<td>07 October 2019</td>
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<thead>
<tr>
<th>POST 34/126</th>
<th>MATERIAL RECORDING CLERK REF NO: LCOEC/SCM/01/2019</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R173 703 per annum (Level 05) (plus benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Lebone College of Emergency Care</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 certificate or equivalent qualification in Supply Chain Management, relevant experience of 1-2 years Knowledge of Policies and Procedures in Asset Management, good communication skill (verbal and written), computer literate and have knowledge of SAP system and a valid driver’s license.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>To perform provisioning tasks in accordance with the regulatory framework and guidelines relating to asset functions i.e bar cording of new acquisition and replacement barcodes, conduct asset verification/stock take. Monitor and identify assets that are due for disposal, do follow ups on outstanding orders and repairs. Assist in the drafting of specifications and obtaining quotations, follow up on repairs with service providers, request technical reports for assets for condemnation. Filing of documents, update all register. Perform BAS/Asset register reconciliation, receiving of deliveries (transit), issuing of stock from the stores. Posting requisition on the VA10/VA1 Card. Maintain and update database of service providers and attend any other related functions as requested by supervisor and College Management.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms I Mbedzi /Ms Du Plessis Tel No: (012) 356 8000</td>
</tr>
</tbody>
</table>
APPLICATIONS: Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road, Belvedere Street Road, Arcardia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.

CLOSING DATE: 07 October 2019

POST 34/127: HUMAN RESOURCE CLERK REF NO: LCOEC/HRC/01/2019

SALARY: R173 703 per annum (Level 05) (plus benefits)

CENTRE: Lebone College of Emergency Care

REQUIREMENTS: Grade 12/equivalent qualification with 1-2 years relevant experience in Human Resource Knowledge of Human Resource Policies and Prescripts Must be computer literate knowledge of PERSAL system is essential Good interpersonal and communication skills (verbal and written) A valid driver’s license will be an added advantage.

DUTIES: The successful candidate will be responsible for providing Human Resources Administrative support i.e Appointment, Transfer, Promotion, Service termination, PMDS, Procedure on Incapacity Leave an ILL Health Retirement (PILIR), Leave, Injury on duty, Overtime, filling of documents, OSD Translation, Coordination of training (internal and external), Recruitment and Selection and any other HR related matters as delegated by College Management.

ENQUIRIES: Ms SV Galeboe Tel No: (012) 356 8000

APPLICATIONS: Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road, Belvedere Street Road, Arcardia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.

POST 34/128: ADMIN CLERK REF NO: 3/3/1/9 (X1 POST)

Sub Directorate: Patient Affairs

SALARY: R173 703 - R204 612 per annum

CENTRE: Dr Yusuf Dadoo Hospital

REQUIREMENTS: Grade 12/national certificate (NSC), Computer certificate (Ms word, power point & excel) Certificate or diploma in public management will be an added advantage. Shift work is compulsory.

DUTIES: Registration and admission of in-out patients Accurate completion of all admission and registration register, ensure that complete forms are signed off by admitting officers and patients Request and attach required documents Knowledge of record life cycle knowledge of Acts and regulations Ensure accurate completion of TPH 31 register, TPH14 and TPH31A Binding of patient’s records, implement and adhere to proper file plan Monitoring of patients record through file monitoring tool. Work as a sub-cashier, collect money, issuing of receipt for cash payments and raising accounts Compile monthly statistics Conduct daily reconciliations with the supervisor and ensure proper handover During downtime use relevant register, relevant usage of GPF3,4,5 forms Capture patient’s information immediately when PAAB is back on line to ensure adherence to specific set time frame To rotate as ward clerk and ensure proper handling of telephone enquiries Handling of patient’s valuables and belongings using relevant documents (TPH60) utilization of TAS receipt book for collection of any revenue other than patient’s fees.

ENQUIRIES: GS Mazibuko Tel No: (011) 951 6036

APPLICATIONS: Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.

NOTE: Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application Failure to do so will lead in to disqualification of your application.

CLOSING DATE: 04 October 2019

POST 34/129: IT TECHNICIAN REF NO: TDH 0011/2019

SALARY: R173 703 - R204 612 per annum (Level 05)

CENTRE: Tshwane District Hospital

REQUIREMENTS: A+, N+ and MCSA or Diploma in IT with 2 years’ experience in IT Support.
DUTIES: Provide 1st and 2nd line support to end users, installing and configuring Computer hardware operating system and applications, setting up new users Profiles and dealing with password issues, Replacing parts, computers and Printers as required, Provide advice to users on IT related issues Maintenance of internet and security services (Proxy’s, DNS, and Mail). Remote access support by taking over the user’s computer remotely. Upgrade network hardware and software components, Hospital background. And call centre experience will be added as advantage, you must have a Knowledge of PAAB, CITRIX, Rx Solution, and RDM Systems.

ENQUIRIES APPLICATIONS: Mr. W. B Chauke, Tel No: (012) 354-7766

NOTE: Applications should be submitted to: HR Department, Tshwane District Hospital Private Bag X179 Pretoria 0001.

CLOSING DATE: 11 October 2019

POST 34/130: WARD CLERK REF NO: REFS/004604

SALARY: R173 703 per annum (Plus benefits)

CENTRE: Tara the H. Moross Centre, Sandton

REQUIREMENTS: Grade 12 or equivalent Must be computer literate and able to work with Ms Excel and Ms Word for patient statistics Ability to handle confidential information Good telephone etiquette, interpersonal and communication (written and verbal) skills. Must understand Batho Pele principles and Patients’ Rights Experience in a hospital environment will be an added advantage.

DUTIES: Collect all patient statistics (admissions, discharges, transfer in/out, absconds, RHTs and deaths) in the ward. Record and submit daily patient headcounts on manual registers. Ensure discharge forms and UPFS charge sheets are completed with correct ICD-10 codes and submit to the Admissions Unit for capturing timeously. Submit MHCA forms to all relevant stakeholders Order stationery and other relevant consumables for the ward and follow up with Supply Chain Management Attend to administrative functions at ward level (i.e Photocopying, filing etc) Co-operate with team members and attend ward meetings Keep record of all received and delivered documents. Adhere to departmental policies and procedures. Perform other lawful duties as delegated by the supervisor.

ENQUIRIES: Mr. G. More Tel No: (011) 535 3063

NOTE: Applications must be submitted to: - Tara the H Moross Centre, P/Bag X7 Randburg 2125 or hand-delivered to: No.50 Saxon Rd, Hurlingham, 2196 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 04 October 2019

POST 34/131: HUMAN RESOURCE CLERK REF NO: WRD005 (X2 POSTS)

Directorate: Human Resource

SALARY: R173 703 per annum (plus benefits)

CENTRE: Westrand District Health Region A

REQUIREMENTS: Grade 12 or equivalent NQF level 4 qualification and experience in Human Resource Environment within the public sector Sound knowledge of PERSAL system will be an added advantage Must be computer literate A good knowledge of Public Service Prescripts Good communication skills and ability to work under pressure Good interpersonal relation skills Ability to handle confidentiality.

DUTIES: Render effective and efficient management of Human Resource Administrative aspects: Appointments, Transfers, Service Termination, Salary administration and management of conditions of service, service benefits capturing of leave and incapacity application forms on PERSAL system Conduct recruitment and selection in line with relevant Acts and Policies Capturing of PMDS on PERSAL system Auditing of leave and verifying of qualifications controlling, verifying and mandating of documents to Gauteng Department of Finance Updating of database Administrator Payroll and Payroll certificates filling of mandates, leave forms & PMDS.

ENQUIRIES: Mr. Mthethwa M.T/Ms Khoza E.L.C Tel No: (011) 953 4515

APPLICATIONS: must be submitted at HR in West Rand Districts Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.

NOTE: Applications must be submitted on a Z83 form, certified copies ID, Qualifications and CV to be attached. People with disability are encouraged to apply. The
incumbent will be subject to a pre-screening process NB: Only hand delivered and post mailed applications will be considered. Do not apply online.

CLOSING DATE : 04 October 2019 (12H00)

POST 34/132 : ADMINISTRATIVE CLERK SECRETARY REF NO: ACS/HR3/09/19
Directorate: Nursing.

SALARY : R173 703 - R204 612 per annum (Level 05) (Plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Grade 12 or equivalent qualification 3 years appropriate/recognizable experience as an administrative secretary Good communication and interpersonal skills Computer literacy A proficient user of Microsoft based programmes including power point be reliable, punctual and professional be creative and able to use own initiative be able to prioritise and have exceptional attention to detail.
DUTIES : Typing, preparing and collating reports maintain office records and invoicing Manage databases Organising and servicing meetings (producing agendas and taking minutes) Answering calls, taking messages and handling correspondences. Maintaining diaries and arranging appointments Accurate filing of correspondence and other documents including personnel records Retrieving personnel records on request Issuing salary advice photocopying, binding and scanning Prepare documents within required deadline Submitting statistic to HR Nursing. Communicate with office of CEO Attend to notice boards Mentoring interns. Relieve one another.

ENQUIRIES : Tel No: Mrs G.K Phalatse Tel No: (012) 529 3468
APPLICATIONS : All applications should be hand delivered or posted to Dr George Mukhari Academic Hospital Human Resources Department Block 13, 3111 Setlogelo Drive, Pretoria, 0001.

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 specifications the following: All experience indicating the position, institution and respective dates (DD/MM/YY) Documents to be attached are 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.

CLOSING DATE : 04 October 2019

POST 34/133 : STAFF NURSE GRADE 1 REF NO: 3/3/1/13 (X3 POSTS)
Sub directorate: Nursing

SALARY : R171 381 - R192 879 per annum
CENTER : Dr Yusuf Dadoo Hospital
REQUIREMENTS : Qualification that allows registration with SANC as a Staff Nurse Current registration with SANC as a Staff Nurse.
DUTIES : Execute nursing care plans for patients Monitor vital signs and observe reactions to medication and treatments Promote and maintain hygiene, comfort and reassurance of patient’s administration of oral medication and carry out other procedures according to scope of practice Supervise and maintain fluid balance, oxygen and sensory Promote healing of wounds, fractures and protection of the skin Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person Prepare for and assist with ward specific procedures and anaesthetic Work as part of the multidisciplinary team to ensure good nursing care Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences Display a concern for patients, promoting and advocating basic care including awareness and willing to respond to patient’s needs, requirements and expectation Knowledge of Batho Pele, Nursing Values and six (6) ministerial priorities.

ENQUIRIES : Ms DS Ngwenya Tel No: (011) 951-6045
APPLICATIONS : Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.
NOTE : Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application Failure to do so will lead in to disqualification of your application.

CLOSING DATE : 04 October 2019

POST 34/134 : STAFF NURSES REF NO: KPTH/SN/09/19
Directorate: Nursing

SALARY : Grade 1: R171 318 – R192 879 per annum (plus benefits)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Grade 12 or equivalent qualification, Qualification that allows registration with the SANC as staff Nurse/Enrolled Nurse Registration with the South African Nursing Council (SANC) as Enrolled Nurse/Staff Nurse Proof of SANC receipt (2019). Knowledge: Knowledge of Nursing care processes and procedures, nursing statute and other relevant legal framework such as: Nursing Act, health Act, Occupational Health and Safety Act, Batho Pele Principles, Patients’ rights Charter and Responsibilities, public Service Regulations, Labour Relations Act, disciplinary code and Procedure, Grievance Procedure etc Competency: Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by relevant health facility Promote quality elementary nursing care as directed by relevant health facility Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices Skills: Good communication skills, Ability to function as part of a team, Good interpersonal skills, Team player, Initiative, Cooperation, Pro-activeness and responsiveness.

DUTIES : Development and implementation of basic patient care Provide basic clinical nursing care Effective utilization of resources Maintain professional growth/ethical standards and self-development.

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

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 : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old) Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful 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 : 07 October 2019

POST 34/135 : DRIVER - DANGEROUS GOODS REF NO: WRD006 (X1 POST)
Directorate: Admin & Support

SALARY : R145 281 per annum (plus benefits)
<table>
<thead>
<tr>
<th>CENTRE</th>
<th>West Rand District Health- Region – A</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 10 or ABET or 2 years’ experience A valid code 11(EC1) driver’s license with dangerous goods certificate A valid PDP (willing to renew PDP at own expense) Knowledge of Government Fleet and transport policies Knowledge of prescribed legislation Excellent time management and ability to adhere to a schedule Good communication skills Candidates will be tested on the day of interview.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Follow procedures to operate motor vehicles obtain trip authorities, complete log books of motor vehicles prescribed by legislation/policy Obtain consumables and obtain basic services Inspecting vehicles and reporting faults to transport manager timourously check level and conditions of fuel, oil, tires and water of vehicles Perform messenger functions and routine office support functions as well as registry functions assist with loading and offloading of goods Promote proper handling, safekeeping and control of vehicles.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr Ramaota Tel No: (011) 953-4515</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>must be submitted at HR in West Rand District Cnr Vlei &amp; Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.</td>
</tr>
<tr>
<td>NOTE</td>
<td>Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. People with disability are encouraged to apply NB: The incumbent will be subject to a pre-screening process.</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>04 October 2019 (12H00)</td>
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<thead>
<tr>
<th>POST 34/136</th>
<th>PROPERTY CARETAKER SUPERVISOR REF NO: TDH 0012/2019</th>
</tr>
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<tbody>
<tr>
<td>SALARY</td>
<td>R145 281 - R171138 per annum (Level 04)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Tswane District Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>ABET, at 4 years as a Property Caretaker Experience in Horticulture, waste management maintenance and Pest Control Must have good communication and interpersonal skills, Must have good leadership.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Control of garden tools in storage Maintenance at service of equipment, Planning and managing of movement of Furniture and equipment requested from various sections Ensure that all allocated Duties to property caretakers are completed almost daily Ensuring that replacement of damaged stock and material is reported and replaced in time Daily monitoring And cleaning of hospital inside and outside area Ensure checking of blocked sewerage drains and ensure everything in working condition To assist with fixing of minor maintenance services, e.g.broken door locks and Handles, unblocking of zins and toilets, basins etc Reporting and promote Health and Safety of staff, overall supervision of Property Caretakers including daily register and PMDS.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms WM Matube Tel No: (012) 354 7604</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>should be submitted to: HR Department Tshwane District Hospital Private Bag x179 Pretoria 0001</td>
</tr>
<tr>
<td>NOTE</td>
<td>Applications should include z83, CV certified copies of ID and Qualifications.</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>11 October 2019</td>
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</tbody>
</table>

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<tr>
<th>POST 34/137</th>
<th>DRIVER REF NO: 3/3/1/8 (X1 POST)</th>
</tr>
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<tbody>
<tr>
<td>SALARY</td>
<td>R145 281 - R171 138 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Dr Yusuf Dadoo Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 10/12 valid code 10 driver’s license and PDP.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Transport officials to and from various destinations Collect and deliver mail Deliver blood pecimens to various destination Update log sheets and trip authority from on duty basis Conduct regular inspection of vehicles and report defects immediately Keep allocated vehicles neat and tidy at all times Submit petrol cards and receipts after every refill to the supervisor Work compulsory shifts and standby according to the rooster Ensure cleanliness of vehicle.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms G.S Mazibuko Tel No: (011) 951 6036</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.</td>
</tr>
</tbody>
</table>
NOTE: Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application. Failure to do so will lead in to disqualification of your application.

CLOSING DATE: 04 October 2019

POST 34/138: HOUSE KEEPER REF NO: 3/3/1 (X1 POST)
Sub directorate: Nursing Unit

SALARY: R145 281 – R171 138 per annum
CENTRE: Dr Yusuf Dadoo Hospital
REQUIREMENTS: Grade 10 with 5 years’ experience in cleaning and knowledge of Hospital Environment. Good personal relations and communication skills must be able to cope with physical demands of the position be able to work as a team and under pressure willing to work shifts and interact with nursing students.
DUTIES: Supervise, control, co-ordinate and inspect activities in student’s dormitories. Do requisition and monitor management of assets in nursing residence. Ensure and secure environment for patients and personnel. Clean floors, bathrooms, kitchen and windows. Disposing of general waste and manage dirty linen. Collect cleaning material and waste containers.

ENQUIRIES: Ms WM Moatshe Tel No: (011) 951 6189
APPLICATIONS: Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.

NOTE: Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application. Failure to do so will lead in to disqualification of your application.
CLOSING DATE: 04 October 2019

POST 34/139: NURSING ASSISTANT GRADE 1 REF NO: 3/3/1/12 (X1 POST)
Sub directorate: Nursing

SALARY: R132 525 – R149 163
CENTRE: Dr Yusuf Dadoo Hospital
REQUIREMENTS: Grade 12 plus a qualification that allows registration with SANC as a nursing assistant. Candidate must have current registration receipt as a Nursing assistant. Candidate must have elementary communication and writing skills. Be able to function as part of team.
DUTIES: Demonstrate elementary understanding of nursing legislation and relate legal ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate elementary communication with patients, Supervisors and other clinicians. Work as part of multi-disciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with person of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willing to respond to patient’s needs, requirements and expectations.

ENQUIRIES: Ms DS Ngwenya Tel No: (011) 951-6045
APPLICATIONS: Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.

NOTE: Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application. Failure to do so will lead in to disqualification of your application.
CLOSING DATE: 04 October 2019

POST 34/140: ASSISTANT NURSES REF NO: KPTH/ENA/09/19
Directorate: Nursing

SALARY: Grade 1: R132 525 – R149 163 per annum (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital
**REQUIREMENTS**

Grade 12 or equivalent, Qualification that allows registration with the SANC as Nursing Assistant Registration with South African Nursing Council (SANC) as Nursing Assistant Nurse of SANC receipt (2019) Knowledge: Knowledge of Nursing care processes and procedures, nursing statute and other relevant legal framework such as: Nursing Act, health Act, Occupational Health and Safety Act, Batho Pele Principles, Patients’ rights Charter and Responsibilities, public Service Regulations, Labour Relations Act, disciplinary code and Procedure, Grievance Procedure etc Competency: Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by relevant health facility. Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Skills: Good communication skills, Ability to function as part of a team, Good interpersonal skills, Team player, Initiative, Cooperation, Pro-activeness and responsiveness.

**DUTIES**


**ENQUIRIES**

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

**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**

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old) Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. 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**

07 October 2019

**POST 34/141**

**OPERATOR REF NO: 3/3/1/6 (X3 POSTS)**

Sub Directorate: Nursing

**SALARY**

R122 595 - R204 612 per annum

**CENTRE**

Dr Yusuf Dadoo Hospital

**REQUIREMENTS**

Grade 10 be able to read and write Good communication skills. Experience in CSSD and theatre will be an added advantage. Be prepared to work under pressure. Shift work compulsory.

**DUTIES**

Able to read infection prevention and control, knowledge of the principles of infection control in the working area and differentiate between a clean and a dirty area. Be able to operate autoclaves. Operating of instrument washer. Packing of theatre packs and linen according to the principles. Dispose waste according to internal policy. Perform any other duties delegated by the supervisor.

**ENQUIRIES**

GS Mazibuko Tel No: (011) 951 6036
APPLICATIONS: Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.

NOTE: Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application Failure to do so will lead in to disqualification of your application

CLOSING DATE: 04 October 2019

POST 34/142: FOOD SERVICE AID REF NO: 3/3/1/1 (X3 POSTS)
Sub Directorate: Support

SALARY: R102 534 - R120 780 per annum

CENTRE: Dr Yusuf Dadoo Hospital

REQUIREMENTS: Abet/equivalent Ability to read and write be prepared to work under pressure Must have sound interpersonal relations Food service experience will be added advantage.

DUTIES: Perform specific duties regarding receiving, preparation, cooking, dishing up, deliveries and serving of food snacks and beverage to patients Loading and unloading of food containers/plates from the food trolley Operate and care for equipment also report broken equipment Responsible for general neatness and hygiene with regards to cleaning tasks Wear appropriate uniform and protective clothing Work according to duty roster and leave procedures Act as a Messenger when necessary Perform all general work related to food service as delegated by the supervisor expected to work in a team, work shifts and public holidays.

ENQUIRIES: GS Mazibuko Tel No: (011) 951 6036

APPLICATIONS: Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.

NOTE: Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application Failure to do so will lead in to disqualification of your application.

CLOSING DATE: 04 October 2019

POST 34/143: LAUNDRY AID REF NO: 3/3/1/16 (X2 POSTS)
Directorate: Support

SALARY: R102 534 – R120 780 per annum

CENTRE: Dr Yusuf Dadoo Hospital

REQUIREMENTS: Basic numeric and literacy skills Communicate well with other people Laundry experience will be an added advantage.

DUTIES: Sort, count and record dirty linen Iron, fold, count and record laundry and seal linen bags Collect and deliver linen bags to and from all departments Load in and off load the linen bags Operate various laundry machines i.e washing, dryers, ironing and pressing Assist with mending clothes when needed.

ENQUIRIES: Ms MM Jooste Tel No: (011) 951 6124

APPLICATIONS: Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.

NOTE: Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application Failure to do so will lead in to disqualification of your application.

CLOSING DATE: 04 October 2019

POST 34/144: CLEANER REF NO: 3/3/1/10 (X6 POSTS)
Directorate: Support

SALARY: R102 534 - R120 780 per annum

CENTRE: Dr Yusuf Dadoo Hospital

REQUIREMENTS: Basic literacy/abet level 4 Knowledge in cleaning environment Good interpersonal skills, be reliable and able to work under pressure Have physical endurance to perform cleaning duties Provide excellent level of customer care to both internal
external customers Willing to take instructions from supervisor Proper application of OHS guidelines.

**DUTIES**
Clean and disinfect sinks, counter tops, toilets, mirrors, etc. Replenishes bathrooms suppliers Polish metalwork such as fixtures and fittings, sweep, mop, dump, dump dusting, scrubbing, waxing, polishing furniture’s, sluice dirty linen, floors and hanging curtains Wash windows, walls, door panel and handles Empty, wastebaskets and recyclable and transport to disposal area Do other additional tasks, which are given to you by the supervisor or those in authority.

**ENQUIRIES**
Ms G.S Mazibuko Tel No: (011) 951 6036

**APPLICATIONS**
Applications must be delivered to the following address: HR department, Dr Yusuf Dadoo Hospital, Cnr Memorial Hospital road, Krugersdorp or posted to Private Bag X2006, Krugersdorp, 1754.

**NOTE**
Please attach to your application the following: Z83, CV Certified copies of ID and qualification to your application Failure to do so will lead in to disqualification of your application.

**CLOSING DATE**
04 October 2019