ANNEXURE M

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 assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall at Thuso House next to Home Affairs.

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

CLOSING DATE: 31 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. 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 POST

POST 02/62: DEPUTY DIRECTOR: TENDER MANAGEMENT

REF NO: REFS/004913

Directorate: Supply Chain Management

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 National Diploma (NQF Level 6)/Bachelor's Degree (NQF Level 7) in Supply Chain Management, Financial Management/Purchasing/Logistics/Public Administration or equivalent tertiary qualification as recognized by SAQA. 5 years management experience or relevant experience within supply chain management or related field. A valid driver’s License. Competencies And Skills: Sound Knowledge of and practical working experience in Government Tenders, GPG open tender processes and procedures, the PFMA, PPPFA, Treasury Regulations, Supply Chain Management Framework, Public Service Regulations and BBBEE Management of people, Management of finances (budgeting, controls, reporting), project management; Understanding of strategic planning process, policy development and corporate governance, Knowledge and understanding of departmental strategic priorities and programmes, Computer proficiency, Planning and organizing, Communication, Good interpersonal relations Facilitation Computer literacy Project management Strong leadership, Research, Presentation, Problem solving, Report writing, Ability to work under pressure.

DUTIES: Manage the departmental bidding and adjudication process in line with relevant policies and standard operating procedures. Develop, implement, communicate and monitor Departmental supply chain management policies and procedures. Review tender reports and ensure full compliance with requirements and evaluation criteria set in the bid.
documents. Compile and determine the Department procurement plan for sourcing of relevant commodities. Facilitate the development of request for proposal. Provide secretariat support to the Bid Adjudication Committee. Ensure proper contract management for all contracts procured through the supply chain management policy of the Department. Manage the contract register and monitor the progress of the contracts.

ENQUIRIES  :  Ms. I Thanjekwayo  Tel No: (011) 240-3085

DEPARTMENT OF COMMUNITY SAFETY

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

APPLICATIONS  :  Applicants must apply only online at: www.gautengonline.gov.za
CLOSING DATE  :  31 January 2020
NOTE  :  Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (6) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification.

MANAGEMENT ECHELON

POST 02/63  :  DIRECTOR: FINANCIAL ADMINISTRATION  REF NO: REFS/004923
Directorate: Office of the Chief Financial Officer

SALARY  :  R1 057 326 per annum (An all-inclusive remuneration package)
CENTRE  :  Johannesburg
REQUIREMENTS  :  Matric plus Bachelor Degree/equivalent qualification in Financial Management NQF Level 07. 6-10 years working experience relevant in financial management, which include 5 years in middle management level. No criminal record or any cases pending against you. Code 08/10 drivers licence. An Accounting Articles will be an added advantage. Knowledge and skills: Knowledge of Departmental policies and procedure, SAPS act, regulation and amendment, PFMA, Treasury Regulation, GRAP, GAAP, PSA, PSR etc., Employment Equity Act 1998, financial system, Gauteng safety strategy, verbal and written communication, organizing/maintaining information, interpreting and evaluating information, communicating information, computer literacy,
problem solving and conflict management, listening and negotiation, teamwork, discipline, financial management, strategic.

**DUTIES**

Manage and ensure the correct department’s expenditure transaction and provide an account payable management functions. Manage compilation of journal to correct allocation of expenditure transactions. Ensure all supplies are accounted for. Manage the validation of creditors balance accurately. Manage the implementation of financial account system. Manage effective administration of the financial system (SAP/ BAS/ PERSAL etc.) Manage effective monitoring of general ledge account. Manage accurate allocation of receipt and payment. Manage accurate financial accounting records according to GAAP and GRAP. Manage and provide financial information about the allocation of funding of adhoc related project/programmes. Manage revenue income/collection processes. Manage and ensure maintenance of an accurate and effective cashier system. Overseer and ensure provision of coaching, disciplining and mentoring of staff to improve performance. Manage the performance of staff and ensure assessment of their performance. Consolidate and manage of budget in the directorate. Authorize, control and monitor the budget and expenditure. Manage the compilation of various reports and statistics for section. Manage leave in the Directorate.

**ENQUIRIES**

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

**OTHER POST**

**POST 02/64**

LEGAL ADMIN OFFICER MR6 (OSD) POSITIONS AND LITIGATION

**REF NO:** REFS/004931 (X2 POSTS)

Contract

Directorate: Legal Services

**SALARY**

R763 212 – R1 140 828 per annum. (An all-inclusive remuneration Package)

**CENTRE**

Johannesburg

**REQUIREMENTS**

Matric plus Bachelor Degree (NQF level 7) in Legal/ Law LLB or relevant law qualification. 8 years’ Legal advisory experience. A valid code 8/10 driver’s licence. No criminal record or any case pending against you. Knowledge and skills: Legal processes, legislatives prescripts, legal research GPG and public service policies and procedures, understanding of community safety strategies, understanding of the Department’s strategic objectives and functionality, Information management knowledge, organising, problem solving, interpersonal relationship, conflict resolution, project management, report writing, policy analysis and development, policy/objectives formulation, research, analytical thinking, organising, problem solving, interpersonal relationship, computer literacy, knowledge management. 

Attribute: Decisive, team player, customer focused, proactive and resourceful, change oriented, cost conscious, quality oriented, responsive, people oriented, Innovative, honesty and integrity.

**DUTIES**

Provide sound legal advice and litigation support to the Department. Render legal advice, contract and legal compliance (policy management). Carry out all administrative legal actions to ensure compliance. Handle contracts matters. Draft and amend legislation and legal instruments. Advice on drafting and monitoring of service level agreements. Ensure legal compliance with national, international and continental instruments.

**ENQUIRIES**

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

**DEPARTMENT OF E-GOVERNMENT**

Gauteng Department of e-Government is inviting strategic and innovative thinkers who are technocrats to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region and to support radical transformation, modernisation and re-industrialisation. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and co-ordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management
and the ability to work under pressure. It is the department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS

All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.

FOR ATTENTION

Mr. Leon Steyn, Human Resources

CLOSING DATE

31 January 2020

NOTE

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

OTHER POSTS

POST 02/65

DEPUTY DIRECTOR: SERVICE LEVEL MANAGEMENT

REF NO: REFS/004909 (X2 POSTS)

Directorate: IT Operations Support

SALARY

R733 257 per annum (Level 11) (all-inclusive remuneration package)

CENTRE

Johannesburg

REQUIREMENTS

Matric Certificate plus a National Diploma/Degree in Business or IT related qualification. An ITIL Foundation Certificate is a requirement. 3-5 years' experience in IT Service Management and/or customer management within the IT field.

DUTIES

Manage and execute the delivery processes to optimise IT service(s). Manage and deliver the demand for service growth and expansions. Define, document, agree, monitor, measure and review level of IT service provision though the SLA process. Manage the entire and ongoing SLM process, including measuring, reporting, reviewing and taking corrective action. Manage, develop and maintain an operational service plan in line with the business plans. Manage SLM process after SLAs and OLAs are signed as continual process stakeholder engagement and management (i.e. Incident Management, Problem Management, IT Vendor Management and TSS Support groups. Engage client and supplier stakeholders for service delivery and day to day service performance. Facilitate delivery of changes to service and SLAs. Collate and publicise management information for the service(s) within and outside the service groupings. Management of regular service reviews that are undertaken with client stakeholders. Be the escalation point for internal and external supplier performance. Define and collate the management information need for the service in line with defined standards. Produce documentation & presentation material for stakeholder management purposes. Maintain a good knowledge of current practice and awareness of current developments within own area(s) of expertise. Promote services within the wider IT community. Provide advice & guidance to support and project areas to ensure that new services are deployed in a manner that ensures adoption of relevant support tools and/or process improvements.
Initiate Continual Service Improvement programme where there is evidence of SLA non-compliance. Manage Projects development and implementation of Service Delivery Plans for all E-GOV. services. Coordinate Customer Perception/Relationship surveys. Manage, Organise and Chair GPG IT Forum on a monthly basis and other Service Delivery related.

ENQUIRES
: Mr. Leon Steyn Tel No: (011) 689 8400

POST 02/66
: PRACTITIONER: INCIDENT ADMINISTRATOR REF NO: REFS/004910
Chief Directorate: IT Operations Support

SALARY
: R208 584 per annum (Level 06) (plus benefits)

CENTRE
: Johannesburg

REQUIREMENTS
: Matric certificate plus a Diploma in Information Technology or related field. 1-2 years’ experience in IT Service Desk or Call Centre. Very good knowledge of ITIL Incident Management. Experience in customer communications.

DUTIES
: Incident Detection and Recording. Incident Classification. Investigation and Diagnosis. Tracking, Monitoring and communication of all logged Incidents. Resolution and Recovery. Incident Closure. Support Service Desk - Front Line for “Critical/Major Incident” issues. Ensure that the incident management process is implemented and being followed by all involved process members. Reporting.

ENQUIRIES
: Mr. Leon Steyn Tel No: (011) 689 8400

DEPARTMENT OF HEALTH

OTHER POSTS

POST 02/67
: CLINICAL MANAGER GRADE 1 REF NO: SDHS 2020/01/01 (X1 POST)
Directorate: Family Medicine
Re-Advertisement: Applicants who previously applied are encouraged to re-apply.

SALARY
: R1 173 900 per annum (all-inclusive package)

CENTRE
: Sedibeng District Health Services

REQUIREMENTS
: An appropriate qualification that allows registration with HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 4 years appropriate/recognizable experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. A valid code 8/10 driver’s license is essential. Must have vast clinical experience, with the ability to lead, manage as well as transfer skills to all Medical Officers at PHC level. Experience in Family Medicine or working in a Family Medicine Unit will be an added advantage. Person Profile: Excellent time management, organizational skills, communication skills, self-motivated and goal oriented.

DUTIES
: Support the Family Medicine Unit in the management of: District Medical Officers and ensure Human Resource Development through training activities in the District. Provide management and clinical support in the provision of normal and after-hours service coverage by Medical Officers. Ensure leadership and clinical guidance in the provision quality clinical services. Render clinical expertise to the District PILIR, quality assurance and patient safety programs. Interpret, disseminate and implement Department policies related to core clinical standards and support. Liaise and co-ordinate with District Hospital, Regional Hospital and Emergency Medical Services to ensure appropriate inter-facility patient referrals and clinical care. Support PHC Reengineering and development of sub-districts. Perform any clinical and/or managerial duties as required by the unit head.

ENQUIRIES
: Dr. A. Kalain Tel No: (082) 377 7528
APPLICATIONS: Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023, Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The 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. Preference will be given to people with disability.

CLOSING DATE: 31 January 2020

POST 02/68: MEDICAL SPECIALIST REF NO: SBAH 01/2020
Directorate: Paediatric Neurology

SALARY: R1 728 807 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
DUTIES: This is a specialist training post on the joint staff establishment with the University of Pretoria. Candidates will deliver patient care and service, mainly but not exclusively in Neonatology, including after hours and weekends.
ENQUIRIES: Prof. RJ Green Tel No: (012) 354 5276/ 5277
APPLICATIONS: Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE: 31 January 2020

POST 02/69: MANAGER NURSING (LEVEL 3 HOSPITALS) (PNA-9) REF NO: 2020/DGMAH/01
Directorate: Nursing

SALARY: R949 482 per annum (All – inclusive package)
CENTRE: Dr George Mukhari Academic Hospital
REQUIREMENTS: Basic 425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as a Professional nurse and proof of current registration. Diploma/Degree in Nursing Administration/Management registered with SANC.A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience at management level. Less one year from experience of candidates appointed from outside the public service after complying with registration. Must have sound management and communication skills, good interpersonal and be computer literate. Must be willing to work beyond the call of duty. In depth knowledge and understanding of Health-Related Acts, Nursing Regulations, Guidelines and Labour Relations policies.
DUTIES: Provide guidance and leadership towards the realization of strategic goals and objectives of the Nursing service division. Lead and give direction to nursing services and overall control of quality patient care. To put systems
in place to ensure that service delivery meets the required standards as laid down in the policies, procedures and strategic goal of the Gauteng Department of Health. Provide professional, technical and management support for the provision of quality patient care through proper management of the nursing care programs. Develop standard operating procedures for safe Patient/client Care and monitor the implementation thereof. Develops and implementation of policies, programs, regulations, procedures pertaining to nursing care. Collaborate with other team members in the hospital to identify actual and potential risks. Implement and ensure compliance to National Core Standards and Six key priorities within the area of responsibility. Human resource development and management of personnel within area of responsibility. Manage performance within areas of responsibility. Proactively identifies continuing professional development (CPD). Ensure implementation of out and In-reach programs within the catchment and referral areas of the Institution. Assist with budget, Human resources and equipment management within area of responsibility. Participate in Research projects to improve the quality of care. Implement strategic plan for nurse education, training and practice. Monitor and report deliver ology statistics. Participate actively in institutional engagements and contribute. Establish, maintain and participate in inter professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation. Advocate and ensure the promotion of Nursing Ethos and professionalism.

ENQUIRIES : Mrs. Mafisa FF Tel No: (012) 529 3873
APPLICATIONS : can be delivered to: (HR Registry at Nurses Homes Block 13) Dr George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. ‘Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

CLOSING DATE : 31 January 2020

POST 02/70 : MEDICAL OFFICER REF NO: MRH 01/12/19 (X2 POSTS) (X1 PERMANENT & X1 SESSIONAL)
Directorate: Accident and Emergency

SALARY : Grade 1: R821 205 – R884 672 per annum (All- inclusive package)
Grade 2: R938 964 – R1 026 693 per annum (All-inclusive package)
Grade 3: R1 089 693 – R1 362 366 per annum (All-inclusive package)

CENTRE : Mamelodi Regional Hospital

REQUIREMENTS : Grade 12 or equivalent qualification and MBCHB degree or equivalent. Current registration and registration certificate with HPCSA as a Medical Practitioner. Knowledge and experience in medical and surgical management. Good written & verbal communication skills. Ability to work under pressure. ACLS and ATLS will be an added advantage.
DUTIES: Evaluation and clinical management of patients referred to the Emergency Department. Direct clinical service provision within the department. Train and teach junior staff within the department. Provide clinical and administrative leadership in the department. Participate in research programme. Teach medical staff; partake in audits and lead multidisciplinary team. NB: Preference will be given to Medical Officers who worked as Community Service in Mamelodi Regional Hospital in 2019.

ENQUIRIES: Dr TT Makhudu (Acting CEO) Tel No: (012) 8415103

APPLICATIONS: Applications to be sent to Mamelodi Regional Hospital, Hand delivery to 19472 Serapeng Street, Tsamaya Road or Private Bag x 0032, P.O Rethabile Mamelodi East, 0122.

NOTE: Applications must be submitted with a Z83, CV, Certified copies of ID and Qualifications. Mamelodi Regional Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE: 31 January 2020

POST 02/71: MEDICAL OFFICER REF NO: MRH/01/2020 (X1 POST)
Directorate: Medical

SALARY: Grade 1: R821 205 – R884 672 per annum (All-inclusive package) Grade 2: R938 964 – R1 026 693 per annum (All-inclusive package) Grade 3: R1 089 693.00 – R1 362 366 per annum (All-inclusive package)

CENTRE: Mamelodi Regional Hospital

REQUIREMENTS: Grade 12 or equivalent qualification and MBCHB degree or equivalent. Current registration and registration certificate with HPCSA as a Medical Practitioner. Knowledge and experience in medical and surgical management. Good written & verbal communication skills. Ability to work under pressure as eye clinics are often very busy.

DUTIES: Provision of 24 hours ophthalmic services. Manage eye patients in all departments requiring ophthalmic care e.g. ICU, eye clinic, wards in general and casualty. Perform ROP screening, theatre, clinic and ward rounds and ophthalmic surgical procedures. Participate in commuted overtime. Supervision and training of medical interns, clinical assistants and nursing staff. Ensure proper and accurate record keeping as legally and ethically required. Provision of quality, cost effective services in keeping up with the Batho Pele Principles. Assist the HOD and ensure that the department is compliant to Ideal Hospitals and Lean Management principles. Perform clinical audits.

ENQUIRIES: Dr M Thoabala Tel No: (012) 8418305

APPLICATIONS: Applications to be sent to Mamelodi Regional Hospital, Hand delivery to 19472 Serapeng Street, Tsamaya Road or Private Bag x 0032, P.O Rethabile Mamelodi East, 0122.

NOTE: Applications must be submitted with a Z83, CV, Certified copies of ID and Qualifications. Mamelodi Regional Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE: 31 January 2020

POST 02/72: MEDICAL REGISTRAR REF NO: REG/PAED/KPTH/01/20
Directorate: Paediatrics

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

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: MBChB qualification. Registration as an Independent medical practitioner with the HPCSA. Recommendations: Successful completion of the Colleges of Medicine of South Africa Part 1 examination is a strong recommendation. Applicable postgraduate diploma or other qualification.

DUTIES: Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Rotation through hospitals and units associated with the University of Pretoria. Participate in departmental activities in relation to teaching and...
research. The candidate will have to complete a research project as required by the HPCSA for registration. The candidate will have to maintain a logbook and a portfolio of learning as required by the Colleges of Medicine of South Africa.

ENQUIRIES : Prof T Avenant Tel No (012) 373 1009

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

CLOSING DATE : 31 January 2020
POST 02/73 : MEDICAL OFFICER REF NO: MO/FM/KPTH/01/20
Directorate: Family Medicine

SALARY : R821 205 - R884 670 per annum (All Inclusive)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : MBChB registration with the HPCSA as an Independent Medical General Practitioner. The incumbent must be completed Internship and Community Service). Recommendations: Post graduate training and experience in ultrasound and ECG skills, experience with HIV/ AIDS patients, experience with acute psychiatric patients, experience of working in Primary care and or an Emergency Unit. The following will be an added advantage: Current certificate in Advanced Cardiac Life support (ACLS), Paediatric Advanced life support (PALS), Advanced Trauma Life Support (ATLS), Diploma in primary Emergency Care and Emergency Ultra sound accreditation will be advantageous.

DUTIES : Perform duties in the department of Family Medicine and Emergency at Kalafong Provincial Tertiary Hospital. The incumbent will be expected to work commute overtime and rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients within Emergency Unit of the Department of Family Medicine.

ENQUIRIES : Prof. I Govender Tel No (012) 373 1018 / 19

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 completed CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process.
Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**Closing Date**: 31 January 2020

**Post 02/74**: Medical Officer Ref No: MRH 01/12/19 (X2 Posts) (X1 Permanent & X1 Sessional)

Directorate: Accident and Emergency

**Salary**: Grade 1: R821 205 – R884 672 per annum (All-inclusive package)
Grade 2: R938 964 – R1 026 693 per annum (All-inclusive package)
Grade 3: R1 089 693 – R1 362 366 per annum (All-inclusive package)

**Centre**: Mamelodi Regional Hospital

**Requirements**: Grade 12 or equivalent qualification and MBCHB degree or equivalent. Current registration and registration certificate with HPCSA as a Medical Practitioner. Knowledge and experience in medical and surgical management. Good written & verbal communication skills. Ability to work under pressure. ACLS and ATLS will be an added advantage.

**Duties**: Evaluation and clinical management of patients referred to the Emergency Department. Direct clinical service provision within the department. Train and teach junior staff within the department. Provide clinical and administrative leadership in the department. Participate in research programme. Teach medical staff; partake in audits and lead multidisciplinary team.

NB: Preference will be given to Medical Officers who worked as Community Service in Mamelodi Regional Hospital in 2019.

**Enquiries**: Dr TT Makhudu (Acting CEO) Tel No: (012) 8415103

**Applications**: Applications to be sent to Mamelodi Regional Hospital, Hand delivery to 19472 Serapeng Street, Tsamaya Road or Private Bag x 0032, P.O Rethabile Mamelodi East, 0122.

**Note**: Applications must be submitted with a Z83, CV, Certified copies of ID and Qualifications. Mamelodi Regional Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

**Closing Date**: 31 January 2020

**Post 02/75**: Medical Physicist Ref No: 2020/DGMAH/01

Directorate: Medical Physicist

**Salary**: R662 190 per annum (All – inclusive package)

**Centre**: Dr. George Mukhari Academic Hospital

**Requirements**: BSc Honours Degree (with medical physicist subjects) or an equivalent medical physicist four-year degree. Must have completed medical physicist internship. Must be registered with HPCSA. Sound communication skills. Must be able to work under pressure. Knowledge of the Acts pertaining to safe use of radioactive substances. Knowledge of computers and software’s used in nuclear medicine. Knowledge on positron emission tomography/computed tomography (PET/CT).

**Duties**: Medical Physicist duties pertaining to sealed and unsealed sources. Work as part of the team to ensure radioactive sources. Work with the team and perform quality control and dosimetry in nuclear medicine. Perform quality assurance on gamma cameras ant PET/CT scanner. Regulate and update standard operating procedures in nuclear medicine. Ensure safe practice on the nuclear medicine hot-cell labs. Assist in teaching, research and development skills. Provide effective and efficient service to patients by practicing Batho Pele Principles. Attend workshops, meetings and training as required. Perform duties in accordance with job descriptions. Work strictly in line with the department of Health radiation control requirements.
ENQUIRIES: Ms. Robberts S Tel No: (012) 529 3424

APPLICATIONS: can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.

NOTE: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s) The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability.

CLOSING DATE: 31 January 2020

POST 02/76: ASSISTANT/AREA MANAGER NURSING (SPECIALTY) PNB-4 – ADVANCED MIDWIFERY REF NO: 2020/DGMAH/03 (X1 POST)
Directorate: Nursing

SALARY: R614 991 per annum (All – inclusive package)
CENTRE: Dr. George Mukhari Academic Hospital

REQUIREMENTS: Basic R425 qualification in nursing (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery. Diploma/Degree in Nursing Administration registered with SANC. Have a minimum of 10 years’ appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the specialty area after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements.

DUTIES: Demonstrate an in depth understanding on nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. In depth knowledge of nursing, nursing strategy, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations. Labour Relation Act, Disciplinary Code and Procedure, Grievance Procedure, Human Resource etc. Ensure Clinical Nursing practice by the nursing team (unit) in accordance with the scope of practice and Nursing Standards as determined by the relevant Health facility. Promote Quality of Nursing Care as directed by the Professional Scope of Practice and Standards as determined by the relevant Health facility. Demonstrate Basic understanding of HR financial Policies and Practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial
or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate Basic Computer Literacy as a support tool to enhance service delivery. 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. Personal: Responsiveness, pro activeness, professionalism, accuracy, flexibility, initiative, cooperative, team player, supportive, assertive. Be ready to work shifts including night shifts when a need arises.

ENQUIRIES : Mrs. Mafisa FF Tel No: (012) 529 3873
APPLICATIONS : can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability ‘Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

CLOSING DATE : 31 January 2020

POST 02/77 : ASSISTANT MANAGER NURSING PNB4 (PHC) REF NO: SDHS 2020/01/02 (X1 POST)
Directorate: Sedibeng District Health Services
Re-Advertisement: Applicants who previously applied are encouraged to re-apply.

SALARY : R614 991 per annum (plus benefits)
CENTRE : Leval Mbatha CHC
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse plus a post – basic nursing qualification, with a duration of at least 1 year, accredited with SANC in terms of R48 in relevant speciality. A post basic qualification should be in Primary Health Care, Midwifery or Neonatal Nursing Science. Proof of current registration with the SA Nursing Council in general nursing as well as the post basic qualification. Experience: A minimum of 10 (ten) years, appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 (six) years of the period referred to above must be appropriate/recognizable experience in nursing after obtaining the one (1) year post basic qualification in Primary Health Care, Midwifery or Neonatal Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognisable experience at Management level. A valid
driver’s license is essential. Must be computer literate. The applicant will be subjected to a practical assessment.

**DUTIES**

Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relation with nursing and other stakeholders (i.e. inter-personal, Inter-sectoral and multi-disciplinary) team. Promote quality of nursing care as directed by the professional scope of practice and standard as determine by relevant health facility. Provide relevant health information to health care users to assist in achieving optimal health care. Participate in the formulation, monitoring and implementations of nursing guidelines, policies, protocol, standards and procedures. Manage and monitor utilization of human, financial and material resources. Manage staff performance, training and personal development of self and subordinate including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Maintain professional growth/ ethical standards and self-development. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Idea Clinics Realisation. Ensure promotion of the Employee Value Proposition.

**ENQUIRIES**

Ms. D. Ramoloi Tel No: (016) 950 6002

**APPLICATIONS**

Quoting the relevant reference number, direct applications to the HR Manager- Sedibeng DHS Private Bag xo23 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

**NOTE**

Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The 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. Preference will be given to people with disability.

**CLOSING DATE**

31 January 2020

**POST 02/78**

ASSISTANT/AREA MANAGER NURSING NIGHT DUTY SERVICES:

PNA-7 REF NO: 2020/DGMAH/04 (X1 POST)

Directorate: Nursing

**SALARY**

R562 800 per annum (All – inclusive package)

**CENTRE**

Dr. George Mukhari Academic Hospital

**REQUIREMENTS**

Basic R425 qualification (i.e. An appropriate bachelor’s Degree/ Diploma in nursing or equivalent qualifications that allows registration with the South African Nursing Council) as a professional nurse. Current proof of registration with SANC as a Professional nurse. Diploma/Degree in Nursing Administration/Management registered with South African Nursing Council. A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as a professional nurse. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Should have proven sound managerial skills, computer literacy and knowledge of financial management. Good verbal and written communication skills. Must be computer literate in Microsoft Package (MS Word, Excel and PowerPoint). Willingness to work under pressure and beyond a call of duty.

**DUTIES**

Monitor and evaluate service delivery (Nursing) on Night Duty. Ensure that the clinical nursing practice by the nursing team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Work effectively and amicably at management
level with persons of diverse intellectual. Able to manage own work and that of units reporting to the post and to ensure appropriate interventions to enhance nursing services at facility level. Able to develop and maintaining a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of the values are adhered to. Demonstrate a basic understanding of Human Resources and Financial Management, Policies and Practices. Participate in training, research and self-development. Manage resources effectively and efficiently. (Human and Material). Demonstrate a basic understanding of the legislative framework governing the public service. Identify and develop policies relating to all Clinical Units. Resolve patient care related challenges/problems on Night Duty. Manage any conflict identified. Demonstrate a basic understanding of the legislative framework governing the public service. Ability to direct a multidisciplinary team in order to ensure good nursing care at area/facility level. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Able to plan, maintain and control the nursing services budget for the area/facility.

ENQUIRIES :
Mrs. Mafisa FF Tel No: (012) 529 3873
APPLICATIONS :
can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.

NOTE :
The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. 'Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

CLOSING DATE :
31 January 2020

POST 02/79 :
OPERATIONAL MANAGER SPECIALTY (PNB-3) REF NO: 2020/DGMAH/05 (X6 POSTS)
Directorate: Nursing

SALARY :
R562 800 per annum (All – inclusive package)

CENTRE :
Dr George Mukhari Academic Hospital
Advanced Midwifery for Obstetrics and Gynaecology (X1 Post) Child/Paeds/Neonatal for Paediatric Ward (X1 Post) Child/Paeds/Neonatal/Critical Care for Paeds ICU (X1 Post) Operating Theatre and CSSD (X2 Posts) Critical Care for Surgical High Care (X1 Post)

REQUIREMENTS :
Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Diploma/Degree in Nursing Management registered with SANC. A post basic nursing qualification with duration of at least 1 year accredited with SANC in the relevant specialties (Advanced Midwifery, Child/Paeds/Neonatal, Critical Care, Operating Theatre Nursing Science). Registration with SANC as Professional Nurse. Proof of current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as
Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

**DUTIES**: Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Manage resources effectively and efficiently in the unit. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Participate in training, research and self-development. Demonstrate a basic understanding of HR and financial policies and practices. Must be prepared to work night shifts and relieve the supervisor when required. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele.

**ENQUIRIES**: Mrs. Mafisa FF Tel No: (012) 529 3873

**APPLICATIONS**: can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.

**NOTE**: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer reserves the right to fill this position(s).

**CLOSING DATE**: 31 January 2020
PHC. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing & midwifery. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in PHC. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherit job requirement. Diploma in Administration will be an added advantage. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES

To ensure specialized safe and effective clinical nursing practice. Ensure effective management of quality nursing service. Co-ordinate of optimal, holistic specialized nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development mentoring of subordinates. Provision of quality Nursing care, assist team members with quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, assist in Nursing Management activities. Manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource & material resources in the department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

ENQUIRIES

Ms. M.R.E. Damane Tel No: (010) 345 0971

APPLICATIONS

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

NOTE

The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. 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: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined...
by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 31 January 2020

POST 02/81 : OPERATIONAL MANAGER SPECIALTY PHC (OPD) PNB4 REF NO: TMRH-OM-OPD-01 (X1 POST)

Directorate: Nursing

SALARY : R562 800 – R633 432 Per annum plus benefits

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : Grade 12 (standard 10). Basic R425 qualification (Diploma or Degree) in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse & Midwifery. Post basic nursing qualification with a duration of 1 year accredited with the SANC in PHC. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing & midwifery. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in PHC. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Diploma in Administration will be an added advantage. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : To ensure specialized safe and effective clinical nursing practice. Ensure effective management of quality nursing service. Co-ordinate of optimal, holistic specialized nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development mentoring of subordinates. Provision of quality Nursing care, assist team members with quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, assist in Nursing Management activities. Manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource & material resources in the department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

ENQUIRIES : Ms. M.R.E. Damane Tel No: (010) 345 0971

APPLICATIONS : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance
NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled out 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: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE: 31 January 2020

POST 02/82: OPERATIONAL MANAGER TRAUMA/CRITICAL CARE NURSING
PNB4 REF NO: TMRH-OM-TCC-01 (X1 POST)

Directorate: Nursing

SALARY: R562 800 – R633 432 Per annum plus benefits

CENTRE: Thelle Mogoerane Regional Hospital

REQUIREMENTS: Grade 12 (standard 10). Basic R425 qualification (Diploma or Degree) in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse & Midwifery. Post basic nursing qualification with a duration of 1 year accredited with the SANC in trauma nursing or critical care nursing science. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing & midwifery. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Trauma or Critical Care Nursing Science. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Diploma in Administration will be an added advantage. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES: To ensure specialized safe and effective clinical nursing practice. Ensure effective management of quality nursing service. Co-ordinate of optimal,
holistic specialized nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development mentoring of subordinates. Provision of quality Nursing care, assist team members with quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, assist in Nursing Management activities. Manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource & material resources in the department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

ENQUIRIES

Ms. M.R.E. Damane Tel No: (010) 345 0971

APPLICATIONS

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

NOTE

The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. 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: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, gender will receive preference.

Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE

31 January 2020

POST 02/83

OPERATIONAL MANAGER SPECIALTY ORTHOPAEDIC PNB4 REF NO: TMRH-OM-ORTH-01 (X2 POSTS)

Directorate: Nursing

SALARY

R562 800 – R633 432 per annum plus benefits

CENTRE

Thelle Mogoerane Regional Hospital

REQUIREMENTS

Grade 12 (standard 10). Basic R425 qualification (Diploma or Degree) in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse & Midwifery. Post basic nursing qualification with a duration of 1 year accredited with the SANC in Orthopedic Nursing Science. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing & midwifery. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Orthopedic Nursing Science. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e (Ms Word, Power Point). Ability to work
independently and innovatively. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherit job requirement. Diploma in Administration will be an added advantage. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

**DUTIES**

To ensure specialized safe and effective clinical nursing practice. Ensure effective management of quality nursing service. Co-ordinate of optimal, holistic specialized nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development mentoring of subordinates. Provision of quality Nursing care, assist team members with quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, assist in Nursing Management activities. Manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource & material resources in the department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

**ENQUIRIES**

Ms. M.R.E. Damane Tel No: (010) 345 0971

**APPLICATIONS**

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

**NOTE**

The appointed employee will be subjected to Personnel Suitability Check (PSC), OHS) Medical surveillance as required in the HBA, at no cost. 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: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**

31 January 2020
POST 02/84: OPERATIONAL MANAGER (SPECIALTY UNIT) REF NO: REFS/004894
Directorate: Nursing Services

SALARY: R562 800– R633 432 per annum (plus benefits)
CENTRE: Tara the H. Moross Centre, Sandton
REQUIREMENTS: Appropriate Diploma/degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse. A post-basic qualification in Advanced Psychiatry which is one year and accredited with SANC. A minimum of 9 years appropriate/recognized experience in nursing after registration as professional nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in Psychiatry after obtaining the 1-year post-basic qualification in psychiatry. Proof of current registration with SANC. Sound interpersonal and good communication, decision making and problem-solving skills.
Knowledge of Mental Health Care Act, PFMA and other Public-Sector Regulations and legislative framework. A valid driver’s license. Basic and functional knowledge of the National core standards and Ideal Hospital Framework. Be willing to do shift/ night nursing and hospital supervisory duties.

DUTIES: Demonstrate basic understanding of Human Resource policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and supply chain management procedures. Ensure effective and efficient coordination and integration of quality specialized nursing care through compliance to Batho Pele Principles, Mental Health Care Act Procedures and Quality Assurance standards. Participate in staff development programme and conduct research when necessary. Create and maintain a positive learning environment for students and staff. Compile monthly reports and other statistical reports as required.
Deputize for Nursing Managers in their absence and take charge of the hospital after hours, at night, during weekends and Public holidays.

ENQUIRIES: Mr. S. Nhleko Tel No: (011) 535 3006/7/8
APPLICATIONS: can be hand delivered to- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125.
NOTE: People with disabilities, Coloreds, Indians and Whites are encouraged to apply. Please note that due to technical problems with the GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using hand delivery or postal address.

CLOSING DATE: 31 January 2020

POST 02/85: OPERATIONAL MANAGER PNB3 (PHC) REF NO: SDHS 2020/01/03 (X10 POSTS)
Directorate: Sedibeng District Health Services

SALARY: R562 800 per annum (plus benefits)
CENTRE: Sedibeng Clinics
REQUIREMENTS: Basic qualification accredited with 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 plus post -basic nursing qualification, with at least 1 year, accredited with SANC in terms of Government Notice No R 48 in the relevant specialty. The post basic qualification should be in Primary Health Care, Midwifery or Neonatal Nursing Science. Proof of current registration with SA Nursing Council in general nursing as well as the post basic qualification. An applicant will be subjected to a practical assessment. Experience: A minimum of 9 (nine) years, appropriate/recognizable nursing experience after registration as
Professional Nurse with the SANC in General Nursing. At least 5 (five) years of the period referred to above must be appropriate/recognizable experience after obtaining the one (1) year post basic qualification in Primary Health Care or Midwifery and Neonatal Nursing Science. Must be computer literate. A valid driver’s license is essential. Person Profile: Excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.

**DUTIES**
- Supervise and ensure the provision of effective and efficient patient care.
- Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relation with nursing and other stakeholders (i.e. inter-personal, inter-sectoral and multi-disciplinary) team. Promote quality of nursing care as directed by the professional scope of practice and standard as determine by relevant health facility. Provide relevant health information to health care users to assist in achieving optimal health care as directed by the professional growth/ethical standards and self-development. Supervise and Manage administrative functions including control of attendance registers for all employees. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, Strengthening of National Core Standards and Ideal Clinic. Ensure promotion of Employee Value Proposition.

**ENQUIRIES**
- Ms. D. Ramoloi Tel No: (016) 950 6002

**APPLICATIONS**
- Quoting the relevant reference number, direct applications to the HR Manager-SEDIBENG DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

**NOTE**
- Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The 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. Preference will be given to people with disability.

**CLOSING DATE**
- 31 January 2020

**POST 02/86**
- ALLIED MANAGER REF NO: STDH/00026 (X1 POSTS)

**Salary**
- R517 326 – R574 158 per annum plus benefits

**CENTRE**
- Sizwe Tropical Disease Hospital

**Requirements**
- An appropriate qualification/degree in any of the following categories: Physiotherapy, Radiography, Occupational Therapy, Dietetics, Social Work, Speech & Audiology & other Allied related qualifications. Post graduate qualification in health management or equivalent will be an added advantage. Proof of original and current registration with HPCSA or SACSSP. Ten (10) years’ experience in one of the relevant professions is required with at least 5 years in supervisory level. Good knowledge of public service legislation and Department of Health legislation, policies and guidelines. Computer skills, sound written and verbal communication skills. Knowledge of Quality Assurance and Quality Assurance Standards. Ability to work under pressure and independently. Strong interpersonal and leadership skill. Must have problem solving and decision making skills. Knowledge of health management principles, PFMA, BCE & other relevant legislations. Ability to build strong and efficient teams. Ability to further develop the standard and scope of hospital services in the related
professions in terms of stakeholder management and capacity building. Knowledge and skills in the area of resource management.

DUTIES:
Provide strategic leadership in the entire Allied department. Overall management and evaluation of the staff performance. Responsible for the formulation of the departmental Operational plan. Monitor staff performance and key performance areas of the department. Compile monthly, quarterly and annual performance reports as required by Hospital Management. Ensure adherence to the set clinical and quality health care standards. Provide support to the team so to maximise performance. Monitor patient experience of care for all units. Responsible for articulation of the relevant SOPs and implementing policies. Identify and support innovation strategies and platforms in and out of the department. Responsible for stakeholder relation management for projects, internally & externally. Ensure timeous submission of statistics and other relevant reports. Utilise all allocated resources effectively to achieve maximum service efficiency. Maintain ethical working standards and promote professional development for all staff. Perform any ad-hoc duties allocated by management. Be a team player.

ENQUIRIES:
Dr XS Padanilam Tel No: (011) 531 – 4410/4397

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 six 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:
31 January 2020

POST 02/87:
CHIEF PHYSIOTHERAPIST REF NO: SBAH 02/2020
Directorate: Physiotherapy

SALARY:
R466 119 per annum plus benefits

CENTRE:
Steve Biko Academic Hospital

REQUIREMENTS:
B.Sc Physiotherapy or equivalent qualification. Valid registration with the HPCSA as an independent Physiotherapy practitioner. Extensive experience in the Physiotherapy profession of which at least 3 years involvement in supervisory functions. Knowledge of public service legislation, policies and procedures. Good writing, communication, supervisory, planning and organizational skills. Ability to work in a multidisciplinary team.

DUTIES:
Manage, plan coordinate and implement Physiotherapy services in allocated sections according to Unit Organogram. Manage own patient workload. In the absence of the manager, attend relevant meetings and assume relevant functions on behalf of the manager. Monitor, motivate for and repair equipment and other resources. Promoting and implementing continued Professional development programs as well as research and projects in the unit. Assist with implementation and monitoring of record keeping, statistics and quality assurance programs. Supervision, and training of operational staff and students. Management of personnel performance and review thereof.

ENQUIRIES:
Mrs. FN Pebane Tel No: (012) 354 1652

APPLICATIONS:
to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE:
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE : 31 January 2020

POST 02/88 : OPERATIONAL MANAGER GENERAL (MEDICAL WARD) PNA5 REF NO: TMRH-OMG-MW-01 (X1 POST)

Directorate: Nursing

SALARY : R444 276 – R500 031 per annum plus benefits

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : Grade 12 (standard 10). A Basic R425 qualification (Diploma/Degree) in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse and midwife. Current Registration with the SANC as Professional Nurse & midwife. A minimum of 7 years’ appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and midwifery. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Able to manage own work, time and that of subordinate to ensure proper nursing service in the units. Demonstrate basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty.

ENQUIRIES : Ms. M.R.E Damane Tel No: (010) 345 0971

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, Alirode, 1451.

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. 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: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will
promote representivity in terms of race and gender will receive preference.
Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 31 January 2020

POST 02/89 : OPERATIONAL MANAGER GENERAL (SURGICAL WARD) PNA5 REF NO: TMRH-OMG-SW (X1 POST)
Directorate: Nursing

SALARY : R444 276 – R500 031 Per annum plus benefits
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Grade 12 (standard 10). A Basic R425 qualification (Diploma/Degree) in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse and midwife. Current Registration with the SANC as Professional Nurse & midwife. A minimum of 7 years’ appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and midwifery. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Able to manage own work, time and that of subordinate to ensure proper nursing service in the units. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty.

ENQUIRIES : Ms. M.R.E Damane Tel No: (010) 345 0971
APPLICATIONS : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. 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: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be
available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**: 31 January 2020

**POST 02/90**: OPERATIONAL GENERAL MANAGER NURSING PNA-5 NIGHT DUTY

**REF NO**: 2020/DGMAH/06

Directorate: Nursing

**SALARY** : R444 276 per annum (All – inclusive package)

**CENTRE** : Dr. George Mukhari Academic Hospital

**REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

**DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice at night by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care at night as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex writing when required. Work as part of multidisciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring implementation and adherence of Batho Pele principles. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES** : Mrs. Mafisa FF Tel No: (012) 529 3873

**APPLICATIONS** : can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.

**NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. *Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that
your application was unsuccessful. The employer Reserves the right to fill this position(s).

CLOSING DATE : 31 January 2020

POST 02/91 : OPERATIONAL GENERAL MANAGER NURSING PNA-5 FOR SURGICAL WARD REF NO: 2020/DGMAH/07

Directorate: Nursing

SALARY : R444 276 per annum (All – inclusive package)

CENTRE : Dr. George Mukhari Academic Hospital

REQUIREMENTS : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 7 years’ appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Able to manage own work, time and that of subordinate to ensure proper nursing service in the units. Demonstrate a basic understanding of HR and financial policies and practices. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Participate in training, research and self-development. Promote achievement of National Core Standards targets. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Be prepared to work shifts including rotating and relieving on night duty. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : Mrs. Mafisa FF Tel No: (012) 529 3873

APPLICATIONS : can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setslogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability ‘Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you
are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

CLOSING DATE : 31 January 2020

POST 02/92 : OPERATIONAL MANAGER NURSING (GENERAL) GRADE 1 REF NO: JUB 03/2020
Directorate: Health (Nursing)

SALARY : R444 276 per annum (Plus Benefits)

CENTRE : Jubilee District Hospital

REQUIREMENTS : Basic R425 Qualification (Degree/Diploma) in nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse. A minimum of seven years appropriate/recognizable experience in Nursing after registration as professional nurse with SANC. Proof of current registration with SANC. Qualification in Nursing Management will serve as an added advantage. Competencies: Promote the quality of nursing care. Apply Batho Pele Principles in Nursing care. Demonstrate Basic computer literacy. Leadership skills, problem solving, conflict management Knowledge of Nursing prescripts.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate Nursing care. Co-ordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care and users to assist in achieving optimal care and rehabilitation of patients. Maintain constructive working relationship with Nursing and other stakeholders. Manage proper utilization of human, financial and physical resources. Participate in formulation, analysis and implementation of nursing guidelines, practices, standards and procedures. Collect, Provide and use relevant information/statistics for the enhancement of service delivery. Execute after hours and weekend duties. Deputize for Assistant Manager Nursing.

ENQUIRIES : Ms T Ngwenya Tel No: (012) 717 9398

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 : must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: Shortlisted candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 31 January 2020

POST 02/93 : LECTURER PND 1/2 REF NO: REFS/004904 (X7 POSTS)
Directorate: Nursing Services

SALARY : PND1: R383 226 – R444 276 per annum (plus benefits)
PND2: R471 333 – R614 991 per annum (plus benefits)

CENTRE : Bonalesedi Nursing College

REQUIREMENTS : PND1: Degree in Nursing Education. Registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife and in Nursing Education. Minimum of 4 years appropriate/recognizable nursing experience after registered as a professional Nurse. PND2: Degree in Nursing Education. Registration with the South African Nursing Council (SANC) as a professional Nurse and Midwife and in Nursing Educator. Minimum of 14 years appropriate/recognizable nursing experience after
registered as Professional Nurse, at least 10 years of the period must be appropriate experience in Nursing Education after obtaining 1 year post basic qualification in Nursing Education. For both grades (the candidate must have: Good facilitation and presentation skills, have knowledge of the transformation in Nursing Education and the legal framework. Communication (verbal and written), organizational and problem-solving skills. Computer skills (Word, PowerPoint, Excel). Skill in application and interpretation of regulations and other legislative frameworks pertaining to Nursing Education. Conflict management and supervisory skills. Good research knowledge. Valid driver’s license. Must be able to work under pressure.

**DUTIES**

Plan and conduct academic programs, employ a variety of teaching strategies to reach the required outcomes, ensure policy and clinical tool development, Implement PMDS for internal basic students. Participate in development, review and evaluate policies in nursing education Implement clinical assessment strategies to determine learner competence in the clinical areas, record keeping as required. Participate in Work Integrated learning for the learners in all clinical areas accredited for the College. Must be prepared to travel to all areas utilized for experiential learning. Participate in Curriculum development. Have and implement a sound knowledge of all applicable current legislation continuing education in nursing education. Utilization of technology for teaching, evaluating, monitoring and management of the program.

**ENQUIRIES**

Mr. K.T. Baloyi Tel No: (011) 696 8336

**APPLICATIONS**

should be submitted at Bonalesedi Nursing College (inside Leratong Hospital premises), 01 Adock Road, Chamdor, Kagiso or posted to Private Bag X55, Roodepoort, 1725.

**NOTE**

Applications must be submitted on a Z83 form accompanied by a recently updated CV and Certified Copies (no copies of certified copies allowed, certification should not be older than 3 months). The successful candidate will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse, security screening and vetting process. Applications received after closing date will not be accepted. It is the candidate’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

**CLOSING DATE**

31 January 2020

POST 02/94

PROFESSIONAL NURSE SPECIALTY PNB-1 REF NO: 2020/DGMAH/08

Directorate: Nursing

**SALARY**

R383 226 per annum (All – inclusive package)

**CENTRE**

Dr. George Mukhari Academic Hospital
Critical Care
Operating Theatre
Trauma
Advanced Midwifery
Child/Neonatal.Paediatric
Nursing Science
Orthopaedic Nursing Science
Oncology
Ophthalmology
Nephrology
Advanced Psychiatric

**REQUIREMENTS**

A Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in one of the specialties stated above. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
Preference will be given to Dr George Mukhari Academic Hospital employees.

DUTIES:
- Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices.
- Promote quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Able to plan and organize own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stakeholders including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).

ENQUIRIES:
Mrs. Mafisa FF Tel No: (012) 529 3873

APPLICATIONS:
can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.

NOTE:
The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability ‘Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

CLOSING DATE:
31 January 2020

POST 02/95:
CLINICAL NURSE PRACTITIONER PNB1 (PHC) REF NO: SDHS 2020/01/04 (X11 POSTS)
Directorate: Sedibeng District Health Services

SALARY:
R383 226 per annum (plus benefits)

CENTRE:
- Leval Mbatha CHC (X1 Post)
- Beverly Hills (X1 Post)
- Midvaal CDC (X1 Post)
- Midvaal Mental Health Clinic (X1 Post)
- Bophelong CDC (X1 Post)
- Usizolwethu Clinic (X1 Post)
- Zone 3 Clinic (X1 Post)
- BoIPATONG CHC (X2 Posts)
- Empilisweni CDC (X1 Post)
- Osizweni Clinic (X1 Post)

REQUIREMENTS:
- Basic qualification accredited with the SANC in terms of Government Notice 425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic nursing qualification, with a duration of at least 1 year, accredited with SANC in terms of Government Notice No R 48 in the relevant specialty. A post basic qualification in Primary Health Care and Midwifery and Neonatal Nursing Science referred to in glossary of terms.
Registration with SANC as a Professional Nurse and proof of current registration. Experience: A minimum of 4 (four) years, appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

**Person Profile:**
- Excellent time management, organizational skills, communication skills,
- Self-motivated and goal orientated. Analytical and solution orientated.
- Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.

**DUTIES:**
- Demonstrate an understanding of nursing legislation and related frameworks. Perform clinical nursing practices and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing.
- Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Display a concern for patients promoting advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, Strengthening of National Core Standards and Ideal Clinic. Ensure promotion of Employee Value Proposition.

**ENQUIRIES:**
Ms. D. Ramoloi Tel No: (016) 950 6002

**APPLICATIONS:**
Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

**NOTE:**
Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The 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. Preference will be given to people with disability.

**CLOSING DATE:**
31 January 2020

**POST 02/96:**
OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: SBAH 03/2020
Directorate: Occupational Therapy

**SALARY:**
R317 976 - R439 164 per annum plus benefits

**CENTRE:**
Steve Biko Academic Hospital

**REQUIREMENTS:**
Degree in Occupational Therapy. Current registration with the HPCSA as an independent Occupational therapist is compulsory. Proof of registration for the current year. Proven knowledge and 2 years clinical experience in Vocational rehabilitation or conducting PILIR/Incapacity Assessments. Computer literacy is essential. Post graduate diploma in vocational rehabilitation would be an added advantage.

**DUTIES:**
Rendering comprehensive vocational rehabilitation service including functional capacity evaluation/work Assessments using various applicable tests to the clients referred. Compile functional capacity evaluation reports for the incapacity committee. Perform work hardening programmes where required. Assist in the management of all resources of the vocational rehabilitation subsection, including supervision and performance management and development of staff. Implement sectional and provincial quality assurance measures in the designated areas. Participate in the formulation and review of strategies in allocated area of work as required. Rendering clinical services to inpatient and outpatients
when required. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training to allocated occupational therapy students as required and contribute to research activities.

ENQUIRIES: Mr. T Ncwane Tel No: (012) 354 1665
APPLICATIONS: to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE: 31 January 2020
POST 02/97: CASE MANAGER REF NO: 2020/DGMAH/09
Directorate: Finance
SALARY: R316 791 per annum (Level 08) (All – inclusive package)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: A health related diploma or degree registrable with the South African Nursing Council (SANC) or Health Professions Council of South Africa (HPCSA). Appropriate experience in Case Management/Medical Aid environment and Revenue Generation. Willingness to work overtime. Good knowledge of the Uniform Patient Fees Scheduled (UPFS), Managed Health Care or Hospital Knowledge of Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Scheme Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Ability to work with Excel spread sheets, Microsoft Word and Web based programs (medical aids). Excellent communication, conflict management, interpersonal and leadership skills. Ability to communicate (written and verbally) in English and at least two of the official languages.
DUTIES: Perform Case Management functions, i.e. assist authorization, concurrent, retrospective review, discharge planning and liaison with various role players and third parties to monitor utilization. Provide quotations to H2, H3 and Foreign patients. Assist with assignment of ICD-10 codes when required and identification of PMB conditions. Manage and implement Case Management policies, protocols and procedures in the hospitals, (including providing the necessary on-site skills development and training of all relevant role players). Conduct clinical audits of patient accounts inclusive of medical aids, State Departments, e.g. RAF and COIDA to ensure accuracy of invoices with regards to ICD-10 codes, UPFS procedure codes and resource utilization. Provide support in terms of hospital account queries and assist with follow up of outstanding medical scheme balances (Medikredit EDI reports). Supervision of staff and liaison with relevant role players in matters relating to Case Management.
ENQUIRIES: Mr. Molalogi P Tel (012) 529 3081
APPLICATIONS: can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.
NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability ‘Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from
any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

CLOSING DATE : 31 January 2020

POST 02/98 : PROFESSIONAL NURSE GRADE 2 REF NO: JUB 02/2020
Directorate: Quality Assurance (Re-Advert)

SALARY Centre : R315 963 per annum Plus Benefits
Requirements : Jubilee District Hospital

Grade 12 or senior certificate, Basic Diploma/ Degree in nursing, accredited with SANC. Minimum of 10 years’ experience after registration as professional nurse, 3 years of 10 years’ experience in Quality Assurance unit. SKILLS: Good communication skills, good ethical practice and caring attitude, basic computer skills and valid driver's license.


ENQUIRIES : Ms Mokwena R.A Quality Assurance Manager Tel No: (012) 717 9355
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 submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 31 January 2020

POST 02/99 : COMMUNICATION OFFICER REF NO: REFS/004892
Directorate: Administration

SALARY Centre : R257 508 - R303 339 per annual (plus benefits)
Requirements : Tara the H. Moross Centre, Sandton

An appropriate recognized three (3) years National Diploma (NQF 6)/Degree in Marketing /Public Relations or Communication, with at least two (2) years’ experience as a communication officer. Good understanding and knowledge of communication, sound interpersonal relations, project planning skills, ability to prepare reports. Must be
computer literate and have a valid driver’s license. Public sector Hospital environment experience will be an added advantage.

**DUTIES**

Formulation and implementation of information and communication strategies in order to promote mutual understanding between the hospital and the community. Planning and understanding internal liaison activities to keep staff informed of the developments in the institution. Provide communication support to the various departments’ events and activities. Ensure that the hospital has adequate marketing materials and publications at all times. Publish quarterly internal newsletters. Coordination of the annual open day events. Participate in the Department of Health Communication Forums. Manage day to day information sharing and management of notice board displays. Preparation and distribution of press statements and news worthy Items in the media. Reply to refer and enquire on specific function held in the relevant departments. Submission of quarterly reports. Manage hospital social media accounts and the distribution of internal and external memos. Perform any other duties that may be laid down from time to time by those in authority. Secretary and liaison between Hospital Board. Participation in various committees.

**ENQUIRIES**

Mr. V. Doorasamy Tel No: (011) 535 3032/3002

**APPLICATIONS**

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

**NOTE**

People with disabilities, Coloreds, Indians and Whites are encouraged to apply.

**CLOSING DATE**

31 January 2020

**POST 02/100**

LABOUR RELATIONS OFFICER REF NO: HRM 01/2020 (X1 POST)

Directorate: Human Resource

**SALARY**

R257 508 per annum

**CENTRE**

Kopanong Hospital

**REQUIREMENTS**

National Diploma/Degree in Human Resource/Labour Relation with 3 years’ experience or Grade 12 with 5 years’ experience in Labour Relations. Must have knowledge of relevant legislations/directives and policies such PHSDBC, PSCBC and CCMA procedures. Know Public Service Regulatory framework relating to HRM and Labour Relations. Candidate must be experienced in handling grievance procedures. A valid driver’s licence will be an advantage. Be computer literate. Good communication skills (verbal and non-verbal, report writing skills, negotiation skills, mediation skills, problem solving skills) and ability to work under pressure.

**DUTIES**

Initiate and promote training in Labour Relations for Staff. Monitor and evaluate compliance with collective agreement, policies and relevant legislation. Render advisory service to all institutional management and employees regarding labour relations and progressive discipline. Manage disciplinary cases and compile database. Manage strikers and dispute resolutions, monitoring progress of Employee Wellness Programme (EAP), Employment Equity Act (EEA). Maintain the existence of communication structures in the Hospital. Provide information/advice/Support to Top Management. Ensure that the statistics is submitted timeously to relevant offices. Be part of Quality Assurance team.

**ENQUIRIES**

Ms JD Mojelele Tel No: (016) 428-7191

**APPLICATIONS**

Be submitted to: The HR Office Kopanong Hospital, 2 Casino Road, Duncanville, or Posted to PBag 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. Medical surveillance will be conducted to all Successful candidates.
CLOSING DATE : 31 January 2020

POST 02/101 : CLINICAL ENGINEERING TECHNICIAN REF NO: 2020/DGMAH/10
Directorate: Clinical Engineering

SALARY : R257 508 per annum (Level 07) (All – inclusive package)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : National Diploma Electrical Engineering/National N Diploma or relevant Qualification (Clinical Engineering). 1 or 2 years’ experience in Clinical Engineering environment. Good communication skills (Verbal and written). Ability to work under pressure. Knowledge and skills in the use of various hand tools and test equipment such as defibrillator analyzer, infusion pump analyzer, multimeter and resources with clinical engineering. A valid driver’s license will be an advantage.

DUTIES : perform in house repairs and maintenance of medical equipment. Training of clinical engineering students. Must be available to perform standby and afterhours duties. Type out reports. Attend meeting related to medical equipment. Supervision of all on-site repairs, maintenance, procedures and safety checks. Advise on all aspects relating to the medical technology lifecycle. Monitor service level agreements with external service providers.

ENQUIRIES : Mr. Tsie LK Tel No: (012) 529 3766
APPLICATIONS : can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability ‘Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

CLOSING DATE : 31 January 2020

POST 02/102 : ADMINISTRATION OFFICER: CLEANING/LAUNDRY SUPERVISOR—
REF NO: HRM 3/2020
Directorate: Support Services

SALARY : R257 508 per annum (Level 07) (Plus Benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Grade 12 plus 3 years’ experience in Cleaning and Laundry Supervision. A three year Tertiary qualification will be an added advantage. Computer literacy or Certificate with practical knowledge of Microsoft programs (Word, Excel and Internet). Must possess the ability to plan, organize, supervise, inspect and evaluate work of subordinates. Knowledge of OHS and Infection Control.

DUTIES : Supervision of Cleaning and Laundry Departments. Ensure cleaning schedule and checklist are available and implemented. Ensure compliance to National Core Standard. Leave management. Oversee counting, sorting, disposal, ironing, packing, delivery and collecting of linen to and from the wards. Ensure the availability of clean linen in
coordination with all other stakeholders. Visits all wards to assess stock levels. Attend meetings and give feedback. Knowledge of colour coding of laundry bags. Management of performance and development of staff. Make rounds and inspections to ensure that cleaning and laundry personnel are performing the required duties. Appropriate cleaning and laundry procedures are adhered to and quality control measures are continually maintained. Strengthen cleaning and laundry standards and infection control. Be actively involved in budgetary control and saving measures. Apply disciplinary measures when necessary. Order, receive and distribute stock, materials and equipment of both Cleaning and Laundry Departments. Be actively involved in budgetary control and saving measures. Take responsibility of Waste Management in collaboration with the Infection Control Officer. Recommends discipline and implements appropriate procedures. Perform any other duties delegated by the Supervisor or Manager.

ENQUIRIES: Mr. E. Mangwane Tel. No: (011) 951-8392/98
APPLICATIONS: Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
NOTE: Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
CLOSING DATE: 31 January 2020 Time: 12H00
POST 02/103: MONITORING AND EVALUATION AUDITOR REF NO: 2020/DGM AH/11
Directorate: Information Communication and Technology

SALARY: R208 584 per annum (Level 06) (All – inclusive package)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Evaluation/Auditing/Risk Management/ Quality Assurance or Information (Statistics). A minimum of 3 years relevant experience working in Monitoring and Evaluation or Health Information Management (DHIS) will be an added advantage. Exposure to auditing service and reporting, including data /information gathering, processing and data analysis is a must. Competencies: Strong interpersonal and communication skills with good knowledge in computer packages (Ms Word, Excel, MS PowerPoint and Access) and Batho-Pele Principles. Proficiency in English and other official languages.

DUTIES: Administration of audit process in the M&E unit within the hospital environment. Ensuring that the audits are conducted as planned and as merited by urgency of the situation as per the mandate of the supervisor. Write reports of the outcome of the audit taken. Work with departments and unit to correct discrepancies emanating from audits conducted. Ensure the gathering and collection of quality data for compilation of M & E auditing reports. Regular follow–up on non-submission of M & E and Information data. Manage own work and identify own developmental needs. Perform duties and functions assigned or delegated M & E manager and senior management. Update all the M & E information within the Hospital and ensure that all challenges encountered are escalated accordingly. Communicate with the staff in the directorate assigned to you and insure the delivery of the Hospital strategy and operational plan. Perform regular follow-ups to directorates for gathering evidence of performance. Ensure a pleasant working environment through maintaining positive attitude at all times. Execute the implementation of the unit’s operational plan. Provide monthly M&E report including ad-hoc reporting.

ENQUIRIES: Mr. Malepane A Tel No: (012) 529 3678
APPLICATIONS: can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.
NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer reserves the right to fill this position(s).

CLOSING DATE: 31 January 2020

POST 02/104: ADMINISTRATION CLERK REF NO: TRP 02/2020 (X1 POST)
Directorate: Transport Department

SALARY: R173 703 per annum
CENTRE: Kopanong Hospital
REQUIREMENTS: Grade 12 or equivalent. Exposure in transport management / Diploma in transport management or logistics management will be an advantage. Key competencies; knowledge of Electronic Log System and GG Vehicle Management System, Financial and Risk Management including policies regulating the use of Government vehicles and logistic scheduling. Computer literacy and ability to communicate at all levels, organizing, planning, problem solving, customer interaction skills, lead and work in a team, work under pressure and meet deadlines. Candidate must have driver’s license code 8 /10.

DUTIES: Management of transport section. Coordinate transport and ensure the optimal utilization of government vehicles. Ensure that capturing of kilometres of GG vehicles takes place on a monthly basis on the ELS System. Ensure that transport forms are approved timeously. Daily planning schedules of drivers and vehicles trips on time. Compiling of monthly reports and meets deadlines. Ensure that petrol cards are kept safe at all times. Ensure that inventory of vehicles is done daily. Communicate effectively with all stakeholders. Supervise and evaluate staff on Performance Management Development System (PMDS). Ensure all drivers have a valid driver’s license and PDP.

ENQUIRIES: MS TB Morule Tel No: (016) 428 7086
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. 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: 31 January 2020

POST 02/105: ADMINISTRATIVE CLERK: SECRETARY REF NO: 2020/DGMAH/12
Directorate: Nursing (Re-advertisement)

SALARY: R173 703 per annum (Level 05) (All – inclusive package)
CENTRE: Dr. George Mukhari Academic Hospital
REQUIREMENTS: Grade 12 certificate. Diploma or Degree in Secretarial studies/Office management/Office Administration/Management assistant/Office management and Technology plus a minimum of 1 year
appropriate/recognizable experience as an administrative secretary. Hospital experience will be an added advantage. Good communication and interpersonal skills. Computer literacy. A proficient user of Microsoft based programmes including power point and you may be subjected to typing test. Be reliable, punctual and professional. Be creative and able to use own initiative. Be able to prioritize and have exceptional attention to detail. Ability to work under pressure and meet tight deadlines.

DUTIES

Overall management of the office administration functions. Provide a secretarial/receptionist support service to the Senior Nurse Manager. Take minutes during meetings of the Senior Manager and compile minutes’ files. Compile reports as required by the Manager. Coordinate logistical arrangements for meetings when required. Managing the office Diary and arranging appointments. Receiving visitors and Document management. Liaising with relevant stakeholders. Assist with procurement of goods and services. Handling Maintain office records and invoicing. Manage databases. Accurate filing of correspondences and other documents including personnel records. Retrieving personnel records on request. Issuing salary advices for nursing personnel. Photocopying, binding and scanning. Compiling reports and statistics. Communicate with office of CEO. Attend to notice board. Mentoring interns. Remains up to date with regard to the policies and procedures applicable to Senior nurse manager. Remain abreast with the procedures and processes that apply in the office of the Senior Nurse Manager.

ENQUIRIES

Ms. Mafisa FF Tel No: (012) 529 3873

APPLICATIONS

can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.

NOTE

The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability ‘Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)

CLOSING DATE

31 January 2020

POST 02/106

ADMINISTRATION CLERK: LABOUR RELATIONS REF NO: 2020/DGMAH/13

Directorate: Human Resource Management

SALARY

R173 703 per annum (Level 05) (All – inclusive package)

CENTRE

Dr. George Mukhari Academic Hospital

REQUIREMENTS

Grade 12 (Degree or National Diploma will be an advantage). Two years or more experience in administration and secretarial services at meetings (Experience in a Labour Relations environment will be an advantage). Computer literate (MS Word, MS Excel and MS Power-point). Ability to write report and minutes. Good verbal communication and interpersonal skills. Be able to work in a team. Experience in the following: prepare agendas, taking minutes at meeting and typing of minutes. Knowledge of relevant Labour Legislation (LRA, BCEA, Public Service Act, Grievance Procedures, Disciplinary Code and procedures for the Public Service).

ENQUIRIES: Mr. Smith H Tel No: (012) 529 3020

APPLICATIONS: can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Sellogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.

NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability ‘Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

CLOSING DATE: 31 January 2020

POST 02/107: EMERGENCY CARE OFFICER GRADE 3 ILS REF NO: OPS/2020/01 (X200 POSTS)

SALARY: R169 176 per annum (plus benefits) finally, salary will be determined by experience attached to the professional category.

CENTRE: Various EMS Districts

REQUIREMENTS: Grade 12, AEA certificate with registration with current HPCSA of Ambulance Emergency Assistant. Previous experience in emergency care environment will be an added advantage. Valid drivers license Code 10 and valid professional driver’s (PrDP) permit for transporting patients.

DUTIES: Responsible for patients within the scope of practice of intermediate life support. Transporting patients as part of planned Patient transport and inter-facility transfer system under Emergency Medical Service. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties. Eligible candidates will be subjected to a medical, practical and theoretical evaluation(s). Perform any other duties as delegated by the supervisor.

ENQUIRIES: Ms T Ndlovu Tel No: (011) 564 2262

APPLICATIONS: Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House 1685.

NOTE: Applications must be submitted on a form Z83, obtained from any public services department or on the website, which must be completed in full.
Id copy and all qualifications must be certified. Certification must be less than 3 months.

CLOSING DATE : 31 January 2020

POST 02/108 : CLEANING SUPERVISOR REF NO: CS/KPTH/01/20
Directorate: Cleaning

SALARY : R145 281 – R171 138 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 and a minimum of five (5) years proven experience in a formal clinical or hospital environment as a cleaner. Proven Computer literacy. Must be able to plan, organize, supervise inspect and evaluate work of subordinates. Must have the working knowledge of the operation and care cleaning machines and equipment. Good knowledge of occupational health and safety and infection prevention and control. Communication skills, problem solving skills. Be prepared to work shifts, night duty shifts including weekend, public holidays and rotated to different areas in the hospital. Perform any other duties assigned by the supervisor. Ability to work in a team environment, under pressure and meet deadlines. Knowledge of Batho Pele Principles. Be prepared to work shift work including weekends and public holidays when requested.

DUTIES : Supervise cleaners, Assigns schedules and duties to cleaning staff. Maintain leave register, attendance register and leave plan for component. Makes rounds and inspections. Ensure that cleaning personnel are performing assigned duties. Ensure that appropriate cleaning procedures are being rendered, quality control measures are continually maintained through work schedules. Ensure safe keeping and maintenance of cleaning equipments. Ensure total coverage of cleaners in all areas in the hospital. Maintain and keep control of stock level of cleaning materials equipment and perform any other duties delegated by the supervisor. Advocate discipline and implement appropriate procedures.

ENQUIRIES : Ms T Mathonsi Tel No: (012) 318-6634

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 completed CV highlighting or stating the requirements mentioned above, and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make any 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. NB: Additional Criteria to Select May Apply

CLOSING DATE : 31 January 2020

POST 02/109 : LAUNDRY SUPERVISOR REF NO: 2020/DGMAH/14 (X3 POSTS)
Directorate: Logistics

SALARY : R145 281 per annum (Level 04) (All-inclusive Package)
CENTRE : Dr George Mukhari Academic Hospital
**REQUIREMENTS**: Abet level 4/Grade 10. Three (3) years relevant and proven laundry experience, must possess the ability to plan, organize, Supervise, inspect and evaluate work of subordinates. Working knowledge of the operation and care of laundry machines and equipment. Good knowledge of Occupational Health and Safety and Infection Control. Be prepared to work shifts including weekends and public holidays. Basic proven knowledge of operating/using a computer will serve as an added advantage. No application shall be considered if no proof of original and official proof of residence from local Municipal or Tribal Authority attached.

**DUTIES**: Supervise Laundry workers. Assigns schedules and duties to laundry staff. Train, monitor and evaluate laundry staff. Make rounds and inspections to ensure that laundry personnel are performing the required duties, appropriate laundry procedures are being rendered, and quality control measures are continually maintained. Schedules preventative maintenance of laundry equipment. Recommends discipline and implements appropriate procedures. Perform any other duties delegates by the supervisor.

**ENQUIRIES**: Mr. MW Ndlovu Tel No: (012) 529 3406

**APPLICATIONS**: can be delivered to: (HR Registry at Nurses Homes Block 13) Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001 or apply online at: www.gautengonline.gov.za.

**NOTE**: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability 'Note: Appointment is subject to the signing of performance agreement contract. The successful candidate will be required to submit to a security clearance check and attend pre-employment medical assessment. Application must be submitted on Z83 form obtainable from any Public Service Department or from the website, and must be completed in full. Recently certified copies of qualifications, ID copy and a CV must be attached. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualification Authority and SAQA evaluation report must accompany such qualifications. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

**CLOSING DATE**: 31 January 2020

**POST 02/110**: PROPERTY CARETAKER REF NO: REFS/004893

**Directorate**: Support Services

**SALARY**: R102 534 - R120 780 per annual (plus benefits)

**CENTRE**: Tara the H. Moross Centre, Sandton

**REQUIREMENTS**: ABET Level 4; Grade 10-12. Between 0-2 years relevant experience. Knowledge of farming and the use of garden equipment or tools. The ability to drive a tractor will be advantageous. Possess physical strength and endurance to meet the strenuous demands of the position. Must be reliable, punctual and honest. Must have a valid driver’s license.

**DUTIES**: Digging and weeding of garden and removal of dead wood. Mowing of lawns using lawnmowers and trimming Machines. Apply fertilizers and water garden. Clean premises by removing litter and emptying refuse containers. Wash and disinfect garbage storage areas. Assist with moving and delivery of equipment and furniture. Sweeping and washing of roads and paved areas. Carry out pest control functions on the premises and in the Hospital facilities Adhere to any instructions issued by an officer. Perform various duties inside facility on rainy days. Perform any other duties delegated by supervisor.

**ENQUIRIES**: Mr. B Mngomezulu Tel No: (011) 535 3025
APPLICATIONS: must be delivered to:- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address.

CLOSING DATE: 31 January 2020

POST 02/111: CLEANERS REF NO: HRM 2/2020 (X2 POSTS)
Directorate: Support Services

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

CENTRE: Sterkfontein Hospital

REQUIREMENTS: A minimum of abet level 4/ grade 9 or equivalent. 1 to 3 years cleaning experience in a hospital. EPWP cleaning experience will serve as an added advantage. Must possesses the ability to plan. Working knowledge of the cleaning equipment’s. Good knowledge of occupational health and safety and infection control. Knowledge of Batho Pele principles and comply with the national core standards.

DUTIES: Cleaning of clinical and non-clinical areas in the hospital, offices, wards, corridors, boardrooms. Sweeping of floors, removal of general and medical waste, empty and wash bins, cleaning of patients’ lockers. Strip and seal vinyl floors, preparing board rooms for events. Vacuuming and shampooing of carpet floors. Dusting and waxing office furniture. Cleaning of bathroom, rest rooms, toilets and basins. All Cleaners will rotate through the Institution and have to work shifts as allocated on the duty rosters. Perform any other duties delegated by the Supervisors or Managers.

ENQUIRIES: Mr. E. Mangwane Tel No: (011) 951-8392/98

APPLICATIONS: Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE: Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications. Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE: 31 January at Time: 12H00

POST 02/112: PORTER REF NO: ODI/06/01/2020/01 (X2 POSTS)
Directorate: Support Service (Re-Advert)

SALARY: R102 534 per annum

CENTRE: ODI District Hospital

REQUIREMENTS: ABET/Level 4 or Grade 10 certificate with 1 year experience in pottering. Pottering motivation must be attached. Ability to read to read and write, good communication and interpersonal skill. Ability to work under pressure and willing to learn and be exposed to hospital environment.

DUTIES: Transporting of patients into ambulances. Assist patients who are unable to walk to and from private cars. Accompany walking and non-walking patients per stretchers and wheelchairs from all different areas of the hospital. Transporting of corpses to Mortuary and checking of Mortuary gauges. Cleaning of wheelchairs and stretchers at all the times. Adhere to Batho-Pele principles and Occupational Health and Safety Regulations as well as infection Principles. Be prepared to work shifts.

ENQUIRIES: Ms. Moeng L.M Tel No: (012) 725 2472

APPLICATIONS: Hand delivered is encouraged and other means of posting to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

FOR ATTENTION 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. People who previously apply are encouraged to re-apply.

**CLOSING DATE** : 31 January 2020

**POST 02/113** : FOOD SERVICE AID REF NO: ODI/06/01/2020/02 (X2 POSTS)

Directorate: Administration
(Re-Advert)

**SALARY** : R102 534 per annum

**CENTRE** : ODI District Hospital

**REQUIREMENTS** : ABET/ Level 4 or Grade 10 certificate with 1 year experience in Food Service environment, previous experience in food preparations and diet knowledge in hospital will be an advantage. Communication skills and willing to work in a team be able to work shifts, night duty including weekends and public holidays.

**DUTIES** : Perform routine task in food service unit and perform the general cleaning task assign to you and maintain hygiene and safety measures in the unit. Carrying heavy basket, packing and withdrawal of cook freeze food in the refrigerator. Do preparation, breakfast, cooking, portioning food according to portion control measures, garnishing of food labelling and serving food according to patient’s diets. Preparation of diabetic snacks for diabetic patients. Wash crockery and cutlery of patients and assist when there is a function. Be prepared to relieve in all areas of food service unit when required.

**ENQUIRIES** : Ms. Mahlangu TR Tel No: (012) 725 2345

**APPLICATIONS** : Hand delivered is encouraged and other means of posting to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

**FOR ATTENTION** : Ms. Mahlangu TR

**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. People who previously apply are encouraged to re-apply.

**CLOSING DATE** : 31 January 2020

**OFFICE OF THE PREMIER**

*It is the department’s intention to promote equity by achieving all numeric targets as contained in the Department’s Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, males of all races are encouraged to apply.*

**APPLICATIONS** : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntemi Piliso Street, Newtown, Johannesburg, 2001 or online on www.gautengonline.gov.za or by Email Recruitment.Premier@gauteng.gov.za (the email should only be used by applicants for the HOD post) (Please do not send applications to 30 Simmonds street)

**CLOSING DATE** : 31 January 2020

**NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof
of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s).

Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Gauteng Office of the Premier reserve the right to utilise practical exercise/test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier reserves the right to cancel the filling/not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest.

MANAGEMENT ECHelon

POST 02/114 : HEAD OF DEPARTMENT (HOD) GAUTENG DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT REF NO: REFS/004907

(3-year performance based contract, renewable for a further period of 2 years, dependent on performance)

SALARY : R1 978 533 – R2 228 820 (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Departments.

CENTRE : Johannesburg

REQUIREMENTS : An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in Public Management or Business Administration. A post graduate qualification in Property/Facilities/Construction Management will be a strong advantage. Registration as Professional Engineer will serve as a strong recommendation. 8 to 10 years’ experience at Senior Managerial level of which 5 years must be of SMS in the Public Service.Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level. Knowledge understanding of government priorities. Insight into Government’s Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, Change Management and Project Management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.
DUTIES: Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department. Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies, 5 year strategic Plan and Annual Performance Plan. Ensuring sound financial management as well as application of ethics and good corporate governance principles. Specific focus areas include the following: The successful incumbent will be directly accountable to the Member of the Executive Council for the realization of Government priorities and Growing Gauteng Together: Vision 2030 strategy. Ensuring operational efficiency and strategic outputs of the Department, agencies or special units associated with the Department. Give effect to the Provincial Priorities by implementing all the GPG Apex projects of the Department. Working closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier’s vision of a ‘smart province. Maximise social and economic infrastructure through sound management of the GPG Property Portfolio. Enhance Local Economic Development and the effective service delivery to Community Client Core via the implementation of the Expanded Public Works Programme (EPWP). Monitor the implementation of the Provincial Property Management Optimisation Plan to enhance service delivery and revenue generation opportunities in the Province. Ensure compliance with good corporate governance and the provision of corporate support services within the Department and effective infrastructure delivery via implementation of GPG Property Management Strategy. Ensure that the GPG property portfolio (leased and owned properties) complies with occupational health and safety and all related building regulations and legislation. Support the Member of the Executive Council in his/her duties as political head of the Department; and Represent the department at various intergovernmental fora.

ENQUIRIES: SN Mtshali Tel No: (011) 355 6280

POST 02/115: DIRECTOR: SECURITY MANAGEMENT SERVICES & WORK ENVIRONMENT REF NO: REFS/004908

Chief Directorate: Security Management Services & Work Environment

SALARY: R1 057 326 - R1 245 495 (all-inclusive remuneration package)

CENTRE: Johannesburg


to ensure zero incidents and losses. Identify risks and threats to the security in the Office of the Premier and vulnerabilities in the office's capacity to counter these and base planning on risk level. Devise all security measures and procedures for the Office of the Premier and across the GPG, based on the security policies and evaluate and improve the effectiveness thereof. Conduct security awareness programmes and monitor the extent of compliance to security policies. Ensure zero security breaches/leakage of sensitive information for investigation and keep record of all incidents. Provide security technical support. Conduct physical security and ensure proper implementation of recommendations, in consultation with relevant authorities. Liaise with the relevant authority on all physical security needs and problems to ensure effective security. Manage human resources and budget of the directorate.

ENQUIRIES
Ms Khanyisile Mafiri Tel No: (011) 355-6060

DEPARTMENT OF SOCIAL DEVELOPMENT
It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Mr Hayden Pillay. All applicants is also encouraged to number the pages of their CV and the attached certified documents

NOTE
Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently supdated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POSTS
POST 02/116
DEPUTY DIRECTOR-WAR ON POVERTY REF NO: SD/2020/01/01

SALARY
R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)

CENTRE
Head Office Johannesburg

REQUIREMENTS
A three-year Tertiary qualification in Community Development with 3-5 years’ experience in the public sector. A valid driver’s license. Knowledge and understanding of Legislative and Policy frameworks, procedures and processes regulating the implementation of War on Poverty programmes in the Public Sector. Knowledge and understanding of Departmental War on Poverty priorities, commitments, systems and processes. Skills and Competencies: Customer relationship management, Demand planning, coordinating, Analytical, report writing, communication, leadership, community development, good counselling and interpersonal relations skills. The individual must be development orientated, honest, innovative and thorough in details. Basic knowledge of all relevant policies, legislation, processes and the ability to uphold confidentiality.

DUTIES
Management of national integrated information services, including the configuration of NISIS, coordination, upgrading and reporting on the system. Manage the door data capturing of poor household. Manage the production of profile, referral, and intervention reports. Oversee the storage and retrieval of beneficiary information. Engagement with stakeholders and liaise with the provincial government on the rollout of Ntirhisano War Room programme. Raise awareness to private sector on War on Poverty programmes. Facilitate interventions to poor household
by coordinating the verification of beneficiary, including the coordination planning of community dialogue and service blitz events. Manage staff development, performance contract, conduct quarterly performance reviews, leave plans, staff grievances and disciplinary matters.

ENQUIRIES
APPLICATIONS : Ms I Mantome Tel No: (011) 2270105

FOR ATTENTION
NOTE : Ms I Mantome

NOTE : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE : 31 January 2020

POST 02/117 : ASSISTANT DIRECTOR - LABOUR RELATIONS REF NO: SD/2020/01/02

SALARY : R376 596 per annum (plus benefits)
CENTRE : Head Office Johannesburg


DUTIES : Attend Departmental Multi-Lateral Forums, Collective Bargaining Forums, Attend to and support entity multi-lateral forums and Bilateral Forums. Represent the Department in conciliation cases, Dispute Resolution arbitration cases and implement the outcomes/agreements arising from dispute cases. Management of Discipline, represent the Department during formal disciplinary hearing, provide advice on informal disciplinary hearing and ensure the implementation of disciplinary sanctions. Management of Grievances, assist and advice line managers in resolving staff grievances and monitor the resolution of grievances. Report on Departmental Bargaining processes, labour relation reporting, report on dispute, grievances and disciplinary cases.

ENQUIRIES
APPLICATIONS : Ms I Mantome Tel No: (011) 227 0105.

FOR ATTENTION
NOTE : Ms I Mantome

NOTE : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE : 31 January 2020

POST 02/118 : ASSISTANT DIRECTOR - ORGANISATIONAL DEVELOPMENT REF NO: SD/2020/01/03

SALARY : R376 596 per annum (plus benefits)
CENTRE : Head Office Johannesburg

REQUIREMENTS : A three-year Tertiary qualification in Organisational Development with 3-5 years’ experience in the field of Organisational Development in the Public Service. A valid driver’s licence. Knowledge and understanding of
work study, change management, job profiling, job evaluation, establishment administration systems, procedures, processes and practices applicable in the public service. Skills and Competencies: Work study investigative, change management and establishment administration, report writing, project management, consultation and people management skills.

**DUTIES**

Profile newly defined posts and provide job profiles for advertising, performance contracting, evaluation of posts and generic queries on posts. Identify, prepare and submit motivation for evaluation of identified posts. Prepare and facilitate a Job Evaluation panel on evaluated posts. Monitor and communicate the implementation of the Job evaluation mandates. Identify, prepare and submit motivation for implementation of proposed amendments to establishment. Monitor and communicate the establishment changes to programme managers. Identify, prepare and submit motivation for implementation of work study interventions. Submit and monitor the implementation of work study mandates and communicate to programme managers. Design and implement Change Management Strategies and Plans. Institutionalise change and prepare a close-out report on change management.

**ENQUIRIES**

Ms I Mantome Tel No: (011) 227 0105

**APPLICATIONS**

Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

**FOR ATTENTION**

Ms I Mantome

**NOTE**

NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**CLOSING DATE**

31 January 2020

**POST 02/119**

**ASSISTANT DIRECTOR: RECRUITMENT REF NO: SD/2020/01/04**

**SALARY**

R376 596 per annum (plus benefits)

**CENTRE**

Head Office Johannesburg

**REQUIREMENTS**

A three-year Tertiary qualification in Human Resource Management with 3-5 years' experience in the Recruitment environment in the Public Service. A valid drivers' licence. Knowledge and understanding of Recruitment systems, procedures and processes applicable in the Department. Knowledge and understanding of legislative framework governing Recruitment practices, systems, processes and procedures applicable in the Public Service. Skills and Competencies: Must be target oriented individual. Honest and Integrity, Performance and Self driven. Must have Facilitation, Consultation, Budgeting, Leadership, Communication, Training and Development Coordination, People management and Empowerment skills.

**DUTIES**


**ENQUIRIES**

Ms I Mantome Tel No: (011) 227 0105

**APPLICATIONS**

Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street,
FOR ATTENTION: Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

NOTE: Ms I Mantome

NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE: 31 January 2020

POST 02/120: SOCIAL WORK POLICY DEVELOPER HIV AND AIDS REF NO: SD/2020/01/05

SALARY: R363 801 – R581 178 per annum (within the OSD Framework)

CENTRE: Head Office Johannesburg

REQUIREMENTS: Degree in Social Work. A minimum of 8 years’ experience as a Social Worker in social work welfare services sector after registration with SACSSP. Current registration with SACSSP. A valid driver’s license. Knowledge and understanding of legislation, policy, procedures, processes and institutional framework governing social services and welfare services. Skills and competencies: Good planning and capability, project and programme management, monitoring and evaluation, reporting, negotiation and verbal and written communication skills.

DUTIES: Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Provide and monitor capacity building of service providers. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required, these may include among others costing the policy. Keep up to date with new developments in the social work field. This would, inter alia, entail the following: Study professional journals and publications to ensure that cognisance is taken of new developments including monitoring and studying the social services legal and policy framework continuously. Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields. Perform the administrative functions required in the unit.

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

APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

FOR ATTENTION: Mr O Mkhabela

NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE: 31 January 2020

POST 02/121: SENIOR ADMINISTRATIVE OFFICER: HRA REF NO: SD/2020/01/06

SALARY: R316 791 per annum (plus benefits)

CENTRE: Head Office Johannesburg

REQUIREMENTS: A three-year Tertiary qualification in Human Resource Management with 2-3 years’ experience in service benefits and condition of service. A valid driver’s license. Knowledge and understanding of service benefits and conditions of service processes and procedures in the Public Service. Knowledge and understanding of Departmental processes and procedures regarding service benefits and conditions of service. Skills and Competences: Persal, report writing, computer, conflict management, communication and interpersonal skills.

DUTIES: Administration of Leave records. Manage the maintenance record on submitted and captured leave. Administration of PILIR Applications. Receive and verify the sick leave record, check the correctness if completed application forms and prepare and send motivation to the
Health Risk Manager. Administration of Service Benefits. Prepare motivation for approval by HOD on allowances and attend to queries and inform the official on the progress made on applications. Processing of Employee Exits. Receive and quality assure records of termination and transfer out, prepare motivation on termination of service, determine leave gratuity and outstanding debt owing to or by exiting employees, submit employee exits documents for verification, approval and implementation, follow-up on the progress of employees exits and termination of service with GEPF and GDF. Supervision of staff. Supervise staff performance, training needs, leave plan and grievance and disciplinary matters.

ENQUIRIES: Ms Maipato Skosana Tel No: (011) 227 0069
APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

FOR ATTENTION: Ms Maipato Skosana
NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE: 31 January 2020

POST 02/122: SENIOR ADMINISTRATIVE OFFICER: RECRUITMENT REF NO: SD/2020/01/07

SALARY: R316 791 per annum (plus benefits)
CENTRE: Head Office Johannesburg
REQUIREMENTS: Three-year Tertiary qualification in Human Resource Management with 2 - 3 years’ experience in the Recruitment environment in the Public Service. A valid driver’s licence. Knowledge and understanding of legislative framework governing Recruitment practices, systems, processes and procedures applicable in the Public Service. Skills and Competencies: Target oriented individual, Performance and self-driven, Honesty and integrity. Must have facilitation skills, consultation skills, budgeting skills, leadership skills, problem solving skills and communication skills, people management and empowerment skills.


ENQUIRIES: Ms Maipato Skosana Tel No: (011) 227 0069
APPLICATIONS: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

FOR ATTENTION: Ms Maipato Skosana
NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE: 31 January 2020