ANNEXURE R

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

ERRATUM: Kindly note that post of Assistant Director: Labour Relations (For Department of Health) with Ref No: COAD/LR/10/2019 advertised in Public Service Vacancy Circular 37 dated 18 October 2019 with a closing date of 01 November 2019, the PERSAL Certificate has been removed from the requirements of the post. We apologies for the inconvenience caused. Kindly note that the post of Administrative Officer: Directorate Administration & Logistics Unit with Ref No: TDHS/A/2019/32 (For Tshwane District Heath Services) advertised in Public Service Vacancy Circular 36 dated 11 October 2019, the salary of the post must has been amended to R257 508 per annum (plus benefits). People who applied are encourage to re-apply, the closing date has been extended to 08 November 2019.

OTHER POSTS

POST 38/151 : MEDICAL SPECIALIST REF NO: HRM 91/2019
Directorate: Radiation Oncology

SALARY : R821 205 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MMed Radiation Oncology or FC Rad Onc (SA). Registration as a Specialist with HPCSA. The candidate is required to perform both clinical and academic duties.
DUTIES : Full time post at the Department of Radiation Oncology, Steve Biko Academic Hospital. This is a joint appointment with the University of Pretoria. The successful candidate should have clinical and research interest. Teaching at both undergraduate and postgraduate level is required as well as supervision of registrars in training.
ENQUIRIES : Dr. S Bassa Tel No: (012) 354 2747/1184
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 : 08 November 2019

POST 38/152 : PHARMACIST GR1 – GR3 REF NO: WRD006
Directorate: Pharmacy (Re-Advertisement)

SALARY : Grade1: R693 372 – R735 918 per annum (plus benefits)
Grade 2: R751 026 - R797 109 per annum (plus benefits)
Grade 3: R821 205 – R871 590 per annum (plus benefits)
Salary will be determined in line with OSD Resolution)
CENTRE : Westrand District Health Region A
REQUIREMENTS : Certificate of B pharm degree or diploma from the training institution, Registration with SAPC with copy of proof of payment for the current year. Drivers licence. Communication skills. Sound knowledge of computes skills. Computer literacy. Good presentation skills. Added Advantage: Public Service Experience. Flexibility to be allocated to any of the Sub-district within the West Rand District.
DUTIES : Monitoring and Evaluation of the facilities in the district. Furnishing of information and advice to any person with regards to medicine in line with Good Pharmacy Practice (GPP) guidelines and procedure Comply with standard operating procedures and statutory regulations (GPP, and PFMA incl. cost containment measures). Drug Supply Management and training in the District and Sub-district. Ensure thermo-labile products are stored, handle and distributed according to manufacturer’s recommendations and in line with National cold chain and immunization guidelines. Stakeholder consultation to ensure compliance of standard treatment guidelines and EML. Providing training promoting the rational medicines use principles, monitoring availability...
of essential medicines in the district. Direct, indirect supervision, training and support the pharmacist assistants. Facilitate cyclic and bi-annual stock count in the district and sub-district. Ensure safekeeping and security of the stock preventing losses, theft and expiring of medications. Implement the MEC’s six quality priorities and Batho Pele principles. Monitor the national programmes within the district and sub-district like Ideal Clinic, SVS and CCMD. Participating in the district meetings and lead the pharmaceutical research in the district and sub-district. Dispensing of medication to patients according to the STG. Report writing and development of quality improvement plans.

ENQUIRIES: Ms Mutangwa V.J Tel No: (011) 665 1264
APPLICATIONS: Applications must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.
NOTE: Applications must be submitted on a Z83 form, certified copies ID, Qualifications and CV to be attached.
CLOSING DATE: 08 November 2019 (12h00pm)
POST 38/153: ASSISTANT MANAGER (GENERAL) REF NO: HRM 24/2019 (X1 POST)
DUTIES: To supervise comprehensive, quality nursing care programs according to the needs of the patient based on Batho Pele Principles; Patients’ Rights Charter and National Core Standards. Manage effectively the utilization and supervision of resources and assist in recruitment and mentoring of nurses. Develop nursing protocols and procedures to enhance quality nursing care and management. Ensure effective implementation of the HR and SCM policies in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance. Take extra-mural assignments as may be delegated by the Nursing Service Manager or CEO. Assist in career planning and development of nursing staff. Conduct clinical audits at the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in her absence. Take charge of the hospital during the day, night, public holidays and weekends.

ENQUIRIES: Ms M.M. Sono Tel No: (011) 951-8202
APPLICATIONS: to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
NOTE: Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications. Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify your application from being processed. Suitable candidates will be subjected to personnel suitability checks (criminal record check, qualification/study verification and credit check). Successful candidates will undergo a Medical screening test.
CLOSING DATE: 08 November 2019
**POST 38/154**  
**OPERATIONAL MANAGER NURSING (PHC)**  
**REF NO:** EHD2019/10/02  
**Directorate:** PHC  
**SALARY:** R562 800 – R633 432 per annum  
**CENTRE:** Goba Clinic (SSDR)  
**REQUIREMENTS:**  
Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver’s license. Knowledge of all Legislation relevant to Health Care Services.  
**DUTIES:**  
Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility. Management of resources within facility. Manage and monitor the productivity and performance of employee’s development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients’ Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.  
**ENQUIRIES**  
Ms E. Nkomo Tel No: (011) 878 - 8540  
**APPLICATIONS**  
Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.  
**FOR ATTENTION**  
Human Resource Manager  
**NOTE**  
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**  
08 November 2019

**POST 38/155**  
**OPERATIONAL MANAGER NURSING (PHC)**  
**REF NO:** EHD2019/10/03  
**Directorate:** PHC  
**SALARY:** R562 800 – R633 432 per annum  
**CENTRE:** Kwa-Thema CHC (ESDR)  
**REQUIREMENTS:**  
Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver’s license. Knowledge of all Legislation relevant to Health Care Services.  
**DUTIES**  
Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility.
Management of resources within facility. Manage and monitor the productivity and performance of employee’s development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients’ Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.

ENQUIRIES : Ms T.O.A Moeketsi Tel No: (011) 736 - 9240
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
FOR ATTENTION : Human Resource Manager
NOTE : 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 : 08 November 2019
POST 38/156 : OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2019/10/04
Directorate: PHC

SALARY : R562 800 – R633 432 per annum
CENTRE : Esangweni CHC (NSDR)
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver’s license. Knowledge of all Legislation relevant to Health Care Services.

DUTIES : Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee’s development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients’ Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.

ENQUIRIES : Ms G. Mateza Tel No: (011) 565 - 5160
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
FOR ATTENTION : Human Resource Manager
NOTE : 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 : 08 November 2019
POST 38/157 OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2019/10/05

Directorate: PHC

SALARY: R562 800 – R633 432 per annum

CENTRE: Phillip Moyo Clinic (ESDR)

REQUIREMENTS:
Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver’s license. Knowledge of all Legislation relevant to Health Care Services.

DUTIES:
Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee’s development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients’ Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.

ENQUIRIES:
Ms N. Xaba Tel No: (011) 426 - 4901

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

FOR ATTENTION:
Human Resource Manager

NOTE:
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:
08 November 2019

POST 38/158 PN-B3 OPERATIONAL MANAGER REF NO: BGH 2019/ OCT/04

Obstetrics and Gynaecology
Directorate: Nursing

SALARY: R562 800 per annum (plus benefits)

CENTRE: Bertha Gxowa Hospital

REQUIREMENTS:
Basic qualification accredited with the SANC in terms of government notice R 425 (i.e. diploma/degree in nursing) that allows registration with the SANC as a professional nurse. Minimum of 9 years appropriate/recognizable experience in nursing after registering as professional nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience in the specific clinical specialty after obtaining the 1 year post basic qualification accredited by South African Nursing Council. A post basic qualification in Advanced Midwifery, ESMOE Training, Neonatal Resuscitation, Respectful Maternal, BANC, EMTCT and Baby Friendly Hospital Initiative. Competencies Leadership, Management, Coordination, Communication and Computer Literacy.

DUTIES:
Supervise and Ensure provision of effective and efficient patient care through adequate nursing care in accordance with the scope of practice and nursing standards as determined by the health facility. Coordinate and monitor implementation of maternal health care as per policy guidelines in relation to saving mothers and babies with compilation of maternal reports. Participate in the analysis, formulation and implementation of maternal guidelines.
demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Able to manage own work, time and that of subordinate and colleagues to ensure proper nursing service. Display a concern for patients, by promoting, advocating and facilitating proper treatment and care. Collate and analyses monthly data of the unit and organization. Implement and promote National Core Standards, Performance Management and Development System. Patient Safety Guidelines and Complaint Management. Service coverage of the Hospital weekends and after hours.

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: 08 November 2019

POST 38/159: ASSISTANT DIRECTOR: DIAGNOSTIC RADIOGRAPHY REF NO: UPOHC0005
Directorate: Oral Pathology and Oral Biology
SALARY: R517 326 – R574 158 per annum (Plus benefits)
CENTRE: University of Pretoria Oral Health Centre
REQUIREMENTS: Applicants must have Brad Degree/National Diploma in Diagnostic Radiography and be registered with the HPCSA. At least eight years' experience as Chief Radiographer in Diagnostic Radiography is required with managerial skills to ensure efficient radiographic service. Applicants must have experience in Dental Radiography and student teaching in Radiology. Good computer skills are recommended. Recommendations: A proven research record will be an additional recommendation.

DUTIES: The successful candidate will be responsible for the production of high quality diagnostic radiographs and quality assurance in radiography. The candidate will take part in curriculum development and teaching and training program in radiology. The candidate will be responsible for managerial and administrative aspects of the Radiology section.

ENQUIRIES: Prof WFP Van Heerden Tel. No: (012) 319 2320
APPLICATIONS: Quoting the relevant reference number. Direct applications must be delivered to Ms. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. I Swart PO Box 1266, Pretoria, 0001.

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

CLOSING DATE: 08 November 2019 Closing date, please accept that your application has been unsuccessful.

POST 38/160: CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: EHD 2019/10/06
Directorate: Rehabilitation
SALARY: R466 119 - R517 326 per annum (Plus benefits)
CENTRE: Nokuthela Ngwenya CHC
REQUIREMENTS: Appropriate qualification in Diagnostic Radiography that allows registration with HPCSA. A minimum of 3 years appropriate experience after registration with HPCSA post community service. A certified copy of current registration with HPCSA, Grade 12 Certificate, certificate of registration with the council. Knowledge of the District Health Radiology services. Understanding of the
relevant Acts prescripts and legislations. Relevant experience in HR (Human Resource) and financial management. Demonstrate the ability to use Health information for planning. The applicant must possess the ability to work under pressure. Ability to lead a team to implement strategy in daily operations to achieve outcomes set. A copy of valid driver's license is essential.

**DUTIES**

Give input into formulation and the review of district health plan and specialised support services operational plan. Monitor utilization of financial resources. Ensure comprehensive human resource management and effective development of staff. Coordinate and ensure the promotion & marketing of community-based radiography services. Perform Radiography Service to Patients; Ensure X-ray Department is compliant with Licence Conditions issued for x-ray equipment. Implement Quality Assurance policy. Compile patients' statistic, monthly report and other administrative task. Attend PHC/Facility management. Perform all other duties delegated by Supervisor/Manager.

**ENQUIRIES**

Ms KR Maluleke Tel No: (011) 876 1776

**APPLICATIONS**

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

**FOR ATTENTION**

Human Resource Manager

**NOTE**

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

**CLOSING DATE**

08 November 2019

**POST 38/161**

Re-Advertisement

**OPERATIONAL MANAGER PATIENT CARE DAY AND NIGHT**

Directorate: (Nursing and Administration/Management)

**SALARY**

R444 279 per annum (plus benefits)

**CENTRE**

Mamelodi Hospital

**REQUIREMENTS**

Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e. Diploma/Degree in nursing) or equivalent 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. A one-year diploma/degree in nursing management will be an added advantage. Sound interpersonal and good communication skills. Regulations and legislative framework. Computer literacy.

**DUTIES**

Demonstrate in depth understanding of nursing legislation & related legal & ethical nursing practice and how it impacts on service delivery. Ensure clinical nursing practice by nursing teams (units) & institution. Demonstrate basic understanding of Human Resource & financial policies & practices. Effective leadership in managing disciplines & conflict resolution. Display concern for patients, promoting, advocating, & facilitating proper treatment & care and ensuring that the units adhere to Ministerial Priorities; the principle Batho Pele & Patients Right Charter. Demonstrate effective communication with patients, community, supervisor, and other health professional & junior colleagues, including more complex report writing when required. Demonstrate basic computer literacy as a support tool to enhance service delivery. Formulation and implementing of nursing guideline of nursing guidelines, practice, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing services. Maintain professional growth/Ethical standards and self-
development. Be informed in labour acts practices. Perform any other delegated duties.

ENQUIRIES: Ms. S Mahlangu Tel No: (012) 841 8363
APPLICATIONS: to be sent to Mamelodi Hospital, Hand Post-delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032 Rethabile Mamelodi East 0122.
FOR ATTENTION: Mr. V Nakene (Recruitment Section)
NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department website, which must be completed in full and attached your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.

CLOSING DATE: 08 November 2019

POST 38/162: OPERATIONAL MANAGER (MEDICAL WARD)
Directorate: (Nursing and Administration/Management)

SALARY: R444 279 per annum (plus benefits)
CENTRE: Mamelodi Hospital
REQUIREMENTS: Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e. Diploma/Degree in nursing) or equivalent 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. A one-year diploma/degree in nursing management will be an added advantage. Sound interpersonal and good communication skills. Regulations and legislative framework. Computer literacy.

DUTIES: Deputize for area Assistant Managers in their absence and take in charge of the hospital after hours, at night, during weekends and Public holidays. Demonstrate basic understanding of Human Resource and Policies and practices through effective implementation of PMDS, Disciplinary Code, Leave management and supply chain procedures. Ensure effective and efficient coordination and integration of Quality specialized nursing care through compliance to Batho Pele Principles.

ENQUIRIES: Ms. S Mahlangu Tel No: (012) 841 8363
APPLICATIONS: to be sent to Mamelodi Hospital, Hand Post-delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032 Rethabile Mamelodi East 0122.
FOR ATTENTION: Mr. V Nakene (Recruitment Section)
NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department website, which must be completed in full and attached your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.

CLOSING DATE: 08 November 2019

POST 38/163: SOCIAL WORK SUPERVISOR GRADE 1 REF NO: SDHS 2019/10/07 (X1 POST)
Directorate: Sedibeng District Health Services

SALARY: R384 228 – R445 425 Per annum (Plus benefits)
CENTRE: Sedibeng District Health Services
REQUIREMENTS: The candidate must be in a possession of Grade 12 qualification. A Four-year Degree in Social Work with current registration with SACSSP as a Social Worker. Minimum of seven (7) years’ experience in social worker with the SACSSP. A minimum of 3 years’ experience in service legislation, policies and procedure sector. Ability to work within a multidisciplinary team. A driver’s license and computer will be an advantage.

DUTIES: Coordinate Social Work services in the District. Overall management and clinical supervision of staff. Implementation of the supervisor policy and the PMDS system. Manage and support the Social Work at the facility within the scope, professional and statutory requirements of the SACSSP and Social Work Profession. Ensure implementation of the Quality Assurance programme.
and implementation of corrective measures. Provide input to risk management and initiate the department. Manage assets and all human and financial resources of the Social Work department. Prepare and analyse monthly statistics to plan workload allocation. Expand the intersectional communication with relevant partners and stakeholders. Represent the department and District at various forums and meetings as per delegation, internally and externally implement the decision and plans taken at department and District level. Ensure professional development of staff and adherence to CPD requirements. Participate in student training if applicable. Sign performance contract on annual basis.

ENQUIRIES
APPLICATIONS

ENQUIRIES
APPLICATIONS

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
08 November 2019

POST 38/164
ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: EHD2019/10/12
Directorate: Corporate Services
Re-Advertisement

SALARY
R376 596 - R443 601 per annum (Inclusive package)

CENTRE
Ekurhuleni Health District

REQUIREMENTS
Bachelor's Degree or National Degree in Risk Management, Public Administration, Public Management, Financial Management and Internal Auditing. Two (2) to three (3) years relevant experience, working in a risk management environment. Practical knowledge and application of Risk Management Standards and risk management methodology and Business Continuity Management. Understanding of the Public Finance Management Act, and public-sector prescripts. Computer literacy including the ability to create and manage a risk database. Written communication skills, assertiveness and presentation capabilities. Project risk management skills will be an added advantage. Creativity, innovative and analytical thinking skills. Understanding of integrated planning and reporting by risk management with other assurance providers in the organization. Knowledge and practical application of risk industry Standards and legislative guidelines.

DUTIES
The incumbent will assist in enhancing the risk management philosophy and culture in the organization. Assist in policy development, review and update of such. Develop and maintain a risk and risk incident database including risk registers for the Department. Extract risk information and develop risk profiles for the Department and graphical reports for integrated reporting. Monitor, evaluate on risk movement and performance action plans trends and warning signals by maintaining key risk indicator registers for line function. Assist in the management the secretariat functions for the risk management Committee on behalf of the Directorate. Assist in the marketing and publicity initiatives of the unit on risk awareness, fraud, anti-corruption, and ethics and integrity programmes. Perform all other duties that are delegated by the supervisor/manager.

ENQUIRIES
Mr D.R. Nkosi Tel No: (011) 876 1749/ 1751

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

FOR ATTENTION
Human Resource Manager

NOTE
Candidates who have previously applied are encouraged to re – apply. 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: 08 November 2019

POST 38/165: ASSISTANT DIRECTOR: EPWP (COORDINATING AND MONITORING)
REF NO: EHD2019/10/09
Directorate: Human Resource Management

SALARY: R376 596 per annum
CENTRE: Ekurhuleni Health District
REQUIREMENTS: Bachelor’s Degree or National Diploma in Health Science /Social Science/Public Administration/ Public Management/ Community Development/ Development Studies with 3 years’ relevant work experience at a supervisory level or salary level 7 or 8 in Expanded Public Works Programme. Project management principles, Meeting procedures, Report writing, Stakeholder and customer relationship management, EPWP principles and guidelines, Policy management, Communication skills (verbal and written), Presentation skills, Self-organization, Resource Management, Conflict resolution, Customer and quality management, Persal knowledge will be an added advantage. Drivers license is essential and willingness to travel.

DUTIES: Manage the coordination, monitoring by ensuring establishment and maintenance of the EPWP participants database in the district. Manage, Facilitate, Support and monitor recruitment of EPWP participants. Facilitate communication with facilities and liaise with facility managers on the programme regarding programme implementation at facilities Manage the Coordination and support trainings for EPWP participants by conducting training needs analysis, select participants for relevant trainings, identify and book venues for trainings to be conducted, ensure that participants attend trainings and maintain and keep attendance registers for trainings attended by EPWP participants. Develop an exit strategy plan and identify other exit opportunities for EPWP participants. Compile and submit monthly, quarterly and annual reports on the performance of the programme. Monitor the performance of the Department on EPWP against the set targets. Conduct evaluation studies on the Departmental performance periodically. Conduct analysis report to inform the strategic direction of the programme. Liaise with the relevant programmes within the Department regarding EPWP projects to be implemented during financial year. Coordinate EPWP projects implementation. Liaise with relevant programs within the department regarding EPWP projects to be implemented during the financial year. Identification of work opportunities planned for the project. Ensure effective management of the section. Manage all human resource allocated to the section. Manage the replacement of EPWP posts in the section are filled and budgeted for in the near future. Manage staff performance as well as performance of the section. Draw operational plan and cost it. Align budget allocated to the section with the procurement plan. Manage the placement of EPWs in the district. Provide the HR with absenteeism monthly report per centre of the. Do sites support visits where EPWPs are placed and monthly report compiled for HAST and HR. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES: Mr A.A Mdunyelwa Tel No: (011) 876 - 1721
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
FOR ATTENTION: Human Resource Manager
NOTE: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE: 08 November 2019

POST 38/166: STATION MANAGER 3 TO 6 REF NO: OPS/2019/16 (X16 POSTS)

SALARY: R318 042 - R505 113 per annum (plus benefits) finally salary will be determined by experience attached to the professional category.
CENTRE: Various EMS Districts
REQUIREMENTS: Grade 12 or equivalent qualification, AEA /ECT/CCA with 3 years’ experience after registration with the HPCSA in applicable category according to OSD appointments requirement, Code 10 driver’s license with PrDP. Registration
DUTIES : Responsible for all EMS activities in the station. Provide advice on procedures and policy matters to staff. Ensure compliance with all policies operating in the services. Ensure effective communication system for ambulance and staff in the station. Ensure that fleet management is properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service and complaints received. Ensure the control and have an inventory of all resources at the station. Assist the District Manager in the control and implementation of the EMS policies. Maintain, monitor and review continuous quality improvement for the station in accordance with the policy on quality improvement for EMS. Collect all relevant statistics and indicators. Process overtime and leave forms. Ensure that staff attends to calls timeously. Ensure adherence to EMS procedures. Attend to major incidents and co-ordinate such incidents within the operational area. Ensure effective control and be accountable over resources in the station. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties. Eligible candidates will be subjected to a medical, practical and theoretical evaluation(s). Undertake any other duties as allocated by management.

ENQUIRIES : Mr V Mokobodi Tel No: (011) 564 2005
APPLICATIONS : Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months. Successful shortlisted candidate will be subjected to a competency test on call taking and dispatching via computer aided system.

CLOSING DATE : 08 November 2019

POST 38/167 : ORAL HYGIENIST GRADE 1 REF NO: EHD2019/10/11 (X1POST)
Directorate: Oral Health

SALARY : R317 976 – R361 872 per annum (plus benefits)
CENTRE : Ekurhuleni Health District

REQUIREMENTS : Grade 12 qualification, Degree or Diploma in Oral Hygiene (BOH or Dip OH), registration with Health Professions Council of South Africa (HPCSA) as an Oral Hygienist, proof of current registration with the HPCSA. A driver’s license is essential. Less than ten years’ experience as an Oral Hygienist post community service.

DUTIES : The incumbent will actively participate in all community-based services/programmes held in every sub-district within Ekurhuleni. The incumbent will render clinical services within their scope of practice in the clinics, dental mobile, institutions, hospitals and perform the required administrative duties. Ensure implementation of the Oral Health Strategy. Provide training to other health workers and the community.

ENQUIRIES : Ms Z. Mahao Tel No: (011) 876 1759/75
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

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

CLOSING DATE : 08 November 2019

POST 38/168 : ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 REF NO: EHD2019/10/07
Directorate: Health Programmes

SALARY : Grade 1: R317 976 – R361 872 per annum
CENTRE : Ekurhuleni Health District

REQUIREMENTS : A Bachelor’s Degree/National Diploma in Environmental Health and current registration with the HPCSA as an Environmental Health Practitioner. Less than 10 years relevant experience as an Environmental Health Practitioner after registration with HPCSA as an independent practitioner. A minimum of 1-
year appropriate experience in Environmental Health post community service. Knowledge and experience on District Health services will be an added advantage. Good communication skills (verbal and written), computer skills (e.g. Microsoft Office), good interpersonal skills. Ability to work in a team, in changing environment and under pressure. Good financial management skills and knowledge of PFMA. A valid driver's license is essential.

**DUTIES**

Compliance to Hazardous Substances Act and Regulations and improve the quality of life of employees and community. Ensure proper handling and monitoring of Health Care Risk Waste. Improve the health status of premises compliance with set norms and standards. SHERQ. To monitor and reduce environmental nuisance and related risks that could impact on the physical and human health. Compile District Health information data to the next level. Malaria control and Environmental Pollution control. Conduct Occupational Health and Safety including risk Assessment within Ekurhuleni Health District. Participate in Outbreak Response activities. Monitor Environmental Health indicators and produce quality reports for the district. Ensure implementation of National Health Insurance in Ekurhuleni Health District. Participate in planning, implementation, monitoring and evaluation of the programme according to prescribed policies, protocols and guidelines. Facilitate research and development of Environmental Health programme. Collaborate with relevant programmes, departments and stakeholders for Environmental Health activities. Ensure implementation of Climate Change Strategies. Provide support to District Environmental Health Manager and Chief Environmental Health Practitioner on other related activities. Execute other tasks/duties delegated by the District Environmental Health Manager/Supervisor.

**ENQUIRIES**

Ms C.S Moumakwe Tel No: (082) 497 7147

**APPLICATIONS**

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

**FOR ATTENTION**

Human Resource Manager

**NOTE**

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

**CLOSING DATE**

08 November 2019

**POST 38/169**

SHIFT LEADER GRADE 3 TO 6 REF NO: OPS/2019/15 (X40 POSTS)

**SALARY**

R265 995 - R475 905 per annum (plus benefits) finally, salary will be determined by experience attached to the professional category.

**CENTRE**

Various EMS Districts

**REQUIREMENTS**

Grade 12 certificate qualification. AEA/ECT/CCA/ECP with 03-year experience after registration with the HPCSA in the applicable category according to OSD appointments. Code 10 drivers licence with (PrDP) Registration certificate and current registration with HPCSA. Computer skills, Knowledge of labour relations, OHS, Incident management and supervisory experience.

**DUTIES**

Provide an ongoing supervisory function in respect of all operational issues in terms of HPCSA and Department policies by ensuring compliance and report thereon. Implementation of Operational plans, at shift level, manage all resources allocated to the shift in an efficient manner by ensuring control, monitoring use and reporting deviations and deficiencies facilitate ongoing administration and human resource management. Supervisory functions, Responsible for performance management and development system assessment. Assist in management of overtime and leave. Ensure that staff attends to calls timeously. Analyses trips sheet and patients assessment forms and report discrepancies to the station manager. Respond to mass casualty and disaster scenes and provide advice and leadership in such situation. Manage complain s from external and internal sources. Compile reports, conducts investigations when require to do so. Ensure compliance with service protocol and procedures. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties. Eligible candidates will be subjected to a medical, practical and theoretical evaluation(s). Undertake any other duties as allocated by management.

**ENQUIRIES**

Mr. T Mnisi Tel No: (011) 564 2026

**APPLICATIONS**

Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685.
NOTE
Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months. Successful shortlisted candidate will be subjected to a competency test on call taking and dispatching via computer aided system.

CLOSING DATE : 08 November 2019

POST 38/170 : ADMINISTRATION OFFICER (TRANSPORT) REF NO: ODI/15/10/2019/01
Directorate: Supply Chain Management

SALARY : R257 508 per annum (Level 07)
CENTRE : ODI District Hospital
REQUIREMENTS : Grade 12 with more than four years relevant experience in Transport and Logistics or appropriate recognized Diploma/ Degree in Transport/ Logistics or equivalent qualification with more than three years relevant experience. Good supervisory skills, good interpersonal skills, organizing skills and time management skills both writing and verbal. Ability to lead, work in a team, under pressure and pressure and meets deadlines. Computer literacy with extensive knowledge of Ms-Excel, Ms- Word and Power Point. A valid driver’s license and PDP.

DUTIES : The successful candidate will be responsible for providing an effective and efficient transport and logistics service within the hospital. Supervise the daily activities of the department, including daily allocation of vehicle to drivers for various destinations. Monthly and weekly inspection of state vehicles and compiling of reports. Monthly completion of driver’s roster. Monthly reporting on usage of Vehicle GG car register. Monthly reporting on kilometers travelled and petrol consumption. Reporting of accidents to management. Ensure maximum utilization of vehicle and implementation of cost control measures. Compile and submit weekly reports for management as and when required. Management of all staff performance and development within the transport unit. Attend to human resource financial matters, do record keeping and statistics, compile and submit reports. Plan and implement training programs for transport staff. Fulfil duties as per PMDS contract and job description. Perform any other duties delegated by the line manager.

ENQUIRIES : Ms. OK Moteme Tel No: (012) 725 2330
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or be posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE : Applications must be submitted on form Z83, obtained from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. 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. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to shortlisted candidates only.

CLOSING DATE : 08 November 2019

POST 36/171 : SOCIAL WORKER (GRADE 1) REF NO: EHD2019/10/13
Directorate Rehabilitation Department

SALARY : R257 592 - R298 614 per annum (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Tertiary qualification in Social Worker. Proof of current registration and registration certificate with South African Council for Social Services Profession. Experience: Grade 1: less than 10 years relevant experience. Computer literacy. Valid driver’s license is essential. Experience in working in community-based rehabilitation setting will be an added advantage. Good communication skills, interpersonal skills, problem solving skills and organizing skills. Knowledge in the relevant policies, protocols and guidelines. Must be proactive, innovative and independent team leader. Person Profile: Excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to Technical and non-technical personnel at various levels in the organization.

DUTIES : Render Social Work services in the district that complies with the standards and norms as indicated by Health Policies. Provide community based social work with focus on health promotion, prevention and community work.
Complete monthly stats, report writing and other administrative task for social work services. Implement and contribute to the proper utilization of allocated financial and physical resources. Implement quality assurance policies and develop appropriate quality improvement plan for the social work services. Attend staff meeting, social work forums quality assurance meeting. Ensure adherence to government policies and protocols including the National Core Standards, Batho Pele and Patient Rights. Sign a performance contract on annual basis.

ENQUIRIES
APPLICATIONS
Ms. KR Maluleke Tel No: (011) 876 1776
Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION
NOTE
Human Resource Manager
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
08 November 2019

POST 38/172
CLIENT INFORMATION CLERK (SWITCHBOARD SUPERVISOR) REF NO: ODI/15/10/2019/02
Directorate: Information Communication and Technology

SALARY
CENTRE
R257 508 per annum
ODI District Hospital

REQUIREMENTS
National Diploma/ Degree in Public Management/ Office Management or related field with 3 years’ experience or Grade 12/ standard 10 with 10 years’ experience in Switchboard or Call Centre Environment. Knowledge of PFMA and Treasury regulations. Be able to work day shift as supervisor for switchboard Unit. Skills: Problem solving, good verbal and written communication, report writing, strong leadership qualities and sound knowledge of Microsoft office (Word, Excel and PowerPoint). Client liaison and administrative experience. Proficiency in a variety of languages. Experience working with telephone system such as PABX & TMS will be an advantage.

DUTIES
Supervision, Monitoring and evaluation, exercise overall of Client Information System Unit. Monitor that time is properly managed and ensure smooth traffic of calls. Handle applications for telephone and calling systems services. Maintain a fault report register and follow-up on prompt repairs thereof. Performance evaluation in accordance with HR and LR regulations. Updating of job descriptions. Submission of monthly reports. Handle grievance and implement disciplinary mechanisms. Ensure that switchboard departmental meetings and training are taking place. Regular attendance of meetings and feedback and perform any other lawful duties delegated by the supervisor.

ENQUIRIES
APPLICATIONS
Mr. CB Mathebula Tel No: (012) 725 2410
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 or on the internet at www.dpsa.gov.za/documents. 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. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to shortlisted candidates only.

CLOSING DATE
08 November 2019

POST 38/173
SENIOR FORENSIC OFFICER REF NO: REFS/004702
Directorate: Forensic Pathology Service

SALARY
CENTRE
R257 508 – R303 339 per annum (Level 07) (plus benefits)
Pretoria FPS

REQUIREMENTS
Senior Certificate/Grade 12 and a minimum of 3 years’ experience in the Medico-Legal field. Relevant qualifications in the Health Sciences field will be an added advantage. A valid driver’s license minimum Code C1 with current Public Driver Permit (PDP), Basic Computer skills (MS Word, MS Excel, MS PowerPoint), Must be able to work with corpses (mutilated, decomposed, infected with infectious diseases). Must be able to work shift duties. Must be
able to work on a supervisory level. Organizing and planning, communication, time management and interpersonal skills. Sufficient knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to the Principles of Batho Pele.

**DUTIES**

Efficient support to the manager with regard to the management of the facility. Supervision of fellow and junior staff members and performance management. Effective and efficient recovery, storage and processing of bodies. Safe keeping of the deceased’s documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process (which includes evisceration, scribing and typing) in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimens, specimen statements and reports, including completion and administration of statements and documentation during and after the forensic pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

**ENQUIRIES**

Mr. C Chauke Tel No: (012) 301 1712

**APPLICATIONS**

Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

**NOTE**

Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, certified copies of ID, qualifications and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC). It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. The Department of Health is committed to providing equal opportunities and practices, Affirmative action employment. It is our intention to promote representatives (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representatives will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. 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. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. 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.

**CLOSING DATE**

15 November 2019

**POST 38/174**

REGISTRY CLERK REF NO: 3/4/1/2/9

Directorate: Support Services

**SALARY**

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

**CENTRE**

Ann Latsky Nursing College

**REQUIREMENTS**

Grade 12 Certificate or equivalent. A minimum of 3 years’ experience in Registry department. Initiative, problem solving skills, good interpersonal relations, sound communications Skills, Computer Literacy.

**DUTIES**

Provide registry services to the Department, such as file enquiries, posting and updating on General procedures and functions of the unit. Filling of all documents, open and close files. Receive, open Sort, and distribute incoming mail, distribute circulars and internal memos. Record and dispatch outgoing Correspondences/mail. Implement the filing/records classification system. Ensure safeguarding of Records/files. Ensure that filing plan is followed. Render archive services, trace and store, retrieve Documents and files. Performing other tasks as allocated by the supervisor, such as venue bookings and arranging accommodation for students, prepare and receive courier documents. Apply National Archives and Records Management Act and other related legislations.
ENQUIRIES: Ms. A. van As Tel No: (011) 644 8917
APPLICATIONS: must be addressed to:- The Human Resource Department, Ann Latsky Nursing College, P/Bag X40, or Submitted to No.1 Plunkett Ave, Hurst hill, Johannesburg, or apply on line at www.gautengonline.gov.za.
CLOSING DATE: 08 November 2019
POST 38/175: EMERGENCY CARE TECHNICIAN GRADE 1 REF NO: OPS/2019/13 (X131 POSTS)
SALARY: R208 383 per annum (plus benefits) finally, salary will be determined by experience attached to the professional category
CENTRE: Various EMS Districts
REQUIREMENTS: Grade 12 or equivalent qualification, current and registration with HPCSA as an Emergency Care Technician, Valid driver's licence code 10 and PrDP. Previous experience in Emergency Care environment will be added advantage.
DUTIES: Responsible for the treatment of patient within the scope of practice of Emergency Care Technician, Transport patient as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services in Gauteng Province. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by the Directorate. Provide quality assurance to Basic Life Support in the implementation of clinical governance requirement. Perform any other duties as delegated by the supervisor. Eligible candidates will be subjected to a medical, practical and theoretical evaluation(s). Perform any other duties as delegated by the supervisor. Candidate are expected to work shifts.
ENQUIRIES: Ms TL Ndhlovu Tel No: (011) 564 2262
APPLICATIONS: Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685
NOTE: Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months. Successful shortlisted candidate will be subjected to a competency test on call taking and dispatching via computer aided system.
CLOSING DATE: 08 November 2019
POST 38/176: PHARMICIST ASSISTANT (POST-BASIC) REF NO: SDHS 2019/10/08 (X1 POST)
Directorate: Pharmaceutical Service
SALARY: R208 383 Per annum (Plus benefits)
CENTRE: Sedibeng District Health Services
REQUIREMENTS: The candidate must be in a possession Grade 12 qualification. As required by the training facility and the SAPC plus Post Basic Pharmacist Assist Qualification that allows registration with the SAPC as Pharmacist Assistant (Post Basic). Registration with the South African Council (SAPC) as Post Basic Assistant. Profile: Basic Communication skills. Interpersonal skills, literacy skills. Ability to operate equipment/machine. Basic knowledge of good manufacturing practice and standard operating procedure. Basic knowledge of good manufacturing practice and standard operating procedure. Basic knowledge of pharmaceutical processes e.g. weighing, mixing, etc. Relevant legislation and policies. Awareness of financial implications of stock. Awareness for the need of continuous supply of medication. Recording keeping. DSM-relevant aspects e.g. expiry dates. Product names. Use of master batch documents. Collect, organize and analyse information.
ENQUIRIES: Ms. S. Tayob Tel No: (016) 950 6092
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 Frrikie 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: 08 November 2019

POST 38/177: SECRETARY REF NO: HRM 92/2019
Directorate: Radiation Oncology

SALARY: R173 703 per annum plus benefits

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: The post is for a secretary/office administrator in the department of Radiation Oncology. A mature candidate with experience in the medical/research field will be an advantage. Good communication skills and the ability to work in a multi-disciplinary environment within the hospital and university. The candidate should have good computer and information technology skills with competency in Microsoft word, PowerPoint and Excel and added programmes. The candidate should be flexible and demonstrate a keenness to develop skills in additional programmes and participate is department activities related to clinical services, audits and research. This is a large multi-disciplinary department and requires an individual that can communicate and co-ordinate activities within the department. Good people skills are essential.


ENQUIRIES: Dr. S Bassa Tel No: (012) 354 2747/1184

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: 08th November 2019

POST 38/178: ADMINISTRATION CLERK REF NO: ADM/2019/01

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

CENTRE: Midrand

REQUIREMENTS: Grade 12 or equivalent qualification and at least 1-2 years relevant experience. Extensive knowledge and understanding of Batho Pele principles. Excellent verbal, written and communication skills. Good inter-personal relation skills and Computer literacy, i.e. MS. Word, PowerPoint and Outlook. Ability to work independently under pressure. Valid driver's license code 10 and valid professional drivers (PrDP).

DUTIES: Provide administrative support to the office of the CEO. Record keeping and filling. Management of incoming and outgoing correspondence and refer appropriately where required. Delivery and collection of correspondence to different departments. Tracking of documents that were delivered and/or collected. Serve as an entry point for all internal and external stakeholders who visit or call the Directorate. Ensure that the tracking grid is updated and produce report.

ENQUIRIES: Ms B Ngcobo Tel No: 011 564 2002
APPLICATIONS: Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685.

NOTE: Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months. Successful shortlisted candidate will be subjected to a competency test on call taking and dispatching via computer aided system.

CLOSING DATE: 08 November 2019

POST 38/179: HUMAN RESOURCE CLERK REF NO: HR/2019/03

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

CENTRE: Tshwane District

REQUIREMENTS: Grade 12 or equivalent qualification with experience as generalist in Human Resources Administration, Computer literacy, Valid driver’s license, report writing and knowledge of PERSAL system, Good interpersonal and communication skills (verbal and writing). Ability to work independently.

DUTIES: Implement and administer human resource practice -condition of services (Leave, Housing, Medical Aid, Long Service recognition, Injury on duty, relocation, overtime allowance, pension, appointments, transfers, verification of qualification, reference checks) attended to queries, provide filling of documents and Accept greater responsibility when requested.

ENQUIRIES: Ms Z Jezi Tel No: (011) 564 2027

APPLICATIONS: Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685.

NOTE: Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months. Successful shortlisted candidate will be subjected to a competency test on call taking and dispatching via computer aided system.

CLOSING DATE: 08 November 2019

POST 38/180: ADMINISTRATION CLERK REF NO: ODI/15/10/2019/04 (X2 POSTS)

Directorate: Patient Affairs

SALARY: R173 703 per annum

CENTRE: ODI District Hospital

REQUIREMENTS: Minimum Grade 12 and computer literacy (capturing, processing email, internet). Eighteen months experience in Patient Affairs and Hospital environment will be added as an advantage. Good communication and interpersonal skills. Motivated and willingness to work under pressure and work shifts. Be able to work in a team. Must be willing to learn. Willing to work day and night duty. Motivation should be attached to proof work experience required above.

DUTIES: Admission and registration of patients on PAAB and manual. Retrieval of files after hours from records. Capturing data on TPH31A and TPH31. Completion of GRP01 during downtime and updating electronic downtime information. Completion of GPF 3, 4 and 5 forms. Classification of patients according to UPFS. Assisting in other units of Patient affairs when the need arises and ensuring that working materials and equipment’s are always available. Reporting of lost, damaged and not working equipment. Be prepared to rotate within the scope of work. Perform other duties delegated by supervisor. Comply with the performance management system (contracting, quarterly reviews and final assessment).

ENQUIRIES: Ms. LM Moeng Tel No: (012) 725 2330

APPLICATIONS: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or be posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE: Applications must be submitted on form Z83, obtained from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to shortlisted candidates only.
CLOSING DATE: 08 November 2019

POST 38/181
ADMINISTRATION CLERK (WARD CLERK) REF NO: ODI/15/10/2019/05
(X2 POSTS)

Directorate: Patient Affairs

SALARY: R173 703 per annum

CENTRE: ODI District Hospital

REQUIREMENTS: Minimum Grade 12 and computer literacy (capturing, processing email, internet). Eighteen months experience in Patient Affairs and Hospital environment will be added as an advantage. Good communication and interpersonal skills. Motivated and willingness to work under pressure and work shifts. Be able to work in a team. Must be willing to learn. Willing to work day and night duty. Motivation should be attached to proof work experience required above.

DUTIES: Admission and discharges of patients on PAAB and manual. Completion of GPF 3, 4 and 5 forms. Reclassification of patients according to UPFS. Assisting in other units of Patient affairs when the need arises and ensuring that working materials and equipment’s are available. Reporting of lost and damaged. Be prepared to rotate within the scope of work. Perform other duties delegated by supervisor. Comply with the performance management system (contracting, quarterly reviews and final assessment). Compiling weekly and monthly statistics. Accompanying families of the deceased to the Cashier and Mortuary with the Patients’ records and perform any other lawful duties delegated by the Supervisor.

ENQUIRIES: Ms. LM Moeng Tel No: (012) 725 2330

APPLICATIONS: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or be posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE: Applications must be submitted on form Z83, obtained from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to shortlisted candidates only.

CLOSING DATE: 08 November 2019

POST 38/182
STAFF NURSE (WBOT) REF NO: WRD008 (X3 POSTS)

Directorate: Nursing

SALARY: Grade 1: R171 381 – R192 879 per annum (plus benefits)
Grade 2: R204 627 - R230 307 per annum (plus benefits)
Grade 3: R242 166 – R297 825 per annum (plus benefits)
Salary will be determined in line with OSD Resolution

CENTRE: West Rand District Health - Region A:
Mogale Sub District (X2 Posts)
Merafong Sub district (X1 Post)

REQUIREMENTS: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with SANC as Enrolled Nurse and proof of current registration. At least 3 years’ experience required after registration with the SANC as Staff Nurse. A Valid driver’s license is a must (Candidates will be subject to a driver’s test on the day of interview).

DUTIES: Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the institution. Work as part of the multidisciplinary team to ensure good nursing care and positive clinical outcomes. Work effectively, co-operatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate basic communication with patients, community members, supervisors and clinicians. Willing to work in the community doing outreach services including managing, supervising, mentoring and coaching community health workers. Ability to compile and submit weekly and monthly WBOT reports. Contribute positively towards compliance to National Core Standards, Batho Pele Principles, Ministerial Priorities and Patient’s Rights.

ENQUIRIES: Ms N Maponyane/Ms S Lefakane Tel No: (011) 963 4515
APPLICATIONS should be delivered to West Rand District Health, Cnr. Vlei & Luipaard Street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740. People with disability are encouraged to apply NB: The incumbent will be subject to a pre-screening process.

NOTE: Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached.

CLOSING DATE: 08 November 2019 at 12h00pm

POST 38/183: STAFF NURSE GRADE 1 REF NO: EHD2019/10/08
Directorate: Clinical Forensic Medical Services

SALARY: Grade 1: R171 381 – R192 879 per annum (plus benefits)

CENTRE: Tembisa Masakhane Thuthuzela Care Centre

REQUIREMENTS: Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Knowledge of HIV prevention strategies and management of patients who experienced gender-based violence. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver’s License will be an added advantage.


ENQUIRIES: Ms A. Mabunda Tel No: (011) 876-1794

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

FOR ATTENTION: Human Resource Manager

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

CLOSING DATE: 08 November 2019

POST 38/184: EMERGENCY CARE OFFICER GRADE 3 ILS REF NO: OPS/2019/14 (X130 POSTS)

SALARY: R169 176 per annum (plus benefits) finally, salary will be determined by experience attached to the professional category.

CENTRE: Various EMS Districts

REQUIREMENTS: Grade 12, AEA certificate with registration with current HPCSA of Ambulance Emergency Assistant. Previous experience in emergency care environment will be an added advantage. Valid driver’s license Code 10 and valid professional driver’s (PrDP) permit for transporting patients.

DUTIES: Responsible for patients within the scope of practice of intermediate life support. Transporting patients as part of planned Patient transport and inter-facility transfer system under Emergency Medical Service. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties. Eligible candidates will be subjected to a medical, practical and theoretical evaluation(s). Perform any other duties as delegated by the supervisor.

ENQUIRIES: Ms VM Bodiba Tel No: (011) 564 2263
Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685.

Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months. Successful shortlisted candidate will be subjected to a competency test on call taking and dispatching via computer aided system.

Closing Date: 08 November 2019

Post 38/185

Dental Assistant Grade 1

Ref No: EHD2019/10/10 (X1 Post)

Directorate: Oral Health

Salary: R168 429 – 192 576 per annum (plus benefits)

Centre: Ekurhuleni Health District

Requirements:

Grade 12 with Dental Assistant certificate from recognized accredited institutions registration with HPCSA, proof of current registration with the HPCSA. A driver’s license will be an added advantage. The person should have good communication skills, good interpersonal relations and an ability to work under pressure. Less than 10 years relevant experience.

Duties:

The incumbent should have knowledge of dental assisting including: infection control, chair side assisting maintaining of equipment, stock control, knowledge of materials and instruments and conducting inventory. The person will work in the dental surgery in clinics, mobiles, correctional services, institutions and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. The person will also be doing relief duties in other clinics, prisons, mobile and institutions. He or she will be assisting the oral hygienist at schools as well as in the clinics. The person will also be rotating within the sub-divisions.

Enquiries: Mr L.B Mudau Tel No: (011) 876 1759

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

For Attention: Human Resource Manager

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

Closing Date: 08 November 2019

Post 38/186

Nursing Assistant Ref No: WRD009 (X8 Posts)

Directorate: Nursing

Salary: Grade 1: R132 525 - R149 163 per annum

Grade 2: R156 846 – R176 526 per annum

Grade 3: R187 263 – R230 307 per annum plus benefit

Salary will be determined in line with OSD Resolution

Centre: West Rand District Health:

Mogale sub (X4 Posts)

Merafong sub (X4 Posts)

Requirements: Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nursing Assistant). Registration with the South African Nursing Council. Good communication skills (verbal and written). Knowledge of relevant nursing legislation.


Enquiries: Ms. M.N. Mchunu/Ms. M.R. Khojane Tel No: (011) 953 1515/ (Mogale sub)

Ms. N.B. Cele Tel No: (018) 787 9907(Merafong sub)

Applications: should be delivered to West Rand District Health, Cnr. Vlei & Luipaard Street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp
1740. People with disability are encouraged to apply. The incumbent will be subject to a pre-screening process.

NOTE: Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached.

CLOSING DATE: 08 November 2019 at 12h00pm

POST 38/187: STORE ASSISTANT

REF NO: ODI/15/10/2019/06

Directorate: Supply Chain Management

SALARY: R122 595 per annum (Level 03)

CENTRE: ODI District Hospital

REQUIREMENTS: Candidate must be in possession of Grade 9 or Abet level 4, can read and write. Good communication skills and be able to work under pressure. Knowledge of Supply Chain Management policies.


APPLICATIONS: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or be posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE: Applications must be submitted on form Z83, obtained from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only.

CLOSING DATE: 08 November 2019
**POST 38/189**

**SEAMSTRESS REF NO: ODI/15/10/2019/03**

**Directorate: Support Services**

**SALARY**

R102 534 per annum

**CENTRE**

ODI District Hospital

**REQUIREMENTS**

Grade 10/ ABET Level 4 with 1-year experience in seamstress. Previous experience in sewing and alteration will serve as an advantage. Communication skills and willing to work in team be able to work shifts including week ends and public holidays.

**DUTIES**

Fit repairs and alteration of clothing, construct garment, measuring size for patients clothing and hospital curtains. Maintain sewing equipment and condemned linen, keep mending room clean. Assist at the Laundry when is necessary and stock taking.

**ENQUIRIES**

Mrs. VL Chiloane Tel No: (012) 725 2330

**APPLICATIONS**

Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or be posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

**NOTE**

Applications must be submitted on form Z83, obtained from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 that three months old. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to shortlisted candidates only.

**CLOSING DATE**

08 November 2019

**DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

**CLOSING DATE**

15 November 2019. No late applications will be considered.

**NOTE**

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

**ERRATUM:** Department of Human Settlement: Kindly note that the post of Senior Personnel Officer with Ref No: DOHS/51/2019 advertised in Public Service Vacancy Circular 37 of 2019 dated 18 October 2019, the requirements of the post has been amended as follows: Applicant must be in possession of a Senior Certificate or equivalent; and a Degree/Diploma (NQF Level 6/7) in Human Resource Management, Experience in Human Resource Administration will be an added advantage. Candidates who previous applied, do not need to re-apply. The closing date has been extended to 08 November 2019.

**OTHER POSTS**

**POST 38/190**

**ASSISTANT DIRECTOR: REVENUE SERVICES REF NO: REFS/004695**

**SALARY**

R376 596 per annum

**CENTRE**

Johannesburg

**REQUIREMENTS**

Matric plus a (3) three-year Degree/National Diploma in Accounting/Financial Management. (3) three years relevant experience in (PFMA), Treasury Regulations, debt management, Debtor System, SAP and Basic Accounting System (BAS). Knowledge of the Accounting framework for South African public-sector entities - GRAP (IPSAS) Framework. Knowledge of Accounting for changes in accounting policies, changes in accounting estimates and errors -GRAP 3 (IPSAS 3). Working knowledge of the preparation of interim reports and annual financial statements, as well as suspense and control accounts.

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Knowledge of management, alignment and reconciliation of accounts, between Debtor System and BAS. Advance Excel will be an added advantage, supervisory skills, good planning and organizational skills. Good interpersonal relations, good communication skills (written and verbal). The ability to work under pressure and preparedness to work overtime, when required.

**DUTIES**

Provide monthly reconciliation between the Debtor System and BAS and clear all exceptions. Provide monthly financial reporting, preparation of interim and annual financial statements. Alignment of the Fixed Assets register with the Debtor System and disposal of properties. Manage month-end and year-end closures, interfacing subsystems and related accounting procedures. Provide cash flow management. Develop, implement, update and maintain GRAP (IPSAS) and financial policies and procedures. Investigate suspense accounts balances, manage the reconciliation of suspense accounts. Address audit queries and attend to requests. Manage staff development and training.

**ENQUIRIES**

Ms L Ngulele Tel No: (072) 187 3043

**APPLICATIONS**

Please apply online at www.gautengonline.gov.za

**POST 38/191**

SENIOR PROJECT INSPECTORS: QUALITY ASSURANCE REF NO: REFS/004699 (X2 POSTS)

**SALARY**

R376 596 per annum

**CENTRE**

Johannesburg

**REQUIREMENTS**

Matric plus a National Diploma/NQF Level 6 qualification in the Built Environment; three (3) years’ experience in construction quality assurance and construction technical support, project management and time management, good communication skills (verbal and written), problem solving and interpersonal relationship skills. Knowledge of the building regulations, NHBRC home builder’s manual, methods of construction and knowledge in interpreting building material test results. Knowledge of Innovative Building Technologies & Energy Efficiency in housing. Knowledge of public sector legislation and regulations.

**DUTIES**

To conduct inspections on subsidy houses and ensure that housing products delivered comply with quality standards as regulated by statutory and regulatory frameworks – National Building Regulations (NBR) and the National Home Builders Registration Council’s (NHBRC) home building manual. To monitor and report on the quality of workmanship, materials and structural integrity for compliance with regulations. Conduct on-going research on the latest building materials, products and building processes. Advice contractors and regional teams on quality standards in line with the departments’ construction norms and standards.

**ENQUIRIES**

Mr. R Jonas Tel No: (083) 608 1168

**APPLICATIONS**

Please apply online at www.gautengonline.gov.za