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:
Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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:
01 November 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 determined by the Gauteng Department of e-Government. Successful candidates may be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POST

POST 37/101:
SENIOR COMMUNICATION OFFICER
REF NO: REFS/004678
Directorate: Strategy & Media Liaison

SALARY:
R316 791 per annum (plus benefits)

CENTRE:
Johannesburg

REQUIREMENTS:
Matric plus NQF level 6 in Communication/Journalism/Marketing/Public Relations or Creative Design with 2-3 years’ experience in Communications. Computer literate. Project Management; Basic marketing and advertising skills; good communicator; innovative thinker; attention to detail; time management.

DUTIES:
To coordinate activities as directed by the Communications Manager for events, launches, promotions, and any other communication-related activities. To gather intelligence within the organization to facilitate effective communication through posters and the Newsletter. Coordinate the execution of format and themes for the Internal Newsletter and other internal Communications. Compile content for the Newsletter to be edited by the editor. Identify themes and content for the Newsletter. Cultivate relationships with internal clients to ensure fulfillment of their communications needs. Compile a data base of internal and external stakeholders. Maintain an image bank of key stakeholders for media and other related purposes. Manage digital content. Optimise the organisation’s digital medium as a communication tool. Meet with clients or the Communication traffic manager to determine the scope of a project. Create images that identify a product or convey a message. Develop graphics for product illustrations, logos, and websites. Select colors, images, text style, and layout. Present the design to clients. Incorporate changes recommended by the clients into the final design. Review designs for errors before printing or publishing them.

ENQUIRIES:
Mr Oscar Baloyi Tel No: (011) 689 4648
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 37/102 : CLINICAL MANAGER GRADE 1
Directorate: Medical

SALARY : R1 173 900 - R1 302 849 per annum (All inclusive package)

CENTRE : South Rand Hospital

REQUIREMENTS : An appropriate qualification that allows for registration with HPCSA as an Independent Medical Practitioner. Registration with HPCSA as Medical practitioner and proof of current registration. A minimum of 6 years appropriate experience as a medical officer after registration with the HPCSA as medical practitioner. Experience at a supervisory level will be an added advantage.

DUTIES : Overall management of clinical services in the entire hospital accordance with the departmental standards, including after hours as delegated. Responsible and accountable for leading and managing the hospital clinical services. Establish systems for intradepartmental functions in keeping with hospital policies and communicate it to staff. Training and development of staff in relevant sections. Performance management and supervision. Ensure compliance with Nation Core Standards/Promulgated Norms and Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyse budget and financial information and utilize all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duties as delegated by the Chief Executive Officer as per need of the institution.

ENQUIRIES : Dr MN Maleka Tel No: (011) 681 2002

APPLICATIONS : Applicant must quote the relevant reference number and direct the applications to Chief Executive Officer: South Rand Hospital, 1 Friars Hill Road, Rosettenville, or posted to Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road

NOTE : attach Z83, recent updated curriculum vitae with three references, certified copies of all your qualifications and Identity book. Correspondence will be limited to shortlisted candidates only. Successful candidates will undergo a medical screening and will be expected to do verifications which entail reference checks, identity verification, qualifications verification and criminal records ability checks.

CLOSING DATE : 01 November 2019

POST 37/103 : MEDICAL SPECIALIST GRADE 1-3: REF NO: MSPEC/INTMED/10/19
Directorate: Internal Medicine Unit

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. A valid registration with the HPCSA as a Medical Specialist: Internal Medicine. Candidate must have obtained a FCP (SA) or equivalent qualification with or without MMed in Internal Medicine.

DUTIES : The successful candidate will be responsible for the provision of quality and cost effective Internal Medicine clinical services at Kalafong Provincial Tertiary Hospital Provide full time clinical services including periodic after hours (Weekday, Weekends and Public holidays) work. Manage patients...
and work in Medical outpatients on days allocated for clinical group. Manage and work in specialist clinic as allocated. Review discharge summaries of all patients discharged from clinical service group. Perform administrative tasks related to student training and related to the clinical service group. Perform administrative tasks related to patient management and address complaints that may occur within the clinical service group. Ensure that patients and doctors in clinical service group use and upload data to the electronic databases for research purposes. The successful candidate will be responsible for training of undergraduate and post-graduate students, will be expected to develop own research interests and publish appropriately. The successful candidate will be expected to support and supervise allocated postgraduate students with research projects. Participate in the Internal Medicine academic program. Ensure proper and accurate record keeping as legally and ethically required.

ENQUIRIES
Prof DG Van Zyl Tel No: (012) 373 1075

APPLICATIONS
must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001 Hand Delivery at Kalafong Security Gate and sign in register book Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE
The successful candidate will have to submit to a pre-employment medical examination as part of health and safety regulations. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting processes. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE
01 November 2019

POST 37/104
MEDICAL REGISTRAR REF NO: REG/OBS &GYN/ 10/19
Directorate: Obstetrics & Gynaecology

SALARY
Grade 1: R821 205 – R858 711 per annum (all inclusive)

CENTRE
Kalafong Provincial Tertiary Hospital

REQUIREMENTS
MBCHB qualification Registration as an Independent medical practitioner with the HPCSA Recommendations: Successful completion of the Colleges of Medicine Part 1 examination is a strong recommendation. Applicable post graduate diploma or other qualification will be an added advantage.

DUTIES
Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Rotation through hospitals and units associated with the University of Pretoria. Participate in departmental activities in relation to teaching and research. The candidate will have to complete a research project as required by the HPCSA for registration. The candidate will have to maintain a logbook and a portfolio of learning as required by the Colleges of Medicine of South Africa.

ENQUIRIES
Prof Snyman Tel No (012) 373 1002

APPLICATIONS
must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001 Hand Delivery at Kalafong Security Gate and sign in register book Please Note: The Public
Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**NOTE**
Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

**CLOSING DATE**
01 November 2019

**POST 37/105**
**MEDICAL OFFICER REF NO: HRM 89/2019**
Directorate: Internal Medicine

**SALARY**
R821 205 per annum plus benefits

**CENTRE**
Steve Biko Academic Hospital

**REQUIREMENTS**
MBChB/MBBCh Registration with the HPCSA as Medical Practitioner and proof of current registration and Completion of community service training.

**DUTIES**
Attendance of relevant clinical meetings like Mortality meetings and completing of Medicaq Legal documents timeously (e.g mortality certificates). Reduce medical litigation by exercising good clinical ethics. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participating in a multidisciplinary team to manage and care for patients. Ensure that administration, ICD 10 coding and record keeping is done. Supervising of undergraduate students, interns and community services doctors. To act as domain trainer for the Interns. Interview, investigate diagnose and oversee the treatment of patients. Willing to do commuted overtime rendering of after-hours (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

**ENQUIRIES**
Prof. GP Tintinger Tel No: (012) 354 2212/1211

**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**
01 November 2019

**POST 37/106**
**MEDICAL REGISTRAR REF NO: HRM 88/2019**
Directorate: Internal Medicine

**SALARY**
R821 205 per annum plus benefits

**CENTRE**
Steve Biko Academic Hospital

**REQUIREMENTS**
MBChB/ MBBCh. Registration as a Medical Practitioner with the HPCSA and proof of current registration and Completion of community service training. Short courses e.g ACLS, ATLS AND Life support strongly recommended. Primaries strong recommendation. After hour duties is a necessity.

**DUTIES**
Render clinical services and show academic progression and complete research dissertation within four year contract. Service delivery: Patient care of all in-and-outpatients in the department as per rotation. Consultations from and to all departments of SBAH on Registrar level.
Supervision of all rotating pre-graduate students, Interns and junior colleagues in clinical practice. Rotation to sub-specialties and facilities accredited by the University of Pretoria.

ENQUIRIES: Prof GP Tintinger Tel No: (012) 354 2212/1211
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: 01 November 2019
POST 37/107: DEPUTY DIRECTOR: PRIMARY HEALTH CARE RE-ENGINEERING (CHWS, WBOTS AND EPWP) PROVINCIAL COORDINATOR REF NO: CODD/PHCR/10/2019
Directorate District Health Services
SALARY: R733 257 per annum (All -inclusive package)
CENTRE: Central Office
REQUIREMENTS: A Tertiary Qualification relevant to the Health sector A minimum of 5 years' relevant experience in the field of District Health Services, Primary Health Care or HIV AIDS STIs and TB (HAST) Knowledge of Expanded Public Works Programme (EPWP), Community Health Workers Programme (CHWP), and Ward Based Primary Health Care Outreach Teams (WBPHCOT) and Training Knowledge of the PFMA and the South African Qualification Authority (SAQA) Training Framework Project Management, research, and analytical skills. A valid driver's license. Ability to function independently. Computer literacy and proficiency in Microsoft Office in particular Word and PowerPoint Coordination, problem solving and negotiations skills. Good written and verbal communication skills. A high level of diligence and commitment in ensuring that all duties are performed within timeframes and that outputs are of quality standard. Strong leadership and supervisory skills. Knowledge of stakeholder management. Sound knowledge of Public Service policies and guidelines including. Code of conduct Ability to work long hours and travel extensively.
DUTIES: Coordinate the implementation of the EPWP/CHWP and WBPHCOT in the Province. Lead the EPWP social sector, including communication with stakeholders in the social sector, and coordinate the Ward Based structures. Liaise with relevant stakeholders in the EPWP sector and WBPHCOT. Manage and Supervise the EPWP and WBPHCOT. Coordinators in the five Districts. Coordinate the EPWP Training in line with SAQA framework and develop the EPWP participant's career exit strategy. Maintain the implementation of Sound Financial Management and effective communication in the EPWP social sector. Develop the EPWP annual business plan and allocate budget according to the EPWP key priorities.
ENQUIRIES: Ms R van der Walt Tel No: (082) 560 7694
APPLICATIONS: Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.
FOR ATTENTION: Recruitment and Selection
NOTE: Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book 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. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment “The Gauteng Department of Health supports the appointment of persons with disabilities.” It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference.

CLOSING DATE: 01 November 2019

POST 37/108: DEPUTY DIRECTOR LABOUR RELATIONS REF NO: CO/DD/LR/41/2019 (X3 POSTS)
Directorate: Labour Relations Management and Development

SALARY: R733 257 per annum plus benefits
CENTRE: Central Office, Johannesburg
REQUIREMENTS:
Bachelor’s Degree/National Diploma in Labour Relations Management/Human Resources Management or equivalent qualification. 3-5 years managerial experience in Labour Relations. Skills and Knowledge: Knowledge of labour relations policies, resolutions, Public Sector legislative frameworks, practises and processes, communication, innovative, and critical thinking, monitoring and analytical skills, listening skills, report writing skills, customer and stakeholder management skills, and business performance management and good leadership skills, and Valid driver’s license.

DUTIES: Facilitate monitoring and implementation of the business plans. Align individual performance to the strategic objectives of the unit. Report on the strategic frameworks/plans in the area of functional responsibility. Monitor and ensure effective and efficient co-ordination of activities. Facilitate in the development of operational standards and ensure the attainability & sustainability of the same. Compile monthly, quarterly and annual reports Plan, organize and control activities (misconduct, grievances, training and development, disputes, collective bargaining and strike management) pertaining to the component. Manage and facilitate the provision of labour relations reports on grievances, disputes, appeals, training and misconduct cases received from institutions. Update, extract, manipulate and analyse data. Create maintain and define clients’ needs and request. Facilitate capturing of labour relations cases on PERSAL. Successful candidates may be allocated to perform specialty functions.
depending on operational labour relations requirements including facilitation of collective bargaining structures (multi-laterals and bi-laterals) and compilation and submission of related reports.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

: Mr S Moteme Tel No: (082) 8203240
: Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.
: Recruitment and Selection
: Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.

A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

The Gauteng Department of Health supports the appointment of persons with disabilities. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference.

CLOSING DATE : 01 November 2019

POST 37/109 : 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**: 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 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**: People with disabilities, Coloreds, Indians and Whites are encouraged to apply.

**CLOSING DATE**: 01 November 2019

**POST 37/110**: OPERATIONAL MANAGER SPECIALITY (PNB3) OPERATING THEATRE NURSING SCIENCE REF NO: REFS/HRM02/19/1 (X1 POST)

**CENTRE**: Dr George Mukhari Academic Hospital

**REQUIREMENTS**: Basic R425 qualification (i.e Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a professional Nurse. A post basic nursing qualification with a duration of at least 1 year accredited with SANC in the relevant specialty (Operating Theatre nursing Science). Registration with SANC as a professional nurse. Proof of current registration as a professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as professional Nurse with the SANC in General Nursing. At least (5) Five years of the period referred to above must be appropriate/recognizable in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Less one year experience for candidates appointed from outside the public service after complying with registration requirements.

**DUTIES**: Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Manage resource effectively and efficiently in the unit. Demonstrate an in depth understanding of nursing legislation and related legal ethical nursing practices and how impacts on the service delivery. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Participate in training, research and self-development. Demonstrate a basic understanding of HR and financial
policies and practices. Must be prepared to work night shifts and relieve the supervisor when required. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisor, other health professionals and subordinate, including more complex report writing when required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care, ensuring that the unit adheres to the principle of Batho Pele. Work as part of the multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with person of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of subordinate to ensure proper nursing service in the unit. Able to develop contacts build and maintain a network of professional relations in order to enhance service delivery.

ENQUIRIES : Mrs P Zulu Tel No: (012) 529 3463
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208, Block 13 HR Registry or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
NOTE : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).
CLOSING DATE : 01 November 2019

POST 37/111 : OPERATIONAL MANAGER SPECIALTY (PNB3)
CHILD/PAEDS/NEONATAL NURSING SCIENCE REF NO:
REFS/HRM/02/19/2 (X1 POST)
Directorate: Nursing

SALARY : R466 119 - R517 326 per annum (Plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Basic R425 qualification (i.e Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a professional Nurse. A post basic nursing qualification with a duration of at least 1 year accredited with SANC in the relevant specialty (Child/Paeds/Neonatal nursing Science). Registration with SANC as a professional nurse. Proof of current registration as a professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as professional Nurse with the SANC in General Nursing. At least (5) Five years of the period referred to above must be appropriate/recognizable in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Less one year experience for candidates appointed from outside the public service after complying with registration requirements.

DUTIES : Supervise and evaluate quality of Nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework Implement nursing legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility Manage resource effectively and efficiently in the unit. Demonstrate an in depth understanding of nursing legislation and related legal ethical nursing practices and how impacts on the service delivery. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Participate in training, research and self-development. Demonstrate a basic understanding of HR and financial policies and practices. Must be prepared to work night shifts and relieve the supervisor when required. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective
communication with patients, supervisor, other health professionals and subordinate, including more complex report writing when required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care, ensuring that the unit adheres to the principle of Batho Pele. Work as part of the multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with person of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of subordinate to ensure proper nursing service in the unit. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

ENQUIRIES: Mrs P Zulu Tel No: (012) 529 3463
APPLICATIONS: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208, Block 13 HR Registry or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE: Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).
CLOSING DATE: 01 November 2019

POST 37/112: OPERATIONAL MANAGER SPECIALTY (PNB3) CRITICAL CARE NURSING SCIENCE REFS/HRM02/19/3 (X1 POST)
Directorate: Nursing

SALARY: R466 119 - R517 326 Per annum (Plus benefits)
CENTRE: Dr George Mukhari Academic Hospital
REQUIREMENTS: Basic R425 qualification (i.e Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a professional Nurse. A post basic nursing qualification with a duration of at least 1 year accredited with SANC in the relevant specialty (Critical Care nursing Science). Registration with SANC as a professional nurse. Proof of current registration as a professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as professional Nurse with the SANC in General Nursing. At least (5) Five years of the period referred to above must be appropriate/recognizable in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Less one year experience for candidates appointed from outside the public service after complying with registration requirements.

DUTIES: Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Manage resource effectively and efficiently in the unit. Demonstrate an in depth understanding of nursing legislation and related legal ethical nursing practices and how impacts on the service delivery. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Participate in training, research and self-development. Demonstrate a basic understanding of HR and financial policies and practices. Must be prepared to work night shifts and relieve the supervisor when required. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisor, other health professionals and subordinate, including more complex report writing when required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care, ensuring that the unit adheres to the principle of Batho Pele. Work as part of the multi-disciplinary team at unit level to ensure
good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with person of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of subordinate to ensure proper nursing service in the unit. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

**ENQUIRIES** : Mrs P Zulu Tel No: (012) 529 3463

**APPLICATIONS** : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208, Block 13 HR Registry or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

**NOTE** : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

**CLOSING DATE** : 01 November 2019

**POST 37/113** : CLINICAL TRAINING COORDINATOR GRADE 1 REF NO: REFS/004665

**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** : must be delivered to:- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham or can be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. 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** : People with disabilities, Coloreds, Indians and Whites are encouraged to apply.

**CLOSING DATE** : 01 November 2019

**POST 37/114** : OPERATIONAL MANAGER GENERAL STREAM Gr 1 REF NO: BGH 2019/ OCT/03

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

**CENTRE** : Bertha Gxowa Hospital

**REQUIREMENTS** : Basic qualification accredited with the SANC in terms of government notice 425 (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum of

ENQUIRIES: Mrs. P.Z.N. Mofokeng Tel No: (011)278 7640
APPLICATIONS: Applications should be submitted at the Bertha Gxowa Hospital Admin Building ground floor, Germiston or posted to Private Bag X 1035. Germiston, 1400.

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

CLOSING DATE: 01 November 2019

POST 37/115: OPERATIONAL MANAGER GENERAL PNA5- NIGHT DUTY REF NO: REFS/HRM02/19/4 (X1 POST)

DIRECTORATE: Nursing

SALARY: R444 276 per annum (Plus benefits)
CENTRE: Dr George Mukhari Academic Hospital
REQUIREMENTS: Basic R425 qualification (i.e Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES: Demonstrate an in-depth knowledge of Nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice at night by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Promote quality of nursing care at night as directed by the Professional Scope of Practice and Standards as determined by the relevant Health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex writing when required. Work as part of multidisciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promotion, advocating and facilitating proper treatment and care and ensuring implementation and adherence of Batho Pele principles. Able to develop contacts, build and maintain a network of professional relations.
in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES**  
Ms. P Zulu Tel No: (012) 529 3463

**APPLICATIONS**  
can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208, Block 13 HR Registry or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

**NOTE**  
Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

**CLOSING DATE**  
01 November 2019

**POST 37/116**  
ASSISTANT DIRECTOR ACQUISITION: SUPPLY CHAIN MANAGEMENT  
REF NO: REFS/02/19/5

Directorate: Supply Chain Management

**SALARY**  
R376 596 per annum (All – inclusive package)

**CENTRE**  
Dr George Mukhari Academic Hospital

**REQUIREMENTS**  
A recognized 3-year National Diploma in Public Management, Public Procurement, Logistic Management, Supply Chain Management and relevant with a minimum of five years’ supervisory experience at level 7 or 8 within supply Chain Management. Ability to work independently under intense pressure. Knowledge of government Supply Chain Management policies and procedures more especially those relating to Acquisition Management Sourcing of Quotations, Project Management and Presentation skills Computer Literacy in MS Office package (MS Word, MS Excel and MS Power Point). Good communication skills and interpersonal relation Health (Hospital) environment background will be an added advantage. A valid driver’s license. Competencies: The applicant must have a good communication (both verbal and written), Good numeracy skills and strong relations Ability to interact with all levels both internal (end-users) and external stakeholders must have the ability to work under pressure and creative thinker Have a procurement, good ethical conduct and analytical thinking – problem solving skills

**DUTIES**  
Coordination of all Requisition and Quotations for goods & services Implement effective internal control systems for resources within the unit Maintain electronic/spreadsheet control register for unit Management of discipline and committed/motivated staff. Maintain confidential information of all quotation offers received. Apply the principles of (80/20) and BBBEE point systems in terms of PPFA and BBBEE respectively, in all the evaluation processes of the received offers from the responsive bidders Prepare a weekly spreadsheet presentation of all finalized (Request for Quotations) RFQ’s to the Quotation Adjudication Committee (QAC) Analyze the individual aging report of requisitions for early interventions purpose Ensure accurate filling of all finalized Request for Quotations (RFQ’s) Manage staff development and performance (PMDS) against departmental and hospital’s objectives in line with strategic, operational and turnaround plans Implement the departmental SCM strategy Develop and train staff Report writing Perform any other duties delegated by the supervisor

**ENQUIRIES**  
Mr A.M Mathebula Tel No: (012) 529 3242

**APPLICATIONS**  
can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208, Block 13 HR Registry or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

**NOTE**  
Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

**CLOSING DATE**  
01 November 2019

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POST 37/117 : ASSISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO: CO/ASIM/40/2019
Directorate: Labour Relations Management and Development

SALARY : R376 596 per annum plus benefits
CENTRE : Central Office, Johannesburg
REQUIREMENTS :
Grade 12 and Bachelor’s Degree/National Diploma in Labour Relations or equivalent qualification and PERSAL certificate and three (03) years relevant experience 3 to 5 years supervisory experience in Information Management. Skills and Knowledge: PERSAL, good leadership skills, Treasury Regulations, understanding of different project management principles, Relevant legislation and Public Service Regulations, Labour Relations concepts, Management information knowledge, Project Management methodologies, Business performance management, understanding of expectations of customers, Problem Solving Analytical, Decision making, communication skills and Valid driver’s license.

DUTIES :
Assist in the monitoring of the implementation of the business plans Align individual performance to the strategic objectives of the unit Report on the strategic frameworks/plans in the area of functional responsibility Monitor and ensure effective and efficient co-ordination of activities Assist in the development of operational standards and ensure the attainability & sustainability of the same Compile monthly, quarterly and annual reports Plan, organize and control activities pertaining to the component. Manage and facilitate the provision of labour relations information services, database on grievances and misconduct cases received from institutions Compile data base on information from institution according to the template required by external bodies Update, extract, manipulate and analysis data Create maintain and define clients’ needs and request Assist clients to understand and interpret reports Capture grievances, misconduct and disputes cases on PERSAL ensure compliance with stakeholders e.g DPSA, PSC, Treasury etc Monitor institutions compliance regarding submission of statistics Successful candidates may be allocated to perform specialty functions depending on operational labour relations operational requirements including facilitation of collective bargaining structures (multi-laterals and bi-laterals) and secretarial services.

ENQUIRIES :
Mr S Moteme Tel No: (082) 8203240
APPLICATIONS :
Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.

FOR ATTENTION :
Recruitment and Selection
NOTE :
Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool the successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with The successful candidate
will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Shortlisted candidates might be subjected to undergo a competency assessment.

“The Gauteng Department of Health supports the appointment of persons with disabilities.” It is our intention to promote representatively (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representatively will receive preference.

CLOSING DATE : 01 November 2019

POST 37/118 : ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: COAD/LR/10/2019 (X3 POSTS)
Directorate Labour Relations Management and Development

SALARY : R376 596 per annum plus benefits
CENTRE : Central Office, Johannesburg
REQUIREMENTS : Grade 12 and Bachelor’s Degree/National Diploma in Labour Relations or equivalent qualification and PERSAL certificate and three (03) years relevant experience. 3 to 5 years supervisory experience in Collective Bargaining Skills and Knowledge: PERSAL, good leadership skills, Treasury Regulations, understanding of different project management principles, Relevant legislation and Public Service Regulations, Labour Relations concepts, Management information knowledge, Project Management methodologies, Business performance management, understanding of expectations of customers, Problem Solving Analytical, Decision making, communication skills and Valid driver’s license.

DUTIES : Assist in the monitoring of the implementation of the business plans. Align individual performance to the strategic objectives of the unit. Report on the strategic frameworks/plans in the area of functional responsibility. Monitor and ensure effective and efficient co-ordination of activities. Assist in the development of the business plan in line with the strategic objectives of the department. Create, maintain and monitor the existence of sound relationships with unions and bargaining councils. Manage and monitor industrial actions (strikes/lockouts, picketing and protest action). Conduct training on labour relations matters. Manage and co-ordinate collective bargaining processes within the department. Develop, interpret and ensure correct implementation of labour relations strategies, policies, procedures, employment practices and other labour relations practices. Formulate and manage the component’s budget against its strategic objectives. Manage resources (physical, human and financial). Conduct investigations on all alleged, misconduct, disputes, grievances, and preside over disciplinary cases. Successful candidates may be allocated to perform speciality functions depending on operational labour relations operational requirements including facilitation of collective bargaining structures (multi-laterals and bi-laterals) and secretarial services.

ENQUIRIES : Mr S Moteme Tel No: (082) 8203240
APPLICATIONS : Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.

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

CLOSING DATE: 01 November 2019

POST 37/119: ASSISTANT DIRECTOR VACCINES COLD CHAIN MANAGER 
REF NO: COAD/VCCM/10/2019
Directorate Public Health

SALARY: R376 596 per annum (plus benefits)

CENTRE: Central Office

REQUIREMENTS: An appropriate degree in health-related field, must have worked in the EPI & cold chain programme for the past 5 years. Possess good understanding of the health sector at all managerial spheres. Must have a valid driver’s license, be able to work independently, have good interpersonal relations, skills and organizational coordination. Must be computer literate, must demonstrate potential to work under extreme pressure.

DUTIES: Must be able to conduct support and monitoring of vaccine availability and cold chain status. Ensure training of districts, sub-districts and health facilities on the effective vaccine management. Perform routine task related to the cold chain equipment, maintain of records and compile reports. Implement performance management and development & also provide in-service training. Apply disciplinary measure when necessary. Apply prescribed safety and precautionary measure. Support EPI team effort.

ENQUIRIES: Mrs VE Pietersen Tel No: (079) 881 5644
APPLICATIONS: Applicants must quote the relevant reference number and direct applications to the HR Recruitment, 45 Commissioner Street, Life Centre Building, Gauteng Health Offices or posted to Private Bag X085 Marshalltown 2107.

FOR ATTENTION: Recruitment and Selection

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

CLOSING DATE: 01 November 2019

POST 37/120: CLIENT LIAISON OFFICER: CUSTOMER CARE REF NO: REFS/02/19/6
Directorate: Quality Assurance

SALARY: R257 508 per annum (All – inclusive package)

CENTRE: Dr George Mukhari Academic Hospital

REQUIREMENTS: Degree or National Diploma in Management or Administration with a minimum of 3 years’ experience in Health Institution. At least a minimum of 2 years’ experience of the above period referred to must be in Quality Assurance or Grade 12 and a 1-year qualification in management/administration course accredited with a higher Education Institution with a minimum of 5 years’ experience in Health Institution and at least 3 years of the period referred to above must be in Quality Assurance. Knowledge in Customer Care service programs. Knowledge and understanding of legislative framework applicable to practice in the Public Health Facility. Computer literacy in MS Office Package (MS Word,
MS Excel, and MS PowerPoint). Presentation skills. Competencies: The Applicant must have the ability to interact with diverse stakeholders, Health care users and Givers. Good communication skills, Report writing, Facilitation skills, Problem solving skills, Good interpersonal relations, Ability to work under pressure.

**DUTIES**
Conduct National Core Standards self-assessment Facilitate the development of QIPs and implementation thereof Implement customer care programs Compile and analyze report of the programs and submit reports on due time Assist with the management of the patient safety incidents Manage Material resources appropriately Facilitate training of employees on quality assurance matters Communicate with all stakeholders (External and Internal Customers) About quality assurance matters. Perform any other duties delegated by the supervisor.

**APPLICATIONS**
can be delivered to: Dr George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208, Block 13 HR Registry or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

**NOTE**
Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful the employer Reserves the right to fill this position(s)

**CLOSING DATE**
01 November 2019

**POST 37/121**
SECURITY OFFICER REF NO: JUB 12/2019

**SALARY**
R257 508 per annum Benefits

**CENTRE**
Jubilee District Hospital

**REQUIREMENTS**
Grade 12 (Matric) and Grade B PSIRA is a requirement PSIRA Grade A will be an added advantage New PSIRA Certificate (Renewable). National Diploma in Security Management will be added advantage. 8 Years' experience and 3 years Security administrative duties is required. Experience in MISS and MPSS is a must. Experience in hospital environment is an added advantage. Computer literacy and certificate (word, PowerPoint, excel etc). Knowledge of Security legislatures (trespass, PSIRA, criminal procedure act, access control act and protection of information act). Valid driver’s License. Report writing skills and designing Security solution.

**DUTIES**
Ensure that physical security measures are functioning properly (cctv). Reporting security breaches. Control and supervise staff. Administer basic human resource matters e.g discipline, leave etc. Conduct investigations and provide report to the unit manager Ensure that inspection of the building, premises, and perimeter fencing is performed. Ensure all departmental security policies and procedures are implemented. Conduct and co-ordinate monthly meeting with stuff and in-service for security personnel. Conduct risk analysis in the hospital and report incident and irregularities. Searching of missing patients in various locations and provision of report. Compilation of statements and testify in court. Assist with the management of riots and strikes.

**APPLICATIONS**
Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No 92 Jubilee Road, Jubilee District Hospital.

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

**CLOSING DATE**
08 November 2019
POST 37/122 : PHARMACIST ASSISTANT POST BASIC GRADE 1 REF NO: JUB 11/2019 (X2 POSTS)
Directorate: Pharmacy

SALARY : R208 383 per annum (Plus Benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Post Basic Pharmacist Assistant qualification or equivalent qualification. Registration with the South African Pharmacy Council as a Pharmacist Assistant Post Basic. Proof of current annual fees relevant experience as a Pharmacist Assistant Post Basic of less than five years. Computer literacy will be an added advantage. Basic communication and interpersonal skills. Basic knowledge of pharmaceutical process, relevant legislation and policies, record keeping and drug supply management. Work effectively in a team. Problem solving skills, good communication skills, report writing skills, good interpersonal relationship.

DUTIES : The incumbent of the post will work under direct/indirect supervision of a Pharmacist. Issue Medication to patients and wards as per Prescription. Distribution of stock to patients and wards. Repacking, informing patients of the correct use of medicine. Receive, read and check prescriptions for legality, authentically and validity. Stock control which includes receiving, issuing and maintenance of stock, bulk compounding of stock in accordance with Good Manufacturing Practice and Standard Operating Procedures. Advice and support patients and other health care professionals regarding pharmaceutical issues. Networking with relevant stakeholders.

ENQUIRIES : Ms C.K Mokhele Tel No: (012) 717 9389
APPLICATIONS : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449, Hammanskraal 0400 or hand delivered to Stand No 92 Jubilee Road, Jubilee District Hospital
NOTE : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.
CLOSING DATE : 08 November 2019

POST 37/123 : SECRETARY REF NO: HRM 90/2019
Directorate: Internal Medicine

SALARY : R173 703 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : The incumbent must have grade 12 and completed a diploma or degree course relevant to secretarial work. With 1 to 2 years secretarial experience. Excellent interpersonal skills and ability to manage and plan a diary. Good communication, Sound interpersonal skills and must possess good telephone etiquette. High level of accountability. Ability to work independently and work under pressure. Good typing skills. The incumbent will be subjected to a typing test. The incumbent should be creative, innovative, flexible and highly motivated. Possess sound organizational skills.

DUTIES : Provide secretarial support and general administration support to the department. Write routine notes, memos, letters and reports. Take minutes during meetings. Maintain an effective filing and document tracking system (electronic and physical). Coordinate and arrange meetings with internal and external stakeholders. General administration duties including photocopying, scanning and faxing; and performing any other duties delegated by the Supervisor.

ENQUIRIES : Prof. GP Tintinger Tel No: (012) 354 2212/1211
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. 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 : 01st November 2019

POST 37/124 : ENROLLED NURSE GRADE 1 REF NO: SDHS 2019/10/02 (X1 POST)
Directorate: Johan Heyns CHC

SALARY : R171 381 per annum (Plus benefits)

CENTRE : Sedibeng District Health Services

REQUIREMENTS : The candidate should have Grade 12 Certificate. Appropriate qualification that allows registration with SANC as Enrolled Nurse. Certificate of registration with the SANC as an Enrolled Nurse and proof of current registration. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment to relief colleagues as the need arises and work closely with other disciplines.

DUTIES : Development and implementation of basic patient care plans provide basic clinical nursing Care, Effective utilization of resources. Maintain of professional growth, ethical standards and development. Compliance with code of conduct. Compliance with all public service legislation and regulations Sign performance contract on annual basis.

ENQUIRIES : Ms I.A Mokone Tel No: (016) 950 6015

APPLICATIONS : Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old) NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 Failure to submit all the requested documents will result in the application not being accepted The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department Preference will be given to people with disability.

CLOSING DATE : 01 November 2019

DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS : Applications can be delivered to: The Gauteng Department of Social Development Johannesburg Metro Region 91 Commissioner Street, Private Bag X1 Johannesburg, 2000. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B Khusoane. All applicants are also encouraged to number the pages of their CV and the attached certified documents.

CLOSING DATE : 01 November 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 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 The Department reserves
the right to fill or not to fill this position(s). Note: Errors & Omissions Expected.

**OTHER POST**

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<tr>
<th>POST 37/125</th>
<th>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT AND AUXILIARY SERVICES REF NO: SD/2019/10/01</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R257 508 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Johannesburg Metro Region</td>
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<tr>
<td>DUTIES</td>
<td>Facilitating the implementation of overall leave capturing. Monitoring leave system interface, conducting leave audits, reporting and statistics complain. Receiving, registers and quality checking resignations, retirements and transfers requests coordinating the submission of Document to Head Office. Preparing request for filling of posts source documents and coordinating the submission processes to Head Office. Monitoring the development of recruitment project plans and oversees implementation. Participating in shortlisting and interview processes and providing HR support. Overseeing the implementation of the PMDS cycle compliance and issue reminders to supervisors and managers. Reporting documents submission discrepancies and requesting corrections from components within a reasonable timeframe. Coordinating and supervising the creation of Personnel Files, leave and PMDS files for all staff Supervising and monitoring the update and retrieval of HR files. Managing HR file storage access control attending to staff grievances and disciplinary matters. Managing the allocation and distribution of work to staff. Coordination of Training and Development and Bursary within the Region.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Christinah Dukwana Tel No: (011) 355-9502</td>
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</tbody>
</table>