PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 43/73: CLINICAL MANAGER (DENTAL) GRADE 1
Directorate: Office of the CEO
SALARY: R1 173 900 – R1 302 849 per annum
CENTRE: Wits Oral Health Centre
REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Dentist. A minimum of 5 years appropriate experience as a Dentist after registration with HPCSA as a Dentist. 3 years supervisory experience within the Dental sector in a Hospital will be an added advantage. Computer literate, valid driver’s license (Code B/EB) and be willing to work under pressure and stressful situations. Competencies/Knowledge: Knowledge of ethical medical practice, good communication, leadership, interpersonal and supervisory skills. Competency and skill in clinical domain. Sound planning, negotiating and decision-making skills. Ability to analyse information and solve problems. Proficient in MS package (Word, excel, outlook, power point).
DUTIES: Manage and supervise all clinical and allied oral health services. Ensure the provision of safe, ethical and high-quality patient care and treatment in the hospital. Ensure effective management, implementation and adherence to clinical governance. Conduct patient redress and compile reports for medicolegal cases. Ensure the development and implementation of quality assurance programs in line with the Provincial and National Standards. Assist with the implementation of Ideal Hospital Realisation and Maintenance Framework in the hospital. Develop, implement, and monitor quality improvement plans (QIP). Perform clinical audits and provide support to other departments/disciplines to ensure effective and comprehensive clinical services respect to patient care and treatment. Lead and drive CPD and M&M Programmes. Implement cost containment measures, analyse budget and ensure effective and efficient use of resources. Monitor commuted overtime and ensure adherence to RWOPS policy. Attend meetings when required to on behalf of CEO.
ENQUIRIES: HR Manager- Mr. P.F Monama Tel No: (011) 481-2099, Pulankana.Monama@gauteng.gov.za
APPLICATIONS: Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.
NOTE: Applicants to attach certified copies (date of certification not older than three (3) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.
CLOSING DATE: 13 December 2019

POST 43/74: MEDICAL SPECIALIST GRADE 1-3: REF NO: MEDSPECORTHO/KPTH/11/19
Directorate: Orthopaedics
SALARY: Grade 1: R1 106 040 per annum (all inclusive)
Grade 2: R1 264 623 per annum (all inclusive)
Grade 3: R1 467 651per annum (all inclusive)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: MBChB, MMed or FCS (Orthopaedics) SA. A valid registration with the HPCSA as an independent Medical Practitioner. Current registration with HPCSA as an Orthopaedic Surgeon. Medical Specialist Grade 1: No experience required. Grade 2: five (5) years appropriate experience and Grade 3: Ten (10) years
appropriate experience. Experience in Arthroplasty is strongly recommended.

DUTIES: Take charge of orthopaedic unit(s) allocated by Head of department (HOD). Teaching of under and post graduate students. Involvement in research programmes. Actively involved in planning of academic programmes for under and post graduate students. Responsible for all forms of Orthopaedic trauma including multiple traumas. Render comprehensive clinical services to patients in the department.

ENQUIRIES: Prof. S Motsitsi Tel No (012) 373 1010/1011

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

NOTE: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filed on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Note: 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.

CLOSING DATE: 13 December 2019

POST 43/75: DEPUTY MANAGER NURSING PN-A8 (LEVEL 1 & 2 HOSPITALS) REF NO: ODI/18/11/2019/01

Directorate: Nursing

SALARY: R843 618 per annum

CENTRE: ODI District Hospital

REQUIREMENTS: A 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 SANC as a Professional Nurse and a qualification in Nursing Administration. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Applicants are expected to submit a certified copy of their current SANC Annual Practice Certificate. Applicant must be in possession of a valid South African driver’s license, must be able to work under pressure, have strong leadership skills, good verbal and written communication skills, sound interpersonal skills, project management skills, financial and human resources management skills. Applicants should be prepared to undergo pre-employment and periodic medical surveillance as part of employment conditions. Computer literacy. Ability to work independently, and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills.

DUTIES: Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information system to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promote efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation: (Human, Finance, Physical and Material resources). Provide full -
time technical and management support to district and institutions. Coordinate nursing related research and development. Support management in enhancing the image of the department and improve the skills and competencies of the nurses. Involvement in the hospital’s quality assurance and quality improvement activities. Manage staff performance and development. Management of nursing projects and participation in hospital projects aimed at enhancing service delivery.

ENQUIRIES: Dr. RT Motsepe Tel No: (012) 725 2308
APPLICATIONS: Applications should be hand delivered to Odi District Hospital, Klipgat Road, Mabopane, CEO’s office between 8am or 4pm or posted to the attention: Dr. RT Motsepe, Odi District Hospital, Private Bag x509, Mabopane 0190. No faxed or emailed applications will be considered.
NOTE: Applications must be submitted on form Z83, obtained from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and certified copy of current SANC Annual Practice Certificate. Certified copy of driver license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after 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 persons of which one (1) must be immediate supervisor, identity verification, qualifications verification, financial record checks, credit/ financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act, Act 85/ 1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all appointment will be made in accordance with the Employment Equity target of the Department. People with Disability are encouraged to apply.

CLOSING DATE: 20 December 2019
POST 43/76: MIDDLE MANAGER: FINANCE REF NO: CHBAH 254 (X1 POST)
Directorate: Finance
SALARY: R733 257 per annum (Level 11) (All-Inclusive package)
CENTRE: Chris Hani Baragwanath Academic Hospital
REQUIREMENTS: A three year National Diploma/Degree in Financial Management/Accounting, 10 years’ experience in the financial management field of which 5 years must be at Assistant Director level environment. Must have experience in financial administration, budgeting and expenditure control, cost centre management, internal control, revenue generation and collection, financial and management reporting and re-engineering of business process for optimum results. Computer literacy (Ms Word, Ms Excel, PowerPoint). Must possess expert knowledge on regularity prescripts governing financial activities within the public sector. Advanced knowledge of spreadsheets and report writing skills is a pre-requisite. Knowledge of the public service legislations, policies and procedures. Good written and advanced communication 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 work in a high volume and highly pressurized environment. Ability to support the Director: Finance. Ability to manage a high value goods, services and equipment budget. Must be able to plot trends and make recommendations. Exposure to BAS, SAP and exposure to re-engineered business procedures and change management will be an advantage.
DUTIES: Lead, monitor and manage the finance department accounts payable, budget management units. Compilation of multiyear budget, budget control and cost centre management. Manage Ensure proper financial control and compliance with delegation. Compile monthly, quarterly and annual reports. Contribute to the departments planning, budgeting and procurement processes as well as monitoring and evaluation. Ensure that conditional grants budget is spent according to the Business plans. Assist in the coordination and managing of the grants. Compilation of conditional grants Business Plan, monthly and quarterly reports. Ensure compliance to DORA framework conditions and requirements in relation to schedule 4 and 5 grants. Ensure reconciliations of transversal system (BAS, SAP, PERSAL and, MEDSAS) and including reconciliations of supplier’s accounts are performed on monthly basis.

ENQUIRIES
Ms. FCS Horne
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.

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
13 December 2019

POST 43/77
MIDDLE MANAGER: ADMINISTRATION REF NO: CHBAH 255 (X1 POST)
Directorate: Office of the CEO

SALARY
R733 257 per annum (Level 11) (All-inclusive package)

CENTRE
Chris Hani Baragwanath Academic Hospital

REQUIREMENTS
A three-year National Diploma in Public Administration/Management or Business Administration, Office Management, Business Administration or equivalent. 10 years working experience of which at least 5 years should be at Assistant Director level. Computer Literate in Ms Office. A valid Driver's license. The ability to interpret and implement policies and meet deadlines. Knowledge: Public Service Regulations and policies. National Treasury regulations, guidelines and directives (Medium Term Expenditure Framework and Estimate National Expenditure). Managing people, Communication, Conflict Management knowledge impartation. Government budget systems and Procedures. Skills: Strong verbal, written (including report writing), communication, project management, and numeric skills. In addition, the applicant should possess coaching and peoples' development skills. Knowledge of electronic filing systems, well-developed planning, coordination capability, leadership skills, good interpersonal skills and sound human relations. Should produce good quality reports and minutes of meetings, be reliable and have initiative. Should be flexible and have the ability to work within a team. Should have the ability to delegate and empower subordinates, have management skills and supervise staff. Must be self-driven, independent, dynamic and self-confident. A self-starter with a client focused approach and attitude. Must demonstrate good interpersonal relations. Personal attributes; Creative; dedicated; approachable; Hard-working; Trustworthy; Ability to Communicate at all levels. Administrative and management knowledge. Project management, teambuilding, Communication skills (verbal and written), organizational, problem-solving and interventional skills. Highly motivated and enthusiastic to contribute to the office of the Chief Executive Officer Administration services and ability to lead a team. The ability to work under pressure, lead transformational change in a complex environment and the
ability to manage change in the Institution. A post-graduate qualification will be an added advantage. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

**DUTIES**

Compilation of reports, submissions, memos, speeches and other documents for the CEO. Supervision of the Executive Support Personnel in the CEO's Office. Attendance and participation in Management meetings. Oversee and guide Document Management processes in the CEO’s Office. Development of Operational norms and standards for the CEO’s Office. Project Monitoring and Stakeholder Liaison. Enforce Compliance with regulation norms and standard. Manage the office of Chief Executive Officer. Prompt implementation of decisions taken in the Executive Committee Meeting. Prompt implementation of decisions taken in the Management Committee. Identify and evaluate risks within the Office of the CEO. Implement and monitor improvement plans. Manage day to day operations and provide executive support and management services to the directorate. Coordinate and facilitate the development and preparation of management and program performance reports, weekly, monthly and quarterly. Benchmarking to improve services. Develop staff performance contracts and conduct quarterly performance reviews.

**ENQUIRIES**

Mr. A Mbalati Tel No: (011) 933 9563

**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 XO1, 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). 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**

13 December 2019

**POST 43/78**

PHARMACIST GRADE 1-3 REF NO: KPTH/PHARM/19

Directorate: Pharmacy

**SALARY**

Grade 1: R693 372 – R735 918 per annum
Grade 2: R751 026 - R797 109 per annum
Grade 3: R821 205 - R871 590 per annum

**CENTRE**

Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**

Bachelor of Pharmacy degree (BPharm). Registration as a Pharmacist with the South African Pharmacy Council. Skills: Good interpersonal skills, Communication skills, basic financial management skills, management skills such as planning, decision making, problem solving, organizing, training skills, computer and research skills.

**DUTIES**

Provision of pharmaceutical care and service to patients through dispensing medication to in and out-patients. Ensure the adherence and monitoring of EML/STG, SOP’s, GPP, NCS, PFMA and work procedures. Adherence to the Medicine and Related substances Act 101 of 1965, the Pharmacy Act 53 of
ENQUIRIES : Ms M.G Mayayise Tel No: (012) 318-6839
APPLICATIONS : must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Note: 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. CLOSING DATE : 13 December 2019
POST 43/79 : QUALITY ASSURANCE (PATIENT COMPLAINT MANAGER) REF NO: HRM2019/11/22
Directorate: Quality Assurance
Re-advertised post and applicants who applied before should re-apply for this position.
SALARY : R444 276 per annum (plus benefits)
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e. Diploma/Degree in nursing as professional nurse plus midwifery). Current registration with the South African Nursing Council (SANC) as a professional nurse, a valid driver’s license. A minimum of 07 years appropriate/recognizable experience in nursing after registration as Professional Nurse. Knowledgeable of relevant legislation and supervisory skills. Excellent interpersonal relationship and ability to work within multidisciplinary team. Knowledge of waste management regulation and report writing skills. Basic Computer literacy is essential. Familiar with Code of Good Practice in the public sector and labour relations practices. Ability to collect and analyse data. Evidence of current registration with SANC. Able to perform under pressure. Initiative, motivated and reliable and a team player. Good decision making, communication and presentation skills are essential.
DUTIES : Development and maintenance of quality patient care environment that promote optimum patient experience of care. Manage the clinical audits system. Ensure proper management of Complaints, Compliments, Suggestions, and Patients Safety Incidents in the hospital. Ensure the implementation of National Core Standards. Coordinate the development and implementation of institutional guidelines in line with legislation. Ensure adherence to quality assurance norms and standard in the institution. Assist with data collection, analysis and report pertaining to total quality management in the hospital. Optimum utilization of resources and implementation of the Performance Management System. Coordinate compilation of quality improvement plans and communicated with external and internal stakeholders. Perform other duties that are delegated by Supervisor/Manager. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and...
disability. Applications must be submitted on form Z83, obtainable from any Public Service Department website, which must be completed in full and attached your CV, certified copies of your identity document, SANC documents and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.

ENQUIRIES: Ms. S Mahlangu Tel No: (012) 841 8363
APPLICATIONS: to be sent to Mamelodi Hospital, Hand Post-delivery to 19472 Serapeng Street, Tsamaya Road or Private Bag x 0032 Rethabile, Mamelodi East, 0122.
FOR ATTENTION: Ms. H Mokwana (Recruitment Section)
CLOSING DATE: 13 December 2019

POST 43/80: PROFESSIONAL NURSE: SPECIALTY REF NO: FERH/NURSE/12 (NEONATAL ICU & ADVANCED MIDWIFERY)
Directorate: Nursing

SALARY: R383 226 - R444 276 per annum
CENTRE: Far East Rand Hospital
REQUIREMENTS: Grade 12 certificate or equivalent. Basic nursing degree/diploma accredited by the South African Nursing Council (SANC) plus One (1) post basic nursing qualification in above mentioned specialty area and registered with SANC. A minimum of Four (4) years’ experience appropriate/recognisable experience after registration as a professional nurse with SANC. Must be willing to work shifts (Day & night).

DUTIES: Provision of optimal comprehensive and holistic nursing care according to area of specialty. Ensuring that patient care provided is patient centred within the scope of practise of nurses and legal framework. Implementation of all quality assurance standards and other health care mandates during his or her shift. Promotion of professionalism and leading by example at all times. Coordination of activities of other health team members. Will be a team shift leader relieving the operational manager.

ENQUIRIES: Ms K Tingitsi Tel No: (011) 812 8317
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: 13 December 2019

POST 43/81: ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: FERH/LRO/02
Directorate: Human Resource

SALARY: R376 596 – R443 601 per annum
CENTRE: Far East Rand Hospital
REQUIREMENTS: Grade 12 or equivalent qualification and National Diploma/Degree in Labour Relations or equivalent qualification with five (5) years’ experience in labour relations on a supervisory level. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel, Ms PowerPoint) and Persal certificate. A valid driver’s licence. Must have excellent presentation skills, ability to communicate well with people at different levels and from diversified backgrounds. The prospective appointee should have sound verbal and written communication skills, sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Must have sound analytical thinking and research skills. High
level of conflict management skills and ability to be part of negotiations. 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 and to take initiative. Ability to work independently and in a team. Sound knowledge of the public service regulations, public service act and a myriad of other relevant human resource legislative imperatives. Experience in labour relations is an essential requirements for the post.

**DUTIES**
Administer and investigate grievances. Investigate, initiate and/or preside over misconduct cases. Represent the department at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards. Ensure compliance with legislative framework relating to grievances and disputes. Keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the department or hospital. Compile reports/submissions in respect of grievances, disputes, advice on industrial action matters. Promote sound labour peace within the hospital. Produce monthly report and analyse the report to establish trends and develop interventions where necessary. Contribute to the departments planning and monitoring and evaluation processes. Manage the implementation of policies, resolutions, plans and strategies relating to labour relations. Ensure compliance with legislative framework and monitor and evaluate implementation thereof; further suggest improvements where necessary. Develop internal control measures, guidelines and standard operating procedures on labour relations in line with National and Departmental human resource practices, guidelines and policies. Conduct in-service training and induction of staff in the hospital on labour related matters. Attend to audit and National Core Standard queries including the implementation of the recommendations thereof. Support the Human Resource Manager in achieving the strategic objectives of the Department of Health on labour relations management in the Hospital and do other reasonable adhoc exercises and tasks as and when required to enhance service delivery in the Hospital. Adhere to timelines on projects. Be willing to undergo continuous training and development. Attend and run meetings.

**ENQUIRIES**
Mr R Moshwani Tel No: (011) 812 8395

**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**
13 December 2019

**POST 43/82**
LOGISTICAL SUPPORT OFFICER REF NO: LSO/KPTH/2019 (X2 POSTS)
Directorate: Supply Chain Management Unit
Re-advertisement post applicant that applied previously are encouraged to apply.

**SALARY**
R257 508 – R303 339 per annum (plus benefits)

**CENTRE**
Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**
Grade 12 and National Diploma in Supply Chain Management/Logistical Management or related field in SCM. Degree or post graduate in Logistic Management or related field will be an added advantage. Minimum of five (5) years' experience in Supply Chain Management. A valid driver's license will be
an added advantage. Knowledge: Extensive comprehension of the SCM legislations (BBBEE, PPPFA, PPR, National Treasury Practice Notes, The Guide to Accounting Officer), Public Finance Management Act, Treasury Regulation, Public Service Act, Public Service Regulation, Basic condition of employment, Labour Relations Act, Occupational Health and Safety Act. Human Resource management policies, Fraud and Corruption prevention Act, Public service charter, Grievance Act, Risk management policy, BAS, SRM, SAP. Skills: Microsoft excel, word, outlook and PowerPoint, ability to make presentation, report writing, verbal communication, Effective Leadership, planning and organising, Performance monitoring, working under pressure, Ability to meet targets and execution of complex tasks within stipulated timelines, Ability to interpret and apply legislations to scenarios, Ability to institute corrective/progressive discipline, Ability to analyse complex data, Innovative and creativity, Ability to work independently and as a team.

DUTIES: Supervision of employees in line with labour/employment related prescripts. Develop and monitor implementation of operational plan and sectional plans. Frequent assessment of SCM performance in line with Treasury Regulation. Development of supervisees through in-house and external training. Management of acquisition processes. Management of the warehouse/physical processes. Management of goods received verification processes. Management of the assets processes. Interaction with internal and external stakeholders. Frequent compilation of SCM relevant reports and reporting. Compilation of the performance agreement and perform frequent assessment reviews. Perform risk assessment and develop the risk strategy and ensure effective implementation and monitoring. Develop standard operation procedures, frequent data/information and documents analysis, Attend to audit matters, Record management, Execution of tasks/assignment with precision, proficiency and integrity. NB: Successful candidate will be subjected to rotation system in accordance with the relevant policies.

ENQUIRIES: Ms PM Sekhudu Tel No: (012) 318-6724
APPLICATIONS: must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Kalafong Tertiary Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 13 December 2019

POST 43/83: HUMAN RESOURCE DEVELOPMENT OFFICER: REF NO: ODI/22/11/2019/01
Directorate: Human Resource

SALARY: R257 508 per annum
CENTRE: ODI District Hospital
REQUIREMENTS: A three year Diploma or Degree in HRM/HRD or related qualification with a minimum of 3 years’ experience in Training and Development. Knowledge of the Skills Development Act, Public Service Act, Skill Levies Act, SAQA, NQF, NSDS, Employment Equity Act, Good communication skills, Facilitation and presentation skills, negotiation, problem solving and analytic skills, report writing skills and computer literacy (MS. Word, Excel, and PowerPoint).
DUTIES: Coordinate orientation and induction programme. Coordinate Skills Audit and training needs analysis process. Coordinate, develop and implement the Workplace Skills Plan (WSP) identify and liaise with training providers. Ensure effective coordination of internal and external training programmes. Ensure effective HRD administration such as up to date training database, management of the training budget; compile the quarterly and annual reports. Coordinate the AET programme. Submit an approved WSP/ATR for the organization, implement leadership, internship and experiential learning programmes. Compile and submit various reports to management. Serve as an advisor and secretary during training committee meetings. Monitor the implementation of new PMDS system. Advise management and staff on new PMDS issues. Facilitate the implementation of Employment Equity and perform any others duty delegated by the CPO/HR Manager.

ENQUIRIES: Mr. LR Sekwele Tel No: (012) 725 2460

APPLICATIONS: Applications to be sent to Odi District Hospital. Hand post and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, CEO's office or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

FOR ATTENTION: HRM

NOTE: Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document not older than three months, no copy of copies allowed. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.

CLOSING DATE: 20 December 2019

POST 43/84: COMMUNICATIONS OFFICER REF NO: STDH/00018 (X1 POST)

Directorate: Administration

SALARY: R257 508 – R303 339 per annum plus benefits

CENTRE: Sizwe Tropical Disease Hospital

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

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

ENQUIRIES: Mr ME Nkoana Tel No: (011) 531 - 4303

APPLICATIONS: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

NOTE: To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE: 13 December 2019
**POST 43/85**  
**IT TECHNICIAN REF NO: STDH/00019 (X1 POST)**

**Directorate:** Administration

**SALARY**  
R257 508 – R303 339 per annum plus benefits

**CENTRE**  
Sizwe Tropical Disease Hospital

**REQUIREMENTS**  
Relevant National Diploma with 2 years’ experience in IT and Switchboard or Grade 12 with 5 years’ experience in IT or A+N+ with 4 years IT experience. MCSA or MCSE will be advantageous. A valid driver’s license will be added advantage. Knowledge and experience in Desktop, LAN and WAN support. Experience in supporting PAAB, BAS, PERSAL, SAP, SRM, RX, RDM and Microsoft packages. Ability to work under pressure. Client orientation and customer focus. Good problem solving and analytical skills. Good communication, planning and telephone skills also required as well as a good attendance profile.

**DUTIES**  
The successful candidate will be responsible for managing and constantly monitoring the continuous functioning of the LAN and WAN connective. Provide technical support and maintain desktop and other hardware for all users in the department. Install computer hardware, software and configure network device, internet and email accounts for all users in the department. Provide support to end-users, devices and transversal systems i.e. BAS, SAP, PERSAL and SRM.

**ENQUIRIES**  
Ms L Sibeko Tel No: (011) 531 4340

**APPLICATIONS**  
Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

**NOTE**  
To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

**CLOSING DATE**  
13 December 2019

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**POST 43/86**  
**PROFESSIONAL NURSE REF NO: FERH/NURSE/11**

**Directorate:** Nursing

**SALARY**  
R256 905 – R297 825 per annum

**CENTRE**  
Far East Rand Hospital

**REQUIREMENTS**  
Grade 12/Matric and Basic nursing diploma/degree and registered with South African Nursing council (SANC) as a Professional nurse.

**DUTIES**  
 Provision of high quality nursing care that is holistic and is patient centred without stigmatization. Ensuring that nursing care provided is within the scope of practise of nurses and legal framework. Promotion of professionalism and leading by example at all times. Co-ordination of activities of the other members of the health team. Will be able to assist in completion of the clinical stationary and ensure that data is entered timeously. Will also be responsible for ensuring that all quality assurance standards and other health mandates are implemented during his/her shift.

**ENQUIRIES**  
Ms K Tingitsi Tel No: (011) 812 8317

**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**: 13 December 2019

**POST 43/87**

**PROFESSIONAL NURSE REF NO: FERH/NURSE/13**

Directorate: Nursing

**SALARY**: R256 905 – R297 825 per annum

**CENTRE**: Far East Rand Hospital

**REQUIREMENTS**: Grade 12/Matric and Basic nursing diploma/degree and registered with South African Nursing council (SANC) as a Professional nurse and ICU experience.

**DUTIES**: Provision of high quality nursing care that is holistic and is patient centred without stigmatization. Ensuring that nursing care provided is within the scope of practise of nurses and legal framework. Promotion of professionalism and leading by example at all times. Co-ordination of activities of the other members of the health team. Will be able to assist in completion of the clinical stationary and ensure that data is entered timeously. Will also be responsible for ensuring that all quality assurance standards and other health mandates are implemented during his/her shift.

**ENQUIRIES**: Ms K Tingitsi Tel No: (011) 812 8317

**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**: 13 December 2019

**POST 43/88**

**DATA CAPTURER REF NO: HAST/01/2019**

Directorate: HAST

**SALARY**: R173 703 – R204 612 per annum

**CENTRE**: Far East Rand Hospital

**REQUIREMENTS**: Grade 12/Matric or equivalent. Proof of computer literacy. Knowledge of Tier.Net, EDR-Web, DHIS and TB Module. Atleast 1-2 years’ experience in data management skills and analysis. Good etiquette, willingness to work under pressure and meet deadlines. Ability to work with wide range of internal and external stakeholders.

**DUTIES**: The incumbent will be responsible for ensuring accuracy of daily data integration. Daily capturing of patients files into Tier.Net and EDR-Web. Collection of patient’s raw data from relevant service points registers/data sources into the computer. Ensure patient’s records are properly secured. Preparing of daily, weekly & quarterly statistics for HAST. Ensure on-going data capturing in Tier.Net from patients records within the agreed timeframe with high standard of accuracy. Identify, resolve or query missing data and errors observed during manual data entry reviews. Report missing data and errors to HAST Manager. Performing of basic unit/office administration work.

**ENQUIRIES**: Mr S.B Sapie Tel No: (011) 812 8433

**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 : 13 December 2019

POST 43/89 : ENROLLED NURSE REF NO: FERH/NURSE/13
Directorate: Nursing

SALARY : R171 381 – R192 879 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : Grade 12/Matric and Enrolled nursing certificate and registered with South African Nursing council (SANC) as an Enrolled nurse.
DUTIES : The incumbent will be work under direct supervision of a professional nurse in the area allocated. The provision of nursing care according to the scope of practise of nurses for his/her category will be his/her responsibility. Adherence to the principles of nursing practise according to the scope of practise, all quality assurance standards as well as set rules and standards of nursing in his/her area.
ENQUIRIES : Ms K Tingitsi Tel No: (011) 812 8317
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 : 13 December 2019

POST 43/90 : STAFF NURSE GRADE 1 REF NO: BGH 2019/ NOV/02 (X3 POSTS)
Directorate: Nursing

SALARY : R171 381 per annum (plus benefits)
CENTRE : Bertha Gxowa Hospital
REQUIREMENTS : Grade 12 plus a qualification that allows registration with SANC as a Staff Nurse. Candidate must have current registration receipt as a Staff Nurse. Candidate must have basic communication and writing skills. Be able to function as part of a team.
DUTIES : Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse
intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient’s needs, requirements and expectations. Shift work mandatory.

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

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

CLOSING DATE: 13th December 2019

POST 43/91: SUPERVISOR – GROUNDSMAN REF NO: 19/2019 (X1 POST)
Directorate: Support Services
Re-advertisement. All candidates are requested to apply

SALARY: R145 281 per annum (plus benefits)
CENTRE: Kopanong Hospital
REQUIREMENTS: Abet 4 or Grade 10 with a minimum of two years’ experience in garden services environment. Be able to work under pressure and be physically fit. Candidate must be able to work as a team leader and have Good interpersonal relations, organizing and communication skills. Candidate must be able to operate elementary Garden equipment and machines. A certificate in Horticulture will be an added advantage.

DUTIES: Oversee that the premises and surroundings are clean and safe. Ensure maintenance and Replacement of garden equipment and tools. Check the general condition of machines weekly and report any Identified faults. Ensure safety of equipment and tools. Make trip request when necessary for garden refuse. Ensure the neatness of the unit area. Supervise subordinates and perform administrative and related functions. Manage Performance and development of staff. Provide guidelines and advice to gardeners. Develop and manage the Attendance registers.

ENQUIRIES: Ms MMBV Lepota Tel No: (016) 428-7151
APPLICATIONS: Kopanong Hospital, 2 Casino Road, Duncanville, Admin block, HR Office, or posted to P/bag x631, Vereeniging, 1930.

NOTE: Fully Completed Z83, CV, certified copies of ID and qualifications not older than six months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to Successful candidates. If you did not hear from us within three months please consider your application unsuccessful.

CLOSING DATE: 13 December 2019

POST 43/92: LINEN SUPERVISOR REF NO: STDH/00020 (X1 POST)
Directorate: Admin & Support

SALARY: R145 281 – R171 138 per annum plus benefits
CENTRE: Sizwe Tropical Disease Hospital
REQUIREMENTS: Matric with 3 years’ experience in linen bank or Laundry. Computer certificate, Valid driver’s licence and other relevant qualifications will be an added advantage. Ability to lead and to work in a team.

DUTIES: Ensure overall management of linen bank in the institution. Oversee counting, sorting, disposal, ironing, packing, delivering and collecting of linen from and to the wards. Ensure the availability of clean linen in coordination with all other stakeholders. Do stock taking. Complete TPH 65. Supervise, motivate staff and apply discipline if necessary. Visit all wards to assess stock levels. Manage absenteeism, attend meetings and give feedback. Knowledge of colour coding of laundry bags. Ensure compliance to infection control and to carry lawful instructions given by an authorised person.

ENQUIRIES: Mr MA Masuluke Tel No: (011) 531 - 4353
APPLICATIONS: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe
NOTE: To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months. A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE: 13 December 2019

POST 43/93: FOOD SERVICE SUPERVISOR REF NO: STDH/00021 (X1 POST)
Directorate: Admin & Support

SALARY: R145 281 – R171 138 per annum plus benefits
CENTRE: Sizwe Tropical Disease Hospital
REQUIREMENTS: Grade 12 certificate. Food and beverage certificate. Have 3 - 5 years food service experience in a hospital environment. Must be computer literate. Be able to work under pressure. Be prepared to work shifts including public holidays and weekends. Good communication, numerical, organising and supervisory skills. Ability to lead and to work in a team.

DUTIES: Supervise all activities in the food services, all staff on food production, distribution and serving. Ensure hygiene and safety measures are applied. Ensure that equipment is in good working order and it is used effectively. Responsible for ordering, receiving, storage, stock control and stock taking. General administration of personnel which contribute to an efficient and effective office environment. Responsible for completing monthly statistics. File documentation accurately.

ENQUIRIES: Ms P Thwala Tel No: (011) 531-4346
APPLICATIONS: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE: To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE: 13 December 2019

POST 43/94: ENROLLED NURSE ASSISTANT REF NO: FERH/NURSE/14
Directorate: Nursing

SALARY: R132 525 – R149 163 per annum
CENTRE: Grade 12/Matric and Auxiliary nursing certificate and registered with South African Nursing council (SANC) as an Enrolled nurse.

DUTIES: The incumbent will be work under direct supervision of a professional nurse in the area allocated. The provision of basic nursing care according to the scope of practise of nurses for his/her category will be his/her responsibility. Adherence to the principles of nursing practise according to the scope of practise, all quality assurance standards as well as set rules and standards of nursing in his/her area.

ENQUIRIES: Ms K Tingitsi Tel No: (011) 812 8317
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 : 13 December 2019

POST 43/95 : STORES ASSISTANT
Directorate: Supply chain

SALARY : R122 595 - R144 411 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : Standard 10 with least a minimum of 2 year experience in public health. Good communication skills verbal and written.
DUTIES : Receiving of stock from transit and checking expiry dates. Monthly counting of stock in the department and wards. Packing of stock in the shelves per family group daily. Cleaning of stores and shelves. Transporting of issued stock to the departments. Responsible to work direct with transit in receiving correct ordered stock. Assist in stock taking twice a year. Make sure all received and issued stock balance with shelve item. Execute any lawful additional instruction /tasks given by the Supervisor or delegated person.

ENQUIRIES : Ms S.E Kodisa Tel No: (011) 812 8356
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 : 13 December 2019

POST 43/96 : HOUSEHOLD WORKER REF NO: STDH/00022 (X1 POST)
Directorate: Admin & Support

SALARY : R122 595 – R144 411 per annum plus benefits
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 10/Abet level 4 or equivalent qualification. A minimum of two (2) years cleaning experience in a hospital environment. Grade 12 certificate will be an added advantage. Ability to read and write. Good interpersonal relations. Be prepared to work night shifts, public holidays and Sundays. Rotate according to allocations.

ENQUIRIES : Ms BD Leso Tel No: (011) 531 – 4460
APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE : To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to
vetting processes (ie. Reference check, qualification verification, police
clearance, citizenship verification etc.)

**CLOSING DATE** : 13 December 2019

**POST 43/97** : **GROUNDSMAN REF NO: 20/2019 (X3 POSTS)**
Directorate: Support Services
Re-advertisement (All candidates must re-apply)

**SALARY** : R102 534 per annum (plus benefits)

**CENTRE** : Kopanong Hospital

**REQUIREMENTS** : Abet 3 or Grade 7/8 or equivalent. Good communication skills. Candidate must be able to read and write; be prepared to rotate when required and to work under pressure. Candidate must be ready to work in a Team.

**DUTIES** : Maintain premises and surroundings. Ensure their cleanliness and upkeep. Maintain the garden by watering, pruning and trimming flowers and trees mow the grass, remove weeds and garden refuse, and apply Insecticides and cultivate the soil for trees and flowers. Maintain garden equipment and tools. Detect and report Malfunctioning of gardening equipment and tools. Repair minor defects of garden equipment and tools.

**ENQUIRIES** : Ms MMBV Lepota Tel No: (016) 428 -7151

**APPLICATIONS** : Kopanong Hospital, 2 Casino Road, Duncanville, Admin block, HR Office, or posted to P/bag X031, Vereeniging, 1930.

**NOTE** : Fully Completed Z83, CV, certified copies of ID and qualifications not older than six months must be People with Disabilities Are Encouraged to Apply. Medical surveillance will be conducted to successful candidates. If you did not hear from us within three months please consider your application Unsuccessful.

**CLOSING DATE** : 13 December 2019

**POST 43/98** : **STORES ASSISTANT REF NO: 22/2019 (X1 POST)**
Directorate: Procurement

**SALARY** : R102 534 per annum (plus benefits)

**CENTRE** : Kopanong Hospital

**REQUIREMENTS** : Abet 3 or Grade 7/8 or equivalent. Candidate must be able to read and write with good communication skills. Candidate must be honest and reliable with good physical strength and be able to cope with the demands of the position. Candidate must be able to work in a team.

**DUTIES** : Assist warehouse clerk when issuing stock. Deliver stock to the wards and other departments within the hospital. Assist transit clerk when receiving stock. Pack the received stock and clean all the store rooms. Act as a messenger, maintain confidentiality at all times and perform any other duties requested by the supervisor.

**ENQUIRIES** : Ms K Sello Tel No: (016) 428 7036

**APPLICATIONS** : Be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

**NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not Older than six months must People with Disabilities Are Encouraged to Apply. If you did not hear from us within three Months please consider your application unsuccessful. Pre-employment screening will be conducted to successful Candidates.

**CLOSING DATE** : 13 December 2019

**POST 43/99** : **CLEANER REF NO: 23/2019 (X6 POSTS)**
Directorate: Support Services

**SALARY** : R102 534 per annum (plus benefits)

**CENTRE** : Kopanong Hospital

**REQUIREMENTS** : Abet 3 or Grade 7/8 or equivalent. Good communication skills. Candidate must be able to read and write and be prepared to work under pressure and work shifts, day and night including public holidays. Candidate must be able to rotate when required, be honest, reliable and work in a team.

**DUTIES** : Clean bathrooms, showers, toilets, wards or departments, passages and waiting areas. Dust, wash, scrub and polish floors, walls, windows, stairs, fire escapes, side walls and anything as requested by the Supervisor. Clean equipment, wash dust bins and remove waste including medical waste and adhere to Health Care Waste Management Policy. Operate heavy duty
cleaning machines. Be prepared to rotate within the scope of work and assist in messenger duties. Count clean and soiled linen. Collect food trolleys. Dish-up meals and clean utensils as per infection control prescripts.

ENQUIRIES: Ms M Lepota Tel No: (016) 428 7151
APPLICATIONS: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 930.

NOTE: Fully completed Z83, CV, certified copies of ID and qualifications not Older than six months. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three Months please consider your application unsuccessful. Pre-employment screening will be conducted to successful Candidates.

CLOSING DATE: 13 December 2019

POST 43/100: HOUSEHOLD AID REF NO: 24/2019 (X1 POST)
Directorate: Support Services

SALARY: R102 534 per annum (plus benefits)
CENTRE: Kopanong Hospital
REQUIREMENTS: Abet 3 or Grade 7/8 or equivalent. Good communication skills. Candidate must be able to read and write and be prepared to work under pressure and work shifts, day and night including public holidays. Candidate must be able to rotate when required, be honest, reliable and work in a team.
DUTIES: Clean bathrooms, showers, toilets, wards or departments, passages and waiting areas. Dust, wash, scrub and polish floors, walls, windows, stairs, fire escapes, side walls and anything as requested by the Supervisor. Clean equipment, wash dust bins and remove waste including medical waste and adhere to Health Care Waste Management Policy. Operate heavy duty cleaning machines. Be prepared to rotate within the scope of work and assist in messenger duties. Count clean and soiled linen.

ENQUIRIES: Ms M Lepota Tel No: (016) 428 7151
APPLICATIONS: Must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 1930.

NOTE: Fully completed Z83, CV, certified copies of ID and qualifications not Older than six months. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three Months please consider your application unsuccessful. Pre-employment screening will be conducted to Successful Candidates.

CLOSING DATE: 13 December 2019

POST 43/101: LAUNDRY WORKER REF NO: STDH/00023 (X2 POSTS)
Directorate: Admin & Support

SALARY: R102 534 – R120 780 per annum plus benefits
CENTRE: Sizwe Tropical Disease Hospital
REQUIREMENTS: ABET Level 4/Grade 10. Grade 12 or Certificate in seamstress and sewing skills will be an added advantage. Have good communication and writing skills.
DUTIES: Collecting and delivering dirty and clean linen from and to the wards. Loading and off-loading of linen. Counting and sorting of linen. Adhered to infection control. Washing and drying of clothes and blankets. Communicate with all stakeholders. Repair of linen, participate in bi-annual stock taking and to carry lawful instructions given by an authorized person.

ENQUIRIES: Mr MA Masuluke Tel No: (011) 531 - 4353
APPLICATIONS: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE: To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE: 13 December 2019
POST 43/102: FOOD SERVICE AID REF NO: 21/2019 (X1 POST)
Directorate: Food Service

SALARY: R102 534 per annum (plus benefits)
CENTRE: Kopanong Hospital
REQUIREMENTS: Abet 3 or Grade 7/8 or equivalent. Candidate must have basic food and hygiene knowledge and all other related food service issues. Candidate will be working shifts, on weekends and public holidays. Candidate must be able to read and write with good communication skills and be able to work in a team.

DUTIES: To prepare and dish up food for normal and therapeutic patients. This includes all the operational working of the Food Service Unit equipment. Wash all crockery and cutlery from the wards. Wash all pots and pans used in the unit. Be prepared to work in any area in the unit on a rotational basis or as requested. Do all other activities which include the maintaining of quality; hygiene and safety standards. Participate in all production processes. Adhere to Human Resources regulations and the Code of Ethics in the public service. Correlate all duties to give nutritional care to hospital patients and clients.

ENQUIRIES: Ms M V/der Merwe Tel No: (016) 428 7207
APPLICATIONS: Be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE: Fully completed Z83, CV, certified copies of ID and qualifications not Older than six months must People with Disabilities Are Encouraged to Apply. If you did not hear from us within three Months please consider your application unsuccessful. Pre-employment screening will be conducted to successful Candidates.

CLOSING DATE: 13 December 2019

POST 43/103: PORTER REF NO: STDH/00024
Directorate: Admin & Support

SALARY: R102 534 – R120 780 per annum plus benefits
CENTRE: Sizwe Tropical Disease Hospital
REQUIREMENTS: Grade 10/ Abet level4. Grade 12 certificate and portering experience will be an added advantage. Ability to read and write. Good communication skills. Be prepared and able to work shifts, weekends and public holidays.

DUTIES: Accompany walking patients to X-ray department and other treatment areas, and non-walking patients from government car into the wards. Assist in loading into and out of the ambulance or private vehicles. Assist nursing staff in transferring patients from beds/trolleys vice versa. Carry medical documentation of patients to wards /treatment centres. Collect red boxes (medication) from wards to Pharmacy on daily basis. Assist with shifting of medical equipment to and from rooms. Ensure that corpses are taken to mortuary. Responsible for cleaning of equipments.

ENQUIRIES: Mr JM Mokhine Tel No: (011) 531 -4306
APPLICATIONS: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE: To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE: 13 December 2019

POST 43/104: CLEANER REF NO: STDH/00025 (X2 POSTS)
Directorate: Admin & Support

SALARY: R102 534 – R120 780 per annum plus benefits
CENTRE: Sizwe Tropical Disease Hospital
REQUIREMENTS: Grade 10/ Abet level4. Grade 12 certificate will be an added advantage. Ability to read and write. Good communication skills. Be prepared and able to work shifts, weekends and Public holidays. Work as a team and rotate to other sections. Cleaning experience will be an added advantage.

DUTIES: Cleaning duties in all sections of institutions i.e. mopping, sweeping, scrubbing and polishing of floors. Clean walls, windows and toilets. Replace soap, toilet...
papers and empty bins. Proper use and management of cleaning equipment, waste and chemicals. Any other general duties that may be required by the supervisor.

ENQUIRIES: Mr MA Masuluke Tel No: (011) 531 - 4353
APPLICATIONS: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE: To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE: 13 December 2019

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

APPLICATIONS

- **Eastern Cape**, Human Resources: Private Bag X0039, Bisho, 5605 Physical address: Old Pick and Pay Building, Bisho, 5605.
- **Free State**, Human Resources: Private Bag X20616, Bloemfontein, 9300. Physical address: 14 Elizabeth Street, Civilia Building, 6th Floor, Room 605, Bloemfontein, 9300.
- **Limpopo**, Human Resources: Private Bag X9710, Polokwane, 0700. Physical address: 21 Biccard Street, Polokwane, 0700.
- **Mpumalanga**, Human Resources: Private Bag X11285, Nelspruit, 1200. Physical address: Nr 7 Government Boulevard, Riverside Government Complex Building Nr3, 1st Floor, Nelspruit, 1200.
- **Northern Cape**, Human Resources: Private Bag X5042, Kimberley, 8301. Physical address: Mimosa Complex, Barkley Road, Kimberley, 8301.
- **North West**, Human Resources: Private Bag X2068, Mmabatho, North West, 2745. Physical address: 4th Floor Provident Fund Building University Drive; Mmabatho, 2745.
- **Western Cape**, Human Resources: Private Bag X9112, Cape Town, 8000. Physical address: Union House, 14 Queen Victoria Road, Cape Town, 8000.

CLOSING DATE: 13 December 2019

NOTE: Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications, certificates of service and identity document must accompany your signed application for employment (Z83). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 regulation 67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. DSD reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Applicants must submit separate application forms for each post and in case of hand delivery, register their employment application at the Provincial Office where they are applying.
OTHER POSTS

POST 43/105

SOCIAL WORKER GRADE 1 (X200 POSTS)

Provincial Departments of Social Development: VEP and Prevention of Gender Based Violence Unit

SALARY

R257 592 per annum

CENTRE

Eastern Cape Provincial Department Ref No: L2/ Eastern Cape/2019 (X30 Posts)
Free State Provincial Department Ref No: L2/ Free State/2019 (X16 Posts)
Gauteng Provincial Department Ref No: L2/ Gauteng/2019 (X30 Posts)
Kwa-Zulu Provincial Department Ref No: L2/ Kwa-Zulu Natal/2019 (X30 Posts)
Limpopo Provincial Department Ref No: L2/ Limpopo/2019 (X20 Posts)
Mpumalanga Provincial Department Ref No: L2/ Mpumalanga/2019 (X18 Posts)
North-West Provincial Department Ref No: L2/ North West/2019 (X10 Posts)
Northern Cape Provincial Department Ref No: L2/ Northern Cape/2019 (X16 Posts)
Western Cape Provincial Department Ref No: L2/ Western Cape/2019 (X30 Posts)

REQUIREMENTS


DUTIES

Render a comprehensive, one-stop client social work service with regard to response, care, support, protection and development of vulnerable individuals and families in line with social development programmes: VEP (Gender Based Violence and Femicide), Children and Anti Substance Abuse. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions: Process intake and conduct assessments aimed at identifying conditions in individuals and families and identify relevant interventions. Implement referral mechanisms that will include follow-up and escalation of cases, as well as provision of feedback to affected individuals. Provide psychosocial support including containment, counselling including trauma counselling, guidance and advice to the affected individuals, groups, families and communities. Implement the various social work methods of intervention in line with client matter encountered. Monitor the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions. Inform the development of programmes aimed at addressing various social ills, vii) Produce and maintain records of social work interventions, processes and outcomes and statistics to analyse trends. Keep up to date with new developments in the social work and social welfare field (Continuing Professional Development). Perform all the administrative functions required of the job.

ENQUIRIES

Eastern Cape Ms Shirley Hugo Tel No: (066) 3074628
Free State: Ms Makgotso Motsemme Tel No: (051) 400 0308
Gauteng: Mr Tebogo Itumeleng Tel No: (011) 355 7732
KwaZulu-Natal: Ms Fezile Luthuli Tel No: (033) 264 2053
Limpopo: Ms Lizy Mashimbye Tel No: (015) 293 6024
Mpumalanga: Ms Zodwa Maseko Tel No: (031) 766 3120
Northern Cape: Ms Melanie Kivido Tel No: (053) 874 9107
North West: Ms Dipuo Mokgoro-Ramosime Tel No: (018) 388 2293
Western Cape: Mr Charles Jordan Tel No: (021) 483 2197