ANNEXURE U

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT

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

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

CLOSING DATE: 25 October 2019

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed Clear indication of the post and reference number that is being applied for must be indicated on your Z.83 A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts NOTE: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

MANAGEMENT ECHELON

POST 36/163: DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: REF/004662
(Performance –based: 5 Year Fixed - Term Employment Contract)
Chief Directorate: Finance

SALARY: R1 057 326 per annum (all-inclusive remuneration package)
CENTRE: Johannesburg

REQUIREMENTS: Matric/Grade 12 plus a recognised NQF 7 qualification in Supply Chain Management or Finance/Commerce. A minimum of 5 years’ experience in a middle management role in relation to Supply Chain Management or Finance/Commerce Vast experience in a Procurement environment is essential Understanding the public-sector supply chain management and related legislations would be an added advantage.

DUTIES: To lead and manage the Supply Chain Management directorate the directorate is responsible for Demand Management, Acquisition Management, Logistics and Disposal Management and Asset Management of the department of e-Government To effectively guide and direct duties in respect of demand management The demand management activities include the understanding of future needs, identifying critical delivery dates and frequency of needs, linking requirements to the budget, analysing expenditure based on past spend patterns and future needs, determining specifications, conducting commodity analysis and seeking alternatives at least in case of strategic sourcing, and conducting industry analysis To effectively guide and direct duties in respect of acquisition management Acquisition management activities include applying preferential policy objectives, determining market strategy, applying total cost of ownership or life cycle costing principles, compiling bid documentation, tabling recommendations and obtaining approval for award of contracts, undertaking contract administration and gathering performance information. Other duties in respect of Logistics, Disposal and Asset management relates to maintenance of the assets register for the department, management and
control of assets, preparation of financial and non-financial reports, managing the receiving and distribution of materials and inventories, expediting orders, transport management, supplier performance management, redundant materials management, crafting strategy to dispose and physical disposals To guide and manage SCM committees’ secretarial functions and ensure adequate record-keeping of associated documentation.

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

**OTHER POSTS**

**POST 36/164**
**DEPUTY DIRECTOR: LABOUR RELATIONS, HEALTH AND WELLNESS PROGRAMME REF NO: REF/004656**
Branch: Corporate Management

**SALARY**
R733 257 per annum (all-inclusive package)

**CENTRE**
Johannesburg

**REQUIREMENTS**
Matric plus a relevant National Diploma/Degree in HR or equivalent. 5 years’ appropriate experience in Labour relations of which 3 years must be at an Assistant Director Level or equivalent Experience in employee wellness is essential.

**DUTIES**
Provide Employee Relations service to the Department of e-GOV timeously and accurately Develop and implement labour relations policies, strategies, training interventions and awareness programmes Manage and facilitate collective bargaining processes Manage the finances for the labour relations function within Human Resource Management business unit Advise the e-GOV with regard to the resolution of grievances and making representations to the Head of Department Monitor the disciplinary and grievance procedures Represent the employer in disputes referred to the relevant bargaining council and relevant labour relations forum Manage the implementation of Incapacity Leave Management Ensure the compliance with OHS procedures Management of EHWP programmes.

**ENQUIRIES**
Mr. Oscar Baloyi Tel No: (011) 689 4648

**POST 36/165**
**DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: REF/004655**
Branch: Strategic Management

**SALARY**
R733 257 per annum (all-inclusive package)

**CENTRE**
Johannesburg

**REQUIREMENTS**
Matric plus a bachelor’s degree/National Diploma in Business Management or related 3 years’ tertiary qualification Minimum of 3-5 years in a strategic management field relating to Performance management and reporting.

**DUTIES**
Develop, implement and manage a departmental monitoring and evaluation framework and systems Collect, collate and analyse information for purposes of timeous and accurate quarterly and annual reporting to stakeholders Conduct routine Quality Assurance checks on data Ongoing collection, collation, verification and storage of evidence files against outputs. Conceptualise Evaluation studies, Development of an Evaluation plan for approval, Commission an Evaluation, manage the evaluation process and use of evaluation findings for programme improvement.

**ENQUIRIES**
Ms. Portia Makotwane Tel No: (011) 689 8898

**POST 36/166**
**ASSISTANT DIRECTOR: EMPLOYEE EXITS REF NO: REF/004657 (X2 POSTS)**
Branch: Human Resource Services

**SALARY**
R376 596 per annum (plus benefits)

**CENTRE**
Johannesburg

**REQUIREMENTS**
Matric plus relevant National Diploma/Degree with 2-3 years’ experience in HR and working on Persal Computer literacy Basic termination experience Driver’s license will be an added advantage

**DUTIES**
Administer termination of services, leave gratuity/discounting and service bonus and pension withdrawal for the Gauteng Provincial Government (GPG) Ensure compliance and give advice on legislation and regulations governing termination of service and pension benefits (Public Service Regulations (PSR/Acts Manage relations with all stakeholders Resolve complex and sensitive termination on the cases Lead, manage, support and mentor HR Termination
Practitioners manage performance of the team. Ensure compliance with SLA’s by the team. Enforce quality improvements in the performance processes & services. Generate management reports for GPG Departments on SLA achievement for terminations, Leave Gratuity and Discounting and Pension Withdrawals. Conduct training on employee exits processes to GPG employees and potential Retirees. Administer and manage the exit interview reports to GPG Departments. Perform any other additional responsibilities as allocated by the manager.

**ENQUIRIES:** Ms. Nonhlhanla Mabuza, Tel No: (011) 689 8511

**POST 36/167**: ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: REF/004658
Branch: Corporate Management

**SALARY**: R376 596 per annum (plus benefits)

**CENTRE**: Johannesburg

**REQUIREMENTS**: Grade 12 or equivalent, Certificate/Diploma (SAQA - NQF6) in any of the related field: information technology and/or electronics, certificate in basic CCTV operator training, valid registration with PSIRA (including new PSIRA Certificate) with a minimum of Grade B, Valid Driver’s License (will be advantageous), valid security clearance issued by the SSA/the incumbent should be prepared to undergo the process of obtaining one within 6 months after appointment, minimum of 5 years proven work experience in various security technologies for access & egress control including surveillance management systems, professional registration with any other professional security related body (will be advantageous).

**DUTIES**: Supervise the administration of Electronic Security Systems within the department and off sites. Supervise security personnel deployed and working with any electronic security systems utilized by the department. Assist the relevant manager with electronic security systems (hardware and components) required for the Access & Egress Control Systems including Surveillance Management. Liaise with internal business unit on the matters that affects the Electronic Security Systems (e.g storage requirements for the surveillance system). Prepare, utilize and interpret electronic data for departmental business requirements and within the framework. Assist the relevant manager with budget/financial implications of any departmental requirements in relations to the Security Systems. Ensure integration of any hardware or software components utilized by the department for the purposes of safety and security (e.g guard track). Draft and prepare official reports for the relevant line manager.

**ENQUIRIES:** Mr. Leon Steyn Tel No: (011) 689 8400

**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 36/168**: MEDICAL SPECIALIST GRADE 1-3: REF NO: MEDSPECORTHO/KPTH/09/19
Directorate: Orthopaedics

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

**CENTRE**: Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**: MBChB, MMed or FCS (Orthopaedics) SA. A valid registration with the HPCSA as an independent Medical Practitioner. Current registration with HPCSA as an Orthopaedic Surgeon. Experience in Arthroplasty is strongly recommended. Medical Specialist Grade 1: No experience required. Grade 2: five (5) years appropriate experience and Grade 3: ten (10) years appropriate experience. Proof of interest in research Publications in peer reviewed journals.

**DUTIES**: Take charge of orthopaedic unit (s) allocated by Head of department (HOD). Teaching of under and post graduate students. Involvement in research programmes. Actively involved in planning of academic programmes for under and post graduate students. Responsible for all forms of Orthopaedic trauma.
including multiple traumas. Render comprehensive clinical services to patients in the department.

**ENQUIRIES** : Prof S Motsitsi Tel No: (012) 373 1010/1011
**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 filed on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified n interviews on the date, time and place determined by the Department.

**CLOSING DATE** : 25 October 2019

**POST 36/169** : **MEDICAL OFFICER REF NO: HRM 86/2019**
Directorate: Medical Oncology

**SALARY** : R821 205 per annum plus benefits
**CENTRE** : Steve Biko Academic Hospital
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Medical Officer. Appropriate computer literacy. Willingness to do Clinical research.

**ENQUIRIES** : Prof LM Dreosti Tel No: (012) 354 1054
**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

**CLOSING DATE** : 25 October 2019

**POST 36/170** : **MEDICAL OFFICER OBSTETRICS & GYNAECOLOGY GRADE 1-3 REF NO: PWH/MO/08/19**
Directorate: Medical Department

**SALARY** : R821 205 - R1 362 266 per annum (plus benefits)
**CENTRE** : Pretoria West District Hospital
**REQUIREMENTS** : Grade 12 certificate appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Registration certificate with HPCSA (2019-2020). Ability to manage Obstetrics and Gynaecology emergencies. Knowledge on EMTCT Program. Ability to perform Obstetric Sonar’s Diploma in Obstetrics will be added advantage.

**DUTIES** : To provide comprehensive medical care to in and out patients to provide quality care to patients following accepted professional guidelines. Manage medical and obstetrics/gynaecological emergencies to perform caesarean sections. Participate in after hour medical services as per call roster. Assist with supervision and support of junior medical officers, community service doctors, clinical associates, and medical students. Participate in the departmental academic programs and meetings.

**ENQUIRIES** : C Mojapelo Tel No: (012) 380 1340
**APPLICATIONS** : can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

**NOTE** : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications and ID. If any discrepancies found, services will be terminated with immediate effect. Please note that due to large number of application we envisage to receive; only shortlisted candidates will be considered.
contacted. If you have not been contacted within one month after closing date, please accept that your application was unsuccessful. Please note that pre-employment screening and verification process will be undertaken. Due to financial constraints no S & T claims will be considered for the payment to the candidates that are invited for interview.

**CLOSING DATE**: 25 October 2019

**POST 36/171**: PHARMACIST GRADE 1 - 3 (X1 POST)

Directorate: Health

**SALARY**:

- Grade 1: R693 372 per annum
- Grade 2: R751 026 per annum
- Grade 3: R821 205 per annum

**CENTRE**:

- Pholosong Hospital

**REQUIREMENTS**:

- Grade 1: Basic qualification accredited by the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration RSA: No experience required after registration as Pharmacist with SAPC in respect of RSA-qualified employees who performed community service in relevant profession as required in South Africa. Foreigners: 1 year relevant experience after registration as Pharmacist with a recognized foreign health professions council in respect of foreign qualified employees, of whom it is not to perform community service as required in South Africa. Grade 2: Basic qualification accredited by the South African Pharmacy Council (SAPC) that allows for registration with the SAPC Registration with the SAPC as Pharmacist and proof of current registration RSA: A minimum of 5 years relevant experience after registration as Pharmacist with SAPC in respect of RSA-qualified employees who performed community service in relevant profession as required in South Africa. Foreigners: A minimum of 6 years relevant experience after registration as Pharmacist with a recognized foreign health professions council in respect of foreign qualified employees, of whom it is not to perform community service as required in South Africa. Grade 3: Basic qualification accredited by the South African Pharmacy Council (SAPC) that allows for registration with the SAPC Registration with the SAPC as Pharmacist and proof of current registration RSA: A minimum of 13 years relevant experience after registration as Pharmacist with SAPC in respect of RSA-qualified employees who performed community service in relevant profession as required in South Africa. Foreigners: A minimum of 14 years relevant experience after registration as Pharmacist with a recognized foreign health professions council in respect of foreign qualified employees, of whom it is not to perform community service as required in South Africa.

**DUTIES**:

- Manage quality provision of pharmaceutical care by implementing and monitoring work procedures, in compliance to SOP’s policies and National Drug Policy. Comply with statutory regulation (Pharmacy Act, GPP, GMP and PFMA). Accept managerial responsibility and accountability of drug supply management, assisting management with overall budget and expenditure monitoring. Provide medical information to health professionals and engage in dispensing, patient education and counselling. Supervise pharmacy support personnel and statistics and ensure effective pharmaceutical care. Manage stock control and monitoring availability of essential medicines. Ensure that section 21 of medicine procedures are followed properly by health professionals and the schedule 6 drug register is balanced after every issue and quarterly as per the prescription of the law. Promote Public Health and comply with six quality priorities and Batho Pele Principle. Engage in overtime and after hour’s calls.

**ENQUIRIES**:

- Ms N Dlulani Tel No: (011) 812 5000

**APPLICATIONS**:

- must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

**NOTE**:

- Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

**CLOSING DATE**: 25 October 2019

**POST 36/172**: OPERATIONAL MANAGER (SPECIALTY UNIT) REF NO: REFS/004664

Directorate: Nursing Services

**SALARY**:

- R562 800– R633 432 per annum (plus benefits)
CENTRE: Tara the H Moross Centre, Sandton

REQUIREMENTS:
Appropriate Diploma/degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse A post-basic qualification in Advanced Psychiatry which is one year and accredited with SANC A minimum of 9 years appropriate/recognized experience in nursing after registration as professional nurse with the SANC in General Nursing At least five (5) years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in psychiatry. Proof of current registration with SANC Sound interpersonal and good communication skills Knowledge of Mental Health Care Act, PFMA and other Public-Sector Regulations and legislative framework A valid driver’s license Basic and functional knowledge of the National core standards and Ideal Hospital Framework Be willing to do shift/night nursing and hospital supervisory duties.

DUTIES:
Deputize for Nursing Managers in their absence and take charge of the hospital after hours, at night, during weekends and Public Holidays. Demonstrate basic understanding of Human Resource policies and practices through effective implementation of Disciplinary Code, leave management and supply chain management procedures Ensure effective and efficient coordination and integration of quality specialized nursing care through compliance to Batho Pele Principles, Mental Health Care Act Procedures and Quality Assurance standards. Participate in staff development programme and conduct research when necessary Compile of monthly reports and other statistical reports Work with coordinator to Implement Infection Control, Environmental and Occupational health practices in the unit.

ENQUIRIES:
Mr S Nhleko Tel No: (011) 535 3006/7/8

APPLICATIONS:
Applications can be hand delivered to:- Tara the H Moross Centre/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara the H Moross Centre Private Bag X7 Randburg 2125.

NOTE:
People with disabilities, Coloreds, Indians and Whites are encouraged to apply. Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address.

CLOSING DATE:
01 November 2019

POST 36/173:
OPERATIONAL MANAGER NURSING SPECIALTY PAEDIATRIC WARD (X1 POST)
Directorate: Health

SALARY:
R562 800 – R633 432 per annum

CENTRE:
Pholosong Hospital

REQUIREMENTS:
A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post-Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant specialty A minimum of a 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic critical care (ICU).

DUTIES:
Manage effectively the utilization of resources, nursing statutes and other relevant legal frameworks such as Nursing Act, National Health Act, OHS Act, Patients' Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act Good interpersonal relations, good communication (Written and Verbal) Good conflict management, good decision making and problem solving abilities, Computer (MS Word or Excel Supervisory and leadership skills.

ENQUIRIES:
Ms KF Mabuza Tel No: (011) 812 5000

APPLICATIONS:
Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

NOTE:
Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

CLOSING DATE:
25 October 2019
POST 36/174 : CHIEF PHYSIOTHERAPIST GRADE 1 (X1 POST)
Directorate: Health

SALARY : R466 119 – R517 326 per annum
CENTRE : Pholosong Hospital
REQUIREMENTS : BSC Degree in Physiotherapy Current/annual Registration with the HPCSA as a Physiotherapist 3 years working experience, including 1 year community service Computer literacy is highly desirable.

DUTIES : Plan and implement a cost effective sustainable physiotherapy service Apply knowledge of evidence based physiotherapy techniques. Apply knowledge of relevant acts, regulations and policies. Assist supervision and training of assistants. Implement and manage the Performance management and development system in the department. Monitor and motivate for equipment and other resources. Assist with implementing and monitoring of effective recordkeeping accurate statics collection and analysis thereof. Monitor and evaluate high standards of quality assurance. Contribute effectively in staff meeting, team meetings, committee meetings and multidisciplinary meetings. Take on a leadership role and attend meetings and hospital functions in the absence of the head of department. Promote and retain good working relationship with referring facilities.

ENQUIRIES : Ms CK Selepe Tel No: (011) 812 5000
APPLICATIONS : Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.
NOTE : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.
CLOSING DATE : 25 October 2019

POST 36/175 : CHIEF PHYSIOTHERAPIST REF NO: TDHS/A/2019/22
Directorate: District Health Services - Rehabilitation

SALARY : R466 119 per annum (Plus benefits)
CENTRE : Tshwane District Health Services
REQUIREMENTS : BSC in Physiotherapy or appropriate degree Registration with HPCSA as Physiotherapist and annual proof of payment Experience in rehabilitation, good communication skills and computer literacy will be an added advantage Experience: Relevant experience in management of personnel and financial management Have completed community service, A minimum of 10 years appropriate experience in Physiotherapy after registration with HPCSA Ability to work in a team, multidisciplinary approach A valid 8/10 drivers license Other skills: Knowledge of working in the community-based setting, computer literate, good Communication skills, interpersonal skills. Knowledge in relevant policies, protocols and guideline. Must be Proactive, innovative and a team player.

DUTIES : Render physiotherapy services in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng department of Health. Provide overall management, supervision and control of allocated staff servicing Tshwane District area to ensure smooth service delivery Implement and contribute to the proper utilization of allocated financial and physical resources Compile monthly, quarterly and annual rehab team reports, stats, and other administrative duties for rehab unit and submit to the rehab sub-district coordinator Establish good working relationship with other stakeholders within the district e.g Mental Health, NGO’s, Organizations for people with disabilities etc Provide community-based Rehabilitation with the focus on Health promotion, prevention and community interventions Participate in continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plans. Attend management meetings and Rehab forums. Perform all other allocate duties as delegated by Supervisor/Manager.

ENQUIRIES : Mr Peter Silwimba Tel No: (082) 374 6730
APPLICATIONS : Application documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lillian Ngoyi Street, Pretoria, 0001 Postal Address P.O Box 9514, Pretoria, 0001
FOR ATTENTION : Human Resource Management
NOTE : Applications must be completed fully on a Z83 form Certified copies of all required documents must be attached No copy of a copy
CLOSING DATE : 25 October 2019
POST 36/176: CHIEF OCCUPATIONAL THERAPIST REF NO: TDHS/A/2019/23 (X2 POSTS)
Directorate: District Health Services - Rehabilitation

SALARY: R466 119 per annum (Plus benefits)
CENTRE: Tshwane District Health Services
REQUIREMENTS: Appropriate degree in Occupational therapy, Registration with HPCSA, Minimum of 3 years' experience after registration with HPCSA Relevant experience in management of personnel and financial management Other Skills: Knowledge of working in the community-based setting, computer literate, good Communication skills, and interpersonal skills Knowledge in relevant policies, protocols and guidelines Must be Proactive, innovative and a team player Valid code 8/10 driver’s license.

DUTIES: Render occupational therapy service in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng department of Health Provide overall management, supervision and control of allocated staff servicing Tshwane District area to ensure smooth service delivery Implement and contribute to the proper utilization of allocated financial and physical resources Compile monthly, quarterly and annual rehab team reports, stats, and other administrative duties for rehab unit and submit to the rehab sub-district coordinator Establish good working relationship with other stakeholders within the district e.g Mental Health, NGO’s, Organizations for people with disabilities etc Provide community-based Rehabilitation with the focus on Health promotion, prevention and community interventions Participate in continuous professional development activities Implement quality assurance policies and develop appropriate quality improvement plans Attend management meetings and Rehab forums Perform all other allocate duties as delegated by Supervisor/Manager.

ENQUIRIES: Mr Peter Silwimba Tel No: (082) 374 6730
APPLICATIONS: Application documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lillian Ngoyi Street, Pretoria, 0001 Postal Address P.O Box 9514, Pretoria, 0001
FOR ATTENTION: Human Resource Management
NOTE: Applications must be completed fully on a Z83 form Certified copies of all required documents must be attached No copy of a copy
CLOSING DATE: 25 October 2019

POST 36/177: CHIEF SPEECH AND AUDIOLOGIST REF NO: TDHS/A/2019/24

SALARY: Grade 1: R466 119 per annum (Plus benefits)
CENTRE: District Health Services - Rehabilitation
REQUIREMENTS: Appropriate degree in Speech & Audiology, Registration with HPCSA, Minimum of 10 years’ experience after registration with HPCSA Relevant experience in management of personnel and financial management Other Skills: Knowledge of working in the community-based setting, computer literate, good Communication skills, interpersonal skills Knowledge in relevant policies, protocols and guidelines Must be Proactive, innovative and a team player Valid code 8/10 driver’s license.

DUTIES: Render Speech & Audiology services in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng department of Health Provide overall management, supervision and control of allocated staff servicing Tshwane District area to ensure smooth service delivery Implement and contribute to the proper utilization of allocated financial and physical resources Compile monthly, quarterly and annual rehab team reports, stats, and other administrative duties for rehab unit and submit to the rehab sub-district coordinator Establish good working relationship with other stakeholders within the district e.g Mental Health, NGO’s, Organizations for people with disabilities etc Provide community-based Rehabilitation with the focus on Health promotion, prevention and community interventions Participate in continuous professional development activities Implement quality assurance policies and develop appropriate quality improvement plans Attend management meetings and Rehab forums Perform all other allocate duties as delegated by Supervisor/Manager.

ENQUIRIES: Mr Peter Silwimba Tel No: (082) 374 6730
APPLICATIONS: Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy. Application
documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lilian Ngoyi Street, Pretoria, 0001.

**CLOSING DATE** : 25 October 2019

**POST 36/178** : CLINICAL PROGRAM COORDINATOR (MCWH) REF NO: TDHS/A/2019/25 (X1 POST)
Directorate: Maternal Child and Women’s Health Programme

**SALARY** : R444 276 per annum (Plus benefits)

**CENTRE** : Tshwane District Health Services

**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (Degree or Diploma in Nursing) Five (5) years appropriate and recognizable experience in Nursing post registration as a professional nurse Extensive knowledge of Primary Health Care with focus on Maternal and Women’s health A qualification in Advanced midwifery is an added advantage Other Skills Requirements: Good verbal and written communication skills Computer skills Valid Driver’s license.

**DUTIES** : Provide technical support to the program Maternal, Child and Women’s Health Understanding and analysis of data. Supervision and support of facilities to attain Ideal Clinic status Training and mentoring on MCWH related activities Participate in the planning of and implementation of the program according to the prescribed Guidelines, Policies and protocols

**ENQUIRIES** : Ms RT Makau Tel No: (012) 451 9006

**APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. Postal Address Attention Human Resource Management: P.O Box 9514, Pretoria, 0001

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

**CLOSING DATE** : 25 October 2019

**POST 36/179** : CLINICAL TRAINING COORDINATOR GRADE 1 REF NO: REFS/004665
Directorate: Nursing Services

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

**CENTRE** : Tara the H. Moross Centre, Sandton

**REQUIREMENTS** : Basic R425 qualification or equivalent qualification that allows Registration with the SANC as a professional nurse A Minimum of 7 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Knowledge and understanding of HR and Financial policies and practices Ability to work independently Good communication skills (written and verbal), interpersonal and organizational skills. Passion for teaching.

**DUTIES** : Develop the Operational Plan for training and development for the nursing department plan and implement in-service training programme for the hospital Monitor compliance with the CPD Points in Nursing Propose and operationalize the business case of CETU’s (Clinical Education and training Units). Develop Training in line with National core standards/Ideal Hospital Framework Coordinate clinical placement of nursing students and monitor absenteeism Liaise with the nursing colleges and universities Compile student absenteeism reports and training statistics for the nursing department and attend stakeholder meetings. Participate in the skills development institutional research ethics and other committees in the institution. Coaching and Mentorship of nurses. Perform other extra mural duties as mutually determined by the institution.

**ENQUIRIES** : Mr. S. Nhleko Tel No: (011) 535 3006/7/8

**APPLICATIONS** : Applications must be delivered to: Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to: Tara the H. Moross Centre Private Bag x7 Randburg 2125.

**NOTE** : People with disabilities, Coloreds, Indians and Whites are encouraged to apply
Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address.

**CLOSING DATE** : 01 November 2019
**POST 36/180** : OPERATIONAL MANAGER NURSING GENERAL: SURGICAL MEDICAL WARD (X1 POST)
Directorate: Health

**SALARY** : R444 276 – R500 031 per annum

**CENTRE** : Pholosong Hospital

**REQUIREMENTS** : A basic qualification accredited with the SANC in terms of Government Notice 425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SA Nursing Council in General Nursing.

**DUTIES** : Coordination of optimal, holistic nursing care provided within set standards and professional/legal framework, Manage effectively the supervision and utilization of resources Coordination of the provision of effective training and research. Provision of effective support to nursing services Maintain professional growth/ethical standards and self-development.

**ENQUIRIES** : MS KF Mabuza Tel No: (011) 812 5000

**APPLICATIONS** : Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

**NOTE** : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

**CLOSING DATE** : 25 October 2019

**POST 36/181** : LECTURER PNDI/II (X5 POSTS)
Directorate: Nursing Education and Training

**SALARY** : PND I: R420 318 – R362 559 per annum (plus benefits)
PND II: R581 826 – R445 917 per annum (plus benefits)

**CENTRE** : Ga-Rankuwa Nursing College

**REQUIREMENTS** : **PND I**: A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African nursing council as professional nurse and midwife/accoucheur a post-basic qualification in nursing education registered with the SANC proof of current registration with SANC a minimum of four (04) years’ appropriate/recognizable experience in nursing after registration as a professional nurse and midwife with the SANC the following post basic qualifications will be an added advantage: clinical nursing science, health assessment, treatment and care, medical and surgical nursing science, ophthalmic nursing, orthopaedic nursing, critical care nursing – general, operating theatre nursing, child nursing science, post basic midwifery and neonatal nursing science good communication, supervisory, report writing and presentation skills ability to work in a team and under pressure computer literacy. A valid drivers licence. **PND II**: A Grade 12/National Senior Certificate, a basic qualification accredited with South African nursing council (SANC) in terms of government notice r.425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with South African nursing council (SANC) as professional nurse and midwife/accoucheur a post basic qualification in nursing education registered with SANC proof of current registration with SANC a minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a professional nurse and midwife/accoucheur with SANC ten (10) years of the period referred to above must be appropriate and recognizable experience in nursing education after obtaining the one (01) year post basic qualification in relevant clinical specialty the following post basic qualification will be an added advantage: clinical nursing science, health assessment, treatment and care, medical and surgical nursing science, health assessment, treatment and care, medical and surgical nursing science, ophthalmic nursing, orthopaedic nursing, critical care nursing – general, operating theatre nursing, child nursing science, post basic midwifery and neonatal nursing science and masters in clinical nursing science good communication, supervisory, mentoring, coaching, report writing and presentation skills ability to work in a team and under pressure computer literacy. A valid drivers licence.

**DUTIES** : Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively Support the
vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college Implement assessment strategies to determine students competency. Participate in research on Nursing Education Develop, review and evaluate curricula Exercise control over student nurses.

**ENQUIRIES**

Mrs K R Lekgeu Tel No: (012) 560 0448/50

**APPLICATIONS**

All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag x830 Pretoria 0001 or apply online at www.gautengonline.gov.za. Kind submit the recent salary advice.

**CLOSING DATE**

25 October 2019

**POST 36/182**

ASSISTANT DIRECTOR – RISK MANAGEMENT REF NO: REFS/004641

Re-advertisement, therefore for those who previously applied are encouraged to re-apply

**SALARY**

R376 596 per annum (Plus benefits)

**CENTRE**

Tara the H Moross Centre, Sandton

**REQUIREMENTS**

A relevant 3 years tertiary qualification: e.g National Diploma or a B Degree in Risk Management/Internal Audit/Financial Management Code EB driver's license A minimum of 5 years work experience is required of which at least 3 years should be on supervisory level within Risk Management and Audit Environment knowledge of PFMA, Treasury regulation, Corporate Governance king III, minimum information security standards (MISS) and other relevant regulations within public sector is essential Knowledge of internal and external audit practices Skills and competency: excellent communication (verbal and writing) and interpersonal skills Exceptional analytical and interpretation skills Ability to work under pressure and meet deadlines. Excellent planning and organizational skills. Have high level ethical conduct and outmost integrity Ability to liaise with staff at all levels within the organization Service delivery orientated ability to think strategically Numeracy and Analytical skills A post graduate qualification in Risk Management will be an added advantage.

**DUTIES**

Conduct risk assessment to identify, describe analyse the enterprise within the Hospital Coordinate and facilitate the development of a risk profile and risk management plans, monitor the implementation thereof and produce reports. Develop process to facilitate the implementation of an institutional wide risk management policy and strategy Annually draft risk management implementation plans/Fraud Prevention Plans for approval by the Executive Plan and conduct strategic and operational risk assessments Overseer development of risk registers and monitor regular updating thereof Facilitate the functions of risk management across functional business units Cost centres and ensure effective risk reporting Assist in the development and rolling out of risk management/Fraud and corruption awareness programme throughout the institution Ensure effective co-ordination of all audit projects by either Gauteng Audit Services or Auditor General Scrutinise audit findings and assist with implementation of effective audit action plans Ensure establishment of an effective institutional Risk management committee Produce reports of high quality and present regularly to the Hospital EXCO, Hospital board and Audit Committee Act as Chief Ethics Officer and ensure proper roll-out of Ethics programmes and code of conduct Officer outmost support to inter -linked departments such as Quality Assurance and Clinical areas Conduct investigation and produce conclusive reports into reported irregularities on an ad-hoc basis.

**ENQUIRIES**

Mr V Doorasamy Tel No: (011) 535 3032/3002

**APPLICATIONS**

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.

**NOTE**

Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address note that it is in the department's intention to promote equity through the filling of all numeric targets as contained in the employment Equity plan.

**CLOSING DATE**

25 October 2019

**POST 36/183**

OCCUPATIONAL THERAPIST GRADE 1 - 3 (X1 POST)

Directorate: Health

**SALARY**

Grade 1: R317 976 – R361 872 per annum
<table>
<thead>
<tr>
<th>CENTRE</th>
<th>Pholosong Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIREMENTS</td>
<td>BSC Occupational Therapist or recognized Degree, registration with Health Professional Council of South Africa, HPCSA proof of registration. <strong>Grade 1:</strong> requires no experience sound interpersonal communication skills, ability to work in multi-disciplinary environment Ability to work under pressure. Have analytical and creative skills. <strong>Grade 2:</strong> requires 10 years minimum experience on occupational therapist after registration with HPCSA as an occupational Therapist. <strong>Grade 3:</strong> requires 20 years minimum experience on occupational therapist after registration with HPCSA as an occupational therapist appropriate qualification that allows for the required registration with the HPCSA with the health professional council of South Africa.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Render and manage OT service that complies with standards and work as indicated by all health policies Implant Sectional and Provincial quality assurance measures in Sub-Section Participate in the formulation and review of sectional strategies as required Participate in continuous professional development Manage allocated human resource and other departmental resources Supervision of support staff and Junior and contribute to related training activities.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms CK Selepe Tel No: (011) 812 5000</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550. Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.</td>
</tr>
<tr>
<td>NOTE</td>
<td>Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>25 October 2019</td>
</tr>
<tr>
<td>POST 36/184</td>
<td>ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 – 3 REF NO: EHD2019/10/01</td>
</tr>
<tr>
<td>SALARY</td>
<td>Grade 1: R317 976 – R361 872 per annum Grade 2: R372 810 - R426 291 per annum Grade 3: R439 164 – R532 959 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Ekurhuleni Health District</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in environmental health and current registration with the HPCSA as an environmental health practitioner a degree in public health will be an advantage. Knowledge of relevant legislations applicable to environmental health good communication (written and verbal), administrative, research, planning, organizing, decision making and computer skills (MS Office package). A valid driver's license. Willing to work under pressure. <strong>Grade 1:</strong> less than 10 years relevant experience as an environmental health practitioner after registration with HPCSA. <strong>Grade 2:</strong> at least 10 years, but less than 20 years, relevant experience as an environmental health practitioner after registration with HPCSA. <strong>Grade 3:</strong> 20 years and more appropriate experience as an environmental health practitioner after registration with HPCSA.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Monitoring and evaluation of Sub-District facilities on the Norms and Standards (self-assessments, baseline validation and post baseline) Managing training and retraining of facility staff on new developments related to Norms and Standards and Ideal Clinics Preparation of facilities for audits, that will be conducted by Provincial and Office of Health Standards Compliance. Provision of guidance and information on the implementation of health standards and relevant inspection tools Validate and complete inspection reports and recommendations Assist with the development of Policies, Standard Operational Procedures and Protocols Assist clinics/facilities with the development and implementation of Quality Improvement Plans Conduct Inspections and re- inspection visits to sub-district health facilities Participate in training and contribute to development and evaluation Perform all other duties delegated by Supervisor/Manager.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms B. Peloagae Tel No: (011) 878 – 8545</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Human Resource Manager</td>
</tr>
</tbody>
</table>
NOTE: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE: 25 October 2019

POST 36/185: OCCUPATIONAL THERAPY GRADE 1 REF NO: PWH/OT/01/19 (X1 POST)
Directorate: Medical Department

SALARY: R317 976 - R361 872 per annum (Plus benefits)
CENTRE: Pretoria West District Hospital
REQUIREMENTS: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa in Occupational Therapy. Appropriate/recognizable experience in Occupational Therapy after registration with the Health Professions Council of South Africa as an Occupational Therapist. Ability to communicate well with people at different levels from different backgrounds. Must be driven, customer focused individual with excellent planning, organizing, good interpersonal relations and presentation skills. Must be able to work under pressure.

DUTIES: Perform all identified responsibilities of an Occupational Therapist. Establish and implement guidelines to promote and maintain treatment to the patients. Conduct skills training to the program for the patients. Provide an Occupational Therapy service to acute and chronic patients. Administration duties related to patient care work in multi-disciplinary team. Conduct Student training.

ENQUIRIES: Dr C Mojapelo Tel No: (012) 380 1340
APPLICATIONS: Applications can be delivered to: Pretoria West District Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West District Hospital, HR Department, Private Bag X02, Pretoria West 0117.

NOTE: Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by recent updated CV as well as certified copies of all qualifications and ID document relevant council registration certificate and proof of current registration (Where applicable). No copies of certified copies allowed. Certification should not be more than 3 months old. Failure to submit all the requested documents will result in the application not being considered.

CLOSING DATE: 25 October 2019

POST 36/186: DENTAL TECHNICIAN GRADE 1/2/3
Directorate: Laboratory (Dental)

SALARY: R317 976 – R439 164 per annum (exc benefits)
CENTRE: Wits Oral Health Centre
REQUIREMENTS: Qualified Dental Technician currently registered with the SADTC. Experience in crown and bridge work and CAD/CAM. Must be able to perform under pressure and deliver on time.

DUTIES: Production of fixed and removable appliances as well as orthodontics appliances. Production of implants support prosthesis working with under and postgraduates’ students. The incumbent will be responsible for production, teaching and training of dental students in the areas of removable prosthodontics, orthodontics and CAD/CAM work.

ENQUIRIES: Ms K Zwane Tel No: (011) 488 4914
APPLICATIONS: Z83 applications must be sent 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 SATDC. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE: 25 October 2019
**POST 36/187**

**OCCUPATIONAL THERAPIST REF NO: TDHS/A/2019/26**

Directorate: District Health Services - Rehabilitation

**SALARY**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Salary Range</th>
<th>Per Annum</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>R317 976 – R361 872</td>
<td>(Plus benefits)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>R372 810 – R426 291</td>
<td>(Plus benefits)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>R439 164 – R532 595</td>
<td>(Plus benefits)</td>
<td></td>
</tr>
</tbody>
</table>

**CENTRE REQUIREMENTS**

BSc Occupational Therapy, Current registration with the HPCSA as an Occupational Therapist Other Skills: Must have completed Community Service, Valid driver’s license, Computer literate, good communication skills and organizational skills, must be proactive, innovative and a team player, Knowledge of working in the community-based setting.

**DUTIES**

Rendering occupational Therapy services in the district that complies with norms and standards as indicated by The Health Department. -Provide Community based Occupational Therapy services with the Focus on health promotion, prevention and Intervention Implement outreach, home visits and Campaigns. ECI screening and treatment Work with multidisciplinary team within the primary health care or community health care facilities. The candidate must have better understanding of quality assurance audit tools, National Rehabilitation Policy and National Core Standards Attend and participate in monthly Occupational Therapy meetings and CPD presentations as well as any other Meetings held within the clinic or with stakeholders. Core Standards

**ENQUIRIES**

Mr Peter Silwimba Tel No: (082) 374 6730

**APPLICATIONS**

Application documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lillian Ngoyi Street, Pretoria, 0001, Postal Address: P.O Box 9514, Pretoria, 0001.

**FOR ATTENTION**

Human Resource Management

**NOTE**

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

**CLOSING DATE**

25 October 2019

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**POST 36/188**

**SPEECH AND AUDIOLOGIST REF NO: TDHS/A/2019/27**

Directorate: District Health Services - Rehabilitation

**SALARY**

<table>
<thead>
<tr>
<th>Grade</th>
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<th>Per Annum</th>
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<tr>
<td>1</td>
<td>R317 976 – R361 872</td>
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<td>plus benefits</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>R439 164 – R532 595</td>
<td>plus benefits</td>
<td></td>
</tr>
</tbody>
</table>

**CENTRE REQUIREMENTS**

BSc Speech and Audiologist or appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). **Grade 1:** No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 2:** A minimum of 10 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 11 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 20 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 21 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa Other Skills: Knowledge of working in community-based rehabilitation setting Computer literate, good communication skills, interpersonal skills, problem solving skills and organizational skills Knowledge in the relevant policies, protocols and guidelines Must be proactive, innovative and a team player Valid code 8/10 driver’s license will be an added advantage.

**DUTIES**

Render effective patient centered speech therapy and audiology service for in and out-patients in adherence to the scope of practice and health protocols To work with colleagues, relieve as and when the need arises, and to work closely with the multidisciplinary team Carry out delegated duties Provide community Based Speech and Audiology services with a focus on health promotion, prevention and intervention Implement outreach, home visits and campaigns.
ECI screening and treatment. The candidate must have better understanding of quality assurance audit tools, National Rehabilitation Policy and National Core Standards. Attend and participate in monthly speech and audiology meetings and CPD presentations as well as any other meetings held within the clinic or with stakeholders. Perform record keeping, data collection; assist with budget control and asset management. Participate in research projects and communication effectively with all stakeholders.

ENQUIRIES: Mr Peter Silwimba Tel No: (082) 374 6730
APPLICATIONS: Application documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lillian Ngoyi Street, Pretoria, 0001, Postal Address: P.O Box 9514, Pretoria, 0001.
FOR ATTENTION: Human Resource Management
NOTE: Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.
CLOSING DATE: 25 October 2019

POST 36/189: PODIATRIST REF NO: TDHS/A/2019/28 (X3 POSTS)
Directorate: District Health Services - Rehabilitation

SALARY: Grade 1: R317 976 – R361 872 per annum (Plus benefits)
Grade 2: R372 810 – R426 291 per annum (Plus benefits)
Grade 3: R439 164 – R532 595 per annum (Plus benefits)

CENTRE: Tshwane District Health Services

REQUIREMENTS: Bachelor’s degree in Podiatry. Current registration with HPCSA as a Podiatrist.
Other Skills: Valid driver’s license, Computer literate, good communication skills, interpersonal skills, problem solving skills and organizational skills. Knowledge in relevant policies, protocols and guidelines. Must be proactive, innovative and a team player.

DUTIES: Rendering Podiatry services in the district that complies with norms and standards as indicated by The Health Department. Provide Community based podiatry services with the focus on health promotion, prevention and intervention. Implement outreach, home visits and campaigns. ECI screening and treatment. Work with multidisciplinary teams within the primary health care or community health care facilities. The candidate must have better understanding of quality assurance audit tools, National Rehabilitation Policy and National Core Standards. Attend and participate in monthly podiatry meetings and CPD presentations as well as any other Meetings held within the clinic or with stakeholders. Complete monthly reports, stats, and other administrative tasks. Be able to render and plan appropriate Podiatry services in the various clinics with the Tshwane District.

ENQUIRIES: Mr Peter Silwimba Tel No: (082) 374 6730
APPLICATIONS: Application documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lillian Ngoyi Street, Pretoria, 0001, Postal Address: P.O Box 9514, Pretoria, 0001.
FOR ATTENTION: Human Resource Management
NOTE: Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.
CLOSING DATE: 25 October 2019

POST 36/190: PHYSIOTHERAPIST REF NO: TDHS/A/2019/30
Directorate: District Health Services - Rehabilitation

SALARY: Grade 1: R317 976 – R361 872 per annum (Plus benefits)
Grade 2: R372 810 – R426 291 per annum (Plus benefits)
Grade 3: R439 164 – R532 595 per annum (Plus benefits)

CENTRE: Tshwane District Health Services

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

**DUTIES:**
Rendering effective patient centered physiotherapy services in the district in adherence to the scope of practice and health protocols. Work closely with the multidisciplinary team members and carry out delegated duties. Provide Community based physiotherapy services with the Focus on health promotion, prevention and intervention. Implement outreach, home visits and campaigns. ECI screening and treatment. The candidate must have better understanding of quality assurance audit tools, National Rehabilitation Policy and National Core Standards. Attend and participate in monthly Physiotherapy meetings and CPD presentations as well as any other Meetings held within the clinic or with stakeholders. Perform record keeping and data collection; assist with budget control and assets management. Participate in research projects and communicate effectively with all stakeholders.

**ENQUIRIES:**
Mr. P Silwimba Tel No: (082) 374 6730

**APPLICATIONS:**
Application documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lillian Ngoyi Street, Pretoria, 0001, Postal Address: P.O Box 9514, Pretoria, 0001.

**FOR ATTENTION:**
Human Resource Management

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

**CLOSING DATE:**
25 October 2019

**POST 36/191:**
**OCCUPATIONAL THERAPIST REF NO: TDHS/A/2019/31**
Directorate: District Health Services - Rehabilitation

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

**CENTRE:**
Tshwane District Health Services

**REQUIREMENTS:**
BSc Occupational Therapy. Current Registration with the Health Professional Council of South Africa as an Occupational Therapist. Other skills: must have completed Community Service. Valid driver’s license will be an added advantage.

**DUTIES:**
Rendering Occupational Therapy services in the district that complies with norms and standards as indicated by the Health department. Provide community based Occupational Therapy services with the focus on health promotion, prevention and intervention. The candidate will also be expected to implement the Outreach /Home visits and campaigns. ECI Screening and Treatment. Work in a multidisciplinary team within the primary health, care or Community health care facilities. The candidate must have a better understanding of quality assurance audit tools, National Rehabilitation policy and National Core Standards. Complete his/her statistics, annual and monthly reports. Attend and participate in monthly Occupational Therapy meetings and CPD presentations as well as any other meetings held within the clinic or with stakeholders.

**ENQUIRIES:**
Mr Peter Silwimba Tel No: (082) 374 6730

**APPLICATIONS:**
Application documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lillian Ngoyi Street, Pretoria, 0001, Postal Address: P.O Box 9514, Pretoria, 0001.

**FOR ATTENTION:**
Human Resource Management

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

**CLOSING DATE:**
25 October 2019

**POST 36/192:**
**ADMINISTRATIVE OFFICER REF NO: TDHS/A/2019/32**
Directorate: Administration & Logistics Unit

**SALARY:**
R316 791 - R373 167 per annum

**CENTRE:**
Tshwane District Health Services

**REQUIREMENTS:**
Three year national Diploma in public administration/public management or equivalent; 3-5 years experience administrative work. Other Skills/Requirements: Computer Literate, good interpersonal skills, problem solving and analytical skills, ability to work independently and with the team, good organizational skills, good telephone etiquette. Proven ability to communicate effectively (written and verbal) in English. Valid Code 10(C1) driver’s license will be an added advantage.

**DUTIES:**
Perform administrative duties relating to records, data capturing, filing, archiving, scanning, photocopying and collating of documents. Provisioning of...
general supervision over staff and work in administration, checking if diverse
documents for completion and correctness, assisting with control over duties
related to administration, handling of correspondence; drafting memorandums,
submission and reports, provide secretariat services in the office such as
handling incoming and outgoing calls, preparing meeting packs. Ordering of
stationery and other consumables for the office Write letters and any other
documents as requested by the supervisor. Perform all other duties delegated
by a Supervisor/Manager.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
CLOSING DATE
POST 36/193
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
NOTE

Mr LM Seshoka Tel No: (012) 451 9025
 Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. Postal Address P.O Box 9514, Pretoria, 0001
Human Resource Management
Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
25 October 2019
SOCIAL WORKER REF NO: STDH/00012 (X1 POST)
Directorate: Social Services
Grade 1: R257 592 – R298 614 per annum (plus benefits)
Grade 2: R316 794 – R363 801 per annum (plus benefits)
Grade 3: R384 228 – R445 425 per annum (plus benefits)
Sizwe Tropical Disease Hospital
Four (4) year Degree in Social Work and current Registration with SACSSP
Grade 1: No experience required after registration with the SACSSP in the relevant profession. Grade 2: A minimum of 10 years’ relevant experience after registration with the SACSSP in the relevant profession. Grade 3: A minimum of 20 years’ relevant experience after registration with the SACSSP in the relevant profession. Good knowledge of public service legislation and department of health and the social work profession legislation, policies and guidelines computer skills, sound written and verbal communication skills
knowledge of quality assurance and national core standards. experience in the
department and institution at various forums and meetings as per delegation,
building knowledge and skills in resource management.
Reports to the Social Work Supervisor Provide social work services to patients
referred from in and out of the hospital and carry a patient case load as required
and allocated Participate in the tuberculosis rehabilitation programmes of the
hospital and associated districts Strategically participate in the departmental
activities to achieve maximum productivity Ensure implementation and
submission of allied clinical quality audits as required Manage the allocated
workload Provide professional advice on issues pertaining to policies and
legislation related to health and social work Provide input into compilation of
the strategic and operational plans of the department and hospital Manage
conflict and implement corrective measures and all governing departmental
policies Compilation and submission of monthly statistics Represent the
department and institution at various forums and meetings as per delegation,
internally and externally Ensure adherence to Continued Professional
Development (CPD) requirements and self-development Perform any ad-hoc
duties allocated by management and must be a team player within the
department and institution.
Ms T Ndlovu Tel No: (011) 531 4463/4462
 Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
To be submitted on a completed and signed Z83 form, certified copies of
qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references, Driver’s license, SACSSP original and
current registration Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE: 25 October 2019

POST 36/194: FINANCIAL CONTROLLER REF NO: TDHS/A/2019/33
Directorate: Financial Management (Budget Management)

SALARY: R257 508 – R303 339 per annum
CENTRE: Tshwane District Health Services
REQUIREMENTS: Grade 12 with more than 10 years Financial Management/Accounting experience or appropriate degree/National Diploma in Accounting/Finance with minimum of three (3) year’s relevant experience in Budget Management. Other Skills: Knowledge and experience in BAS, SAP and Persal Thorough knowledge of PFMA, Treasury Regulations and financial policies and procedures. Must be computer literate (Microsoft Word, PowerPoint and Excel). Candidates must have work experience in Budget processes and Accounts Payable. Sound accounting skills Ability to work under pressure and meet deadlines Candidates must have a driver’s license.

DUTIES: Compile and manage the budget of institution in the district Compilation and submission of monthly in-year monitoring reports (IYM), assisting with compilation of annual budget, medium term expenditure framework, adjustment budgets, rollovers. Monitor budget spending in accordance with the set policies and procedures Provide assistance and Bas reports to management and institutions in the district in terms of budget, expenditure and reporting monthly Manage and identify miscellaneous payments and the clearing of suspense/control accounts, Safekeeping of Basic Accounting records and face value documents Prepare PowerPoint presentation of the status of budget against expenditure Approve shopping cart Implement internal control measures and ensure document and records management Responsible for performance assessments and development of staff Perform any other finance related function as required by the supervisor.

ENQUIRIES: Ms. Anna Ramonetha Tel No: (012) 451 9097
APPLICATIONS: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. Postal Address: P.O Box 9514, Pretoria, 0001.

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

CLOSING DATE: 25 October 2019

POST 36/195: ADMINISTRATION OFFICER: SUPERVISORY (X1 POST)
Directorate: Health

SALARY: R257 508 – R303 339 (Level 07) per annum
CENTRE: Pholosong Hospital
REQUIREMENTS: Minimum qualification Grade 12 or equivalent abet nqf level 4 with computer certificate, 5 years patients administration experience, willing to work shifts knowledge of administrative procedure manual part 2, BCEA, PFMA, Records management Policy, National core standards, mortuary standard operational Manual Knowledge of PAAB will be an added advantage.

DUTIES: Supervise and monitor subordinate performance and absenteeism Check that the admitting officer has completed correctly TPH 25 and that all the required information is completed with GPF 4 & 5 completed Ensure that the down time register is complete and that patients medical record are captured back once the system is up and running Confirm and follow up on all medical aid patients Monitor leaves, patient fees, attend departmental meetings, valuable Attend to all department queries Monitor all litigation requests Ensure that patient waiting time is reduced by follow up on queue management Supervise records, kit room, mortuary and porters department Monitor and comply with section 32 request. Compile and submit down time statistics monthly.

ENQUIRIES: Ms B Monyai Tel No: (011) 812 5000
APPLICATIONS: Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.
NOTE: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

CLOSING DATE: 25 October 2019

POST 36/196: LABOUR RELATIONS OFFICER REF NO: STDH/00013 (X1 POST)
Directorate: Human Resource Administration

SALARY: R257 508 – R303 339 per annum plus benefits

CENTRE: Sizwe Tropical Disease Hospital

REQUIREMENTS: A three (3) year Degree/Diploma in HRM or equivalent qualification with a minimum of 3 - 5 years’ experience in Labour Relation or Grade 12 with 10 years’ demonstrable experience in Labour Relations in the Public Service Knowledge of Misconduct Management, Grievance Management, Collective Bargaining, Dispute resolution and other relevant legislations applicable within the Public Sector Verbal and written communication skills Report writing skills Be able to work independently Conflict management Computer literacy, knowledge in MS Office package Knowledge of PERSAL will an added advantage.

DUTIES: Write reports inter-alia Misconduct report and Grievance reports Investigate allegations of misconduct and/or grievance Be able to draft charge sheets, prepare witnesses and represent the Employer in disciplinary and/or grievance hearings Analyses trends and advise management on serious adverse events cases, forensic cases and hotline cases. Identify labour relations training needs for Managers, Supervisors and Employees in the department Conduct labour relations training Ensure compliance of Code of Conduct Support and/or advice management on progressive discipline Be a link between Management and recognized Labour Unions Facilitate and chairing Bi-lateral and Multi-lateral meetings within the institution Provision of advice to employees and management on labour relations matters.

ENQUIRIES: Ms FN Mothapo Tel No: (011) 531 - 4390

APPLICATIONS: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

NOTE: To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, a detailed Curriculum Vitae with two or more references. Applicants must indicate the department for which they are applying for all recommended candidates will be subjected to vetting processes (ie Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE: 25 October 2019

POST 36/197: CHIEF OCCUPATIONAL THERAPY TECHNICIAN REF NO: TDHS/A/2019/34 (X2 POSTS)
Directorate: District Health Services - Rehabilitation

SALARY: R210 567 per annum (plus benefits)

CENTRE: Tshwane District Health Services

REQUIREMENTS: Current Registration with the Health Professional Council of South Africa as an Occupational Therapist Technician/Assistant Complete Certificate in OTA/OTT Other Skills: Excellent communication skills, verbal and written Good interpersonal relations Valid driver’s license will be an added advantage.

DUTIES: Rendering Occupational Therapy services in the district under the supervision of an Occupational Therapist that complies with norms and standards as indicated by the Health Department Provide community Occupational therapy services with the focus on health promotion, prevention and intervention Participate in outreach/home visits and campaigns, ECI screening and treatment. Work in multidisciplinary team within the primary health care or community health care facilities The candidate must have better understanding of quality assurance audit tools, national rehabilitation policy and National Core Standards. Complete stats and annual and monthly reports Attend and participate in monthly Occupational therapy meetings, CPD presentations as well as other meetings held within the clinic or other stakeholders.

ENQUIRIES: Mr Peter Silwimba Tel No: (082) 374 6730
APPLICATIONS: Application documents must be submitted to Tshwane District Health Services, Fedsure building, 268 Lillian Ngoyi street, Pretoria. Postal Address: P.O Box 9514, Pretoria, 0001.

FOR ATTENTION: Human Resource Management

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

CLOSING DATE: 25 October 2019

POST 36/198: OCCUPATIONAL THERAPIST TECHNICIAN GRADE 1 REF NO: CCRC/OTT/09/02

Directorate: Allied

SALARY: R210 567 per annum (OSD)

CENTRE: Cullinan Care and Rehabilitation Centre

REQUIREMENTS: Grade 12 certificate. Registration with HPCSA as an Occupational Therapy Technician. Good communication skills. Have the ability to work with people with intellectual disabilities in a multidisciplinary environment. Previous experience in intellectually disabled field will serve as an advantage. Current registration with HPCSA.

DUTIES: Render Occupational Therapist services in accordance with rules and regulations of the HPCSA. Assist with implementation of Mental health Care User’s programme under the supervision of the Occupational Therapist. Contribute to development of social/recreational services and handle large groups of mental health care Users. Participate in and contribute towards professional development programme. Assist in departmental administrative activities and quality assurance practices.

ENQUIRIES: Mr SMG Mabe Tel No: (012) 734 7000 x 246

APPLICATIONS: Applications must be hand delivered to Cullinan Care and Rehabilitation Centre, HR Department, Zonderwater Road, Cullinan or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000. Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies are found, services will be terminated with immediate effect. The Institution reserves the right not to fill the post.

NOTE: The Department of Health supports and encourages persons with disabilities to apply.

POST 36/199: PHARMACIST ASSISTANT: POST BASIC REF NO: TDHS/A/2019/35 (X11 POSTS)

Directorate: Pharmaceutical Services

SALARY: R208 383 - R234 738 per annum

CENTRE: Tshwane District Health Services

REQUIREMENTS: Grade 12 certificate. Post basic pharmacist assistant qualification or equivalent. Registered with the South African Pharmacy Council as a Pharmacist Assistant Post Basic in Institutional or Community Sector Pharmacy. Other Skills/Requirements: Computer literate. Basic communication and interpersonal skills. Basic knowledge of pharmaceutical processes, knowledge of relevant legislation and policies, record keeping and basic knowledge of drug supply management. Work effectively as part of a team. Acquaintance with standard operating procedures and policies of an institutional pharmacy, and with primary healthcare standard treatment guidelines. Working experience at a primary healthcare facility will be a recommendation. No criminal record or dismissal for misconduct at previous place(s) of work.

DUTIES: The incumbent of the post will work under direct/indirect supervision of a pharmacist within the scope of the following duties: Stock control which includes receiving, issuing and maintenance of stock. Ensuring proper storage of medicines. Dispensing of medicine, including the receive, read and checking of prescriptions for legality, authenticity and validity. Ensuring appropriate use of medicine. Executing dispensary administrative functions. Participating in pharmacy education programmes. Supporting WBOT services in the community. Advice and support patients and other health care professionals regarding pharmaceutical issues. Networking with all relevant stakeholders. Address Pharmaco-vigilance.

ENQUIRIES: Ms Michelle Haines Tel No: (012) 356 9201
### APPLICATIONS
Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception Postal Address Attention Human Resource Management: P.O Box 9514, Pretoria, 0001

### NOTE
Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy. Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration. Where applicable, Certifying stamp on documents shouldn’t be more than three (3) months. Relevant service certificates Failure to submit all the requested documents will result in the application not being considered Tshwane Health District reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

### CLOSING DATE
25 October 2019

### POST 36/200
**PHARMACIST ASSISTANT (POST BASIC) REF NO: HRM 87/2019**
Directorate: Pharmacy

<table>
<thead>
<tr>
<th>SALARY</th>
<th>R208 383 per annum plus benefits</th>
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<tbody>
<tr>
<td>CENTRE</td>
<td>Steve Biko Academic Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Registration with the South African Pharmacy Council as a Post Basic Level Pharmacist Assistant for a period of 0 to 5 years. Basic communication skills, knowledge of pharmaceutical processes, knowledge of relevant legislation and policies, record keeping and basic knowledge of medicine supply management.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Stock control which include; Ordering, receiving, issuing and maintenance of stock. Manufacturing or preparation of sterile or non-sterile medicines in accordance with Good Manufacturing Practice and standard operating procedures. Collecting of information. Preparation of prescriptions following the interpretation and evaluation of the prescription by a pharmacist. Provision of instructions regarding the correct use of medicine supplied. Any other task necessary for the provision of quality pharmaceutical services.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mrs L Deysel Tel No: (012) 354 1282</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe &amp; Steve Biko Road, Main Entrance at Level 3.</td>
</tr>
<tr>
<td>NOTE</td>
<td>Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.</td>
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### CLOSING DATE
25 October 2019

### POST 36/201
**REGISTRY CLERK REF NO: TDHS/A/2019/36**
Directorate: Administration & Logistics

<table>
<thead>
<tr>
<th>SALARY</th>
<th>R173 703 per annum</th>
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<tr>
<td>CENTRE</td>
<td>Tshwane District Health Services</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 Certificate or equivalent qualification. Applicants with prior learning, either by means of experience of alternative courses may also apply. Other Skills/Requirements: Computer literate, good interpersonal skills, problem solving and analytical skills, ability to work independently and with the team, good organizational skills, good telephone etiquette. Proven ability to communicate effectively (written and verbal) in English. Valid Code 10(C1) driver’s license will be an added advantage.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Perform administrative duties relating to records, data capturing, filing, archiving, scanning, photocopying and collating of documents. Provide secretariat services in the office such as handling incoming and outgoing calls, preparing meeting packs. Ordering of stationery and other consumables for the office. Write memos, letters and any other documents as requested by the supervisor. Perform all other duties delegated by a Supervisor/Manager.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr LM Seshoka Tel No: (012) 451 9025</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. Postal Address: P.O Box 9514, Pretoria, 0001.</td>
</tr>
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</table>

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

CLOSING DATE : 25 October 2019

POST 36/202 : HUMAN RESOURCE CLERK (X2 POSTS)
Directorate: Health

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE : Pholosong Hospital
REQUIREMENTS : Degree/Diploma in Human Resource or Grade 12/NQF Level 4 Qualification. Computer Literacy (Ms Word, Ms Excel), Knowledge of the Human Resource Administration Process Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact, and discretion. Good telephone etiquette and interpersonal relations. Ability to be self-motivated, document management skills and must have Office Administration Competencies. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within Human Resource Department. Knowledge of Regulations and the Legislative framework related to Personnel Administration and the ability to interpret them. Ability to handle multi-disciplinary tasks. Knowledge and experience of the Persal System will be an added advantage.

DUTIES : Full administration duties, functions and practices in the following areas with Human Resource: Appointments, Promotions, Transfer, Establishment, HR information, Leave Management, Salary and Terminations. Check and ensure that mandates sent to Gauteng Department of Finance are captured timeously and correctly. Attend to HR related enquiries and Audit queries. Record, Organize, Control, Store and retrieve information. Ensure safe keeping of documents and filling of all related documents. Attend meeting and training as approved by supervisor. Maintain of user-Friendly Office Comply with the Performance Management and Development system (Contracting, Quarterly Reviews and Final Assessment) Quarterly reviews and final assessment.

ENQUIRIES : Applications must be submitted at Pholosong Hospital, 1067 Ndana Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

NOTE : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

CLOSING DATE : 25 October 2019

POST 36/203 : HUMAN RESOURCE CLERK REF NO: STDH/00014 (X1 POST)
Directorate: Human Resource Administration

SALARY : R173 703 – R204 612 per annum (plus benefits)
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 12 plus computer literacy certificate. A National Diploma/Degree in Human Resource Management and human resource or administration experience will be an added advantage. Sound Knowledge of HR Acts, Prescripts-Interpretation and implementation thereof. Good knowledge of PERSAL System. Excellent communications, writing skills, and good interpersonal relations.

DUTIES : Conduct Recruitment and Selection process in line with relevant Acts and Policies. Leave Management, Capturing of PMDS documents on PERSAL as required by the DPSA Processing and submission of all HR mandates to GDF as required Perform all Salary and Personnel related matters. Effective and efficient management of HR administrative aspects Appointments, transfers, termination, salary administration and management of Conditions of service. Assist with PILIR management and reporting thereof Management of overtime.

ENQUIRIES : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE : To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months. A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for
which they are applying for All recommended candidates will be subjected to vetting processes (ie Reference check, qualification verification, police clearance, citizenship verification etc.)

**CLOSING DATE** : 25 October 2019

**POST 36/204** : **ADMINISTRATION CLERK REF NO: STDH/00015 (X1 POST)**
Directorate: Patient Affairs

**SALARY** : R173 703 – R204 612 per annum plus benefits

**CENTRE** : Sizwe Tropical Disease Hospital

**REQUIREMENTS** : Grade 12 plus computer literacy certificate. Post matric qualification in administration and knowledge of PAAB system will be an added advantage Good communication, customer service and interpersonal skills Ability to work under pressure and be prepared to rotate.

**DUTIES** : Perform administrative tasks in accordance with the regulatory framework and guidelines relating to general office functions Communication with various stakeholders (patients, community and employees) Registration of in and out patients on PAAB Revenue collection Filing of loose scripts and other documents of patient’s files. Compiling of daily, weekly and monthly statistics. Attend to telephone and verbal queries Adhere to Batho Pele principles sand patients' rights Assist in writing minutes and maintain the database of all the parents.

**ENQUIRIES** : Mr JM Mokhine Tel No: (011) 531 - 4306

**APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

**NOTE** : To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, a detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for all recommended candidates will be subjected to vetting processes (ie Reference check, qualification verification, police clearance, citizenship verification etc.)

**CLOSING DATE** : 25 October 2019

**POST 36/205** : **MATERIAL RECORDING CLERK REF NO: STDH/00016 (X1 POST)**
Directorate: Supply Chain Management

**SALARY** : R173 703 – R204 612 per annum plus benefits

**CENTRE** : Sizwe Tropical Disease Hospital

**REQUIREMENTS** : Grade 12 plus computer literacy certificate Degree/Diploma in Logistics and experience in stores/procurement will be an added advantage Background of PPPFA, SAP and supply chain procedures and knowledge of BAS Good communication skills.

**DUTIES** : Coordinate various stores: Cleaning material, stationery and provisions Supervise stores assistants, manage and evaluate subordinates through PMDS Capture GRV's on SAP/R3 and SRM systems Compile and prepare goods receipts vouchers RLS02 Records items on tally cards and ensure accuracy thereof Receive, Issue and ensure that stock distribution is done according to stock schedule Safekeeping of stock and monitoring of expiry dates Attend to webcycles from start to finish. Follow up on outstanding invoices and orders Perform Bi-annual stock taking Manage the unit’s leave issues and perform other duties allocated by the supervisor. Relieving in transport when need arises.

**ENQUIRIES** : Mr LP Pheeha Tel No: (011) 531 - 4372

**APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

**NOTE** : To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, a detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for all recommended candidates will be subjected to vetting processes (ie Reference check, qualification verification, police clearance, citizenship verification etc.)

**CLOSING DATE** : 25 October 2019
**POST 36/206** : CLEANING SUPERVISOR (X1 POST)  
Directorate: Administration and Support  

**SALARY** : R171 138 – R145 281 per annum (Level 04) plus benefits  
**CENTRE** : Ga-Rankuwa Nursing College  
**REQUIREMENTS** : Grade 10/ABET Level 04/with 03 years relevant and proven cleaning experience Must possess the ability to plan, organize, supervise, inspect and evaluate work of subordinates Working knowledge of the operation and care of cleaning machines and equipments. Good command of English language Ability to work under pressure Sound interpersonal relations.  
**DUTIES** : Oversee cleaning services of offices, corridors, general kitchens, restrooms, elevators and boardrooms Manage and ensure the maintenance of cleaning materials and equipments Supervise cleaners Perform housekeeping duties cleaning of allocated areas Apply disciplinary measures and implement appropriate procedures perform any cleaning and supervisory duties delegated by the supervisor.  
**ENQUIRIES** : Mrs K R Lekgeu Tel No: (012) 560 0448/50  
**APPLICATIONS** : All applications must be addressed to the Registrar, and should be placed in application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag x830 Pretoria 0001 or apply online at www.gautengonline.gov.za  
**CLOSING DATE** : 25 October 2019  

**POST 36/207** : ADMINISTRATION CLERKS REF NO: ADMC/PTA/KPTH/19 (X2 POSTS)  
Directorate: Patients Affairs Department  

**SALARY** : R173 703 – R204 612 per annum (plus benefits)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Grade 12. National Diploma in Public Administration, Public Management, and Office Management or other related fields will be an added advantage The candidate must be computer literate (capturing, processing e-mail, and internet) A minimum of 18-months experience in Admin services will be an added advantage (Patients Affairs experience will be an added advantage) Must be willing to work shifts and work under pressure Knowledge of PAAB, Records Management, PFMA, and Basic Conditions of Employment Act will be an added advantage.  
**DUTIES** : Admission and registration of patients on PAAB and manual, filing and retrieval of files from records Capturing data on TPH31A and TPH31 Completion of GPR01 during downtime and updating electronic downtime information. Billing and collecting money from patients and issuing receipts; balancing in-paying register at the end of every shift Completion of GPF 3, 4 and 5 forms Classification of patients according to the UPFS. Assisting in other units within Patients Affairs when the need arises and ensuring that working material and equipments are always available Reporting of lost, damaged and not working equipments.  
**ENQUIRIES** : Ms J Khoza Tel No (012) 318- 6469  
**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 n interviews on the date, time and place determined by the Department. The organization encourages applications from the following racial groups to increase diversity and transformed workforce NB: Additional criteria to select may apply.
CLOSING DATE : 25 October 2019

POST 36/208 : REGISTRY CLERK REF NO: TDHS/A/2019/36
Directorate: Administration & Logistics

SALARY : R173 703 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 12 Certificate or equivalent qualification. Applicants with prior learning, either by means of experience of alternative courses may also apply. Other Skills/Requirements: Computer Literate, good interpersonal skills, problem solving and analytical skills, ability to work independently and with the team, good organizational skills, good telephone etiquette. Proven ability to communicate effectively (written and verbal) in English. Valid Code 10 (C1) driver’s license will be an added advantage.

DUTIES : Perform administrative duties relating to records, data capturing, filing, archiving, scanning, photocopying and collating of documents. Provide secretariat services in the office such as handling incoming and outgoing calls, preparing meeting packs. Ordering of stationary and other consumables for the office. Write memos, letters and any other documents as requested by the supervisor. Perform all other duties delegated by a Supervisor/Manager.

ENQUIRIES : Mr LM Seshoka Tel No: (012) 451 9025
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception Postal Address. O Box 9514, Pretoria, 0001
FOR ATTENTION : Human Resource Management
NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
CLOSING DATE : 25 October 2019

POST 36/209 : DRIVERS (HEAVY DUTY VEHICLE) REF NO : TDHS/A/2019/37 (2 POSTS)
Directorate: Administration & Logistics

SALARY : R145 281 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 10 qualification. One(1) to Three(3) years’ experience in driving/messenger services. A valid Code 14 (EC1) driver’s license with PDP, (Attach certified copy). Ability to work independently and with a team. Willingness to travel and work irregular hours. Knowledge of OHS Act. Other Skills/Requirements: Good written and verbal skills, good communication skills.


ENQUIRIES : Mr LM Seshoka Tel No: (012) 451 9025
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception Postal Address. O Box 9514, Pretoria, 0001
FOR ATTENTION : Human Resource Management
NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
CLOSING DATE : 25 October 2019

POST 36/210 : DRIVER REF NO: TDHS/A/2019/38
Directorate: Administration & Logistics

SALARY : R145 281 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 10 qualification. One(1) to Three(3) years’ experience in driving/messenger services. A valid Code 10 (C1) driver’s license with PDP, (Attach certified copy). Code 14 will be an added advantage. Ability to work independently and with a team. Willingness to travel and work irregular hours. Knowledge of OHS Act. Other Skills/Requirements: Good written and verbal skills, good communication skills.
Knowledge of OHS Act

**DUTIES**
- Transport equipment and officials between Area Offices. Deliver and collect official documents when requested.
- Take vehicle for service/repairs.
- Keep records of oil, fuel receipt and other admin documents.
- Assist with loading and offloading of goods, collect and deliver post and parcels on a daily basis.
- Keep vehicles in good condition.

**ENQUIRY**
- Mr LM Seshoka
- Tel No: (012) 451 9025

**APPLICATION**
- Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception, Postal Address Attention Human Resource Management: P.O Box 9514, Pretoria, 0001

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

**CLOSING DATE**
- 25 October 2019

**POST 36/211**
- **PRINCIPAL PORTER REF NO: PRINPORT/KPTH/19**
- Directorate: Patients Affairs Department

**SALARY**
- R145 281 – R171 138 per annum (plus benefits)

**CENTRE**
- Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**
- Minimum of Grade 12
- Five (5) years’ experience of portering services in a health environment
- Good writing and verbal communication skills
- Problem solving skill
- Good interpersonal skills
- Batho Pele Principles
- Telephone etiquette
- Ability to work under pressure and be prepared to work shifts.

**DUTIES**
- Ensuring that patients’ equipments (trolleys and wheelchairs) are cleaned
- Offload patients from ambulances and cars
- Removal of deceased persons from the wards
- Supervise and manage porters
- Manage leave and overtime
- Assist in PMDS assessments
- Report faulty and broken equipments.
- Recommend condemning of equipments.

**ENQUIRIES**
- Ms J Khoza
- Tel No: (012) 318-6469

**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.
- 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 interviews on the date, time and place determined by the Department.
- The organization encourages applications from the following racial groups to increase diversity and transformed workforce.
- Additional criteria to select may apply.

**CLOSING DATE**
- 25 October 2019

**POST 36/212**
- **STORES ASSISTANT REF NO: STDH/00017 (X1 POST)**
- Directorate: Supply Chain Management

**SALARY**
- R122 595 – R144 411 per annum plus benefits

**CENTRE**
- Sizwe Tropical Disease Hospital

**REQUIREMENTS**
- Grade 12 or equivalent qualification
- Experience in warehousing and stores will be an added advantage
- Must be able to communicate both verbally and in writing
- Must be able to work under pressure
- Must have a clear listening and reading skills.

**DUTIES**
- Daily issuing of stock and equipment to the various sections, move equipment from one section to the other as directed by supervisor, pack and unpack stock on the shelves, perform weekly stock counts, assist stocking teams during...
annual stocktaking, collect and deliver Va2s and other documents to procurement and other sections, collecting of black boxes from wards to pharmacy, marking of boxes and equipment, deliver stock to the end user, reconcile the quantity of stock delivered with the end user.

ENQUIRIES: Ms M Mulaudzi Tel No: (011) 531 4334
APPLICATIONS: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
NOTE: To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references Applicants must indicate the department for which they are applying for All recommended candidates will be subjected to vetting processes (ie Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE: 25 October 2019
POST 36/213: FOOD SERVICE AID REF NO: ODI/04/10/2019/01 (X2 POSTS)
Directorate: Administration
SALARY: R102 534 per annum
CENTRE: ODI District Hospital
REQUIREMENTS: Grade 10/ Abet Level 4 with 1 year experience in Food Service Environment, previous experience in food preparation and diet knowledge in hospital will be an advantage Communication skills and willing to work in a team able to work shifts, night duty including weekends and public holidays.
DUTIES: Perform routine task in Food Service Unit and perform the general cleaning task assign to you and maintain hygiene and safety measures in the unit Carrying heavy basket, packing and withdrawing of cook freeze food in the refrigerator Do preparation, breakfast, cooking, portioning food according to portion control measures, garnishing of food, labelling and serving of food according to patient's diets Preparation of diabetic snack for diabetic patients Wash crockery and cutlery of patients and assist when there is a function, be prepared to relieve in all areas of food service unit when required.
ENQUIRIES: Ms Mahlangu Tel No: (012) 725 2345
APPLICATIONS: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
NOTE: Applications must be submitted on form Z83, obtained from any Public Service Department The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed Certified copies should not be more that than three months old.
CLOSING DATE: 25 October 2019
POST 36/214: PORTER REF NO: ODI/04/10/2019/02 (X2 POSTS)
Directorate: Support Services
SALARY: R102 534 per annum
CENTRE: ODI District Hospital
REQUIREMENTS: Grade 10 or Abet Level 4 Ability to read and write, good communication and interpersonal skill Ability to work under pressure and willingness to learn and be exposed to hospital environment Motivation must be attached.
DUTIES: Transporting of patients into ambulances Assist patients who are unable to walk to and from private cars Accompany walking and non-walking patients per stretchers and wheelchairs from all different areas of the hospital Transporting of corpses to Mortuary and checking of Mortuary gauges Cleaning of wheelchairs and stretchers at all times Adhere to Batho-Pele principles and Occupational Health and Safety Regulations as well as infection control principles Be prepared to work shifts and perform any other lawful duties delegated by the Supervisor.
ENQUIRIES: Ms. Moeng LM Tel No: (012) 725 2472
APPLICATIONS: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
NOTE: Applications must be submitted on form Z83, obtained from any Public Service Department The completed and signed forms should be accompanied by a
recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than three months old.

**CLOSING DATE** : 25 October 2019

**POST 36/215** : PORTER REF NO: PORT/KPTH/19

**Directorate:** Patients Affairs Department

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

**CENTRE** : Kalafong Provincial Tertiary Hospital

**REQUIREMENTS** : Grade 10 and above (original certified report/transcript of not more than 3 months) Twelve (12) months proven experience as a porter in a health environment Ability to work in a team environment, under pressure and meet deadlines Knowledge of Batho Pele Principles Patient Rights and Responsibilities Interpersonal relationship skills Telephone etiquette and willing to shifts.

**DUTIES** : Accompanying patients on wheelchairs and patients trolleys Offloading emergency patients from ambulances and private cars and transporting them to casualty and wards Ensure that stretchers and wheelchairs are collected from corridors and washed daily Removing deceased persons from the wards to the mortuary Completion of the ambulance book with patient’s details Ensuring that mortuary slip are fully completed by the wards and report broken equipments to the principal porter.

**ENQUIRIES** : Ms J Khoza Tel No: (012) 318-6469

**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 n interviews on the date, time and place determined by the Department. The organization encourages applications from the following racial groups to increase diversity and transformed workforce NB: Additional criteria to select may apply.

**CLOSING DATE** : 25 October 2019

**POST 36/216** : GENERAL ASSISTANT REF NO: GA/ KPTH/2019

**Directorate:** Pharmacy

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

**CENTRE** : Kalafong Provincial Tertiary Hospital

**REQUIREMENTS** : Grade 12 and Computer literacy or equivalent qualifications A minimum of 12 months experience of stores will be an added advantage Be a team player, organising skills, Inter personal proficiency, communication skills (written/verbal), Customer oriented time management, Positive attitude and enthusiastic. Ability to work under pressure and meet scheduled work.

**DUTIES** : Stock movement – receive, pack, issue and delivery of stock under the supervision of a Pharmacist Pack and arrange medicines and vacolitres according to FIFO/FEFO principles Stock control and management Adhere to good general pharmacy housekeeping to maintain a neat and clean environment Dusting of shelves Delivery/collection of documents to and from wards and other outlets Capturing and issuing of orders on the system and filing of documents thereof.

**ENQUIRIES** : Ms M Mayayise Tel No: (012) 318-6839

**APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001 Hand Delivery
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 n interviews on the date, time and place determined by the Department. The organization encourages applications from the following racial groups to increase diversity and transformed workforce NB: Additional criteria to select may apply.

CLOSING DATE: 25 October 2019
POST 36/217: LAUNDRY WORKER (X3 POSTS)
Directorate: Laundry

SALARY: R102 534 – R120 780 per annum (plus benefits)
CENTRE: Kalaflong Provincial Tertiary Hospital
REQUIREMENTS: Minimum qualifications Grade 10 and above (original certified report/transcript of not more than 3 months). The ability to count (Basic arithmetic). Twelve (12) months proven experience in a formal clinical or hospital environment EPWP with the most recent hospital/clinical experience will be an added advantage Service certificate must be attached as proof of employment from the company stated on the curriculum vitae (CV). A recent stamped and signed motivation from the immediate supervisor where EPWP personnel is allocated must be attached as a proof of being in the programme Ability to work in a team environment, under pressure and meet deadlines. Knowledge of Batho Pele Principles. Be prepared to work shift work including weekends and public holidays when requested.

DUTIES: Retrieve soiled linen for linen bank. Sort and count linen. Pack soiled linen into bags, seal, date and prepare for dispatch to Masakhane laundry Load into truck for dispatch. Unload, unpack and count clean linen. Deliver clean linen to the wards and units Control linen; maintain stock levels in the wards. Sluice linen and maintain curtain in the units. Perform any other laundry activities as directed by team leader/supervisor Operate various laundry machines i.e washing, dryers, ironing and pressing Assist with mending clothes when needed Cope with physical demands of the work individually or in a team.

ENQUIRIES: Ms T Mathonsi Tel No: (012) 318-6634
APPLICATIONS: Applications must be submitted to: Kalaflong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001 Hand Delivery at Kalaflong 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 n interviews on the date, time and place determined by the Department. The organization encourages applications from the following racial groups to increase diversity and transformed workforce NB: Additional criteria to select may apply.
CLOSING DATE: 25 October 2019

POST 36/218: CLEARNERS (X5 POSTS)
Directorate: Cleaning

SALARY: R102 534 – R120 780 per annum (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: Minimum qualifications Grade 10 and above (original certified report/transcript of not more than 3 months) Twelve (12) months proven experience in a formal clinical or hospital environment EPWP with the most recent hospital/clinical cleaning experience will be an added advantage Service certificate must be attached as proof of employment from the company stated on the curriculum vitae (CV) A recent stamped and signed motivation from the immediate supervisor where EPWP personnel is allocated must be attached as a proof of being in the programme Ability to work in a team environment, under pressure and meet deadlines Knowledge of Batho Pele Principles Be prepared to work shift work including weekends and public holidays when requested.

DUTIES: Cleaning services as per work schedule utilizing a variety of heavy cleaning equipment and chemicals Cleaning of clinical and non-clinical areas within the hospital Terminal cleaning of infectious areas Strip and seal vinyl floors, scrubbing tiled floors, vacuum of carpet floors Cleaning windows, walls, door frames and handles Cleaning bathrooms and toilets Removal of general waste in designated areas Perform any other cleaning activities as directed by team leader/supervisor Cope with physical demands of the work individually or in a team. Be prepared to be rotated to different areas in the hospital

ENQUIRIES: Ms T Mathonsi Tel No (012) 318-6634
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 filed on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified interviews on the date, time and place determined by the Department. The organization encourages applications from the following racial groups to increase diversity and transformed workforce NB: Additional criteria to select may apply.

CLOSING DATE: 25 October 2019

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

APPLICATIONS: Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.

CLOSING DATE: 25 October 2019

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents The completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and
contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

POST 36/219

ASSISTANT DIRECTOR: FRAUD PREVENTION REF NO: GPT/OCT/01
Directorate: Financial Governance

SALARY

R470 400 per annum (plus benefits)

CENTRE

Johannesburg

REQUIREMENTS

National Diploma/BCOM in Accounting/Auditing/Cost and Management Accounting/Risk Management/Forensic Investigation. 3 – 5 years in fraud prevention/fraud risk management experience. Knowledgeable on applicable legislation. Advance Diploma in Forensic Investigation, Certified Fraud Examiner (CFE), Risk Management would be added advantage. A valid driver’s licence. Successful candidate will be required to undergo a security vetting process.

DUTIES

To assist with the planning, execution and reporting of assigned fraud prevention project(s) and Fraud Risk Management in a professional manner on behalf of the Gauteng Provincial Government. Assist in the implementation of the Approved Operation Plan. Execution of allocated FDRs. Compile fraud detection review reports. Conduct fraud risk assessment. Administration Update Fraud Risk Register and compile Fraud Risk Assessment Report.

ENQUIRIES

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

POST 36/220

ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING & FINANCIAL REPORTING REF NO: GPT/OCT/02
Directorate: Municipal Accounting & Financial Reporting

SALARY

R376 596 per annum (plus benefits)

CENTRE

Johannesburg

REQUIREMENTS

A relevant tertiary qualification e.g Degree (NQF level 7 as recognised by SAQA) in Accounting/Audit as a major. 3-5 years’ experience in accounting environment. Budget processes, policy processes, policy development and related publications. Experience in economic or policy related research and analysis. Experience in budget analysis and monitoring and evaluation. Project and financial management.

DUTIES

Promote the understanding and implementation of accounting standards (GRAP), review and provide feedback on the quality of Annual Financial Statements. Provide support to municipalities on the preparation/completion of annual financial statements. Provide feedback to the Deputy Director on the reviewed draft and In-year financial statement. Advice stakeholders on accounting practice and compile documents/presentations for discussion on various topics related accounting on various sessions/forums. Supporting the monitoring and compliance with the financial accounting reporting requirements. Train clients on accounting frameworks, standards, guidelines and transversal accounting policies through Forums. Monitor the exhibitions
of audit reports, management letters and audit action plans. Analyse, monitor, support and report on the implementation of the audit action plans. Report on the annual and oversight reports are tabled timeously as required by MFMA. Support municipalities in resolving audit queries through attendance of audit steering committee meeting and correspondence. Support on the preparations of the Audit file Monitor and evaluate AFS preparation action plan. Provide technical support on financial management and accounting reforms. Support the implementation of financial management support programs where municipalities lack skills and capacity. Analyse audit reports, management letters and audit implementation plans to identify financial management support strategies. Analyse & report on progress on the implementation of the AFS/Accounting queries. Assist in Monitoring, supporting and reporting on related modules in the Financial Management Capability and Maturity Model.

ENQUIRIES : Mr Sihle Hlomuka Tel No: (011) 689 6897

POST 36/221 : PRACTITIONER: ACCOUNTS PAYABLE REF NO: GPT/OCT/01
Directorate: Financial Governance

SALARY : R257 508 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Grade 12 with a three-year tertiary qualification/National Diploma in Finance 1 – 2 years’ experience in the Finance or related field. Driver’s licence is a must.

DUTIES : Attend to queries and maintain effective relationships with customers. Perform monthly P-Card statement reconciliations. Provide training and support for all P-Card and E-Invoicing end users. Co-Ordination of P Card and Electronic Invoice Submission supplier on boarding sessions. Quality assurance of P Card and Electronic Invoice Submission supplier documentation. Timeous processing of all payments (Non- Migrated functions).

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

CLOSING DATE : 01 November 2019