ANNEXURE K

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

APPLICATIONS

To apply for the above position, please apply online at http://professionaljobcentre.gpg.gov.za/ or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House.

FOR ATTENTION

Ms Thilivhali Mashau Tel No: (011) 240 3096 – Recruitment

CLOSING DATE

24 Jan 2020, 16h00. No late applications will be considered.

NOTE

Applications must be submitted on a Z83, obtainable from any public service department or from website which must be completed in full. Candidates must attach their recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall at Thuso House next to Home Affairs. It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (For Middle Management post, women and people with disabilities will be prioritised). To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant’s responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. People with disabilities are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

OTHER POSTS

POST 01/76

DEPUTY DIRECTOR: TRANSFORMATION REF NO: REFS/004890

Directorate: GEYODI

SALARY

R733 257. per annum (All-inclusive Salary Package that can be structured according to an individual need)

CENTRE

Johannesburg (Head Office)

REQUIREMENTS

Grade 12 plus Bachelor’s degree (NQF Level 7) National Diploma (NQF Level 6) in Public Administration/Public Management/Social/Human Science or relevant qualifications as recognized by SAQA. 5 years’ management experience or relevant experience in Transformation/Mainstreaming/Service Delivery environment or related field of which 3 years must be at an Assistant Director level. A valid driver’s License. Competencies: Management of people, Management of finances (budgeting, controls, reporting), Strategic planning and project management; Understanding of strategic planning process, policy development and corporate governance, Understanding of the PSP and RSP, Knowledge and understanding of departmental strategic priorities and programmes, Understanding of GPG and Public service regulations and Departmental acts and policies (e.g. HR/ Finance/ tender regulations), Community Safety and other Relevant legislations, Writing skills, Communication skills (listening, explanation, influencing, motivating, negotiation), Computer literacy including Databases, Admin skills, Organising skills, chairing skills/ ability to manage meetings.

DUTIES

Manage the implementation of all gender, people with disabilities and military veterans empowerment programmes. Manage the implementation of transformation programmes pertaining to older persons and LGBTQI+ communities. Manage the departmental SDIP. Oversee and monitor the Tshepo 1 Million Programme within the department. Manage resources (Human, Finance, Equipment, Assets). Ensure the management of the work of the Sub-Directorate regarding the following: Ensure that the design, development and facilitation of the gender, youth, people with disabilities, military veterans, LGBTQI+ and older persons’ programmes takes place in accordance with accepted quality standards. Manage stakeholders in the agriculture and environmental sectors for the emancipation of designated groups. Ensure that planning, scheduling and evaluation of the programmes takes place. Overseeing strategic projects. Communicating, co-coordinating and interacting with other sub-programmes and with the rest of the department on joint work and with other departments and stakeholders on
aspects of work and/or issues related to the GDARD mandate. Contribute to the good management of the directorate.

ENQUIRIES: Mr. Rassy Rasemetse: Tel No: (011) 240-3083

GAUTENG HEALTH

OTHER POSTS

POST 01/77: CLINICAL MANAGER (CLINICAL FORENSIC MEDICINE) REF NO: DHS/CFM/001/19
Directorate: Johannesburg Health District

SALARY: R1 173 900 per annum (All Inclusive Remuneration package per annum)
CENTRE: Clinical Forensic Medicine
REQUIREMENTS: MBChB Degree or M.D. equivalent. Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of 6 years’ as a Medical Practitioner after Registration with the HPCSA as a Medical Practitioner of which 4 years’ experience in management in Clinical Forensic Medicine. Plan organize, give lectures, train and demonstrate. Computer literacy (MS Word, Excel, PowerPoint) etc. Communication (written and Verbal), A valid driver’s license.

DUTIES: Supervise the day to day activities and running of Clinical Forensic Medicine Clinics and provide clinical leadership and guidance. Orientation of staff and maintenance of standards. Attend to CFM patients and participate in overtime services. Testify in court and be involved in departmental interdepartmental and multi-sectoral meetings. Audit J88 and Clinical files. Ensure delivery of fully comprehensive Clinical Forensic Medicine. Management of CFM budget and clinical staff.

ENQUIRIES: Dr A. Ilunga Tel No: (011) 694-3803
APPLICATIONS: must be submitted (hand delivered) to: HR Department at Johannesburg Health District Office, corner Smit and Klein Streets. Administration Building, Ground floor, Hillbrow Clinic or posted to Human Resources Management, Private Bag X21, Johannesburg, 2000.

NOTES: People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to or not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity especially in respect in respect of race, gender and disability.

CLOSING DATE: 31 January 2020

POST 01/78: DEPUTY-MANAGER NURSING (QUALITY ASSURANCE) TERTIARY HOSPITAL REF NO: CHBAH 96
Directorate: Nursing

SALARY: Grade 1: R949 482 per annum (All-inclusive package)
CENTRE: Chris Hani Baragwanath Academic Hospital
REQUIREMENTS: Basic R425 qualification (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC). The incumbent must be in possession of a Diploma/Degree in Nursing Education and or Nursing Administration/ Nursing Management obtained from a recognized Institution. Registration with the South African Nursing Council for the current year. Computer literacy (Ms Word, Ms Excel). A valid driver’s license is essential. A minimum of 10 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 should be appropriate/recognizable managerial experience in the quality at management field d/area/department. Knowledge of health legislation framework and National Core Standards. In-depth training on customer care and complaints management. Excellent communication (verbal and written) and interpersonal skills. Exceptional analytical and interpretation skills. Ability to work under pressure and meet deadlines. Excellent planning and organizational skills. Have high level of ethical conduct and integrity. Ability to think strategically. Must have numeracy and analyze skills. A post graduate qualification in risk management will be added advantage Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES

Provide expert guidance and support for the implementation of the Quality Assurance Program. Provide technical support to Executive Management on the implementation of National Core Standards. Ensure that prescribed policies and guidelines are adhered to. Participate in projects aimed at improvement and sustaining of customer care and patient advocacy. Analyze trends from reports and develop plans of quality improvement. Monitor and coordinate all quality assurance programs I the Functional Business Unit. Attend meeting and training as approved by the manger. Utilization of human resources efficiently, effectively and economically. Create and maintain a working and learning environment that will foster growth and improvement in nursing practice and health care services. Create and maintain a working inter-professional and multi-disciplinary relationship with nursing and other stakeholders. Coordinate the review of nursing interventions through comprehensive and on-going assessment and risk analysis. Utilize information technology and other information management systems to enhance service delivery. Ensure advocacy for the patients, nursing ethos and professionalism. Develop and monitor the implementation of guidelines, programs and regulations pertaining to nursing care. Establish and participate in an inter-professional and multi-disciplinary team for effective and efficient service delivery. Management of nursing services (i.e. operational, human resource and finance of the hospital/institution). Ensure compliance to professional and ethical practice. Implementation of National Core Standards and ideal hospital framework. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

ENQUIRIES

Dr N Lesia Tel No: (011) 933 9145

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). 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. Please Take Note Th Public Service/Overnment Jobs Are Not For Sale.

CLOSING DATE

24 January 2020
POST 01/79: PHARMACY SUPERVISOR REF NO: BGH/2019 DEC/02 (X1 POST)

Directorate: Pharmacy

SALARY: Grade 1: R821 205 – R871 590 per annum (All Inclusive Package)

CENTRE: Bertha Gxowa Hospitals

REQUIREMENTS: Diploma/bachelor’s degree in pharmacy. Registration with SAPC as a pharmacist. A minimum of 5 years’ appropriate experience after registration as a pharmacist with SAPC. Project management. Supervisory skills planning and organizing skills. Ability to work as a member for a multidisciplinary team. High level of reliability. Good problem solving and interventional skills and must be able to work under pressure and take initiative. Proficiency in Microsoft office, RDM, Oracle and Rx solution software. Public hospital experience will serve as an added advantage.

DUTIES: Supervise overall pharmacy including the satellite pharmacy. Ensure availability and accessibility of medicines. Provisioning of high-quality pharmaceutical care in the hospital. Project management, Human resources management, staff training, staff appraisals and supervision of work team in pharmacy. In-depth knowledge of the National Drug Policy, all pharmacy legislation, the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act and other legislation applicable to the public sector. Participate in the implementation of, and compliance with, the National Core Standards in the pharmacy. Conduct regular audits in the Pharmacy and the satellite pharmacy. Adhere to all pharmacy policies and procedures. Deputize for the Responsible Pharmacist/Pharmacy Manager when necessary. Perform other duties as allocated by the Manager. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by the manager. Comply with Performance Management and Development System (contracting, reviews and final assessment).

ENQUIRIES: MR. Mandla Nkosi. Tel No: (011) 278 7635/079 021 1464

APPLICATIONS: Applications should be hand delivered to Bertha Gxowa Hospital: Human Resource Department, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.

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 candidate. If you did not hear from us within three months, please consider your application unsuccessful.

CLOSING DATE: 24 January 2020

POST 01/80: LECTURER PND2 (QUALITY ASSURANCE) REF NO: 004839

Directorate: Quality Assurance

SALARY: R471 333 – 614 991 per annum (plus benefits)

CENTRE: SG Lourens Nursing College

REQUIREMENTS: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post- basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years’ appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the 1- year post-basic qualification in the relevant speciality (less 1 years’ experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid Code 8 driver’s licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presenting skills. The ability to work in a team under pressure.

DUTIES: Co-ordinate the activities of the quality assurance. Organize and participate in quality assurance audit and peer review and make recommendations regarding quality improvement. Continuous implementation of quality assurance improvement programmes focusing on academic standards. Implement the complaint, compliment and suggestion procedure in relations to national standards. Develop and coordinate implementation plan to correct gap or challenges identified from audits or self-evaluation. Applying and interpretation of regulations and other legislative frameworks pertaining to Nursing Education.

ENQUIRIES: Ms JE Malobola, Tel No: (012) 319 5601
APPLICATIONS: Documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road
& Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001 or apply on-line at www.gautengonline.gov.za.

NOTE: Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. NB: OSD Policies and procedure will apply to qualify for PND2.

CLOSING DATE: 24 January 2020

POST 01/81: PROFESSIONAL NURSES: SPECIALTY REF PNB/ KPTH/12/19
Directorate: Nursing Services
Departments: Trauma, Advanced Midwifery, Neonatal ICU Paeds/Child Nursing & ICU (Adult)

SALARY: R383 226 – R444 276 per annum (plus benefits) Grading According to OSD policy.

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Grade 12. Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma/Degree in Nursing as a Professional nurse or equivalent qualification that allows registration with SANC as a Professional Nurse. A Minimum of 4-years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Post Basic Nursing Qualification, with a duration of at least 1year in specialized areas mentioned above. Current (2019) SANC receipt. Proof of service record for appropriate grading according to OSD policy. Computer literacy and driver’s license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counseling.

DUTIES: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effectively utilisation of resources. i.e. Human, Material, and monitoring of the services. Participation in training and research. Provision of effective support to Nursing Services. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the Professional Scope of Practice and Standards. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treat treatment and Quality care.

ENQUIRIES: Ms. M.V. Mathabatha, Tel No: (012) 318-6622

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

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 curriculum vitae (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. 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: 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: 24 January 2020
POST 01/82 : ASSISTANT DIRECTOR - LABOUR RELATIONS REF NO: LRO-TMRH-01 (X1 POST)
Directorate: Human Resource

SALARY : R376 596 - R443 601 per annum plus benefits
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : An appropriate recognized three year diploma/degree in HRM/Labour Relations with minimum of 3 years' experience or Matric with minimum of 5 years' experience in Labour Relations. The applicant should have sound knowledge of relevant Policies and Labour legislations, i.e. LRA, BCEA, EEA, SDA etc. The applicant should have computer literacy skills in Microsoft Word, PowerPoint and Excel. A valid Code 8 driver's license. Good communication skills (verbal and written). Knowledge and Skills: Experience in conducting misconduct investigations, handling of grievances, facilitation, conflict management.

DUTIES : Promote labour peace between management and trade unions. Facilitate consultative structures (multilateral and bilateral meetings). Facilitate the resolution of grievances within the stipulated timeframe. Investigate and co-ordinate the finalization of misconduct cases within the stipulated timeframe. Manage database and compile monthly statistics on misconduct cases and grievances. Advice management and staff members on labour related matters. Provide training on labour relations to management and staff members. Ensure the correct implementation of, and monitor compliance with collective agreements, policies and all other relevant labour legislations. Provide support in the management of strikes and picketing. Provide monthly reports to relevant officials.

NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above, at least 3 references must be on a CV; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications.

ENQUIRIES : Mr. J. Kubheka Tel No: (010) 345 0006
APPLICATIONS : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

CLOSING DATE : 24 January 2020

POST 01/83 : SPEECH THERAPIST AND AUDIOLOGIST PRODUCTION LEVEL REF NO: STA/KPTH/12/19
Directorate: Speech Therapy and Audiology

SALARY : Grade 1: R317 976 - R361 872 per annum
Grade 2: R372 810 - R426 291 per annum
Grade 3: R439 164 - R532 959 per annum

CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 and appropriate qualification that allows registration with the Health Professional council of South Africa (HPCSA) as a speech therapist and audiologist or speech therapist. Must have completed community service. A dual qualification will be an advantage. Computer literacy is essential. Excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work

**DUTIES**

Provide effective speech therapy and audiology services for in-patient and external stakeholders in adherence to scope of practice. Provide public education regarding feeding and communication difficulties (speech, language and hearing). Contribute towards implementation of strategic plans in keeping with the requirements of the Institution, Province and National Health. Participate in date collection and make suggestions to the work team to improve speech therapy and audiology services. Participate on the effective management of resources of the department.

**ENQUIRIES**

Dr. T Kyarkanaye, Tel No: (012) 318-6777

**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: 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**

24 January 2020

**POST 01/84**

**MEDICAL TECHNOLOGIST (GR1-3) REF NO: JUB 01/2020**

Directorate: Health

**SALARY**

Grade 1: R317 976 per annum (plus Benefits)
Grade 2: R372 810 per annum (plus Benefits)
Grade 3: R439 164 per annum (plus Benefits)

**CENTRE**

Jubilee District Hospital

**REQUIREMENTS**

Medical Technologist: **Grade 1**: no experience after registration and 1 Year experience for foreign qualified applicant. **Grade 2**: 10 years’ experience after registration and 11 Years for foreign qualified applicants. **Grade 3**: 20 years’ experience after registration and 21 years’ experience for foreign qualified applicants. National Diploma in Medical Technology/Degree in Biotechnology. Registration with the HPCSA as Medical Technologist and proof of current registration. Three (3) –Six (6) Years post qualification and experience in a diagnostic laboratory. Knowledge of relevant laboratory processes and procedures. Assertiveness; Good interpersonal skills. Basic understanding of finance General management, Communication, Analytical and Computer skills.

**DUTIES**

Screening of laboratory, blood and blood products requests to minimize inefficiencies. Assisting in aligning NHLS & SANBS accounts to the facility units/wards cost centres. Monthly verification of both the NHLS and SANBS invoices. Compiling monthly trend analysis report on hospital usage of blood, blood products and NHLS tests. Providing hospital management with monthly trend analysis reports on laboratory, blood and blood products usage. Intercept tests where insufficient data has been supplied on the request forms. Facilitating regular uploading of clinician’s details onto the NHLS Laboratory information System. Liaising with district laboratory coordinator/s to arrange trainings on gaps identified at hospital/s on laboratory and blood related matters. Implementing of data reporting tools to ensure that the services are efficiently used. Assist in the maintenance of hospital blood gas machine and the SANBS emergency fridge. Compiling and reporting monthly EGK savings.
ENQUIRIES: DR M.J Mokwena Tel No: (012) 717 9338
APPLICATIONS: Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449, Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital
NOTE: Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.
CLOSING DATE: 31 January 2020
POST 01/85: FINANCE CLERK REF NO: FINCLERK/01/2020 (X 2 POSTS)
Directorate: Finance Unit
SALARY: R173 703 – R204 612 per annum (Level 5) (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: Grade 12 with Accounting or Mathematics as passed subject with a minimum of 18 months Finance experience. National Diploma in financial management or Equivalent qualification will be an added advantage. Proven computer literacy, good interpersonal and communication skills, verbal and written reporting skills, problem solving, and ability to work under pressure and meet deadlines. Willing to rotate within the finance section. Knowledge of PFMA, Treasury regulations, DORA (Directive of Revenue Act) and relevant financial policies. Knowledge of BAS, SAP and PAAB/MEDICOM systems.
DUTIES: Billing and submission of patient account to debtors, tracing outstanding debts. Collection of revenue in different clinics. Capturing, processing and allocating invoices through E-receipting (SAP), compiling of petty cash and replenishment, responsible for accounts payable. Compile and capture journals and other financial duties as delegated. Prepare monthly creditors reconciliation and resolving supplier queries.
ENQUIRIES: Mr. T.J. Makhubela, Tel No: (012) 318-6750
APPLICATIONS: must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
NOTE: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a curriculum vitae (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: 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: 24 January 2020