ANNEXURE R

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION

APPLICATIONS : Head Office (HO) Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001.

CLOSING DATE : 15 November 2019
NOTE : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.gov.za /documents, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. All candidates for SMS positions will be required to undergo competency assessment and security clearance. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered

MANAGEMENT ECHELON

(5 Years Fixed Term Contract Performance Based)
Chief Directorate: District Operations Management (Johannesburg Region)

SALARY : R1 057 326 per annum (an all-inclusive package)
CENTRE : Johannesburg West District
REQUIREMENTS : An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer Focus Communication, Computer literate. Valid South African driver’s license is essential.

DUTIES : Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. educations support, learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for efficient support to circuits and institutions. Develop strategies to cultivate greater feedback with internal and external stakeholders for the enhancement of service delivery. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage subordinates and other participants in the Branch activities. Responsible for the financial management of the component’s activities. Plan, organise and control activities pertaining to functions of the Districts. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full responsibility for regular reports forwarded to the Department.

ENQUIRIES : Ms. Winny Radzilani Tel No: (011) 843 6540
POST 39/97 : DIRECTOR: MAINTENANCE REF NO: HO2019/10/152
(5 Years Fixed Term Contract Performance Based)
Chief Directorate: Physical Resources Planning and Property Management

SALARY : R1 057 326 per annum (an all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : An appropriate NQF level 7 (Degree in the Built Environment) qualifications, with at least a minimum of 5 years middle/senior management experience. Proven management skills in infrastructure management environment especially in terms of maintenance. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer Focus Communication, Computer literate. Valid South African driver’s license is essential. Ability to work under pressure.

DUTIES : Manage the design and implementation of technical condition assessments for all Education Facilities and Offices. Manage the implementation of the maintenance strategy, system and policy of the Department for all Education Facilities and Offices. Direct and control the implementation of facilities management at all Education Facilities. Manage procurement and contracts for maintenance works. Plan and manage job creation on maintenance projects. Manage the development and updating of standard operating procedures for maintenance. Manage inspections to validate that all maintenance work has been completed timeously, within budget and meeting quality assurance standards. Provide technical advice with prioritisation of maintenance projects. Undertake site visits and prepare progress reports for infrastructure projects. Develop strategies to cultivate greater feedback with internal and external stakeholders for the enhancement of service delivery.

ENQUIRIES : Ms. Winny Radzilani Tel No: (011) 843 6540

OTHER POST

POST 39/98 : CHIEF MECHANICAL ENGINEER GRADE A REF NO: HO2019/10/154
Directorate: Infrastructure Delivery Management

SALARY : R1 042 827 – R1 192 365 per annum (All-inclusive package). The department will award a higher salary depending on the expertise of the applicant.
CENTRE : Head Office
REQUIREMENTS : Degree in Engineering. Six years’ experience post qualification. Computer literate. Registered as a Professional Engineer with ECSA. Valid Drivers’ Licence.

DUTIES : Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing documentation and specifications. Provide mechanical engineering guidance and inputs to all Infrastructure Delivery Management System deliverables and reports. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Develop strategies to cultivate greater feedback with internal and external stakeholders for the enhancement of service delivery. Manage subordinates. Undertake research.

ENQUIRIES : Ms. Winny Radzilani Tel No: (011) 843 6540

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the posts of Operational Managers: Specialty with Ref No: Refs/HRM02/19/1, Refs/HRM02/19/2 and: Refs/HRM02/19/3 (For Dr George Mukhari Academic Hospital) advertised in Public Service Vacancy Circular 37 dated 18 October 2019, were advertised with an incorrect salary notch of R466 119 - R517 326. The correct notch is R562 800 – R633 423. Candidates who previous applied, do not need to re-apply. The closing date has been extended to 08 November 2019.
OTHER POSTS

POST 39/99 : CLINICAL MANAGER GRADE 1 REF NO: 3/3/1/146
Sub Directorate: Medical

SALARY : R1 173 900 – R1 302 849 per annum
CENTER : Dr Yusuf Dadoo Hospital
REQUIREMENTS : MBCHB or equivalent, PLUS current registration certificate with HPCSA as a Medical Practitioner. A minimum of 4 years appropriate experience as a medical officer after registration with HPCSA as a medical practitioner. Supervisory experience within a medical domain will be an added advantage. Computer literate, valid driver’s license (Code B/EB) and be willing to work under pressure and stressful situations. Competencies/knowledge: Knowledge of ethical medical practice, good communication, leadership, interpersonal and supervisory skills. Competency and skill in clinical domain. Sound planning, negotiating and decision-making skills. Ability to analyse information and solve problems. Proficient in MS package (Word, excel, outlook, power point).

DUTIES : Manage and supervise all clinical and allied health domains. Ensure the provision of safe, ethical and high-quality patient care and treatment in the hospital. Ensure effective management, implementation and adherence to clinical governance. Conduct patient redress and compile reports for medico-legal cases. Ensure the development and implementation of quality assurance programs in line with the Provincial and National Standards. Assist with the implementation of Ideal Hospital Realisation and Maintenance Framework in the hospital. Develop, implement, and monitor quality improvement plans (QIP). Perform clinical audits and provide support to other departments/disciplines to ensure effective and comprehensive clinical services respect to patient care and treatment. Lead and drive CPD and M&M Programmes. Implement cost containment measures, analyse budget and ensure effective and efficient use of resources. Monitor commuted overtime and ensure adherence to RWOOPS policy. Maintain discipline and deal with grievance and labour relations issues in terms of the laid down policies and procedures.

ENQUIRIES : P.M Sofohlo (CEO) Tel No: (011) 951 6161
APPLICATIONS : Applications must be delivered to Dr Yusuf Dadoo Hospital road, Krugersdorp or posted to Private bag X2006, Krugersdorp, 1740. Please attach to your application Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead to disqualification of your application.
CLOSING DATE : 15 November 2019

POST 39/100 : MEDICAL SPECIALIST: ANAESTHESIA REF: LRT/MSA/0012 (X1 POST)
Directorate: Medical
Re-Ad-Advertisement

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum (All-inclusive packages)
Grade 2: R1 264 623 – R1 342 230 per annum (All-inclusive packages)
Grade 3: R1 467 651 – R1 834 890 per annum (All-inclusive packages)
CENTER : Leratong Hospital
REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as a Specialist in Anaesthesia (MMED FCS.SA). Current registration with HPCSA as Specialist Anaesthesia. Appropriate knowledge and experience as an Anaesthesia. The following will be an added advantage: current certificate in advance Cardiac Life Support (ACLS), Anaesthesia advanced Life support (PALS), advanced trauma Life support (ATLS), ECG, BLS, Surgical skills and Neonatal resuscitation course. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Must have at least code 08 driver’s license and be computer literate.

DUTIES : Provision of 24-hour Anaesthesia Service. Manage critically ill patients in Neonatal ICU. Participate in commuted overtime. Supervision and training of Medical Officers, Community Services Medical Officers and Medical Interns. Ensure proper and accurate record keeping as legally and ethically required. Ensure effective outreach to District Hospital in the West Rand. Assist the Clinical Head with administrative responsibilities. Provision of Quality, cost effective service in keeping with Batho Pele Principles. Assist the HOD and ensure that the Department is compliant to National Core Standards and LEAN
Management principles. Perform Clinical Audits. Participate in conducting Morbidity and Mortality meetings (M&M)

ENQUIRIES: Dr. RM Phanzu Tel No: (011) 411 3818/Dr. W Mokae Tel No: (011) 411 3679

APPLICATIONS: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamдор, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you are not contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 15 November 2019 (at 12h00 pm)

POST 39/101: MEDICAL OFFICER REF NO: LRT MED 02

SALARY: Grade 1: R821 205 – R884 670 per annum (All –inclusive package)
Grade 2: R938 964 – R1 026 693 per annum (All –inclusive package)
Grade 3: R1 089 693 – R1 326 366 per annum (All –inclusive package)

CENTRE: Leratong Hospital:
- Directorate: Obstetrics & Gynecology (X1 Post)
- Directorate: Ophthalmology (X1 Post)
- Directorate: Internal Medicine (X2 Posts)
- Directorate: Surgery (X2 Posts)
- Directorate: Casualty (X1 Post)
- Directorate: Anesthesia (X2 Posts)

REQUIREMENTS: Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Current registration with HPCSA as Medical Practitioner. The following will be an added advantage: current certificate in Advanced life support (ACLS), Obstetric advanced Life support (PALS), advanced trauma Life support (ATLS), ECG, BLS, Surgical skills and Neonatal resuscitation course. 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. Must have at least code 08 driver’s license and be computer literate.

DUTIES: Full participation in all activities as required for the post, including patient ward care, outpatient clinics, after hours duties as per roster as well as academic discussions and research. Participate in commuted overtime. Daily student tutorials. Referrals, bookings and performance of all procedures for correct indications. To ensure maintenance of records for audit purposes. Assist in HR management and 102 developments of maintenance in productivity standards and participation in NCS and LEAN management

ENQUIRIES: Dr. RM Phanzu Tel No: (011) 411 3818/Dr. W Mokae Tel No: (011) 411 3679

APPLICATIONS: Applicants Should Clearly Indicate The Discipline That They Are Applying For. Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamдор, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from
any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered.

If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 15 November 2019 (at 12h00 pm)

POST 39/102: MEDICAL REGISTRAR REF NO: REG/INTMED/10/19
Directorate: Internal Medicine

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

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: MBChB degree Registered as an Independent Medical Practitioner with HPCSA. Applicants must have an interest in Internal Medicine. The post is a combined training position between Kalafong Provincial tertiary Hospital and the University of Pretoria. The successful candidate will be expected to work in Internal Medicine for four (4) years and will have to perform after hour calls. Preference will be given to South African citizens and candidates who already completed part one (1) of the FCP examination.

DUTIES: It will be expected of the successful candidate to do clinical work, seeing patients allocated to daily and keeping proper clinical records. After hours calls is part of the post and it will be expected of the candidate to clerk patients seen during intake. The successful candidate will be required to supervise interns and students allocated to the service unit working in. It will be expected of the successful candidate to communicate effectively with his seniors and with doctors from other disciplines, nurses and other staff of the health care team. It will be expected of the successful candidate to work in a cost conscious manner and to do procedures e.g. biopsies and bone marrow aspirates where indicated. Part of the training of the registrar will include presentations at academic meetings and rotations to SBAH sub-specialties.

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

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

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

CLOSING DATE: 15 November 2019

POST 39/103: MEDICAL REGISTRAR REF NO: REG/RAD/10/19
Directorate: Radiology

SALARY: Grade 1: R821 205 – R858 711 per annum (all inclusive)
**CENTRE**
Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**
MBChB qualification. Registered as an Independent Medical Officer with Health Professional Council of South Africa (HPCSA), must have completed Community Service and Primary Examination. Radiology experience will be given preferences.

**DUTIES**
The successful candidate will be rotating in different disciplines of Radiology and will be responsible for reporting on all imaging modalities during the day and after hours in the allocated to Kalafong Provincial Tertiary, Steve Biko Academic and 1 Military Hospitals. The successful candidate will be responsible for related administrative responsibilities, undergraduate teaching and postgraduate research, i.e. complete one (1) dissertation before the end of five (5) years.

**ENQUIRIES**
Prof N Khan, Tel No: (012) 318 6556/6617

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

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

**CLOSING DATE**
15 November 2019

**POST 39/104**
MEDICAL OFFICER
Directorate: Clinical Service

**SALARY**
Grade 1: R821 205 – R938 964 per annum (inclusive package) no commuted overtime
Grade 3: R938 964 – R1 026 693 per annum ((inclusive package) excluding commuted overtime.

**CENTRE**
ODI District Hospital:
Grade 1: Ref No: ODI/21/10/2019/01 (X4 Posts) (Hast))
Grade 3: Ref No: ODI/21/10/2019/02 (X1 Post)

**REQUIREMENTS**
Basic medical degree (MBCHB) or equivalent and currently registered with the Health Professional Council of South Africa (HPCSA) as a medical practitioner.

**Grade 1**: Less than 5 years appropriate experience as a Medical Officer.

**Grade 3**: A minimum of 10 years appropriate experience as a Medical Officer after registration with HPCSA. Recommendations: Experience working in District health services including clinics. Experience working in general medical practice, Mental health, obstetrics, HAST, and emergency Unit and use of current national clinical protocols. Required clinical skills includes: Consultation, history taking, examination, clinical assessment, management procedures and ensuring continuity of patient care. Good professional attitude/ conduct, good communication skills, good professional ethics, team work and good medical record keeping.

**DUTIES**
**Grade 1 (HAST)**: Implementation of policies and protocols in treating HIV/AIDS patients plus TB. Attendance of relevant meetings. Implement and monitor adherence to National Core Standards. Continuing medical education. (For **Grade 3**): Supervision of junior doctors (undergraduate students, community service doctors). Attendance of relevant administrative meetings like mortality and mobility meetings and completion of MEDICO legal documents timely (e.g. Death certificate, mental health forms, J88 forms and medical reports when requested by financial institutions). Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Willing to do commuted overtime duties rendered after hours.
ENQUIRIES: Dr. RT Motsepe Clinical Manager Tel No: (012) 7252436/Cell No: (078) 4602745
APPLICATIONS: Applications to be sent to Odi District Hospital. Hand post and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, CEO's office or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.
FOR ATTENTION: HRM
NOTE: Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.
CLOSING DATE: 15 November 2019
POST 39/105: DEPUTY DIRECTOR (ADMIN & LOGISTICS) REF NO: TDHS/A/2019/39
Directorate: Corporate Services
SALARY: R733 257 – R863 748 per annum
CENTRE: Tshwane District Health Services
REQUIREMENTS: 10 years’ experience in the relevant field of which 5 years at management level, Supply Chain Environment. Other Skills/Requirements: Admin and Logistics, leadership skills, ability to interpret and implement policy directives and guidelines of the Gauteng Department of Health. Excellent verbal and written communication skills with good interpersonal skills, negotiation, team building, conflict and problem solving skills. Knowledge and understanding of the PFMA 1999; legislative framework, HR Policies and other relevant statutory prescripts. Prepared to work under pressure and stressful situations. Must have at least code 08 driver’s license. Computer skills (Power point, Excel, Word, Access) and report writing skills.
DUTIES: Co-ordination of Admin & logistics which entails record management, transport management, photo copying services, cleaning services for all facilities in the District, Security management, Audit & Risk. Monitoring of implementation of District Health Plan. Maintain sound financial and budgetary process. Develop a demand plan for the unit. Ensure that there is proper record keeping in all facilities. Staff Management and PMDS implementation.
ENQUIRIES: Mrs. L Moru Tel No: (012) 451 9210
APPLICATIONS: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
NOTE: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
CLOSING DATE: 15 November 2019
POST 39/106: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: TDHS/A/2019/40
Directorate: Corporate Services
SALARY: R733 257 – R863 748 per annum
CENTRE: Tshwane District Health Services
REQUIREMENTS: A recognized 3 years Bachelor’s degree or National Diploma in Public Management/Supply Chain Management or equivalent qualification; with at least 10 years’ experience in the relevant field of which 5 years at management level, Supply Chain Environment. Other skills/requirements: A valid Driver’s License knowledge: of all Acts governing your work area: Supply Chain Management practice note, Public note, Public Service Act, 1994, Preferential procurement Policy Framework Act, Public Finance Management Act, 1999, Broad Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations, Supply Chain Management Framework, preferential Procurement policy Framework Procurement directives and procedures, Government Budget procedures, knowledge Of SAP & SRM system and all policy and regulation prescripts. Skills Policy development and
management, Communication (verbal and written) Presentation, and report/submission writing skills. Human Resource Management, Conflict resolution, Coaching and Mentoring, Negotiation skills, Computer Literacy Facilitation skills, Warehouse and Asset Management. Personal Attributes: Trustworthy, Dependable, innovative, ability to work under pressure, Self-motivated and Creative.

**DUTIES**
- Manage the provisioning of effective and efficient demand, supply and contracts management services in the District. Coordinate and consolidate SCM demand plan, monitor the use of Centralized Supplier Database. Facilitate the establishment of BID Committees. Asset management, develop and monitor District register. Facilitate monthly reconciliation and reporting and develop a credible Loss Control Register. Provide effective and efficient logistics services. Manage District Warehouses. Provide effective and efficient records management and registry Services in the unit. Ensure that the team/section produces excellent work in terms of quality/ quantity and timeliness. Ensure timely and safekeeping of assets.

**ENQUIRIES**
Mrs. L Moru Tel No: (012) 451 9210

**APPLICATIONS**
Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

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

**CLOSING DATE**
15 November 2019

**POST 39/107**
ASSISTANT DIRECTOR DISTRICT HEALTH SERVICES (AREA MANAGER) REF NO: AD/DHS/10 (X1 POST)
Directorate: Johannesburg Health District

**SALARY**
R614 991 per annum (Plus Benefits)

**CENTRE**
ABCEF Sub-District

**REQUIREMENTS**
A basic R425 qualification i.e. diploma/ degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and proof of current registration. A post basic nursing qualification with duration of at least one year accredited with SANC in one of the specialties referred to in the glossary of terms. A minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as professional nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant specialty. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management/decision level. (Less one year experience from candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management, leadership, organisational, decision making and problem solving skills; sound knowledge of public service policies, Code of Conduct, team building and policy formulation. Computer literacy.

**DUTIES**
To coordinate and supervise the Primary Health Care Sub district services, facilitate district development, supervise and monitor quality health information, monitor adherence to Provincial policies and National guidelines, assist HR to plan the establishment of clinics and CHCs, assist finance to plan budget for the clinics and community health centres under his/her guidance, monitor and control the budget allocated in the clinics and CHCs under his/her leadership, conduct performance evaluation for all facility managers and any staff members that are directly linked to his/her office and coordinate their skills development. Plan and monitor comprehensive and quality Primary services in the Sub district ABCEF according to Annual Performance Plan and District Health Plan. Plan and Supervise the budget that is allocated to the Clinics and CHCs. To develop health services in the sub districts to improve access to PHC services. To coordinate appropriate employment of staff according to the approved organogram. Facilitate the skills development of all employees in the Sub district. Coordinate and supervise the implementation of WBOTS. Cooperate with partners and stakeholders in implementation and advancement of health in the Sub district. Produce standard weekly and monthly reports and
any other report that is required from his/her area of supervision. Develop effective communication channels directly and indirectly, internally and externally with stakeholders. Supervise and monitor data collation, compilation, validation and submission. Supervise and monitor adherence to Department policies, protocols and guidelines. Supervise and monitor adherence to safety standards for patients, staff and the public.

ENQUIRIES
APPLICATIONS
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CLOSING DATE
POST 39/108
SALARY
CENTRE
REQUIREMENTS
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ENQUIRIES
APPLICATIONS
NOTE
CLOSING DATE

Ms. L Matlala Tel No: (082) 307 0267

to be left in the box provided at Hillbrow CHC Admin block.

Applications on Z83 together with certified copies of qualifications and ID not older than six months. CVs, ID and qualifications People with disability are encouraged to apply

15 November 2019

ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: EBP/10/2019 (X1 POST)
Directorate: Johannesburg Health District

R614 991 (plus benefits)
Ebony Park Chc Kaalfontein

A basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and proof of current registration. A post basic nursing qualification with duration of at least one year accredited with SANC in one of the specialties referred to in the glossary of terms. A minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as professional nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant speciality. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. (Less one year experience from candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management, leadership, organisational, decision making and problem solving skills; sound knowledge of public service policies, Code of Conduct, team building and policy formulation. Computer literacy.

Ensure that a Comprehensive Nursing Treatment and Care Service is delivered to Patients in a Cost Effective, Efficient and Equitable manner by the Facility. To Ensure Compliance to Professional and Ethical Standards at all times. Promote Quality of Nursing Care as directed by the Professional Scope of Practice and Standards as determined by South African Nursing Counsel (SANC). Facilitate Provision of a Comprehensive Package of Service at PHC level and Ensure that the Unit Adheres to the Batho Pele Principle and patience Rights. Ensure Effective Implementation of Service Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Programmes etc. Ensure Compliance with Clinical Protocols, Norms and Standards within the clinic. Compliance towards Achievements of National Core Standards, 6 Ministerial Priorities and ideal Clinic Status National Standards ensure Effective Achievement on Ministerial Priorities, Ideal Clinic Compliance and support PHC Re-Engineering Programme Implementation. Ensure Management and Control of Human Resource, Financial and Material Resources. Monitor Utilisation of Budget to ensure that the clinic Functions within the Allocated Budget. Supervise and Monitor Staff Performance in accordance with Performance Management and Development System (PMDS); Develop and Implement Staff Training Plan. Attend to Grievances of Staff and Administer Discipline, and ensure that Absenteeism and Abscondment of Staff is Effectively Controlled. Ensure Submission of Weekly, Monthly, Quarterly and Annual Reports. Be reachable at all time. Conflict management

Ms. L Matlala Tel No: (082) 307 0267

CVs, ID and qualifications to be left in the box provided at Hillbrow CHC Admin block and also Cnr. Mud hopper & Pilchards Road Kaalfontein Ext 8 Ebony Park CHC.

Applications on Z83 together with certified copies of qualifications and ID not older than six months. People with disability are encouraged to apply

15 November 2019
POST 39/109: PNA7 ASSISTANT MANAGER NURSING (AREA): NIGHT SUPER REF NO: REFS/004705
Directorate: Nursing

SALARY: R562 800 - R633 432 (plus benefits)
CENTRE: Tembisa Provincial Tertiary Hospital
REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife and proof of current registration with SANC. A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate recognisable experience at management level. Recommendation: Strong leadership skills, good communication skills, report writing and records keeping skills, good interpersonal relationship, good supervisory skills and ability to work under pressure.

DUTIES: Be in charge of the hospital during night duty expected to rotate on night and day when required. An in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practices and how this impacts with the scope or practice and nursing standards as determined by health facility. Promote quality patient nursing care. Communicate effectively with patients, supervisors and other clinicians. Work effectively and amicably at a supervisory level with person of diverse intellectual, cultural, racial or religious difference. Must be able to plan and organize own work as well as those of the nursing to ensure proper nursing care. Must be able to solve all problems related to night supers.

ENQUIRIES: Mr. W.N Mothwane Tel No: (011) 923 2053
APPLICATIONS: To be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private bag X07, Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. Namane, Olifantsfontein 1665.

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 or from the website, which must be completed in full and attach 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: 15 November 2019

POST 39/110: OPERATIONAL MANAGER NURSING: (SPECIALTY UNIT) LABOUR WARD ADMISSION (PN – B3) REF NO: REFS/004703
Directorate Nursing

SALARY: R562 800 - R633 432 (plus benefits)
CENTRE: Tembisa Provincial Tertiary Hospital
REQUIREMENTS: Basic R 425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum of 9 years. Appropriate/recognisable experience in nursing after the registration as a Professional nurse with SANC in general nursing with at least 5 years of the period. Referred to above must be appropriate/recognisable experience in the specific Speciality after obtaining the 1-year post basic qualification in relevant speciality in advanced midwifery. A post basic nursing qualification, with a duration of At least, 1 year accredited with SANC in Advanced midwifery. Financial management Skills, human resource management skills, leadership and organizational skills, decision making, problem solving skills and sound knowledge of public service policies and code of conduct. Computer literacy and drivers licence will be added as an advantage. Recognisable experience after obtaining the 1-year post- basic qualification in the relevant speciality, appropriate/recognisable experience at management level.

DUTIES: Demonstrate effective communication with patients, supervisors and other health. Professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team unit level to ensure good nursing Care by the nursing team. Work effectively and amicably, at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior
colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating. Proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contracts, build and maintain a network of professional. Relations in order to enhance service delivery and demonstrative basic computer Literacy as a support tool to enhance service delivery. Be informed with labour act Practises – manage and monitor proper utilization of human financial and physical resources. Provision of effective support to nursing.

ENQUIRIES
APPLICATIONS
Mr. W.N Mothwane Tel No: (011) 923 2053
To be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private bag x07, Olfantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. Namane, Olfantsfontein 1665.

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 or from the website, which must be completed in full and attach 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
15 November 2019

POST 39/111
OPERATIONAL MANAGER (SPECIALTY) MOU REF NO: OR/MO/01 (X1 POST)
Directorate: Johannesburg Health District

SALARY
R562 800 (plus benefits)

CENTRE
O R Tambo Community Health Centre

REQUIREMENTS
A minimum 9 years appropriate recognisable experience in nursing after registration as 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 speciality which is advanced Midwifery and Neonatal Nursing Science. Computer literacy. Drivers licence Code 8 will serve as an advantage. Knowledge of clinical work in obstetric nursing. Knowledge of all Legislation relevant to Health Care Services.

DUTIES
Ensure proper general management of the maternal obstetric unit, personnel, clients and resources. Teach, delegate, monitor and evaluate performance/ appraise personnel. Deputize the clinic manager in her absence. Ensure clinical practise by the clinical team in accordance with the Scope of Practise and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Provide comprehensive Mother, Women, Child and Neonatal Services. Management of resources. 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 core standards & Ideal clinic. Ensure community participation. Manage labour relations issues. Ensure implementation of Government policies including Ministerial Priorities, 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.

ENQUIRIES
Ms L Matlala Tel No: (082) 307 0267
APPLICATIONS
to be left in the box provided at Hillbrow CHC Administraion block ground floor or OR Tambo Clinic Diepsloot.

NOTE
Applications on Z83 together with certified copies not older than six months of CVs, Identification Documents and qualifications People with disability are encouraged to apply

CLOSING DATE
15 November 2019

POST 39/112
OPERATIONAL MANAGER NURSING (SPECIALTY) REF NO: EYO/01/19 (X1 POST)
Directorate: Johannesburg Health District

SALARY
R562 800 per annum (plus benefits)

CENTRE
Eyeethu Ya Rona Clinic
**REQUIREMENTS**

A Basic R425 Qualification (I.E. Diploma/ Degree In Nursing) Or Equivalent Qualification That Allows Registration With The SANC As Professional Nurse. Registration with SANC as professional nurse and proof of current registration. A minimum of 10 years; appropriate/recognizable experience in nursing after registration 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 specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 2 years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). financial management and human resource management; leadership, organizational, decision making and problem solving skills; sound knowledge of public service policies, Code Of Conduct, Team Building And Policy Formulation. Computer Literacy.

**DUTIES**

To Ensure That a Comprehensive Nursing Treatment and Care Service Is delivered to patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facilities. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of service and quality improvement plans, occupational health and safety as well as quality assurance programs etc. ensure compliance with clinical protocols, norms and standards within the clinic. Adhere to national core standards and ensure effective achievement on ministerial priorities, ideal clinic and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with performance management and development system (PMDS); Develop and Implement Staff Training Plan. Attend to grievances of staff and administer Discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of monthly, quarterly and annual reports. General administration duties and management soft skills is mandatory.

**ENQUIRIES**

Mrs Lombuso Matlala Tel No: (082) 307 0267

**APPLICATIONS**

Applications must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Hillbrow Clinic or at Malibongwe & Diepsloot Drive, Thabo Mbheki informal settlement Lanseria.

**NOTE**

People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. 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 who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

**CLOSING DATE**

15. November 2019

**POST 39/113**

CHIEF DIETITIAN REF NO: LRT\CD0010 (X1 POST)

Directorate: Human Nutrition

**SALARY**

Grade 1: R466 119 – R517 326 (Plus Benefits)
Grade 2: R532 959 – R591 510 (Plus Benefits)

**CENTRE**

Leratong Hospital

**REQUIREMENTS**

BSc or B Degree in Dietetics. Registration with HPCSA as dietitian and proof of current registration. A minimum of 3 years appropriate experience in the dietetics profession after registration with the HPCSA as an independent
practitioner. Knowledge of the public service legislations, policies and procedures. Supervisory, planning and organizing skills. Understanding the importance of effective multi-disciplinary teamwork. Excellent written and communication skills. Problem solving skills. Experience in food services will be an advantage. Experience in a supervisory position will be an advantage. Must be able to work under pressure and able to cope with a high-volume workload.

**DUTIES**

Manage the dietetic services in the designated section. In the absence of the Head of the Department the Chief Dietitian is expected to assume relevant functions of the Head of the Department. Supervise subordinates. Coordinate Clinical Nutrition and Food Services using evidence-based practices. Assist with food service management activities. Coordinate the student training program and liaise with the training institutions. Contribute to the departments planning, budgeting and procurement processes in line with PMFA. Implement quality assurance and the Regulatory Norms and Standards in the department. Provide optimum nutritional care to in and out patients. Perform all administrative duties required. Market and promote dietetic services and contribute to research. Management of personnel performance and review thereof.

**ENQUIRIES**

Mrs. P.J. Brits Tel No: (011) 411 3652

**APPLICATIONS**

Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

**NOTE**

The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE**

15 November 2019 (at 12h00 pm)

**POST 39/114**

QUALITY ASSURANCE (PATIENT COMPLAINT MANAGER)
Directorate: Quality Assurance

**SALARY**

R444 276 per annum (plus benefits)

**CENTRE**

Mamelodi Regional Hospital

**REQUIREMENTS**

Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e. Diploma/Degree in nursing as professional nurse plus midwifery). Current registration with the South African Nursing Council (SANC) as a professional nurse, a valid driver’s license. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse. Knowledgeable of relevant legislation and supervisory skills. Excellent interpersonal relationship and ability to work within multidisciplinary team. Knowledge of waste management regulation and report writing skills. Basic Computer literacy is essential. Familiar with Code of Good Practice in the public sector and labour relations practices. Ability to collect and analyse data. Evidence of current registration with SANC. Able to perform under pressure. Initiative, motivated and reliable and a team player. Good decision making, communication and presentation skills are essential.

**DUTIES**

Development and maintenance of quality patient care environment that promote optimum patient experience of care. Manage the clinical audits system. Ensure proper management of Complaints, Compliments,
Suggestions, and Patients Safety Incidents in the hospital. Ensure the implementation of National Core Standards. Coordinate the development and implementation of institutional guidelines in line with legislation. Ensure adherence to quality assurance norms and standard in the institution. Assist with data collection, analysis and report pertaining to total quality management in the hospital. Optimum utilization of resources and implementation of the Performance Management System. Coordinate compilation of quality improvement plans and communicated with external and internal stakeholders.

Perform other duties that are delegated by Supervisor/Manager.

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: Ms. H Mokwana (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: 15 November 2019

POST 39/115: QUALITY ASSURANCE (PATIENT COMPLAINT MANAGER)
Directorate: Quality Assurance

SALARY: R444 276 per annum (plus benefits)
CENTRE: Mamelodi Regional Hospital
REQUIREMENTS: Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e. Diploma/Degree in nursing as professional nurse plus midwifery). Current registration with the South African Nursing Council (SANC) as a professional nurse, a valid driver’s license. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse. Knowledgeable of relevant legislation and supervisory skills. Excellent interpersonal relationship and ability to work within multidisciplinary team. Knowledge of waste management regulation and report writing skills. Basic Computer literacy is essential. Familiar with Code of Good Practice in the public sector and labour relations practices. Ability to collect and analyse data. Evidence of current registration with SANC. Able to perform under pressure. Initiative, motivated and reliable and a team player. Good decision making, communication and presentation skills are essential.

DUTIES: Development and maintenance of quality patient care environment that promote optimum patient experience of care. Manage the clinical audits system. Ensure proper management of Complaints, Compliments, Suggestions, and Patients Safety Incidents in the hospital. Ensure the implementation of National Core Standards. Coordinate the development and implementation of institutional guidelines in line with legislation. Ensure adherence to quality assurance norms and standard in the institution. Assist with data collection, analysis and report pertaining to total quality management in the hospital. Optimum utilization of resources and implementation of the Performance Management System. Coordinate compilation of quality improvement plans and communicated with external and internal stakeholders. Perform other duties that are delegated by Supervisor/Manager. 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.

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: Ms. H Mokwana (Recruitment Section)
CLOSING DATE: 15 November 2019
POST 39/116 : DIETITIAN PRODUCTION GRADE 1-3 REF NO: LRT/ DIET/0016 (X1 POST)
Directorate: Human Nutrition

SALARY : Grade 1: R317 976 – R361 872 per annum (plus benefits)
Grade 2: R372 210 – R426 291 per annum (plus benefits)
Grade 3: R439 164 – R532 959 per annum (plus benefits)

CENTRE : Leratong Hospital

REQUIREMENTS : B/BSc Degree in Dietetics. Registration with HPCSA as dietitian. Current registration as a dietitian. Sound knowledge of dietetic principles including nutritional assessments and analysis. Sound knowledge of general clinical nutritional management. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment.
To relieve colleagues as need arises and work closely with other disciplines.

DUTIES : Render effective patient centered dietetic services for in and out-patients in adherence to the scope of practice and health protocols. Implement anthropometric and other measurements of patients. Provide dietetic advice and plan nutritional care for individual or group of patients to meet specific nutritional requirements. Implementation of nutritional plans. Evaluate the effects of nutrition care intervention on patients and determine the efficiency of nutritional care plans and adapt if necessary. Monitor that therapeutic meal standards are maintained. Provision of evidence-based nutrition education for patients to implement nutrition principles. Monitor patient compliance and give appropriate counselling. Improve professional competence by regular self-evaluation and application of current research information to optimize care. Attend scheduled ward rounds and meetings. Refer patients to appropriate level of care. Communication with relevant stakeholders. Implement quality assurance measures to improve patient care. Auditing of standards and implementation of corrective measures. Perform record keeping, data collection, assist with budget control and assets management. Work in a multi-disciplinary team. Participate in dietetic student training. Give training and advice to other occupational classes. Participate and facilitate continuous professional development. Implement National and Provincial strategies and policies and assist with compiling and implementation of operational plans. Perform all administrative functions required for the job

ENQUIRIES : Mrs. P.J. Brits Tel No: (011) 411 3652

APPLICATIONS : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified SANC registration certificate and proof of current registration with SANC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered.
If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE : 15 November 2019 (at 12h00 pm)
**POST 39/117** : EMPLOYEE HEALTH AND WELLNESS PRACTITIONER (EHWP) REF NO: KPTH/EHWP/10/19

Directorate: Human Resources Unit

Re-advertisement post applicant that applied previously are encouraged to apply.

**SALARY** : PNA3: R315 963 – R362 865 per annum (plus benefits)

**CENTRE** : Kalafong Provincial Tertiary Hospital

**REQUIREMENTS** : Grade 12. Diploma/Degree in nursing (Basic 425) that allows registration with SANC as a Professional Nurse. Counselling Certificate. Minimum of two (2) years or more functional experience in Employee Health and Wellness Programmes (EHWP) experience. Current proof of registration with SANC (2019). Proof of service records. Computer literacy and drivers’ license. Legislative frameworks relevant to the post Labour Relations Act; HIV and related legislation; policies and regulations; Compensation for Occupational Injuries and Disease Act; Occupational Health and Safety Act; Employment Equity Act; Public Finance Management Act; Public Service Act and Regulations; Nursing Act; Bacea Knowledge of the National Strategic Plan for RSA on HIV and AIDS and STI’s; Integrated Employee Health and Wellness Framework; Departmental policies and procedures and Batho Pele Principles. Skills: Communication; Interpersonal relations; Counselling; Problem solving; Decision making and Presentation skill.

**DUTIES** : Coordinate Employee Health and Wellness Programmes (EHWP). Manage Employee Assistance Programme (EAP), HIV/AIDS and TB in the workplace. Ensure provision of trauma debriefing, counselling and support to employees of hospital. Address alcohol and substance abuse in the workplace. Assist in Incapacity Management. Manage absenteeism in the workplace. Assist line managers to identify and resolve staff problems. Keep confidential records of EAP services. Promote and market EAP services to employees including managers. Conduct training of various EHWP issues. Lead in Employee Wellness campaigns in the hospital. Facilitate an integrated employee wellness programmes and services. Provide information on health care options to employees to exercise more control over their own health and over their environments and to make choices conducive to health.

**ENQUIRIES** : Ms. Z.A. Mdluli Tel No: (012) 318-6686

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

**NOTE** : Additional criteria may apply in filling of this position and applicants above the salary notch Advertised will not be considered. 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** : 15 November 2019

**POST 39/118** : SOCIAL WORKER GRADE 1 REF NO: 3/3/1/145

Sub Directorate: Allied

**SALARY** : R257 592 – R298 614 per annum

**CENTER** : Dr Yusuf Dadoo Hospital

**REQUIREMENTS** : Bachelor’s Degree in social work, Registration with the South African Council for Social Service Profession as a Social Worker. Proof of current registration with South African Council for Social Service. A valid driver’s license.
Knowledge and understanding of human behaviour and social systems, the ability and competence to develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their problem-solving capabilities. The ability to promote, restore and maintain, advocate for, and enhance the functioning of individuals, families, groups, and communities by enabling them to accomplish tasks. To prevent all alleviate distress and use resources effectively. Ability to compile complex reports.

**DUTIES**

Render health social work services with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through relevant programs. Conduct psycho social assessment aimed at identifying conditions in individuals, groups, families and communities that justify relevant intervention. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individual, families and communities. Study, interpret, apply and give information on legislation and policies in the identified work fields. Liaise/attend meetings with other departments and non-governmental institutions. Undertake research and development. Keep up to date with developments in the social welfare and health fields. Perform all administration tasks required of the job and function within a multi-disciplinary team to enhance a holistic approach to patient care.

**ENQUIRIES**

Dr. P. Ugobor Tel No: (011) 951 6000

**APPLICATIONS**

Applications must be delivered to Dr Yusuf Dadoo Hospital road, Krugersdorp or posted to Private bag X2006, Krugersdorp, 1740. Please attach to your application Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead to disqualification of your application.

**CLOSING DATE**

15 November 2019

**POST 39/119**

**FOOD SERVICE MANAGER REF NO: CCRC/FSM/2019/10/01**

Directorate: Food Service Department

**SALARY**

R257 508 per annum

**CENTRE**

Cullinan Care and Rehabilitation Centre

**REQUIREMENTS**

National Diploma or degree in Food Service Management./Food and Beverage Management with 0-2 relevant experience. Experience in food Service Management in a hospital environment will serve as advantage. Must be computer literate. Candidates must have skills and abilities: Leadership, Managerial, effective verbal and written communication and Analytical for report writing. Must have a specialized knowledge of food, food products, procedures and all protocols, acts relevant to operates in a Food Service Unit. Must have knowledge of PFMA and Supply Chain process, policies and strategies application in the Department of Health. Knowledge and implementation of National Core Standards. Knowledge and understanding of HACCP.

**DUTIES**

Direct control and administration of food service operations in the kitchen and ensure daily allocating of staff for wards to ensure quality food and beverage service delivery to patients. Monitor ordering of meals and diets from the wards, monitoring statistics, storage and issuing of stock as well as the reconstitution of meals distributed to wards. Monitor the ward hostess service in the wards allocated. Do quality control checks, be involved with the planning and implementation of plate waste and opinion surveys, do analysis, compiling of reports for feedback and implementation of adjustment. Involved in menu planning for normal diets, inputs in departmental budget and implementation of cost containment measures. Ensure implementation of all food service protocols, guidelines and policies. Involved in planning of equipment, utensils maintenance of equipment in all units. Monitor effective and optimal labour utilization in all units and monitor that disciplinary guidelines are maintained. Guide and implement evaluation appraisal process. Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff. Monitor that disciplinary guidelines are maintained. Guide and implement evaluation appraisal process. Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff. Implementation of all food service protocols, guidelines and policies. Involved in planning of equipment, utensils maintenance of equipment in all units. Monitor effective and optimal labour utilization in all units and monitor that responsible for delegation of all Human Resource Administration to...
subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff disciplinary guidelines are maintained. Guide and implement evaluation appraisal process.

ENQUIRIES: Mr. Rasizoge NA Tel No: (012) 7347047
APPLICATIONS: Applications must be hand delivered to: Cullinan Care and Rehabilitation Centre, HR Department, Zonderwater Road, Cullinan or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.

NOTE: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies are found, services will be terminated with immediate effect. The Institution reserves the right not to fill the post.

CLOSING DATE: 15 November 2019

POST 39/120: LABOUR RELATIONS OFFICER REF NO: DHS/HRM/001/19 (X1 POST)
Directorate: Human Resource (LRO)

SALARY: R257 508 per annum (Level 07) (plus benefits)
CENTRE: Human Resource Management
REQUIREMENTS: A three-year relevant tertiary qualification in HR or Grade 12 with 2 years experience in Labour Relations in the public service. Knowledge of case management and grievance management, dispute resolution and other relevant legislation that are used in public sector. Computer literacy, MS Excel will be added advantage. A driver’s license is a prerequisite.

DUTIES: Investigate allegations of misconduct, draft charge sheet, prepare witnesses and represent employer in disciplinary hearing. Candidate must be able to preside over disciplinary hearing. Support district management in managing progressive discipline. Candidate must be able to identify the training needs of the district staff and train them in discipline and handling of grievance procedure.

ENQUIRIES: Mr. L Tshabalala Tel No: (011) 694-3895

NOTE: Applications must be submitted on Z83 forms, obtainable from any public service department which must be completed in full and attached your CV. Certified copies of your identity documents, driver license and academic qualifications.

CLOSING DATE: 15.November 2019

POST 39/121: CHIEF ADMINISTRATION CLERK REF NO: LRT/CAC/08
Directorate: Patient Affairs

SALARY: R257 508 per annum (Level 07) (Plus Benefits)
CENTRE: Leratong Hospital
REQUIREMENTS: Three years National Diploma in Administration with 3-5 years’ experience in patient affairs or Grade 12/Abet (level 4) equivalent with 5-10 years hospital experience in patient affairs. Computer Skills. Knowledge of PAAB system. Good verbal and written communication skills. Good management and problem-solving skills. Knowledge of PFMA, UPFs and administration Procedures Manuals. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Code 08 driver’s licence will be an added advantage.


ENQUIRIES: Mr M Molefe Tel No: (011) 411 3514
APPLICATIONS: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from
any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks - provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**CLOSING DATE**: 15 November 2019 (at 12h00 pm)

**POST 39/122**

**FINANCIAL CONTROLLER REF NO: PWH/FC/09/19**

Directorate: Pretoria West Hospital: Revenue

**SALARY**: R257 508 – R303 339 per annum (Level 07)

**CENTRE**: Pretoria West District Hospital

**REQUIREMENTS**: Applicants must be in possession of Grade 12 with 5-10 years’ experience in Revenue or recognized three-year tertiary qualification in accounting/finance/auditing with at least 2 years’ experience in revenue management. A valid driver’s license. Computer literacy (Ms. Word, Ms. Excel, Ms. Power point). Must have experience in SAP, E-Receipting, Bas and PAAB system. Knowledge and understanding of PFMA, UPFS, Treasury Regulation, Public Service Act. Report writing skills, interpersonal skills, communication skills, ability to maintain confidentiality, must be able to plan, organize and coordinate the activities of the unit, ability to work under pressure and to handle conflict, team leadership, strategic thinking, be creative and innovative.


**ENQUIRIES**

Mrs. A Vorster Tel No: (012) 380 1219

**APPLICATIONS**

can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117. Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID.

**CLOSING DATE**: 15 November 2019

**POST 39/123**

**FINANCE CLERK REF NO: LRT/FIC/10 (X1 POST)**

Directorate: Finance Department

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

**CENTRE**: Leratong Hospital

**REQUIREMENTS**: Three years National Diploma in finance or Grade 12 or Abet (level 4) with 3-5 years hospital experience or Grade 10/Abet (level 2) with 5-10 years hospital experience. Computer Skills. Sound Knowledge of PFMA. Good verbal and written communication skills. Knowledge of transversal system BAS and SAP will be an added advantage. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

**DUTIES**: Responsible for SCOA allocations. Assist in budget capturing and reporting. Process payments on E-invoicing and capturing payments on work-cycle. Ensure fruitless and wasteful expenditure, donations, petty cash certificate, payroll certificate, Account No.2, Parking and accommodation reports are done before the due dates. Reconciliation of supplier payments, BAS/MEDSAS,
ENQUIRIES: Ms V Ramaube Tel No: (011) 411 3715
APPLICATIONS: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 15 November 2019 (at 12h00 pm)

POST 39/124: ADMINISTRATION CLERK REF NO: LRT/ADM/09 (X10 POSTS)
Directorate: Patient Affairs

SALARY: R173 703 per annum (Level 05) (Plus Benefits)

CENTRE: Leratong Hospital

REQUIREMENTS: Three years National Diploma in Administration or Grade 12 or Abet (level 4) with 3-5 years hospital experience or Grade 10/Abet (level 2) with 5-10 years hospital experience. Computer Skills. Sound Knowledge of PFMA. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES: Registration of inpatient and outpatients. Collection and safe custody of patient’s fees. Kitting of patients values as per request. Booking of patients and efficient handling of enquiries. Updating of patients information in the system as and when required.

ENQUIRIES: Ms L Makokwe Tel No: (011) 411 3514
APPLICATIONS: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

NOTES: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).
CLOSING DATE : 15 November 2019 (at 12h00 pm)

POST 39/125 : LABOUR RELATIONS SECRETARY REF NO: LRT/LRS/11 (X1 POST)
Directorate: Human Resource

SALARY : R173 703 per annum (Level 05) (Plus Benefits)
CENTRE : Leratong Hospital
REQUIREMENTS : Three years National Diploma in Labour Relations or Grade 12/Abet (level 4) with 3 years hospital experience in Labour Relations. Computer Skills. Knowledge of Persal and Secretarial experience will be an added advantage. Good verbal and written communication skills. Ability to work under pressure in a changing environment. Work closely with other disciplines. Innovative thinking and problem-solving skills.

DUTIES : Provide secretarial services in the department. Minutes taking in Bi and multilateral meetings. Prepare agenda for Bi and multilateral meetings. Compile weekly, monthly, quarterly and annual labour related reports. Attend to all correspondence (i.e attending to incoming calls, manage incoming and outgoing mails and distributes accordingly). Coordinate all LRO meetings. Typing, preparing and collating reports for cases (misconduct, and grievance). Accurate filing of correspondences and other documents including personal records. Arranging appointments and manage diaries.

ENQUIRIES : Ms Mabiletse Tel No: (011) 411 3677

APPLICATIONS : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

NOTES : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE : 15 November 2019 (at 12h00 pm)

POST 39/126 : ADMIN CLERK COMMUNICATION REF NO: TDHS/A/2019/41
Directorate: Chief Director Communication

SALARY : R173 703 – R204 612 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : A 3-year Degree or National Diploma in Communication/Journalism/Marketing/Public Relations/Media, Grade12 plus Driver's License and two years relevant experience Other Skills/Requirements: Knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act, Computer literacy, problem solving skills, creativity, good interpersonal and analytical skills. Good communication skills both verbal and written. Maintain confidentiality, loyalty and be a team player.

DUTIES : Admin related work (filing, attending to telephone queries, assist facilities with issues of corporate identity, media queries, protocol, posters and dissemination of information). Assist in organizing district events and campaigns. Assist in creating publications and communication strategies. Assist in doing district social mobilization for events and campaigns. Coverage by taking photos, writing articles during events and campaigns. Assist in stakeholder relations e.g. Clinic Committees. Printing and laminating documents per requirement of
Ideal clinic. Assist in procuring communication materials and equipment. Perform any other duties within communication as requested by the superiors.

ENQUIRIES: Mr S Mahlo Tel No: (012) 451 9060

APPLICATIONS: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached.

CLOSING DATE: 15 November 2019

POST 39/127: KEY BOARD OPERATOR (ADMINISTRATION CLERK) REF NO: KEYB/KPTH/07/19

Directorate: Nursing Services (Secretary in the Nursing Manager’s Office)

Re-advertisement post applicant that applied previously are encouraged to apply.

SALARY: R173 703 – R204 612 per annum (plus benefits)

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Grade 12 and National Diploma NQF level 6 in Business Administration, Public Relations, Office Administration and related field. Secretary Certificate must be from an accredited institution. Bachelors Degree in Public Administration or any relevant Administration field will be an added advantage. Must be willing to work extra hours and under pressure. This is an entry level 5 post. Minimum 12 months experience in the areas mentioned above will be an added advantage. Experience of committee work and procedure. Minute-taking experience (if this is not being delegated to staff). Good interpersonal communication skills (verbal and written). Able to work with confidential documents. Approachable and sensitive to the feelings of others. Well organised and be detail oriented. Ability to work well as a team. Time management. Strong customer service.

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

ENQUIRIES: Ms M V Mathabatha Tel No: (012) 373-6930

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

NOTE: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. 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.

**CLOSING DATE**: 15 November 2019

**POST 39/128** : MATERIAL RECORDING CLERK REF NO: MRCLERK/08/19
Directorate: Supply Chain Management Unit

**SALARY** : R173 703 – R204 612 per annum (Level 05) (plus benefits)

**CENTRE** : Kalafong Provincial Tertiary Hospital

**REQUIREMENTS** : Grade 12 and National Diploma in Supply Chain Management at NQF level 6. Minimum of eighteen (18) months experience and prove computer literacy will be an added advantage. Good interpersonal and communication skills, verbal and written reporting skills, problem solving, and ability to work under pressure and meet deadlines. Willing to rotate within the Supply Chain Management section. Knowledge of PFMA, Treasury regulations.

**DUTIES** : Receiving and issuing of stock, check correctness, quality and quantity. Record movement of inventory on VA11, VA10 and RLSO1. Reconciliation of journals. Replenishment of FIFO. Capturing of documents on the system (RLSO1, RLSO2 and sourcing of quotation). Be able to rotate when required. Be able to work independently.

**ENQUIRIES** : Ms PM Sekhudu Tel No: (012) 318-6750

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

**NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department: Kalafong Tertiary Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 15 November 2019

**POST 39/129** : STAFF NURSE GRADE 1-3 REF NO: TDH 0014/2019 (X3 POSTS)

**SALARY** : Grade 1: R171 381 - R192 879 per annum (all inclusive)
Grade 2: R204 627 - R230 307 per annum (all inclusive)
Grade 3: R242 166 - R297 825 per annum (all inclusive)

**CENTRE** : Tshwane District Hospital

**REQUIREMENTS** : Grade 12. Qualification that allows registration with the SANC as a Staff Nurse. Valid proof of current registration with SANC as Enrolled Nurse.

**DUTIES** : To provide quality basic nursing care services under the supervision of a professional nurse within the scope of practice as defined by the South African Nursing Council (SANC) and Charter of Nursing Practice. Develop and implementation of basic patient care plans - ensure maintenance of patient hygiene, sustain nutritional status, and facilitate mobility and elimination process. Measure, record and interpret vital signs. Operate all relevant apparatus and equipment in the unit. Assist professional nurses with clinical procedures (e.g. administration of intramuscular injections and oral medication). Preparation of patients for diagnostic and surgical procedures. Effective utilisation of resources. Work as part of the multidisciplinary team to ensure good clinical outcomes. Willing to work shifts including night duty in different departments. Maintain the code of conduct as required in the Public service and the Professional Body. Seek learning opportunities.

**ENQUIRIES** : Mrs Mothaga DS Tel No: (012) 354-7600
APPLICATIONS: Applications should be submitted to: HR Department, Tshwane District Hospital Private Bag X179 Pretoria 0001.

NOTE: Applications should include Z83, CV, and certified copies of ID and Qualifications: Suitable candidates will be subjected to security screening and vetting process. Successful candidate will undergo a medical surveillance. No faxed or emailed application will be accepted.

CLOSING DATE: 15 November 2019

POST 39/130: PRINCIPAL PORTER REF NO: LRT/PPT/13 (X 2 POSTS)
Directorate: Support Services

SALARY: R145 281 per annum (Level 04) (Plus benefits)

CENTRE: Leratong Hospital

REQUIREMENTS: Grade 12 or Abet (level 4) with 3 years hospital experience, Grade 10 or Abet (level 2) with 5 years hospital experience. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Be prepared to supervise a big team. Ability to read and write English. Be prepared to work after hours. Porter experience will serve as an added advantage.

DUTIES: Ensure that efficient provision of pottering services is done around the hospital. Manage the work attendance of employees. Control the roster. Arrange leave of staff. Control overtime and weekend claims forms. Filling probation forms for new appointees. Do PMDS contracting and evaluation for staff. Apply disciplinary measures where necessary. Order uniform for staff. Order pottering equipment and send them for repairs where required. Compile a departmental report.

ENQUIRIES: Mr P Leiso Tel No: (011) 411 3559

APPLICATIONS: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 15 November 2019 (at 12h00 pm)

POST 39/131: OPERATOR CSSD REF NO: LRT/OPC/15 (X 3 POSTS)
Directorate: Theatre

SALARY: R102 534 per annum (Level 02) (Plus Benefits)

CENTRE: Leratong Hospital

REQUIREMENTS: Grade 8 or Abet (level 2). Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Knowledge of types of sterilization methods used in Operating Theatre. Experience of compiling instruments linen will serve as an advantage.

DUTIES: Compliance to NCS guidelines/ideas hospital guidelines of TSSU/CSSD. Operate types of autoclaves and autoclaves trolleys. Loading and offloading autoclaves. Compile all types of linen utilized in the OT/CSSD. Damp dusting in TSSU/CSSD areas. Daily bowie dick testing. Cleaning and packing of...
anaesthetic tubes and suctions. Washing of instruments and compiling of sets according to OT standards. Compiling the white packs and packing gowns/linen. Cleaning of lead aprons, boots and fridges. Messaging for all errands e.g blood, specimens, to laboratory plus stores etc. Provide theatre scrubs- rooms with linen e.g draw sheet. Compiling of different types of linen according to procedures. Unpacking of vacoliters from boxes. Operating autoclaves and instruments washers of all types.

ENQUIRIES
Ms B. Pule Tel No: (011) 411 3663

APPLICATIONS
Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

NOTE
The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE
15 November 2019 (at 12h00 pm)

POST 39/132
GENERAL ASSISTANT REF NO: GA/ KPTH/2019
Directorate: Supply Chain Management Unit
Re-advertisement post applicant that applied previously are encouraged to apply.

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

CENTRE
Kalafong Provincial Tertiary Hospital

REQUIREMENTS
Grade 12 and a proven computer literacy. A minimum of twelve (12) months experience of stores will be an added advantage. Be a team player, organising skills, Be able to work under pressure, numeracy and literacy. Inter personal proficiency, communication skills (written/verbal).

DUTIES
Delivering of stock to end-user. Packing stock on the shelves. Cleaning of stores. Assist in managing stock in the warehouse. Provide support to all managers within SCM. Be able to rotate when required.

ENQUIRIES
Ms PM Sekhudu Tel No: (012) 318-6750

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

NOTE
Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications(not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by
the Department. Kalafong Tertiary Hospital is committed to the pursuit of
diversity and redress. Candidates whose appointment will promote
representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 15 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** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanang Building, Johannesburg or posted to: Private Bag X35, Johannesburg, 2000

**FOR ATTENTION** : Mr O Mkhabela Tel No: (011) 355 7937

**NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: Preference will be given to Indians, Coloureds, Whites and People with Disabilities (Differently abled persons).

**CLOSING DATE** : 15 November 2019

**OTHER POSTS**

**POST 39/133** : DEPUTY DIRECTOR: INFRASTRUCTURE NPO MONITORING REF NO: SD/2019/11/01

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

**CENTRE** : Johannesburg Head Office

**REQUIREMENTS** : 3-year tertiary qualification in Built Environment with 5 years’ middle management experience in the Public-Sector portfolio management. A valid South African Driver’s License. Honesty, integrity, attention to detail and be technically orientated. Knowledge of the PFMA, DoRA, Treasury regulations, national building standards, Occupational Health and Safety Acts and Regulations. SKILLS: Building, Strategic and Project management skills.

**DUTIES** : Assessment for accreditation and aligning of national strategy for application in the province. Manage the development and updating of all infrastructure policies, norms and standards in line with nationally prescribed policies. Ensure that all maintenance projects comply with policies, norms and standards as stated in the National Treasury Instruction. Develop maintenance priority lists and costs. Management of procurement costs for all NPO maintenance projects in Gauteng IDMS control framework. Management of contracts in line SANS, OHS Act, Regulations and Construction Regulations. Design and update OHS tools for monitoring of all NPO facilities. Monitoring and reporting of monthly and quarterly reports. Maintain discipline, manage performance and development of employees. NB: Preference will be given to Indians, Coloureds, Whites and People with Disabilities (Differently abled persons)

**ENQUIRIES** : Mr O Mkhabela Tel No: (011) 355 7937

**POST 39/134** : GIS TECHNOLOGISTS: INFRASTRUCTURE PORTFOLIO MANAGEMENT REF NO: SD/2019/11/02

**SALARY** : R363 894 – R392 263 per annum (within the OSD framework)

**CENTRE** : Johannesburg Head Office

**REQUIREMENTS** : Bachelor of Science (NQF7) in Geography/Geomatics/Environmental Sciences. Compulsory registration with PLATO as a GISc Professional on appointment. 3-year post qualification on GISc relevant experience. A valid South African Driver’s License. Knowledge and understanding of programme
and project management including GISc, legal and operational compliance. Knowledge of policy formulation and operational communications. Knowledge of research and development including the creation of high performance culture. Skills: Strategic management, team leadership and decision making skills.

**DUTIES**: Technical functions to collect and capture data from various formats and sources. Design and implement a spatial database to store the required data sets. Creation and maintenance of spatial data topology and attributes. Providing technical support relating to software and data usage to Geographic Information Systems (GISc) users. Maintain the GISc unit and train users at all times. Ensure that there is easy access to spatial information and allocate, control, monitor and report on all resources. Manage the operational capital project portfolio for the operation to ensure effective resources according to organizational needs and objectives. Undertake system audit and requirement analysis. Conduct research, investigation and advice on new technologies.

**ENQUIRIES**: Mr O Mkhabela Tel No: (011) 355 7937

**PROVINCIAL TREASURY**

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

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

**CLOSING DATE**: 15 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 specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises/tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

**OTHER POST**

**POST 39/135**: ASSISTANT DIRECTOR: FISCAL POLICY RESEARCH ANALYST REF NO: GPT/10/25

**Directorate**: Fiscal Policy Analysis

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

**CENTRE**: Johannesburg
**REQUIREMENTS**

Degree in Public Management/Administration/Governance, Public Policy, Public Finance, Public Economics and/or related field at NQF Level 7 as recognised by SAQA. 3-5 years’ experience in the Fiscal Policy, Budget Management, Public Finance areas and/or related to job content.

**DUTIES**

To optimize provincial own revenue and increase own revenue collection. Inform budget and policy through the development of the MTBPS. Optimise and expand provincial own revenue target by assessing tariff schedule and fee from departments and recommend decision; Support departments with the development and implementation of revenue enhancement strategy through the development of GPG own revenue enhancement strategy; Provide input into the transparent and effective revenue management process through the application of effective tools and techniques to maximize the collection of revenue owed to the province; and Contribute to budget processes by analysing revenue budget proposals from departments; amongst others related. Assist in the development of the MTBPS publication by consulting with all stakeholders to develop a research framework; amongst others related.

**ENQUIRIES**

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