ANNEXURE Q

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

APPLICATIONS: To apply for the above position, please apply online at http://professionaljobcentre.gpg.gov.za or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House. NB: For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall at Thusong Centre next to Home Affairs.

FOR ATTENTION: Ms Iris Thanjekwayo Tel No: (011) 240 3085 (Recruitment)

CLOSING DATE: 22 November 2019, 12h00. No late applications will be considered.

NOTE: Applications must be submitted on a Z83 form, obtainable from any public service department or from website which must be completed in full. Candidates must attach their 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. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (Only women and people with disabilities will be considered for this post). To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. People with disabilities are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. NB: Succeeding the interviews and written exercise, the selection panel will recommend candidates for SMS posts to attend a Generic Managerial Competency Assessment in compliance with the DPSA Directive and authorised Competency Assessment tools.

MANAGEMENT ECHELON

POST 40/44: DIRECTOR: MONITORING, PLANNING AND EVALUATION REF NO: REFS/004739
Directorate: Monitoring and Evaluation

SALARY: R1 057 326 per annum (all-inclusive package which can be structured according to the individual’s needs)

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: Grade 12 plus a Bachelor’s degree (NQF Level 7) in Social Science/Political Science or related field as recognised by SAQA. 5 years’ experience at a Middle/Senior Managerial level within the Planning, Monitoring and Evaluation environment. Valid driver’s licence. Competencies: Strategic Capability and Leadership skills, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Integrity. Attributes: Good interpersonal relations. Ability to work under pressure. Ability to work in a team and independently. Strong Management skills.

DUTIES: Managing policy analysis, research, coordination and benchmarking of departmental policies with National and Provincial Departments. Ensure compliance by various components to all relevant legislative frameworks and policies within the department. Provide effective and efficient performance monitoring and evaluation systems. Provide advice to management of the department on policy matters and other legislations affecting the department on regular basis. Ensure improved service delivery on programmes through project management principles. Evaluate impact of
policies and strategies towards service delivery improvement. Ensure that departmental operational plans are implemented and monitored. Produce monthly, quarterly and annual M & E reports based on agreed indicators. Manage the collection, verification, consolidation and maintenance of information and reports on organizational performance and service delivery. Make recommendations on organisational performance in terms of strategic objectives.

ENQUIRIES

Ms Lungisiwe Dhlamini
Tel No: (011) 240 2527

DEPARTMENT OF COMMUNITY SAFETY

Gauteng DCS is an equal opportunity employer and gender sensitive employer and it is its intention to promote representivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources Directives will be taken into consideration (female candidates are encouraged to apply).

APPLICATIONS:

Applicants must apply online at: www.gautengonline.gov.za

CLOSING DATE:

22 November 2019

NOTE:

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. 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 of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification.

MANAGEMENT ECHELON

POST 40/45:

DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: REFS/003898

Directorate: Office of the Chief Financial Officer

Re-Advertisement: candidates who previously applied are encouraged to re-apply

SALARY:

R1 057 326 per annum (An all-inclusive remuneration package)

CENTRE:

Johannesburg

REQUIREMENTS:

Matric plus a Bachelor Degree (NQF Level 7) in Financial Management Public Administration/Logistics/Purchasing or equivalent qualification. 6-10 years working experience in supply chain management, which include minimum 5 years in middle management. A valid driver’s license. No criminal record or cases pending against you. Knowledge and skills: In-depth knowledge of PFMA, Treasury Regulations, Broad Based Black Economic Empowerment Policy Framework Act, and Supply Chain Management Framework, In-depth Knowledge of code of conduct for Supply Chain Management Practitioners, In-depth Knowledge of Public Service budget
procedures, understand of the Department’s strategic objectives, Knowledge of Safety and Security Framework, Knowledge of BAS,SAP and other relevant information management systems and Public Service SCM policies and procedures, Customer relations management, interpersonal relations skills, conflict management, communication, interviewing, negotiation, facilitation, presentation, report writing and computer literacy skills.

DUTIES : Manage the Departmental bidding and adjudication process in line with relevant policies and standard operating procedures. Establish and maintain proper control systems for Departmental assets and mechanisms aimed at eliminating theft losses, wastage and misuse of assets. Manage Service Level Agreements (SLA’s) with supplier and service providers (Contract Management). Effective and efficient inventory management. Effective and efficient fleet management. Manage resources (Human, Finance, Equipment and Assets).

ENQUIRIES : Ms Makgopa Evelyn Tel No: (011) 689 3726/3701

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

APPLICATIONS : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za.

CLOSING DATE : 22 November 2019

NOTE : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

POST 40/46 : DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: REFS/004726
Directorate: Risk Management

SALARY : R733 257 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg

REQUIREMENTS : A three-year National Diploma/B Degree in Risk Management/Public Administration/Public Management/Commerce/Auditing. 3 – 5 years’ relevant experience in a Risk Management/Audit environment. Knowledge of government procedures and practices, Risk Management Principles and Practices. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA, Treasury Regulations. Research and facilitation skills, ethics, communication skills (Verbal & Written), Planning and organizing, relationship management skills, analytical and thinking skills, problem-solving skills. Proficient in MS Office packages.

DUTIES : The successful candidate will: Provide strategic direction for the risk management process. Facilitate the development and implementation of a
risk assessment process (identification, analysis and rating of risks) within
the Department and link the risk management process with strategic
objectives. Provide advice to business on the mitigating plans. Monitor and
evaluate risk management processes within the Department report thereon.
Facilitate the development and rollout of risk management awareness
programmes. Manage fraud investigations in the Department. Develop a
departmental business continuity plan. Engage internal and external
auditors. Ensure follow-up on audit action plans are done. Compile periodic
Risk management reports to Senior Management, the Risk Management
Committee and the Audit Committee Manage resources within the Risk
Management.

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

POST 40/47 : ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: REFS/004727
Directorate: Risk Management

SALARY : R376 596 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year National Diploma/B Degree in Risk Management/Public
Administration/Public Management/Commerce/Auditing. 2 – 3 years’
relevant experience in a Risk Management/Audit environment. Knowledge
of government procedures and practices, Risk Management Principles and
Practices. Knowledge and understanding of Public Service Regulations,
Public Service Act, PFMA, Treasury Regulations. Research and facilitation
skills, ethics, communication skills (Verbal & Written), Planning and
organizing, relationship management skills, analytical and thinking skills,
problem-solving skills. Proficient in MS Office packages.

DUTIES : Provide inputs into the Risk Management Framework. Facilitate the risk
assessments for each Business Unit and update the risk register quarterly.
Obtain evidence for control assessments and progress on action plans on a
monthly basis. Obtain and collate feedback from Senior Managers on
updates to the risk registers and progress of action plans. Conduct BIA’s
and update the BCP. Co-ordinate BCP tests. Facilitate and co-ordinate all
training sessions. Follow-up on internal and external audit implementation
plans. Gather risk information for reporting to business units and governance
structures.

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

POST 40/48 : PRACTITIONER: LABOUR RELATIONS REF NO: REFS/004728
Directorate: Human Resource Management

SALARY : R257 508 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus NQF level 6 qualification in Human Resource
Management or related, with 1-2 years’ experience in the Labour Relations
field. Knowledge in handling disciplinary matters and/ disputes. Computer
literacy, Customer Relations Management, ability to report outcomes on
queries and Public sector experience is recommended.

DUTIES : The incumbent will be required to provide skilled LR administrative service
to Labour Relations business unit. Receive, register and acknowledge
incoming correspondence. Co-ordination of schedules and activity reports in
relation to Grievance meetings. Attend relevant meetings, take minutes and
distribute within two working days. Completion of ad hoc projects within time
frames as agreed upon including but not limited to projects. IR spreadsheet
and compile the monthly reports. Maintain and submit a register on
precautionary suspensions. Maintain and consolidate quarterly reports and
evidence portfolios. Register, track and facilitate incoming misconduct cases
and disputes. Assist in the logistical arrangement of hearings and standing
committee meetings. Assist in preliminary investigations for grievances and
misconduct cases. Offer Labour Relations advice to both managers and
employees. Secretary in grievance and unit’s meetings.

ENQUIRIES : Mr. Themba Psungo, Tel No: (011) 689 6980
DEPARTMENT OF HEALTH

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

**ERRATUM:** Kindly note that post of Medical Specialist in Radiation Oncology *(For Steve Biko Hospital)* with Ref No: HRM 91/2019 advertised in Public Service Vacancy Circular 38 dated 25 October 2019 with a closing date of 08 November 2019, the correct notch is R1 106 040. We apologise for the inconvenience caused. People whom applied should take note that their application will be considered, the closing date has been extended to 15 November 2019.

**OTHER POSTS**

<table>
<thead>
<tr>
<th>POST 40/49</th>
<th>HEAD CLINICAL UNIT GRADE 1 REF NO: SMU/01/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R1 728 807 – R1 834 890 per annum (all inclusive)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>SMU Oral Health Centre</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Qualification as a Dental Specialist in Maxillo Facial and Oral Surgery (MDent or equivalent), current registration with HPCSA, a minimum of 3 years’ appropriate experience as Dental Specialist in Maxillo Facial and Oral Surgery after registration with the HPCSA. Required to have Computer skills. Proven work experience in teaching and training of undergraduate and postgraduate (MDent, MChD and other Masters students) students. Working experience in curriculum development. Experience in academic, clinical (including theatre), administration and management. Experience in Research including experience &amp; publications. Presentation of Papers /Abstracts at Conferences.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Coordination and involvement in undergraduate education. Coordination and involvement in postgraduate education and their research outputs. Departmental managerial and administrative duties as assigned to candidate by the Clinical Head of Department. Other duties that may be allocated by Faculty and the University. Active Research in MFOS (independent research as well as guidance to postgraduate students MDent and others). After-hour calls and duties. Be willing to be delegated to Act as HOD when required.</td>
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<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Prof Ti Munzhelele (MFOS) Tel No: (012) 521 4859</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Quote the relevant post number. Direct applications must be delivered to SMU SOHS Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Pretoria, 0001. The Institution reserves the right to not to make any appointment. Persons with disabilities are encouraged to apply.</td>
</tr>
<tr>
<td><strong>FOR ATTENTION</strong></td>
<td>Mrs I Makgatho or Ms Pretty Rangoato</td>
</tr>
<tr>
<td><strong>NOTE</strong></td>
<td>Kindly attach certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. Note: Additional, the level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.</td>
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<tr>
<td><strong>CLOSING DATE</strong></td>
<td>22 November 2019</td>
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</tbody>
</table>
### POST 40/50

**Position:** HEAD CLINICAL UNIT/ASSOCIATE PROFESSOR/SENIOR LECTURER  
**Directorate:** Oral Pathology and Oral Biology

**Salary:** R1 728 807 – R1 834 890 per annum (All-inclusive package)

**Centre:** University of Pretoria Oral Health Centre

**Requirements:**  
Appropriate qualification that allows registration with the HPCSA as a Dentist and an appropriate Master’s degree. Registration with the HPCSA AS Dentist and proof of current registration. A minimum of three years appropriate experience after obtaining master’s degree. Recommendations: A proven experience of supervising MSc student’s in Maxillofacial Radiology with experience in co-ordinating undergraduate and postgraduate academic programmes in Maxillofacial Radiology. A proven practical experience and reporting in the full spectrum of Forensic Dentistry is essential. A proven research output in forensic Dentistry and Imaging. A PhD degree or current registration fora PhD degree is a strong recommendation.

**Duties:**  
Manage the Diagnostic Imagining Section in the School of Dentistry and must be able to take CBCT images and interpret the results and in addition to service rendering pertaining to the discipline of Oral Diagnostic Imaging, be tasked with undergraduate and postgraduate teaching in this field. Will be expected to participate in the full spectrum of Forensic Dentistry service rendering including outside the borders of South Africa. Departmental duties may be assigned to the candidate.

**Enquiries:** Prof WFP Van Heerden Tel. No: (012) 319 2320

**Applications:** Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705

**Note:** Attach certified copies of your qualifications, identity book, curriculum vitae, HPCSA Registration and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

**Closing Date:** 22 November 2019

### POST 40/51

**Position:** HEAD CLINICAL UNIT/ ASSOCIATE PROFESSOR/ SENIOR LECTURER  
**Directorate:** Prosthodontics

**Salary:** R1 728 807 – R1 834 890 per annum (All-inclusive package)

**Centre:** University of Pretoria Oral Health Centre

**Requirements:**  
Appropriate qualification that allows registration with the HPCSA as a specialist in Prosthodontics, and proof of current registration. Recommendations: At least three years’ of teaching and training in an academic institution at both UG and PG levels, and experience in co-ordinating undergraduate and postgraduate academic programmes in prosthodontics. Must have supervised PG research projects to completion and have a good local and international publication record. Proficiency or a working understanding of Implantology and CAD/CAM technology and use. Should be up to updated on the current philosophies of teaching and learning, and assessment methods. Must have managerial skills, be a team leader and have experience in budgeting, ordering and procurement of stock. Previous success in sourcing external research funding will be an advantage. Possession of a PhD or registration for a PhD is a strong recommendation.

**Duties:**  
Oversee and co-ordinate the UG fixed and removable prosthodontics course, including liaising with class co0ordinators in terms of procurement, lecture schedules, clinical sessions and moderation of tests and exams. Be actively involved in own research as well as being a research supervisor. Attend PG seminars and treatment planning sessions and be available as a
consultant for certain PG seminars and clinical session. Fulfil other departmental duties that may be deemed necessary by the HOD and assigned to them.

**ENQUIRIES** : Prof. L Sykes Tel No: (012) 319 2446/2681

**APPLICATIONS** : Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: 012 301 5705.

**NOTE** : Attach certified copies of your qualifications, identity book, curriculum vitae, HPCSA Registration and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

**CLOSING DATE** : 22 November 2019

**POST 40/52** : HEAD CLINICAL UNIT/ ASSOCIATE PROFESSOR/ SENIOR LECTURER

**Directorate** : Periodontics and Oral Medicine

**SALARY** : R1 728 807 – R1 834 890 per annum (All-inclusive package)

**CENTRE** : University of Pretoria Oral Health Centre

**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Specialist in Periodontics and Oral Medicine and current proof of registration. A minimum of three years’ appropriate experience as a specialist in Periodontics and Oral Medicine after registration with the HPCSA. Recommendations: Proficiency and proven skills in clinical Periodontology, Implantology and Oral Medicine. Should be up to date on the current philosophies of teaching and learning, assessment methods. Must have managerial experience, be a team leader and have experience in academic and research, budgeting, ordering and procurement of stock. Previous success in sourcing external research funding will be an advantage.

**DUTIES** : Oversee and co-ordinate the Undergraduate and Postgraduate programs, including liaising with class co-ordinators in terms of procurement training material schedules, clinical sessions and moderation of tests and exams. Be actively involved in own research as well as being a research supervisor. Attend Postgraduate seminars and treatment planning sessions and be available as a consultant for Postgraduate seminars and clinical session. Fulfil other departmental duties that may be deemed necessary by the HOD and assigned to them.

**ENQUIRIES** : Prof. R Khammissa Tel No: (012) 319 2688

**APPLICATIONS** : Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705.

**NOTE** : Attach certified copies of your qualifications, identity book, curriculum vitae, HPCSA Registration and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

**CLOSING DATE** : 22 November 2019
POST 40/53: HEAD CLINICAL UNIT/ASSOCIATE PROFESSOR/SENIOR LECTURER
Directorate: Maxillo-facial and Oral Surgery

SALARY: R1 728 807 – R1 834 890 per annum (All-inclusive package)
CENTRE: University of Pretoria Oral Health Centre
REQUIREMENTS: Appropriate qualification that allows registration with HPCSA as a dental specialist in a normal speciality or recognized sub-specialty. A minimum of three years after registration with HPCSA as a dental specialist in a normal dental speciality or recognised sub-speciality. Recommendations: Previous experience in clinical teaching at post graduate level. Good interpersonal and communication skills. Exposure to a Maxillofacial and Oral Surgery subspecialty such as Oncology and Craniofacial Surgery will be an added advantage.

DUTIES: Co-ordination and active involvement in undergraduate and postgraduate teaching. Conducting research in the department. Co-ordination of postgraduate student’s education and their research outputs. Candidate will participate in patient care, monitoring and evaluation of Oral and Maxillofacial services. Candidate will be expected to carry out administrative and managerial duties within the department. Overtime duties are compulsory. Actively involved in all teaching platforms of the department/school of dentistry.

ENQUIRIES: Prof M Mabongo Tel No: (012) 319 2678
APPLICATIONS: Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705.

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

CLOSING DATE: 22 November 2019

POST 40/54: HEAD CLINICAL UNIT (DENTAL) GRADE1 REF NO: SMU/02/2019
Directorate: Maxillo Facial and Oral Radiology (MFOR)

SALARY: R1 728 807 – R1 834 890 per annum (all-inclusive remuneration).
CENTRE: SMU Oral Health Centre
REQUIREMENTS: Master’s degree in the area of Maxillofacial and Oral Radiology or related discipline. Minimum of 3 years’ appropriate experience after registration with the HPCSA as a Stomatologist. Current Registration with HPCSA as a Dentist. A minimum of 3 years appropriate working experience in Maxillofacial and Oral Radiology or related discipline. Understanding of and proven record of teaching and the development in MFOR for Under- and Postgraduate Curricula & Students. Experience in Assessments of Under and Postgraduate students. Proven Administrative and Management skills at Departmental & University level. Excellent interpersonal and communication skills. Experience in Leadership and Governance in Health Settings. Experience and Knowledge of working with the Radiation Board of South Africa. Experience in working with CBCT and other related machines. Experience in Implementation of Radiation Safety Standard. Experience in specific management of a Department with focus on MFOR activities. Research including experience & good proven research track record of publications. Experience in presentation of papers /abstracts at conferences.

DUTIES: Provide effective Leadership & Governance in the Department. Provide Management and Administration Oversight of the Department. Supervision and effective utilization of professional and support staff. General Service
rendering to patients in the discipline. Research and research supervision. Education and training of undergraduate and postgraduate students. Assist in the implementation of GDoH policies and programmes in particular MFOR. Participate in DGMH Cluster activities. Provide Management Oversight for the PACS system. Represent the Institution on University Committees.

ENQUIRIES
Prof Stephen Hendricks, Dean & CEO Tel No: (012) 521 4801

APPLICATIONS
Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Pretoria, 0001. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply.

FOR ATTENTION
Mrs I Makgatho or Ms Pretty Rangoato

NOTE
Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply. Certification of copies not be more than three months. Failure to submit the requested documents will result in application not being accepted Note: Additional the level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.

CLOSING DATE
22 November 2019

POST 40/55
HEAD CLINICAL UNIT/ ASSOCIATE PROFESSOR/SENIOR LECTURER
Directorate: Oral Pathology and Oral Biology

SALARY
R1 728 807 – R1 834 890 per annum (All-inclusive package)

CENTRE
University of Pretoria Oral Health Centre

REQUIREMENTS
An appropriate qualification that allows registration with the HPCSA as an Oral Pathologist with current proof of registration. A minimum of three years' appropriate experience as an Oral Pathologist after registration is required. Requirements: A PhD degree or current registration for degree is a strong recommendation. A FC Path (SA) qualification in Oral Pathology is a strong recommendation. A proven experience of coordinating undergraduate and postgraduate academic programmes in Maxillofacial and Oral Pathology and General Pathology is important.

DUTIES
Participate in the full spectrum of the diagnostic histopathology service of the Department. Undergraduate and postgraduate teaching/training in the field of Maxillofacial and Oral Pathology as well as General Pathology. Departmental duties may be assigned to the candidate.

ENQUIRIES
Prof WFP Van Heerden Tel. No: (012) 319 2320

APPLICATIONS
Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705.

NOTE
Attach certified copies of your qualifications, identity book, curriculum vitae, HPCSA Registration and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

CLOSING DATE
22 November 2019
POST 40/56 : MEDICAL OFFICER: OBSTETRICS & GYNAECOLOGY REF NO: FERH/MED/11
Directorate: Medical

SALARY : R821 205 - R884 670 per annum (All inclusive package)
CENTRE : Far East Rand Hospital
REQUIREMENTS : Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Current registration and registration certificate with HPCSA as a medical officer. Must be post community service. Good verbal and written communication skills. Ability to work under pressure in a changing environment. Ability and willingness to work closely with other disciplines.
DUTIES : Provision of 24 hours O&G services. Coordinate, manage clinical care and treatment. Participate in commuted overtime. Be rotated through different areas of the department and can be deployed in any department. Manage and handle all patients depending on the units to which the doctor is allocated. Manage patients in other units the doctor may be allocated on temporary basis at the discretion of the clinical manager. Supervision and training of community service, medical interns and medical students. Participate in conducting of morbidity and mortality meetings (M&M).
ENQUIRIES : Dr P Lobo Tel No: (011) 812 8546
APPLICATIONS : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
NOTE : Applications must be submitted on Z83 form stating job title and reference number, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Certified copies must not be older than Six (6) months. The copies must be originally certified, no copy of copies will be considered. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed applications will be considered.
CLOSING DATE : 22 November 2019

POST 40/57 : MEDICAL REGISTRAR REF NO: HRM/93/2019
Directorate: Neurology

SALARY : R821 205 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB, FCN part One, ACLS, ATLS, Experience in Neurology strongly recommended.
DUTIES : Patient care: In and Outpatients with neurological disorders, including after hours. Teaching and training: Assisting in teaching and training programs of the department. Research: Conducting research as per department and college requirements.
ENQUIRIES : Prof C.M Schutte Tel No: (012) 354 1082
APPLICATIONS : Applications should be submitted at HR Department, Steve Biko Academic Hospital, Private bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE : 22 November 2019
POST 40/58 : CHIEF RADIOGRAPHER REF NO: FERH/RADIO/01
Directorate: X-Ray
Re-Advertisement

SALARY : Grade 1: R466 119 - R517 326 per annum
          Grade 2: R532 959 - R591 510 per annum

CENTRE : Far East Rand Hospital

REQUIREMENTS : Three (3) years degree/diploma in diagnostic radiography (B. Rad/Nat Rad diploma). Proof of registration as independent practitioner and current registration as diagnostic radiographer. A minimum of Three (3) years appropriate experience in diagnostic radiography after registering with HPCSA as independent practitioner. Proof of previous and current work experience (service record) endorsed and stamped by HR. Must have Two (2) managerial experience and public service experience will be an added advantage. Excellent computer skills.

DUTIES : Provide and participate in a 24 hrs. High quality radiographic service and ultra sound services. Supervise subordinates and other support personnel in the department. Compliance with radiation control legislation. Ensure implementation of quality assurance and improvement programs. A working knowledge of departmental equipment and fault reporting. Compliance with national patients’ rights charter and professional ethics. Promote Batho Pele in execution of all tasks for effective service delivery. Participate in continuous professional development as required by the HPCSA. Knowledge of public service acts, regulations, policies, requirements and Six Quality Priorities. Sound knowledge of Radiology complex/diverse environment. Good communication skills (verbal & written).

ENQUIRIES : Mr K.L Manqele Tel No: (011) 812 8372

APPLICATIONS : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs or apply online at: www.gautengonline.gov.za

NOTE : Applications must be submitted on Z83 form, CV stating job title and reference number, certified Copies ID and qualifications and service certificates should be attached (For OSD posts). Certified copies must not be older than Six (6) months. The copies must be originally certified, no copy of copies will be considered. Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed applications will be considered. Candidates who previously applied are encouraged to apply again.

CLOSING DATE : 22 November 2019

POST 40/59 : PNA5 IPC COORDINATOR REF NO: KPTH/IPC/10/19
Directorate: Nursing Services: Quality Assurance Unit
Re-advertisement post applicant that applied previously are encouraged to apply.

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

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Grade 12 or equivalent NQF level/Basic R425 qualification (i.e. diploma/degree in Nursing or equivalent qualification as a professional nurse. A minimum of 7 years appropriate/recognizable experience in general nursing after registration as a Professional Nurse with SANC. One (1) year

**DUTIES**

Responsible for the monitoring and assistance with the implementation of Institutional Infection control Prevention and control plan. Prevent, control and monitor infections in the health care setting environment. Develop and monitor the implementation of continuous infection prevention and control education and training. Implement and maintain effective hospital infection surveillance system in alignment with the infection prevention and control standard operating procedure. Strengthen and maintain internal and external collaboration with relevant stakeholders. Responsible for baseline inspection, audits and surveys maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guideline, practices, standards and procedures to improve quality of service in the Institution. Assist with the implementation of the Hospital quality improvement plan. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Provide relevant health information to health care users in achieving optimal care and rehabilitation of patients.

**ENQUIRIES**

Ms M J Mbiza Tel No: (012) 318 6910

**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**

22 November 2019

**POST 40/60**

**PROFESSIONAL NURSE GRADE 1 (SPECIALTY STREAMS) (X2 POSTS)**

Directorate: Nursing

**SALARY**

R383 226 – R444 276 per annual (plus benefits)

**CENTRE**

Tara the H. Moross Centre, Sandton

**REQUIREMENTS**

Grade 12 or equivalent qualification. Diploma/Degree in Nursing in terms of R425, or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in terms of government notice no R212 in the relevant specialty. A minimum of 4 years
appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing. At least 1 year experience in a psychiatric environment.

**DUTIES:**
- Provision of optimal, holistic specialized nursing care. Participate in training, research, supervision and management of student and junior nurses. Effective utilization of resources. Facilitate the Implementation of the National Core Standards and Batho-Pele Principles. Be in charge of the hospital in the absence of senior managers; maintain own professional growth and ethical standards.

**ENQUIRIES**
- Mr. S. Nhleko Tel No: (011) 535 3007/3008

**APPLICATIONS**
- must be delivered to: Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to: Tara the H. Moross Centre Private Bag x7 Randburg 2125.Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address.

**NOTE:**
- People with disabilities, Coloreds, Indians and Whites are encouraged to apply.

**CLOSING DATE:**
- 22 November 2019

**POST 40/61:**
- **MIDDLE MANAGER: DATA TECHNOLOGIST** REF NO: CHBAH 237 (X1 POST)
  - Directorate: ICT System and Application

**SALARY**
- R376 596 – R443 601 per annum (Level 09) (plus benefits)

**CENTRE**
- Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**
- Grade 12 or equivalent and National Diploma Information Communication and Technology. A minimum of 5 years’ experience in Health Department Information communication and Technology and computer programming. Competencies: Database administration, Systems and Data Analyst experience. Administration skills, computer programming and Active Director Management knowledge. Experience in dealing with public. Ability to communicate well with people at different levels and from diversified backgrounds. Sound verbal and written communication skills. Sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure, to take initiative, work independently, work independently and in a team. Knowledge of public service legislation, policies and procedures. Knowledge and experience in Health Information System will an added advantage. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.

**DUTIES**
- Manage Software applications, hardware systems, information technology platforms, telecommunication systems and ensure effective information security; Manage and ensure that backup/archives are scheduled and kept offsite; Manage server and desktop environment to ensure required capacity and security. Manage applications and system currently in use (Medicom, RX, Down Referrals, Leave Management system etc, Manage own patient load. Attend to enquiries in a professional manner and give guidance and advice. Adhere to time lines. Be willing to undergo continuous training and development programmes. Attend meeting and training as approved by supervisor. Management of IT call center personnel. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

**ENQUIRIES**
- Mr. EM Mphahlele Tel No: (011) 933 9037

**APPLICATIONS**
- should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE**
- Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be
accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. 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 off 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. CHBAH 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). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE** : 22 November 2019

**POST 40/62** : MIDDLE MANAGER: SUPPLY CHAIN

**REF NO**: CHBAH 238 (X1 POST)

**Directorate**: Demand Management

**SALARY** : R376 596 – R443 601 per annum (Level 09) (plus benefits)

**CENTRE** : Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS** : An appropriate bachelor’s degree/National Diploma in Supply Chain Management/Logistic/Purchasing Management and Cost and Management Accounting with at least five (5) years relevant experience in Supply Chain Management of which three (3) years must be at a supervisory level. Knowledge of government Supply Chain Management Policies and Procedures. Knowledge of the PFMA and National Treasury Regulations and other SCM prescripts. Knowledge of SRM and SAP system. Knowledge of conducting Market Research and Commodity analysis. Working experience in Public Sector procurement, processes, rules and regulations i.e. PFMA, PPPFA, BBBEE, CIDB, Treasury Regulations. Computer competency in MS Office package (MS Word, Ms Excel and MS PowerPoint). Good Communication Skills. Health (hospital) environment background will be an added advantage. A valid driver’s license. The applicant must have a good communication (both verbal and written) skills and strong interpersonal relations. Ability to interact with various stakeholders both internal (end-users) and external stakeholders. Ability to act with tact and discretion. Must have the ability to work under pressure and be a creative thinker.

**DUTIES** : Assist end users with the development of procurement and demand plans. Consolidate and submission of both demand and procurement plan in line with the Strategic and Operational plans of the institution. Facilitate procurement of construction projects as per the demand and procurement plans. Serve as a member of Bid specification committee. Manage the demand process effectively, including but not limited to-needs assessment, categorization of commodities, market assessment and industry analysis, identifying methods of procurement, identifying Preferential Procurement Policy objectives, Specifications/Terms of Reference. Ensure that requirements are linked to the strategic objectives and budget. Serve as the coordinator for BSC and Vetting Committee. The successful candidate will ensure that resources required to fulfil the demand needs identified in the departmental strategic planning as well as business, operational and project plans are delivered at the correct time, price, place, and that the quantity and quality will satisfy those needs. Manage the establishment and maintenance of a supplier database to ensure compliance in implementation
of effective and efficient service delivery. Manage and advise the specification committee to ensure compliance to relevant legislation. Monitor compliance and adherence to policies, procedures and processes pertaining to demand management. Conflict management skills Management of staff including performance Management Development Systems (PMDS).

ENQUIRIES 
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CLOSING DATE : 22 November 2019
POST 40/63 : ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS REF NO: ADEHWP-01/TMRH (X1 POST)
Directorate: Human Resource
SALARY : R376 596 – R454 920 per annum (All-inclusive package)
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Bachelor’s Degree or Diploma in Social Sciences/Social Work/Psychology. Registered with recognized Professional Council (attach proof). Minimum 3 years supervisory experience as Health and Wellness Coordinator or a Social Worker/Psychologist in the EHWP field. Knowledge of the following: EHWP Legislation, Procedures and Strategic Framework, Implementation of Employee Health and Wellness Programmes which includes HIV and AIDS and TB Management, Knowledge of EAP norms and standards, HR policies and ability to interpret and apply them. Related skills: Computer literacy, Interpersonal and facilitation skills, Counselling, Communication, Problem solving and conflict resolution, Report writing, Project management. A valid driver’s license (code 08). Ability to work in a team.
DUTIES : Implement a professional Employee Assistance Programme and support service. Coordinate and monitor the referral of employees with psychosocial problems to external service providers. Coordinate, implement and market employee health and wellness and HIV and AIDS programme. Co-ordinate the institutional sports and recreation activities. Facilitate Employee Wellness workshops and trainings. Coordinate Employee Wellness campaigns services and events per quarter. Retirement planning workshop per quarter. Manage the institutional wellness forums i.e. men’s forum,
women’s forum, peer educators, etc. Assist with the coordination of critical human resource functions i.e. staff satisfaction survey, exit interviews. Assist HR to holistically address and manage absenteeism, incapacity and PILIR cases. Screened/facilitated referrals within the following time frames: Normal cases – within 48 hours of receipt, Crises/trauma/diffusion cases within the 24 hours, feedback report submitted to the referring official within 3 days of receipt. Implement life skills/educational programme which includes: Personal finance, Substance abuse, Stress and change management. Establish committees according EAPA standards and terms of reference. Serve in committees eg. PILIR committee, event committee, Early Retirement Committee (Plenary sessions per need) and provide reports. Analyzed evaluation forms within 5 days after each event. Provide Minutes. Attendance registers. Weekly, Monthly reports (quantitative and qualitative).

ENQUIRIES : Mr. J. Kubheka Tel No: (010) 345 0306
APPLICATIONS : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, 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, at-least 3 references must be on a CV; 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: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical’s can be part of selection process. Thelle Mogoerane Regional 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. 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.

CLOSING DATE : 22 November 2019
POST 40/64 : RADIOGRAPHER REF NO: FERH/RADIO/02
Directorate: X-Ray

SALARY : Grade 1: R317 976 - R361 872 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : Three (3) years degree/diploma in diagnostic radiography (B. Rad/Nat Rad diploma). Proof of registration as independent practitioner and current registration as diagnostic radiographer. A minimum of Three (3) years appropriate experience in diagnostic radiography after registering with HPCSA as independent practitioner must be post community service as required by the professional council and no experience is required. Excellent time management skills, written and verbal communication skills and report writing. Good interpersonal skills. Knowledge of public service legislations, policies and procedures. Knowledge of current DOH guidelines and policies governing the health sector and Radiography profession. Knowledge and relevant experience in radiographic procedures. Quality control and record keeping processes is essential.
DUTIES: Provide and participate in a 24 hrs. High quality radiographic service and ultra sound services. Supervise community service workers and participate departmental quality assurance. Participate and facilitate in CPD as required by the HPCSA. Adhere to Batho Pele principles. National core standards, quality assurance and other public service policies and acts. Carry out duties delegated by the departmental management. Must a team player within the department and institution.

ENQUIRIES: Mr K.L. Manqele Tel No: (011) 812 8372

APPLICATIONS: Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs or apply online at:www.gautengonline.gov.za

NOTE: A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.

CLOSING DATE: 22 November 2019

POST 40/65: CLINICAL TECHNOLOGIST (CARDIOLOGY) GRADE 1 REF NO: CHBAH 239 (X1 POST)

Directorate: Cardiology

SALARY: R317 976 per annum (plus benefits)

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: An appropriate B Tech degree or National Diploma in Clinical Technology in Cardiology. Registration with the relevant Health Professions Council of South Africa (HPCSA) as a Clinical Technologist and proof of payment for the period 2019/20. Computer literacy (Ms Word, Ms Excel). Good written and communication skills. Ability to work as a member of a multidisciplinary team. Knowledge of and adherence to relevant legislation. Demonstrates effective interpersonal skill, strategic planning organizational skills. Applicant should have an appropriate clinical experience in Cardiology and good understanding of public hospital operational systems. Must be competent in all Cardiology procedures (Invasive and non-invasive) in paediatric and adult cardiology. Applicant should be prepared to undergo Medical Surveillance as an inherent requirement of the job.

DUTIES: Provision of clinical services in compliance with policies, procedures and standard as set out by the institution, provincial and national authorities. Responsibility for continuous professional development and facilitation of all Clinical Technology Department (Cardiology) operational activities in the institution. Do on call duty on rotational basis. Supervision and training of Clinical Technologist students in cardiology. Responsible for orientation of new Clinical Technologists in the Cardiology Department. Participation in research activities. Co-ordinate the maintenance and repair of all equipment’s in the Cardiology Department. Perform all cardiac invasive and non-invasive procedures as in line with standard set by HPCSA. Participate in provincial Clinical Technology activities. Contribute to the development of the Clinical Technology (Cardiology) department and profession. Perform administrative, operational and clinical duties as delegated. Work as a member of the disciplinary team. Submit monthly reports to the HOD. Attend relevant meetings and training as approved by manager.

ENQUIRIES: Mr. MW. Madondo Tel No: (011) 933 9412

APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at
NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. 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 off 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. CHBAH 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). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 22 November 2019

POST 40/66: PROFESSIONAL NURSE GRADE 2 (GENERAL NURSING): QUALITY COORDINATOR REF NO: PNQC/SRH/172/19

Directorate: Quality Assurance

SALARY: R315 963 Per annum (Plus benefits)

CENTRE: South Rand Hospital

REQUIREMENTS: Diploma/degree in general nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current Registration with the South African Nursing Council (SANC) as a professional nurse. A minimum of 10 years appropriate experience in nursing after registration as a professional nurse with the South African Nursing Council in General Nursing. At least 3 years of the above period referred to must be experience at a quality assurance level. Have the ability to analyze complex information relating to areas of operation and to transform that into user-friendly report and assessment. Have ability to prioritize issues and other related work matters and to comply with the time frames set. Have ability to work under pressure to meet deadlines. Have excellence interpersonal and communication skills (both verbal and written). An aptitude for statistics and information analysis. High level of accuracy and attention to detail. Have computer skills and the ability to work with MS Word, MS PowerPoint and MS Excel will be advantageous. Ideal Hospital Framework and a valid driver’s license will be an added advantage.

DUTIES: Assist with the quality assurance monitoring and evaluation framework. Source and obtain data and information to measure progress and compliance with quality assurance targets, norms required for the development measurable performance indicators related to the quality of care in the institution. Manage patient complaints, Patient Safety Incidents (PSIs), conduct patient redress and external stakeholder management. Assist with the generation of reliable assessments in support of planning and intervention process required for quality assurance in the institution. Assist with the drafting of annual, quarterly and other relevant quality assurance performance reports. Attend external meetings.

ENQUIRIES: Mr S. Lindani Tel No: (011) 681 2086
APPLICATIONS: Applicant must quote the relevant reference number and direct the applications to South Rand Hospital, 1 Friars Hill Road, Rosettenville, or posted to Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road.

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

CLOSING DATE: 22 November 2019

POST 40/67: PRINCIPAL PERSONNEL OFFICER REF NO: TMRH-/PPO-01 (X1 POST)
Directorate: Human Resource

SALARY: R257 508 – R303 339 Per annum plus benefits

CENTRE: Thelle Mogoerane Regional Hospital

REQUIREMENTS: Grade 12 with minimum 5 -10 years relevant experience as HR generalist or National Diploma/degree in HR with minimum 3 – 5 years’ experience as HR generalist. Extensive knowledge of PERSAL, HR prescripts and knowledge of HR relevant Acts. Computer literacy is essential (MS Office). Knowledge and experience in Persal system. Must be able to plan, organize and coordinate activities of the HR section. Good understanding of PSCBC, resolutions especially the implementation of OSD, leadership skill, planning and organizing skills, problem solving, communication skill, Human and financial management. Ability to work under pressure. Good interpersonal skills. Report writing skills. Proven presentation skills.

DUTIES: Manage and render effective human resource unit. Supervise Human Resource practitioners. Provide guidance and support to all staff. Approve, monitor and quality assure all the transactions related to appointments, salary administration, leave, overtime, terminations, transfer, housing allowance and other allowances. Management of PILIR. Management of the PMDS, ORW and declarations, and payroll. Manage and coordinate the implementation of progression for OSD staff and support categories. Advice staff on HR related issues. Develop Standard Operating Procedures in areas of responsibility. Manage human resources personnel records. Coordinate the development of the institutional Human Resources plan in line with the allocated budget. Management and Implementation of HR best practices, control of Recruitment and selection processes, ensuring compliance to appointment measures. Development and Implementation: the control measures with regard to the Termination of Services: Transfers, death, abscondment, retirement and resignations. Leave Management: Sick leave management, manage Temporary and Permanent Incapacity leave. Salary administration, Payroll administration, Injury on duty, be responsible for the compilation of monthly HR Delegation Report, BAS PERSAL reconciliation, manage the implementation of PMDS, contracting and reviews and prepare monthly and quarterly reports to Executive Managers. Ensure proper records management. Supervision, training and development of subordinates and staff on all HR issues. Implement Human Resources policies and strategies and ensure the alignment of the organizational structure to the hospital strategic plan. Maintenance of staff/post establishment on HRM database. Attend to Auditor-General (AG) findings, National Core Standards, HR risk management, and compile action plan and reports.

ENQUIRIES: Mr. J. Kubheka Tel No: (010) 345 0306

APPLICATIONS: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, 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, at least 3 references must be on a CV; 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: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical’s can be part of selection process. Thelle Mogoerane Regional 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. 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.

CLOSING DATE : 22 November 2019

POST 40/68 : COMPUTER TECHNOLOGIST/DESKTOP SUPPORT TECHNICIAN REF NO: CHBAH 240 (X2 POSTS)

Directorate: ICT Support Services

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

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Grade 12 plus A+ and N+ or MCSE or CCNA or NQF level 5 and above IT program/s registered with SITA. A minimum of 1-year practical experience, working on desktop support and network support. A valid driver’s license will be an added advantage. To work standby: after hours, weekends and public holidays. The prospective appointee should have good troubleshooting skill, good communication, telephone etiquette, good report writing skill. Sound interpersonal relationship, ability to multitask, mentorship, planning, organizing and problem-solving skills. Supervisory, planning, organizing and problem-solving skills. Must be able to manage and lead a team. Ability to multi-task and prioritize. Ability to manage a high value goods, services and equipment budget. Knowledge of the public service legislations, policies and procedures. Experience in a Public-Sector Hospital environment will be an added advantage. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.

DUTIES : New installation of ICT devices to comply with GPG Standards that includes servers, workstations, laptops, tablets, printers, mobile routers and cell phones. Provide 24-hour desktop and network support. Diagnose and resolve software and hardware incidents including operating systems (Windows) and across a range of software applications. Install and configure local and network printers. Support Medicom System, MS-Office Packages example 365, RX-Solution, DHIS, Email, Internet and general Network problems. Resolve incidents in different transversal applications: (Persal, CITRIX, SRM, BAS, BAUD etc.). Render a first-class level of customer service ensuring that all customers/end-users are treated efficiently and effectively. Attend to all logged calls and close the calls on time. Management of personnel performance and review thereof.

ENQUIRIES : Mr. EM Mphahlele Tel No: (011) 933 9037

APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at
www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. 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 off 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. CHBAH 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). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 22 November 2019

POST 40/69 : FINANCIAL CONTROLLER REF NO: CHBAH 241 (X2 POSTS)
Directorate: Finance

SALARY : R257 508 – R303 339 per annum (Level 07) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Grade 12 with 3-5 years’ experience in Finance. Computer literacy (MS Office). Knowledge and understanding of the relevant Acts Public Finance Management Act (PFMA), Treasury Regulations and Division of Revenue Act (DORA). Knowledge of Transversal systems (BAS and SAP). Must have Good to excellent report writing skills. Ability to communicate well with people at different levels and from different backgrounds. Good analyzing and communication skills. Ability to work under pressure. Ability to work independently and in a team. Good planning and organizing skills. Problem solving and decision- making skills. Degree or National Diploma in Accounting/ Financial Management will be an added advantage. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.

DUTIES : Ensure the budget and expenditure is aligned in all cost centers. Allocate budget to the cost center in line with the approved budget letter. Capture budget on BAS according to the budget letter. Assist with the allocation of budget and SCOA codes on RLS01. Monthly analysis of expenditure including compilation of IYM reports. Ensure Inter-responsibility clearing accounts and misallocations are cleared weekly. Management and Supervision of personnel performance and reviews (PMDS). Ensure that supplier’s reconciliations are done weekly and proper handling of supplier’s queries. Ensure Payments on the web-cycle are processed within the prescribed time. Ensure accruals are compiled and sent to head office monthly, perform reconciliation for BAS/SAP, BAS/PERSAL AND BAS/MEDSAS on a monthly and submit to head office for reviews. Assist in management of petty cash. Compliance with the Performance management and Development system contracting, quarterly reviews and final evaluation.

ENQUIRIES : Ms. M Notsi Tel No: (011) 933 9856
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. 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 off 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. CHBAH 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). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 22 November 2019

POST 40/70: STATISTICIAN/HEALTH INFORMATION OFFICER REF NO: CHBAH 242 (X1 POST)

Directorate: Health Information Management (HIM)

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

CENTRE: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS: Grade 12 with 3-5 years’ experience of working in Health Information Unit reporting on public health outcomes using District Health Information Management Systems or any related software. Proficient in the use of computers i.e. MS Office package (Ms Word, Excel and PowerPoint) including Tier net. Sound knowledge of national health programmes strategies, priorities, data elements and indicators. Understanding of the Health Information flow and reporting requirements within the Public health sector. Ability to analyze and communicate quantitative and qualitative data to end users. Ability to convert raw data to useable information to enable relevant stakeholders to make decisions and plan effectively. Possess excellent communication skills (both written and verbal). Possess strong project and time management skills to enable the timeous reporting of good quality data for monthly, quarterly, annual and other reports to meet deadlines. Ability to work independently, supervise and train subordinates. Degree/Diploma in Health Sciences/Biostatistics/Information Management and experience in a public health care setting (CHC/Hospital) will be an added advantage. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Shortlisted candidates will be subjected to a competency test.

DUTIES: Ensure that good quality data is collected across the hospital, verified, collated, captured into DHIS, TIER.net and submitted to the next level on time. Provide feedback to the reporting units through presentations and narrative reports. Ensure compliance with district, provincial and national reporting requirements. Ensure that the relevant Health information records are filed properly and readily available. Set up systems to improve the quality of collected data and develop data collection tools to meet internal and external reporting requirements. Provide support and training for staff responsible for data across the hospital. Represent the hospital in the district and provincial health information forums. Work with developmental partners (external and within the hospital). Perform other related duties as assigned.
and agreed upon. Compliance with the Performance management and Development system Tel No: (011) 933 8742

APPLICATIONS should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. 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 off 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. CHBAH 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). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 22 November 2019

POST 40/71 : HUMAN RESOURCE OFFICER REF NO: CHBAH 243 (X1 POST)
Directorate: Human Resource – Conditions of Service

SALARY : R257 508 – R303 339 per annum (Level 07) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Grade 12 with 3-5 years’ experience in Conditions of Service. Computer literacy (Ms Office). Must have PERSAL certificate, knowledge and experience in Persal Systems. Must be able to plan, organize and coordinate the activities of the section (conditions of service). Knowledge of the Public Service Act, 1994, Basic conditions of service, Public service regulation and Resolution and ability to implement them. Analytical and problem-solving skills, creative and innovative skills, excellent report writing skills, good presentation skills ability to manage project and meet deadlines n Ability to communicate well with people at different levels and from different backgrounds. Sound organization skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative and work independently and in a team. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles and Knowledge of Labour Relations processes. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Must be conversant with all legislation pertaining to Condition of service e.g. BCEA, PSRA, DPSA directives etc.

DUTIES : Reporting to the Assistant Director. Approving and quality assuring all the transactions relating to conditions of service sent to e-Government are captured timely and correctly. Compiling weekly stats and monthly reports. Train subordinates in relation to conditions of service policies and
ENQUIRIES: Ms N.D Serobatse and Mr. M. Masetlha Tel. No: (011) 933 8736/9044

APPLICATIONS: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. 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 off 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. CHBAH 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). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 22 November 2019

POST 40/72: MATERIAL RECORDING OFFICER REF NO: CHBAH 244 (X1 POST)
Directorate: Supply Chain Acquisition

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

CENTRE: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS: Standard 10 (Grade 12) certificate. 3 - 5 years’ knowledge and experience in Acquisition, Demand, Warehouse management and Contract administration. Computer competency skills (MS Word, MS Excel, MS PowerPoint and Internet). Knowledge of SAP and SRM system. Knowledge of Procurement processes. Knowledge of SCM Policies, PFMA, PPPFA, BBBEE and Treasury Regulations. Knowledge of the Batho Pele Principles. Knowledge of Labour Relations processes. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at difference levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Qualifications in Supply Chain Management will be an added advantage. Comply with the rotation roster. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES: Monitoring and supervision of RFQ team. Create requisition on SRM. Make follow up with Gauteng Department of Health (HPC) with regards to creation of purchase order numbers. Attend to end users’ queries. Participate in stock taking. Filing and record keeping of all documents for audit purpose. Be analytic and innovative in executing tasks as allocated. Compile weekly, monthly, and quarterly reports and submit to the Assistant Manager. Ensure
compliance with policies and procedures that regulate and govern Supply Chain Management. Follow up with suppliers on all open purchase orders to ensure timeous delivery of goods and services. Knowledge of expediting, transit in and GRV processes. Provide supervision and sign up performance management and development system to the subordinate's. Sign a performance contract on an annual basis. Perform other duties as allocated by the Manager Be willing to undergo continuous training and development programs. Attending meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Conducting performance evaluation of the subordinates.

ENQUIRIES: Ms. TTT Ravele Tel No: (011) 933 9748

APPLICATIONS: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. 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 off 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. CHBAH 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). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 22 November 2019

POST 40/73: CLINICAL ASSOCIATE REF NO: 2019/11/01/01 (X2 POSTS)

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

CENTRE: Mamelodi Regional Hospital

REQUIREMENTS: Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).

DUTIES: Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.

ENQUIRIES: Dr. Ikcombele Tel No: (012) 841 8300

APPLICATIONS: must be submitted to: Mamelodi Regional Hospital, Human Resource Department, or posted to Private Bag X0032, PO Rethabile 0122.
NOTE: Applications must be submitted on a Z83 form, certified copies of ID and Qualifications to be attached. Suitable candidates will be subject to security screening and vetting process. Successful candidates will undergo a medical surveillance.

CLOSING DATE: 29 November 2019

POST 40/74: SECRETARY REF NO: HRM 94/2019
Directorate: General Surgery

SALARY: R173 703 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: The incumbent must have grade 12 and completed courses relevant to secretarial work. A diploma or a degree in secretarial/or administrative work would be an advantage. The incumbent must have experience in working as a secretary or administrator in a clinical academic environment with joint Provincial and University responsibilities. Computer Literacy in Ms Word, Excel, PowerPoint, Ms Outlook. Must be fully bilingual. Must have secretarial experience working for more than 5 years, be able to priorities duties, work independently and willing to work after hours when required.

DUTIES: Manage and organize the functions of the division. This includes telephone calls, patient enquiries, filling and record keeping, visitors correspondence, patient reports, duty rosters. Statistics. Educational duties are liaisons with departments in the faculty of Health Science, obtain literature and do searches at the library, prepare lecture material in a PowerPoint presentation, organize examinations, support the Head of Divisions educational tasks at interuniversity and College of Medicine level.

ENQUIRIES: Prof T Mulaudzi Tel No: (012) 354 2099
APPLICATIONS: Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE: 22 November 2019

POST 40/75: CLEANER REF NO: REFS/004715
Directorate: Support Services

SALARY: R102 534 - R120 780 per annum
CENTRE: Tara the H Moross Centre, Sandton
REQUIREMENTS: Grade 10-12/ Abet level 4 or equivalent qualification. A minimum of 0-1-year relevant experience. Experience in a hospital setting will be an added advantage. Ability to read and write. Should have good communication skills. Must have the ability to lift cleaning equipment’s such as scrubbing machines, vacuums, single disc machines, carpet cleaning machines, and etc. Must have Knowledge of OHS and Quality Assurance. Be prepared to work shifts i.e. weekends and Public Holidays. Must be physically and mentally fit.

DUTIES: Cleaning floors, dusting, washing and polishing of furniture, walls, doors and frames, windows and lockers. Collection of food from Food Services. Removal of waste bags. Cleaning of toilets, bathrooms and sluice rooms. Perform general cleaning and household in the hospital. Ensure a clean and secure environment for patients. Be prepared to rotate within the scope of work. Perform any other lawful delegated duties by supervisor.

ENQUIRIES: Mr. T.L Motaung Tel No: (011) 535 3131
NOTE: The institution is committed to the achievement and maintenance of diversity and equity in employment in respect of race, gender and disability. People from the following racial groups are encouraged to apply i.e. Coloureds, Indians and Whites.

APPLICATIONS: must be submitted to: - Tara the H Moross Centre, P/Bag X7 Randburg 2125 or hand-delivered to: No. 50 Saxon Rd, Hurlingham, 2196 or apply online at:
Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address.

**CLOSING DATE** : 22 November 2019

**PROVINCIAL TREASURY**

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

**APPLICATIONS** : 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** : 22 November 2019

**ENQUIRIES** : Ms Linda Ninzi Tel No: (011) 227 9000

**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 POSTS**

**POST 40/76** : ASSISTANT DIRECTOR: COMPUTER AUDIT RE NO: GPT/11/01 (X2 POSTS)

Directorate: Gauteng Audit Services

**SALARY** : R470 040 per annum (plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : A three-year tertiary qualification in BSc, National Diploma (Computer Science, IT Auditing, Internal Auditing, etc). A professional qualification (CISA, CISM, CRISA accreditation) would be an added advantage. 3 – 5 years’ experience in IT Auditing.


**ENQUIRIES** : Ms Linda Ninzi Tel No: (011) 227 9000
**POST 40/77** | **EDITOR REF NO:** GPT/11/02  
Directorate: Gauteng Audit Services  

**SALARY** | R316 791 per annum (plus benefits)  
**CENTRE** | Johannesburg  
**REQUIREMENTS** | A three-year tertiary qualification as recognised by SAQA, National Diploma or B-Com Degree. 1 – 2 years’ experience in Administration/Editor.  
**DUTIES** | To provide editorial, administrative, co-ordination and other specific back office support functions to the Gauteng Audit Services. Editing. Support Staff Co-Ordination. Staff training. Finance.  
**ENQUIRIES** | Ms Linda Ninzi Tel No: (011) 227 9000