ANNEXURE Q

PROVINCIAL ADMINISTRATION: GAUTENG DEPARTMENT OF E-GOVERNMENT

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

APPLICATIONS: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107/ private bag X112, Marshalltown, 2107 or Applicants can apply online at www.gautengonline.gov.za.

CLOSING DATE: 29 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 41/183 : DEPUTY DIRECTOR: ASSET MANAGEMENT (GBN) REF NO: REFS/004757
(12 Months Contract)
Directorate: Supply Chain Management

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

CENTRE: Johannesburg

REQUIREMENTS: Matric certificate plus a recognised National Diploma (NQF level 6) in Supply Chain Management/Accounting. 3-5 years’ experience at Supervisory or Assistant Director Level within IT environment. Track record in preparation and management of operational plans, business plans and budgeting. Ability to implement internal systems and control to ensure sound asset management.

DUTIES: Manage the assets management unit by providing leadership and guidance. Monitor and manage staff development plan and performance against the achievement of Departmental objectives. Develop, manage and monitor the implementation and adherence to the Asset Management Policy. Effectively manage the assets of the e-Government as required by the Public Finance Management Act, Treasury Regulations and Asset Framework. Manage and Monitor the development and implementation of the Asset Management Strategy in line with the business plans on programmes. Develop, monitor and implement an acquisition, maintenance and disposal plans for assets. Effective Coordination of assets management activities and to report accurately on the asset within the e-Government at any point in time. Coordinate and monitor asset management initiatives in the e-Government (including off side Assets). Manage and maintain a comprehensive asset register. Manage the acquisition, losses and disposal of assets in the e-Government. Manage the annual verification of asset within e-Government. To ensure effective integration and working procedure between the Asset Management Unit, Supply Chain Management and Budget Control Unit within the department. Manage the preparation of monthly reconciliation between the Asset Register and ledger as well as an annual reconciliation of the register, Annual Financial Statements (AFS) and the ledger. Manage the barcode tagging, movement, disposal of assets for e-Government. To ensure officials within the asset management
function are sufficiently trained on asset management function are sufficiently trained on asset management systems, processes, procedure and policies.

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

**POST 41/184**
**ASSISTANT DIRECTOR: ERP BASIS REF NO: REFS/004756**
Chief Directorate: Applications Competency Centre

**SALARY**
R470 040 per annum (Level 10) (plus benefits)

**CENTRE**
Johannesburg

**REQUIREMENTS**
Matric plus National Diploma/B. Degree in IT/Commerce with 2-3 years comprehensive ERP Basis experience. Relevant ERP qualification, people management, experience in ERP and IT program management/project management are strongly desired.

**DUTIES**
Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers if and when required. Communicate with colleagues, management and business unit(s) on requirements, problems, project status and issues. Perform all administrative tasks associated with tracking project components or support request that are assigned by project management. Formulate appropriate system procedures/processes. Assist in the planning of new hardware and new platform components. Participate in any system upgrade activities as planned by the customer department management. Identify, document and resolve project issues. Design and execute functional and integration test plans and test scripts. Support system testing and production change-over activities; prepare production change-over plan in customer areas; advise on strategies/best practices for migration from existing systems to new systems. Identify any application issues that may impact project deadlines, and other issues that may negatively impact the business processes of the customer department. Provide training to customer team members/users.

**ENQUIRIES**
Mr. Themba Psungo Tel No: (011) 689 6980

**POST 41/185**
**ASSISTANT DIRECTOR: ASSET MANAGEMENT (GBN) REF NO: REFS/004758 (X2 POSTS)**
(12 Months Contract)
Directorate: Supply Chain Management

**SALARY**
R376 596 per annum (plus 37% benefits)

**CENTRE**
Johannesburg

**REQUIREMENTS**
Matric certificate plus a recognised National Diploma (NQF level 6) in Supply Chain Management/ Accounting. 2-3-year related asset management experience. Proven supervisory skills. Ability to implement internal systems and controls to ensure sound asset management. IT background will serve as an advantage.

**DUTIES**
Plan and supervise the assets verification against the assets register and Financial Statements. Supervise the implementation of the acquisition, maintenance and disposal plans of assets in e-Government. Ensure the implementation of the Asset Management Policy. Manage staff development and performance plans against the achievement of the departmental objectives ensure the implementation of the Assets Management Strategy in line with the business plans of the programmes. Ensure the maintenance and updated comprehensive Assets Management register. Ensure the preparation of monthly reconciliation between the Asset Register and ledger as well as an annual reconciliation of the register, Annual Financial Statement (AFS) and the ledger. Supervise the barcode tagging, movement, disposal of assets for the e-Government. To ensure officials within the asset management function are sufficiently trained on asset management systems, processes, procedures and policies. To implement and maintain assets management policies and procedures for e-Government. Supervise and prepare recommendation disposals of redundant assets. Supervise the movement of assets, barcode tagging, and disposals of redundant assets for the department. Liaise with the Budget Controller to ensure adherence to budget requirements and proper budgeting in line with the life –cycle planning and strategy of the Department. Implement and maintain asset management policies and procedures for e-Government. To ensure effective management of assets within the Department.
according to the Asset Management Strategy and requirement of the PFMA. Effectively implement the Asset Management Strategy within e-government.

ENQUIRIES
Ms. Nonhlanhla Mabuza Tel No: (011) 689 8511

POST 41/186
SENIOR ADMIN OFFICER: ASSET MANAGEMENT (GBN) REFS/004759 (X2 POSTS)
(12 Months Contract)
Directorate: Supply Chain Management

SALARY: R316 791 per annum (plus 37% benefits)
CENTRE: Johannesburg
REQUIREMENTS:
Matric certificate plus a recognised National Diploma (NQF level 6) in Supply Chain Management/Accounting. 2-3 years’ experience in Asset Management, Supply Chain & Finance environment. Knowledge of the PFMA & Treasury Regulations and other relevant prescripts.

DUTIES:
Ensure the maintenance, accurate and complete asset register of the entire department. Prepare the reconciliation of assets procured on monthly basis between BAS/SAP and asset register. Report on Asset Management assist in preparation of financial statement and assist in asset related audit (external and internal). Assist in the development and implementation of the Asset Management strategy and policy in line with e-Government operational plan.

ENQUIRIES
Ms. Nonhlanhla Mabuza Tel No: (011) 689 8511

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 the following posts for Leratong Hospital post of advertised in Public Service Vacancy Circular 39 dated 01 November 2019 namely: Dietician with Ref No: LRT/MED/02 correction of requirement, should state, Certified HPCSA registration certificate and proof of current registration with HPCSA and also the post of Medical officer in the Ophthalmology Department with Ref No: LRT/MED/02 and Medical Specialist Anaesthesia with Ref No: LRT/MSA/0012 has been withdrawn. Kindly note that the post of Deputy Director: Admin & Logistics with Ref No: TDHS/A/2019/39 (For Tshwane District Health Services) advertised in Public Service Vacancy Circular 39 dated 01 November 2019, Requirements have been amended as follows: An appropriate recognized 3 years Bachelor’s Degree/National Diploma in Public Management/Administration or equivalent qualification; with at least 10 years’ experience in the relevant field of which 5 years must be management level, experience in Admin & Logistics, transport management, cleaning & laundry management including audit & risk management. Candidates who previous applied, do not need to re-apply. The closing date has been extended to 22 November 2019.

OTHER POSTS
POST 41/187
MEDICAL OFFICER GRADE 1 (OHS) REF NO: CHBAH 251 (X1 POST)
Directorate: Employee Wellness Program (EWP)

SALARY: R821 205 – R884 670 per annum (All-inclusive package)
CENTRE: Chris Hari Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS:
MBChB degree with a post graduate Diploma in Occupational Medicine/Occupational Health. Registration with the Health Professions Council of South Africa (HPCSA). At least three (3) years’ experience post MBChB in Public Health Care Sector and five (5) years’ experience in private Occupational Health setting. A valid licence and dispensing licence. Computer literacy (Ms Office, Excel, PowerPoint). Ability to communicate well with people at different levels and backgrounds. Sound Organization skills. Good telephone etiquette and interpersonal skills. Must be able to work under pressure and to take initiative. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Must be self-motivated. Knowledge and application of Batho Pele Principles. Knowledge of relevant Public Service regulations, policies, acts and procedures. Compliance with budgeting, Quality assurance, National Core Standards, Health and Safety and Infection Control principles.
Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

**DUTIES**

Provide a Comprehensive Occupational Health and Safety Services as required by OHS Act no 85 of 1993, COID Act no. 130 of 1993. Establishes the system that facilitates injuries on duty to ensure that they are acknowledged and handled in accordance with CIODA. To oversee medical reports for injuries on duty that are treated in the hospital and to ensure that they are completed by a treating doctor in accordance with COIDA. To be prepared and involved to a routine walkthrough in and around the facility. Conduct medicals on prescribed cases (including issuing of medical fitness to work certificate or to drive certificate) evaluations. Assess employee’s mental and physical ability to continuously perform job functions in order to assist line management with incapacity procedures. Analyse Health Risk Assessment results as well as the occupational hygiene survey reports and recommend control measures and risk based medical surveillance. Ensure that Health Risk Assessment results are recorded, maintained and evaluated. Collaborate with other areas of specialisation within the department to ensure departmental programmes are aligned with the relevant legislation. Develop policies, protocols and standard operating procedures for the unit. Stay abreast with organisation developments. Provide an advisory and support service to management in respect of occupational health related matters. Write referral letters of employees to an external service provider where necessary. Improve quality of care by providing appropriate clinical care. Implement and monitor adherence to National Core standards (norms and standards). Participating in multidisciplinary team to manage patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Reduce medical litigation by exercising good clinical ethics. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES**

Mr. V Adoons Tel No: (011) 933 8885

**APPLICATIONS**

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**

29 November 2019

**POST 41/188**

MEDICAL OFFICER REFS: MO/CMJAH/NEURO-DEV

Directorate: Neurodevelopment Unit

**SALARY**

Grade 1: R821 205 per annum (All –inclusive package)

Grade 2: R938 964 per annum (All –inclusive package)

Grade 3: R1 089 693 per annum (All –inclusive package)
**CENTRE**: Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**

- **Medical Officer Grade 1**: an appropriate qualification that allows for registration with the HPCSA as a Medical Practitioner and proof of current registration. No knowledge and skills: Providing care for children with neurodevelopmental conditions including Autism Spectrum Disorder, Cerebral Palsy, Genetic Conditions, Intellectual Disability, Learning Disability, ADHD, Epilepsy, Visual and Hearing IMPAIRMENT, Global and Speech Delay, Inborn Errors of Metabolism and Behavioural problems will be added advantage. Medical Officer Grade 2: Appropriate Qualifications that allow registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 5 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Medical Officer Grade 3: Appropriate Qualifications that allow registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 10 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.

**DUTIES**

Full participation in the activities of the neurodevelopment units and department of paediatrics which include patient care, junior doctors (House doctor) supervision, student training and maintaining proper statistics and Health information data. Experience required with the HPCSA as a Medical Officer.

**ENQUIRIES**

Dr. S. Mabunda Tel No: (011) 488 5929

**APPLICATIONS**

Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: www.gautengonline.gov.za

**NOTE**

The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (if you are using smart ID card please make copies of both sides). HPCSA Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

**CLOSING DATE**

29 November 2019

**POST 41/189**

DEPUTY DIRECTOR REF NO: DD/OFFMAN/2019

Directorate: Office of the CEO Department

**SALARY**

R733 257 per annum (plus benefits)

**CENTRE**

Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**

- A matric plus appropriate (NQF 6) qualification in Office/Administration/ Business/Public Management or equivalent. Minimum of 3-6 years’ experience of which 3 years should be at junior management level. Experience as a Personal Assistant and a post graduate qualification will be an added advantage. A valid driver’s license. Extensive management and administration support experience. Computer literacy (Ms Word, Ms Excel, Power Point, Publishing, Microsoft office, etc) analytical capacity, leadership, people management, programme project management, financial management, decision making, negotiation and communication skills (Verbal and Written).

**DUTIES**

Coordinate functions and manage all activities in the office of the CEO and senior management. Manage the general budget of the office of the CEO. Determine and collate information regarding the budget needs of the office. Manage and supervise employees. Monitor and evaluate the performance of the staff in the office. Manage human resource aspects related to the staff in the CEO office. Manage general support services in the office of the CEO. Establish, implement and maintain effective processes and procedure for information and document flow to and from the office. Ensure confidentiality and safekeeping of documentation in the office. Ensuring that all queries and questions are responded to by responsible managers and are reviewed before submitted to the CEO. Maintain and enhance the image of the office by providing professional, cordial and efficient. Verbal and written communication. Provide support to the CEO. Collect and compile information regarding issues that needs to be discussed. Compile agenda of the meetings chaired by the CEO and ensure circulation of accompanying memoranda. Undertake policy
or line functions tasks are required. Compile memoranda as required. Scrutinize submissions and reports. Make notes and recommendations to present to the CEO. Co-ordinate, follow up and compile reports of a transverses nature and presentations for the CEO. Enforce compliance with legislation and corporate governance.

ENQUIRIES: Ms. G.M. Bogosh Tel No: (011) 488 3792
APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.

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

CLOSING DATE: 29 November 2019

POST 41/190: ASSISTANT MANAGER: OBSTETRICS AND GYNAECOLOGY (SPECIALTY)
REF NO: LRT/ AMO/0020 (X1 POST)
Directorate: Nursing
Re-Advertisement: Applicants Who Previously Applied Are Encouraged To Reapply

SALARY: R614 991 – R692 166 per annum (plus benefits)
CENTRE: Leratong Hospital
REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification with duration of at least 1 year accredited with SANC in terms of Government Notice No. R 212 in the relevant specialty. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least (3) years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of PFMA, SCM procedures, public sector regulations and relevant legislative frameworks. Strong leadership, sound interpersonal and good communication skills are a necessity. Computer literacy.

DUTIES: To supervise a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principles. Manage effectively the utilization and supervision of resources and assist in recruitment and conducting of interviews. Develop nursing policies and procedures to enhance quality nursing care and management. Ensure effective implementation of the PMDS in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance, infection prevention and control. Assist in career planning and development of nursing staff. Conduct and oversee clinical audits in the wars and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in his/her absence. Take charge of the hospital on regular basis and be on call on rotational basis. Work scheduled, public holidays and or weekends, per rotation.

ENQUIRIES: Ms. W.M Phambuka Tel No: (011) 411 3506
APPLICATIONS: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcoock Street, Chandor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

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

CLOSING DATE : 29 November (at 12h00 PM)

POST 41/191 : HEAD OF DEPARTMENT IN COMMUNITY NURSING SCIENCES REF NO: CHBNC/2019NOVEMBER /COMMUNITY

Directorate: Nursing Education and Training

SALARY : R579 696 per annum (plus benefits)

CENTRE : Chris Hani Baragwanath Nursing College

REQUIREMENTS : A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R425 (Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education and Administration registered with SANC. Proof of current registration with SANC. Diploma in Primary Health care (PHC). A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing/Midwife. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education and Administration after obtaining the post–basic qualification in Nursing Education. Knowledge: Knowledge of relevant Acts and legislations, Code of ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance management. Knowledge of procedures and processes related to examinations and management of data/records. Problem solving and analytical thinking skills. Good communication skills, leadership skills, supervisory skills, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. Valid driver’s license.

DUTIES : Initiate and/or participate in nursing research. Participate in continuing professional development in Nursing Education and in own field of practice. Serve as a chairperson/member on applicable academic/management committees. Prepare and deliver reports as required. Exercise control and supervision of staff. Facilitate training and guidance of staff. Participate in daily Management of the college. Facilitate budget needs for the Community Nursing Science Department. Collaborate with stakeholders and building of strong relationships with other departments.

ENQUIRIES : Ms. I.M Makgoka Tel No: (011) 983 3002

APPLICATIONS : Applications should be submitted to the Human Resource Department at Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to the Human resource Department, Private Bag X05, Bertsham, 2013.

NOTE : Applications must be submitted on a Z83 form with your C. V, valid certified copies of your I.D, current SANC receipt, valid driver’s license and qualifications. Certified copy of service records from accredited Nursing Education institution. State all your competencies including computer literacy in your C.V. Certification stamp must not be over six months. Smart card must be copied both sides (Driver’s license and ID). Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to the security clearance process (citizenship, criminal records; qualification and financial records). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.
CLOSING DATE : 29 November 2019

POST 41/192 : HEAD OF DEPARTMENT NURSING COLLEGE – MIDWIFERY REF NO: 3/5/1/1/1

Directorate: Nursing Education and Training

SALARY : R579 696 – R672 018 per annum PND3 (plus benefits)

CENTRE : Ann Latsky Nursing College

REQUIREMENTS : Bachelor’s degree. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a registered nurse, registered midwife, and a post basic qualification in Midwifery and Neonatal Nursing Science and up to date in respect of clinical practice. Bachelor’s Degree/Diploma in Nursing Education and Management. Current registration with the SANC. A minimum of nine years (9) recognizable/appropriate experience after registration as a professional nurse with SANC. At least five years (5) of the period referred to above must be appropriate/recongnizable experience in nursing education after obtaining the post-basic qualification in Nursing Education. Experience in assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing Programmes. Knowledge of academic requirements, relevant acts and legislation, Code of ethics and professional practice of the SANC. Skilled in computer technology and programmes. Sound communication skills. A valid code 8 driver’s license.

DUTIES : Coordinate and manage the provision of education and training to student nurses. Manage clinical learning exposure to learners between College and clinical areas. Develop and ensure implementation of quality assurance programmes. Orientate, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes theory and clinical practice. Supervise the marking and moderation of the theoretical and practical examinations. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Perform research relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Serve as chairperson/member on applicable academic/management committees. Participate in the management of the College. Oversee the supervision of students.

ENQUIRIES : Mr. JD. Cloete or Ms A. van As Tel No: 011 644-8917


NOTE : Applications must be submitted on a Z83 form with your C.V, certified copies not older than three months of all required documents must be attached (driver’s license, current SANC receipt and certified copies of qualifications). Applicants will be subjected to a pre-employment Medical Surveillance. Persons with disabilities will receive preference. The institution reserves the right not to appoint.

CLOSING DATE : 29 November 2019

POST 41/193 : OPERATIONAL MANAGER NURSING PHC (WESTONARIA) REF NO: WRD010 (X1 POST)

Directorate: Nursing

SALARY : R562 800 per annum (Plus Benefits)

CENTRE : West Rand District Health

REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) as Professional Nurse plus a post basic nursing qualification (Advanced Midwifery and Neonatal Nursing Science), with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant Specialty. A minimum of 9 years appropriate/recongnizable experience in nursing after registration as a professional Nurse with SANC, at least 3 years of the period referred to above must be appropriate/recongnizable experience after obtaining 1 year post basic qualification in relevant Specialty (Advanced Midwifery and Neonatal Nursing Science). Computer literacy. A valid Driver’s licence is essential. Knowledge of all Legislation relevant to HealthCare Services.
DUTIES: Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Management of resources. Manage and monitor the productivity and performance of employee’s development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients’ Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Manager.

ENQUIRIES: Mr. Madikwane KS Tel No: (011) 755 2240
APPLICATIONS: must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.
NOTE: Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. NB: The incumbent will be subject to a pre-screening process. People with disability are encouraged to apply.
CLOSING DATE: 29 November 2019 (12h00pm)

POST 41/194: QUALITY ASSURANCE (COORDINATOR) REF NO: HRM/01/11/19 Directorate: Quality Assurance Re- Advertisement

SALARY: R444 276 per annum (plus benefits)
CENTRE: Mamelodi Regional Hospital
REQUIREMENTS: Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e. Diploma/Degree in Nursing as a Professional Nurse plus Midwifery)
A minimum of 7 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in general nursing. A one-year diploma/degree in nursing management will be an added advantage. 2 years' experience and knowledge of Quality Assurance including National Core Standards for health establishment and related legislation and Ideal Hospital Realisation and Maintenance. Basic Computer literacy is essential. Familiar with Code of Good Practice in the public sector and labour relations practices.
Ability to collect and analyse data. Evidence of current registration with SANC.
Able to perform under pressure. Initiative, motivated and reliable and a team player. Good decision making, communication and presentation skills are essential.

DUTIES: Development and maintenance of quality patient care environment that promote optimum patient experience of care. Provide leadership to quality assurance committee in the hospital. Manage the clinical audits system. Ensure proper management of Complaints, Compliments, Suggestions, and Patients Safety Incidents in the hospital. Ensure the implementation of National Core Standards. Coordinate the development and implementation of institutional guidelines in line with legislation. Ensure adherence to quality assurance norms and standard in the institution. Coordinate compilation of quality improvement plans and communicated with external and internal stakeholders. Provide leadership in quality assurance unit, staff and customer training. Perform other duties that are delegated by Supervisor/Manager. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department website, which must be completed in full and attached your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.

ENQUIRIES: Ms. S Mahlangu Tel No: (012) 841 8363
APPLICATIONS: to be sent to Mamelodi Hospital, Hand Post-delivery to19472 Serapeng Street Tsamaya Road or Private Bag x 0032 Rethabile Mamelodi East 0122.
FOR ATTENTION: Ms. H Mokwana (Recruitment Section)
CLOSING DATE: 29 November 2019
POST 41/195: OPERATIONAL MANAGER NURSING GENERAL (WESTONARIA) REF NO: WRD011 (X1 POST)

Directorate: Nursing

SALARY: R444 276 per annum (Plus Benefits)

CENTRE: West Rand District Health

REQUIREMENTS: A Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 9 years’ appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES: To ensure smooth-running of qualitative service delivery by the department, according to state legislature, ethics and key result/ performance activities/areas. To ensure that holistic nursing care service is delivered to patients in a cost effective, efficient, equitable manner that is compliant to professional and ethical practice by the above mentioned units/departments. Manage and monitor proper utilization of human, financial and physical resources. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Develop and monitor implementation of EPMDS. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implantation of nursing plans and evaluation thereof. Maintain constructive working relationship with nursing and other stake holders i.e inter-professional, inter-sectoral and multi-disciplinary team work. Provide relevant health care and rehabilitation of patients. Participate in the implementation of DOH initiative’s e.g National Core Standards. Ensure accurate timeous collection and analysis of data for planning and improving service delivery. Demonstrate basic computer literacy as a tool to enhance service delivery. Compile and submit reports timeously. Monitor performance of contractors and reports to Mother institution.

ENQUIRIES: Mr. Madikwane KS Tel No: (011) 755 2240

APPLICATIONS: should be delivered to West Rand District Health, Cnr. Vlei & Luipaard Street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740. People with disability are encouraged to apply.

NOTE: Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. NB: The incumbent will be subject to a pre-screening process.

CLOSING DATE: 29 November 2019 (12h00pm)

POST 41/196: TB COORDINATOR REF NO: WRD012

Directorate: Nursing

SALARY: R444 276 – R500 031.per annum (plus benefits) (NB: salary will be determined in line with OSD Resolution).

CENTRE: West Rand District Health

REQUIREMENTS: Basic R425 qualification, i.e. Diploma or Degree in nursing that allows registration with the SANC as Professional Nurse. Minimum 5 years as a Professional nurse. Current registration with SANC. Computer literacy. A valid driver’s licence.

DUTIES: Ensuring effective implementation of the TB Programme at Sub District level. Promote implementation of the National TB Control Guidelines and Policies in all facilities. Monitor and Support all TB Reporting units in the Sub District and Hospital, affiliated private clinics and Correctional Services Plan and organize TB Quarterly meetings for the Sub District Conduct structured support visits in the facilities in the Sub District Monitor and Evaluate NGO’s, Hospitals and TB Wards. Support and monitor TB Focal point in Hospitals. Ensure good working relationship with the WBOT Programme Liaison with all Programmes within the Sub District and other Stakeholders for effective management of the TB Programme Support and guide Managers and Nurses on both Programmes policies and guidelines Facilitate and Coordinate TB training and In-service
trainings for Facility Healthcare Workers. Coordinate monthly and quarterly TB Reports for submission to District. Validate, verify and analyze data prior to submission to the next level. Attend District and Provincial meetings as required. Ensure team work in the TB Programme.

**ENQUIRIES**
Ms. Lizzy Sebokolodi Tel No: (011) 953 4515

**APPLICATIONS**
must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.

**NOTE**
Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. NB: The incumbent will be subject to a pre-screening process. People with disability are encouraged to apply.

**CLOSING DATE**
29 November 2019 (12h00pm)

**POST 41/197**
PROFESSIONAL NURSE CLINICAL NURSE PRACTITIONER (PHC) REF NO: WRD013 (X7 POSTS)
Directorate: Nursing

**SALARY**
Grade 1: R383 226 – R444 276 per annum (plus benefits)
Grade 2: R471 333 – R579 696 per annum (plus benefits)
salary will be determined in line with OSD Resolution)

**CENTRE**
West Rand District Health
Mogale Sub (X6 Posts)
Westonaria (X1 Post)

**REQUIREMENT**
A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years’ appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

**DUTIES**
Demonstrate an understanding of nursing legislation and related frameworks. Perform a clinical nursing practice and nursing standard as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, cooperatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Display a concern for patients promoting advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations. (Batho-Pele / Nursing values and priority areas).

**ENQUIRIES**
Mchunu MN Tel No: (011) 953 1515 (Mogale Sub-District)
K.S Madikwane Tel No: (011) 753 1506 (Westonaria Sub-District)

**APPLICATIONS**
should be delivered to West Rand District Health, Cnr. Vlei & Luipaard Street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740. People with disability are encouraged to apply.

**NOTES**
Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached NB: The incumbent will be subject to a pre-screening process.

**CLOSING DATE**
29 November 2019 (12h00pm)

**POST 41/198**
COMMUNICATION OFFICER REF NO: CMJAH/01/COMMOFF/2019
Directorate: Public Relations Department

**SALARY**
R257 568 per annum (plus benefits)

**CENTRE**
Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**
Grade 10/Grade 12 or equivalent with more than 10 years’ relevant experience or relevant three (3) year degree/diploma within the Media and Communication with 0 – 2 years’ experience. Excellent working knowledge of writing, sub-editing and understanding of the media environment in Gauteng and South Africa. Research. Scripting, content management, editing, proof reading and project management skills. Computer literacy (Microsoft office suites, Ms Word, Ms PowerPoint) Excellent communication (verbal and written) reporting skills.

**DUTIES**
Provide an efficient and effective communication support service to the department. Implement public relation strategies in line with the strategic
objectives of the department’s communication strategy. Manage branding of the department. Support in facilitating Public Relations functions in the hospital. Production of hospital newsletter and contribute to the provincial one. Support in marketing and co-ordinating hospital events. Assist in preparation of press statement, media invitations and media responses. Maintain the media database on a regular basis.

**ENQUIRIES**
Ms. L. Mvumvu Tel No: (011) 488 3862

**APPLICATIONS**
Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown 2193.

**NOTES**
The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart ID; copies of both side of ID) and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

**CLOSING DATE**
29 November 2019

**POST 41/199**
**PROFESSIONAL NURSE GENERAL**
**REF NO: WRD014 (X4 POSTS)**
Directorate: Nursing

**SALARY**
Grade 1: R256 905 – R297 825 per annum (plus benefits)
Grade 2: R315 963 – R362 865 per annum (plus benefits)
Grade 3: R383 226 - R485 475 Per annum (plus benefits)
Salary will be determined in line with OSD Resolution

**CENTRE**
West Rand District Health (Mogale Sub)

**REQUIREMENTS**
Basic R425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. No experience required after registration with the SANC as Professional Nurse. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

**DUTIES**
Demonstrate an understanding of nursing legislation and related frameworks. Perform a clinical nursing practice and nursing standard as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Display a concern for patients promoting advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations. (Batho-Pele/Nursing values and priority areas).

**ENQUIRIES**
Mchunu MN Tel No: (011) 953 1515 Mogale Sub-District.

**APPLICATIONS**
should be delivered to West Rand District Health,Cnr. Vlei & Luipaard street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp 1740.
People with disability are encouraged to apply.

**NOTE**
Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. NB: The incumbent will be subject to a prescreening process.

**CLOSING DATE**
29 November 2019 (12h00pm)

**POST 41/200**
**POST BASIC PHARMACIST ASSISTANT**
**REF NO: LERA/PBPA/0023 (X1 POST)**
Directorate: Pharmacy

**SALARY**
Grade 1: R208 383 - R234 738 per annum (Plus benefits)
Grade 2: R241 839 – R256 686 per annum (Plus benefits)
Grade 3: R262 068 – R299 658 per annum (Plus benefits)
CENTRE : Leratong Hospital

REQUIREMENTS : Basic qualification accredited with South African Pharmacy Council That allows registration with SAPC as a Post basic Pharmacy assistant. Basic computer skills. Good interpersonal relations and communication skills. Customer focus and responsiveness. Basic data collection and analysis skills. Time management skills. Basic problem solving and decision making skills. Good organizational skills. Embedded knowledge regarding GPP/GMP and DSM. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.


ENQUIRIES : Ms Rehana Laher Tel No: (011) 411 3882

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

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

CLOSING DATE : 29 November 2019

POST 41/201 : KEY BOARD OPERATOR CLERK REF NO: LERA/KBO/008 (X1 POST)

Directorate: Nursing Administration

Re-Advertisement Applicants Who Previously Apply Are Encourage To Re-Apply

SALARY : R173 703 – R204 612 per annum (Plus Benefits)

CENTRE : Leratong Hospital

REQUIREMENTS : Grade 10 or Equivalent Qualification with 5 years hospital experience. Grade 12 or Equivalent Qualification. Computer literacy (Ms Word, Excel and PowerPoint) will be an added advantage. Sound knowledge on customer care service in the hospital setting. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES : Screen, transfer calls and handle telephonic as well as other enquiries from internal and external clients. Ensure the effective flow of information and documents to and from the responsible office. Provide administrative support in the office of the Nursing Manager. Ensure safekeeping of all documentation in the office. Compile, type and distribute Documents correspondence, reports and documents. Administer the in and out flow of correspondence. Assist with
various administrative and secretarial duties as assigned by the Nursing Manager. Maintenance of a user-friendly office. Assist with the following administrative records: e.g. Leave lists, allocation lists, overtime records etc.

ENQUIRIES : Ms. W.M Phambuka Tel No: (011) 411 3506
APPLICATIONS : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

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

CLOSING DATE : 29 November (at 12h00 PM)

POST 41/202 : ADMINISTRATION CLERK REF NO: HRM 95/2019
Directorate: Administration and Logistics

SALARY : R173 703 per annum
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Computer Literate. Medicom Systems Knowledge and hospital experience will be an advantage. Must have sound interpersonal and communication skills and a caring attitude towards patients, relatives, staff members and external clients. Be able to work independently and under pressure. Must be prepared to relieve in and rotate to other sections of Patient Administration. Must be prepared to work shifts without transport problems.

DUTIES : Performing patient administration duties in all sections of Patient administration. (Registration, wards, clinics and casualties) Prepared to rotate to all departments within patient administration. Accurately recording of patient information and patient activities and all other related tasks- manually and on Medicom system. Updating and controlling file information of patients. Collection of revenue for services rendered. Efficient handling of enquiries. Other tasks allocated by supervisor or team leader.

ENQUIRIES : Mr. M.F Monama Tel No: (012) 354 1421
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 : 29 November 2019

POST 41/203 : REGISTRY CLERK REF NO: HRM 96/2019
Directorate: Administration and logistics

SALARY : R173 703 per annum
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 certificate plus computer literate. Must be computer literate and well number orientated. Be prepared to rotate and act as a reliever. Medicom and hospital registry background will be an added advantage. Be able to work under pressure. Good interpersonal and communication skills. Must be in good health and be able to do physical hardwork. Must be able to function well in team.
DUTIES: Accurate numerical sorting and filing of patient files and documentation. Drawing of files for wards, clinics, billing sections, Patient report office, Auditors etc. File tracking and checking movement history of patients on the medico system. Efficient handling of queries. Daily checking of files for misfiles. Regular removal of inactive patient files according to prescribed policies and moving of files around. Performing other tasks as allocated by the supervisor.

ENQUIRIES: Ms C Janse van Rensburg/Mr. P.F Pitjeng Tel No: (012) 354 1659 /012-354 4879

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: 29 November 2019

POST 41/204: ADMINISTRATION CLERK (INTERNAL) REF NO: WRD015 (X2 POSTS)

SALARY: R173 703 per annum (plus benefits)

CENTRE: West Rand District Health (Mogale Sub)

REQUIREMENTS: Grade 12 or equivalent qualifications, computer literacy certificate. Good communication skills, Ability to analyse statistics, ability to work under pressure. Minimum of one-year Administration experience in the Public service.

DUTIES: Admission of patients, proper records managements systems, management of queues. Recording of patients waiting times and proper direction of patients. Ordering and safe keeping of stationary. Monitoring and recording of facility assets. Capture information electronically and manually. File documents properly. Retrieve files as per request. Coordinate logistical arrangements for meetings and functions. Make copies and fax. Render auxiliary services to supervisory and professional personnel. Do receptionist functions. Updating of patient's information and files. Data management, capturing of information in the ETR.net software at sub district level. Data validation, verification, analysis & mop clean up Adherence to the DMIS policy to strengthen data management in the sub district. Dispatch of ETR.net data to the district. Validate, verify and analyze data prior to submission to the next level.

ENQUIRIES: Ms. Mchunu NM Tel No: (011) 953 1515/06

APPLICATIONS: must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739.Private Bag X2053 Krugersdorp, 1740. People with disability are encouraged to apply.

NOTES: Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. NB: The incumbent will be subject to a pre-screening process.

CLOSING DATE: 29 November 2019 (12h00pm)

POST 41/205: MEDICAL ORTHOTIST AND PROSTHETIC ASSISTANT GRADE 1 REF NO: CHBAH 247 (X3 POSTS)

SALARY: R168 429 – R192 576 per annum (plus benefits)

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: Grade 12 or equivalent with two years knowledge of general shoe repairs. Registration with the HPCSA Council. Competencies/Knowledge/Skills: Someone who is eager to learn new skills, ability to work with hands, knowledge of how to use hand tools safely, knowledge of using industrial machinery related to the work and someone who can work in a team and can work under pressure. Knowledge of using Sewing Machinery. Good interpersonal relations. Computer literacy. Undergo in-formal/in-service training and formal studies /training in the Medical Orthotists and Prosthetist. Applicant should be prepared to undergo medical surveillance as an inherit job requirement.

the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES

Mr D Mashaba Tel No: (011) 933 8395

APPLICATIONS

Applicants should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. 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). Certifying stamp on documents shouldn’t be more than three (3) months. Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. 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: 29 November 2019

POST 41/206: PHYSIOTHERAPY ASSISTANT REF NO: LERA/PHYSIOA/0021 (X1 POST)

Directorate: Allied

Re-Advertisement Applicants Who Previously Applied Are Encouraged To Reapply

SALARY

Grade 1: R168 429 – R192 576 per annum (Plus benefits)

Grade 2: R198 396 – R230 238 per annum (Plus benefits)

CENTRE

Leratong Hospital

REQUIREMENTS

Appropriate/ equivalent qualification with or prescribed in service training that allowed registration with HPCSA as a Physiotherapist Assistant. Candidates should have should have a good understanding of the job requirements as well as the limitation regarding scope of practice and prospects of career advancement. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES

To re-asses and treat patients allocated, to assist in emergency situations and be able to recognise cardinal signs of distress, do patient group activities allocated, assist in departmental housekeeping, clerical and reception requirements to ensure patient and environmental safety.

ENQUIRIES

Ms Peggy Selepe Tel No: (011) 411 3570/3682

APPLICATIONS

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

NOTE

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

CLOSING DATE : 29 November 2019 (at 12h00 PM)

POST 41/207 : NURSING ASSISTANT REF NO: WRD016 (X2 POSTS)
Directorate: Nursing

SALARY : Grade 1: R132 525 - R149 163 per annum plus benefit
          Grade 2: R156 846 – R176 526 per annum plus benefit
          Grade 3: R187 263 – R230 307 per annum plus benefit
          Salary will be determined in line with OSD Resolution)

CENTRE : West Rand District Health (Westonaria)

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


ENQUIRIES : Mr. Madikwane KS Tel No: (011) 755 2240

APPLICATIONS : must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.

NOTE : Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. NB: The incumbent will be subject to a pre-screening process. People with disability are encouraged to apply.

CLOSING DATE : 29 November 2019 (12h00pm)

POST 41/208 : SECURITY GUARD CCTV OPERATOR REF NO: HRM 97/2019
Directorate: Administration and logistics

SALARY : R102 534 per annum

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Matric Grade 12 plus CCTV training certificate. 5 years' experience as a CCTV Operator. New Grade C PSIRA registered certificate. Good report writing skills. Good communication skills. Computer literacy will be added as an advantage. Knowledge of health and Safety Act and fire prevention. Knowledge and understanding of security legislations including MISS. Willingness to work shifts and extended hours. CCTV training certificate. SAPS clearance certificate will be an advantage.

DUTIES : Operate Surveillance camera system of the hospital. Record and submit evidence footage for investigation. Monitor and patrol designed areas by surveillance cameras. Report all security breach to manager. Make verbal and written reports of all incidents to the security manager. Investigate incidents reported and compile a report to the security manager. Report all defects of OHS and facilities to relevant management. Maintain cleanliness of registers and update them accordingly. Operate patient monitoring system and track down lost or absconding patients.

ENQUIRIES : Mr. M.F Monama Tel No: (012) 354 1421

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 : 29 November 2019
POST 41/209 : CLEANER (INTERNAL) REF NO: WRD017 (X1 POST)
Directorate: Admin and Support
SALARY : R102 534 per annum (plus benefits)
CENTRE : West Rand District Health (Westonaria)
REQUIREMENTS : Grade 10 or Abet & cleaning experience. Possess good communication skills; be able to work shifts, including weekends & public holidays. Be able to rotate when required. Honest & reliable, possess physical strength & able to cope with physical demands of the position. Be able to work in a team.
DUTIES : Cleaning of facilities; offices; toilets; passages & waiting areas. Dust, wash, scrub & polish floor, walls; windows; side walls etc. Clean equipment; clean and was dustbins & remove waste & adhere to Health Waste Management policy. Operate heavy duty cleaning machines. Be able to rotate within the scope of work & assist in laundry duties.
ENQUIRIES : Mr. Madikwane K.S Tel No: (011) 755-2240
APPLICATIONS : should be hand delivered to West Rand District Health, Krugersdorp or posted to West Rand District Health, Private Bag X 2053, Krugersdorp, 1740.
NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached NB: The incumbent will be subject to a pre-screening process. People with disability are encouraged to apply.
CLOSING DATE : 29 November 2019 (12h00pm)

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)
APPLICATIONS : Please apply online at www.gautengonline.gov.za
CLOSING DATE : 06 December 2019, 12H00 No late applications will be considered.
NOTE : Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST
POST 41/210 : CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: REFS/004750
SALARY : R718 059 - R766 278 per annum
CENTRE : Westrand Region
REQUIREMENTS : A Matric plus a National Diploma/ NQF level 6 in Building Environment discipline, plus minimum of 4 years managerial experience. Registration with South African Council for Project and Construction Management Professions (SACPCMP) will be added as an advantage. A drivers Licence is a must. Competencies: MS Office, proficient Report Writing and financial acumen, project and contract management knowledge. Knowledge of relevant policies governing the industry, knowledge of the JBCC, NEC, GCC and other relevant building contracts. Excellent verbal and written communication skills at all levels. Excellent presentation skills independently and under pressure is prerequisites for this post. Knowledge of the skills development act and other related legislation will be an added advantage.
DUTIES : Oversee the construction project from start to finish: Co-ordinate and manage all activities relating to a project and manage all stake holders involved in the project including PRT’s (consultants) and contractors. Establish project meetings with the stake holders. Conduct periodic inspection visits to construction site(s): Manage project schedule to ensure that construction activities take place as scheduled. Manage project budget from time to time to ensure that expenditure is according to projection and properly note and
manage deviations. Manage invoices and claims submitted by service providers and ensure that they are implemented within a set period. Develop an effective communication system to provide timely feedback to management and stakeholders involved in the project. Coordinate site meetings and ensure issuance of minutes and action plans. Compile weekly projects reports, including financials. Compile monthly progress reports. Attend to all correspondence relating to the project as well as conducting presentations regarding the project when required.

ENQUIRIES : Mr M Khubeka Tel No: (011) 662 8305