ERRUTUM: Kindly note that the post of Assistant Manager Nursing PNB4 PHC (For Leva Mbatha CHC) with Ref No: SDHS 2020/01/02 (X1 POST) advertised in the Public Service Vacancy Circular 02 dated 17 January 2020, the Requirements: of the post has been amended as follows: 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 specialty. A post basic qualification should be in Primary Health Care or Midwifery and 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 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. People who applied are encouraged to re-apply, the closing date has been extended to the 07 February 2020.

OPERATIONAL MANAGER PNB3 PHC (For Sedibeng Clinics) with Ref No: SDHS 2020/01/03 (X10 POSTS) advertised in the Public Service Vacancy Circular 02 dated 17 January 2020, the Requirements: of the post has been amended as follows: 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 or Midwifery and 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. People who applied are encouraged to re-apply, the closing date has been extended to the 07 February 2020.

OTHER POSTS

POST 03/246:
HEAD OF DEPARTMENT/SENIOR LECTURER/ASSOCIATE PROFESSOR/ADJUNCT PROFESSOR/PROFESSOR: OBSTETRICS AND GYNAECOLOGY REF NO: REFS/004951

Directorate: Medical

SALARY:
Grade1: R 2 161 416 – R 2 294 040 per annum (All-inclusive package)

CENTRE:
Tembisa Provincial Tertiary Hospital

REQUIREMENTS:
Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in obstetrics and Gynaecology; Master of Medicine in Obstetrics and Gynaecology (M.MED - Obs & Gynae) and/or Fellowship of the College of Obstetricians and Gynaecologists of South Africa (FCOG SA) and/or Postgraduate training completed in Obstetrics and Gynaecology in a tertiary Hospital.
South Africa - FCOG (SA). A recognized diploma or subspecialty in a branch of obstetrics and gynaecology of South Africa will be an added advantage. A minimum of 7 (seven) completed years of relevant experience after registration with HPCSA as a medical specialist in obstetrics and gynaecology is mandatory. At least two Master’s students supervised to completion. Evidence of accredited publications record.

**DUTIES**: To lead the department in provision of clinical care to patients, teaching and learning of under-and post-graduate students, conduct appropriate research and perform the required administrative processes to ensure the department is meeting these needs. Provision of Clinical Care: To ensure the care of women is promoted to meet the core health standards and Batho Pele Principles, aligning the needs of the population served with the facilities in the hospital. To ensure that health indicators are being addressed for rates of caesarean sections, maternal deaths, surgical deaths. Provision of teaching and Learning: To ensure that both under – and post – graduate students are taught the required skills and provided with opportunities to learn, discuss and be examined. To promote the values of teaching and learning in the University of Pretoria Strategic Plans. Conduct Appropriate Research: To conduct and publish own research. To facilitate a culture of research with the department. To facilitate collaborations within the hospital, University, Country and internationally to promote. Research: To ensure attempts to collate research funding. Administration: To ensure the processes of the hospital and University are upheld. To ensure records are kept. To ensure M&M process continue. To adjudicate on RWOPS. To ensure retention and renewal of staff. To allocate resources fairly and in line with all principles outlined. To provide leadership within the department, hospital and university.

**ENQUIRIES**: Dr. NCHA Tel No: (011) 923 2350

**APPLICATIONS**: Applications should be submitted to Tembisa Provincial Tertiary Hospital, Corner Industrial Road & Flint Mazibuko Street, Olifantsfontein, 1665 or post to Private Bag X07, Olifantsfontein, 1665.

**NOTE**: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process; criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Tembisa Tertiary Provincial 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**: 07 February 2020

**POST 03/247**: HEAD CLINICAL UNIT (FAMILY MEDICEN GRADE 1) REF NO: WRDH/HCU/FM/12/2019

Directorate: Family Medicine

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

**CENTRE**: West Rand District Health Council

**REQUIREMENTS**: Must be in possession of MPrax MED /MFAMMED/MCFP (SA)/ FCFP (SA)/MMED or equivalent. Registration with the health professions Council of South Africa (HPCSA) as a specialist Family Physician is mandatory. At least (3) three years' experience post-registration as a specialist family Physician, strong clinical
management and academic leadership Qualities. Extensive knowledge of the South African district health and primary health care (PHC) system. Extensive undergraduate and postgraduate teaching experience, including significant experience with supervision of post graduate research. At least three (3) relevant publication in peer-reviewed journals.

**DUTIES**: Co-ordinate the comprehensive medical services in the District. Implement quality improvement processes to address identified problems related to patient care and the health system, in consultation with other stakeholders. Ensure Family Physicals implement their own performance management and those of their subordinate’s medical officer, Family Medical, Registrars, etc. Participate in the District Management, especially supporting the District Management in the implementation of the District Health plan. In liaison with other stakeholders, provide leadership in the implementation of the Primary Health care re-engineering project, school health and ward base PHC outreach teams. Implementation and participate in a structured, continued professional programme to optimise the knowledge and skills of clinicians in the District (Medical interns, Medical officers, PHC Nurses and Registrations). Personally render medical services to patients in the District healthcare facilities and rotate through all service points. Participate in the commuted overtime in the District. Lead and participate in the undergraduate training programs of the department of family Medicine, University of Witwatersrand. Initiate, participate and conduct high quality primary care researches and publications, to improve quality clinical service. Perform any other duties as may be determined by the Director and /or the Head of the Clinical Department (family Medicine), southern Gauteng.

**ENQUIRIES**

Mr. Andrew Tiro Tel. No: (011) 953 4515/6

**APPLICATIONS**

should be hand delivered to The Director: Human Resource West Rand Health District Crn Luipaard & Vlei Street Krugersdorp 1739 or Private Bag 2053 Krugersdorp 1739.

**CLOSING DATE**

07 February 2020

**POST 03/248**

HEAD CLINICAL UNIT: MEDICAL GRADE 1 REF NO: CHBAH/260

**Directorate**: Ophthalmology

**SALARY**

Grade 1: R1 728 807 per annum (All-inclusive package)

**CENTRE**

Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**

Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Ophthalmology or a recognized Sub-Specialty. A Minimum of 3 years appropriate experience in Ophthalmology after a registration with HPCSA as a Medical Specialist: Management experience. Computer literacy (Ms Word, Ms Excel, PowerPoint). Experience in administration, finance, education, research and special interest or expertise in a branch of the specialty. This experience should be in terms of clinical service provision, teaching, administration and research. Sound knowledge of government regulations, policies and acts. The ability to interpreted and implement policies. Administrative and management knowledge. Project management skills. Teambuilding, people and interpersonal relations skills. Communication skills (verbal and written). Organizational, problem-solving and interventional skills. Highly motivated and enthusiastic to contribute to the anaesthesia care and services. The ability to work under pressure, lead transformational change in a complex environment and the ability to manage change in the department.

**DUTIES**

Provide clinical and administrative support to the Head of Department in the efficient delivery of services to patients including outreach to referring hospitals, community health centres and clinics in the Chris Hani Baragwanath Academic Hospital health cluster. Perform clinical duties in areas of personal special interest and expertise. Ensure that appropriate, ethical and quality research is performed in the department as part of a wider agenda to explore improvements in health care in the Chris Hani Baragwanath area and South Africa as a whole with publication of the results in peer-reviewed scientific journals. Lead and participate in research projects in areas of personal special interest. As part of the university’s responsibility, sufficient and quality teaching must be provided to undergraduates (medical students). Teach students in areas of personal special interest and
expertise. Ensure that clinical services are provided. Active participation in administrative duties of the department which include planning, budgeting and procurement processes as well as monitoring and evaluation. The Head of Unit will be part of an outreach program, build relationships and work with the referring hospitals regarding transfers in, as well as down referrals. The HOU will be responsible for administrative and management work in the department, including assisting with work of different committees in the Department of Ophthalmology at the Hospital and University. See to it that that quality assurance, including clinical audit, is conducted in the department in line with national core standards. Lead the department of Ophthalmology of Chris Hani Baragwanath Academic Hospital, in line with the strategic goals set by the National and Provincial Departments of Health and the Chief Executive Officer of the hospital. Participate in the management of activities of Chris Hani Baragwanath Academic Hospital as a whole and attend all applicable management meetings. Ensure the employment of the previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Perform commuted overtime as per departmental requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES: Dr KA Mustafa Tel No: (011) 933 8154
APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
NOTE: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.
CLOSING DATE: 07 February 2020
POST 03/249: HEAD OF CLINICAL UNIT: INTERNAL MEDICINE REF NO: HOU-INT-MED-01/TMRH (X1 POST)
Directorate: Medical
SALARY: Grade 1: R1 728 807 – R1 834 890 per annum plus benefits
CENTRE: Thelle Mogoerane Regional Hospital
REQUIREMENTS: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Internal Medicine: Master of Medicine in Internal Medicine (M.MED Internal Medicine) and/or Fellowship of the College of Surgeons of South Africa - FCS (SA). A recognized diploma or sub-specialty in a branch of Internal Medicine will be an added advantage. A minimum of five (3) completed years of relevant experience after registration with HPCSA as a medical specialist in Internal Medicine is mandatory.
DUTIES: Clinical leadership of Thelle Mogoerane Regional Hospital Internal Medicine Unit or Department. Implementation of sound values, work ethics, improved patient experience, reduced patient waiting time and active bed management in Internal Medicine unit. Responsible for training and guidance of medical officers, medical interns, community service doctors, undergraduate and postgraduate students and other health professionals. Ensure compliance to National Core Standards and/or Ideal Hospital Standards regarding to the Internal Medicine unit. Ensure accurate and appropriate medical records are maintained in accordance with legal and ethical requirement. Assist in medico-legal reports and attend to relevant legal matters, as requested from time to time. Participate in developing the unit's operational plans and prepare monthly statistics, quarterly and annual reports. The potential candidate should be highly skilled in performing clinical work and take part in commuted overtime and should manage the recruitment of doctors, sign performance management contract with them and monitor them. Conduct mortality, morbidity, academic and patient care meetings. The head of clinical unit is expected to participate in hospital head of departments and internal cluster meetings, collaborate with other hospital sections and promote teamwork. Also should liaise with the external cluster and implement efficient sub-cluster outreach services at least once a month to the primary care platform i.e. district health clinics and district hospitals.
ENQUIRIES: Dr. L. Kunene Tel No: (010) 345 0268
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: 07 February 2020

POST 03/250: HEAD OF CLINICAL UNIT REF NO: HCUIORTHO/01/CMJAH/2020
Directorate: Orthopaedics Department

SALARY: R1 643 352 per annum (all-inclusive package)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Appropriate qualification that allows registration with HPCSA as a Medical Specialist in Orthopaedics. HPCSA registration as a Medical Specialist in Orthopaedics. A minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Orthopaedics. The following will be an added advantage: Proven experience in all aspect of spinal surgery including experience in running a comprehensive spine unit within a central hospital service. Good communication and leadership skills, decision making and clinical skills, proven track record in undergraduate and postgraduate teaching and training, and in providing fellowship. A MMEd degree will be beneficial.

DUTIES: Manage the Orthopaedics spinal unit at CMJAH and Spine services within the hospital cluster. Participate in other delegated management and administrative functions within the division of Orthopaedic Surgery at CMJAH, including disputing for the HOD during his absence. Provide afterhour’s consultation duties and general Orthopaedics duties as required/ coordinate and participate in patient care and quality improvement measures. Ensure the proper and economical use of equipment and other resources. Participate in departmental teaching programs and in spine fellowships training. Undertake appropriate clinical research and provide MMEd supervision.

ENQUIRIES: Dr. P. Africa Tel No: (011) 488 4148
APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10/1, No. 17 Jubilee Road, Parktown 2193.

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

CLOSING DATE : 07 February 2020

POST 03/251 : HEAD CLINICAL UNIT (DENTAL) GRADE 1 REF NO: HCUDENT01/2020
Directorate: Prosthodontics

SALARY : R1 643 352 per annum (inclusive package) excluding
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Registration with the HPCSA as Dental Specialist in Prosthodontics specialty. A minimum of 3 years appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist in a normal speciality or in a recognised speciality. Proven record of teaching at under and postgraduate levels. A track record of supervision or co-supervision of postgraduate research projects.

DUTIES : To manage and direct the activities of the department including education and training of under and post graduates, service rendering for referred cases. To conduct and publish research and to supervise others in research. Report to the HOD of Prosthodontics.

ENQUIRIES : Prosthodontics - Prof JL Shackleton Tel No: (011) 488 4925/4883
APPLICATIONS : Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed/E-mailed applications will be accepted.
FOR ATTENTION : HR Manager - Mr. P.F Monama Tel No: (011) 481-2099, Pulankana.Monama@gauteng.gov.za
NOTE : Applicants to attach certified copies (date of certification not older than three (3) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE : 07 February 2020

POST 03/252 : CHIEF DIRECTOR NURSING (PROVINCIAL OFFICE) REF NO: CDN/12/2019
Chief Directorate: Nursing

SALARY : R1 251 183 per annum (All-inclusive package)
CENTRE : Central Office
REQUIREMENTS : An appropriate NQF level 7 tertiary qualification in Nursing. NQF Level 8 qualification in Nursing field will be an added advantage. A minimum of 5 years’ Senior Management experience preferably in a health environment in a nursing field. This includes clinical and management experience demonstrating progressive leadership development and competency. Comprehensive knowledge of health care issues, delivery systems and regulations. Well-developed managerial skills and experience, in order to organise and direct assigned areas of responsibility. Knowledge of and insight into general and nursing education. The proven ability to work collaboratively and clinical quality goals. Knowledge of and insight into Industrial Relations. Valid driver’s license.

DUTIES : Identify and articulate the vision and strategic direction for the development of quality nursing care in the Province, consistent with the national mission, vision and values. Create a nursing environment in which collaboration is valued and excellence in clinical care, education and research is promoted and achieved. Lead quality and patient safety initiative, as well as benchmarks on best practices within and outside the country. Promote and facilitate an organizational culture that provides a safe and enriching environment for patients and employees. Take responsibility for the practice of nursing and ensuring consistency in the standard of practice across clinical setting. Assure nursing services provided meet standards and requirements of all applicable legislation, regulations and regulatory bodies, through the implementation of the National Core Standards for health establishments. Provide ethical, professional leadership and direction in the development of strategies to promote the recruitment, retention and recognition of excellence in nursing and midwifery, including oversight and recommendations.
regarding compensation and benefits programmes for nursing and midwifery staff. Assume responsibility for identified problems, collaboratively generate solutions, anticipate the effects of those decisions in the Province, and ensure implementation and evaluation. Participate in setting and achieving operational and financial goals for the Province. Ensure that policies arising from political stakeholder complaints in the Province. Liaise with private sector stakeholders.

ENQUIRIES: Dr M.L.A. Modisane @ (082) 828 4156
APPLICATIONS: should be hand delivered at the reception of the Life Centre Building, 45 Commissioner Street or posted to Private Bag X085, Marshalltown, 2017.
CLOSING DATE: 07 February 2020

POST 03/253: MEDICAL SPECIALIST REF NO: MEDSPE/01/CMJAH/2020
Directorate: Paediatric Critical Care Department

SALARY: Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Paediatrics. Registration with the HPCSA as Medical Speciality in a Paediatrics specialty and proof of current registration. No experience required after registration with the HPCSA. Paediatrician or Sub Speciality in Paediatric Critical care, experience in undergraduate teaching and involvement will be an added advantage. Grade 2: Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Paediatric. Registration with the HPCSA as Medical Speciality in Paediatric and proof of current registration. A minimum of 5 years’ appropriate experience as Medical Specialist in Paediatric Speciality Paediatrician or Sub Speciality in Paediatric Critical care, experience in undergraduate teaching and involvement will be an added advantage. Grade 3: Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Paediatrics speciality. Registration with the HPCSA as Medical Speciality in Paediatrics speciality and proof of current registration. A minimum of 10 years’ appropriate experience as Medical Specialist in normal speciality Paediatrician or Sub Speciality in Paediatric Critical care, experience in undergraduate teaching and involvement will be an added advantage.

DUTIES: The successful candidate will provide clinical services at the paediatric critical care and gastroenterology/hepatology. The candidate will be responsible for teaching and training of under and post graduate student, including supervision of medical interns, medical officer and registrars. The candidate will participate in the departmental cluster outreach programmes and research activities.

ENQUIRIES: Dr. S Mabunda Tel No: (011) 488 5929
APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10/1, No. 17 Jubilee Road, Parktown 2193.

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

CLOSING DATE: 07 February 2020

POST 03/254: DIRECTOR: REHABILITATION AND ORAL HEALTH SERVICES REF NO: DROHS/12/2019
Directorate: Oral Health Services and Specialised Programme

SALARY: R1 057 326 per annum (all-inclusive package)
CENTRE: Johannesburg Central Office
**REQUIREMENTS**: Bachelors/National Diploma in BDS or Allied related fields plus an Honours Degree OR an equivalent postgraduate qualification (NQF 7). Currently registered with the HPCSA. A minimum of 5 years working experience at middle or senior management level, preferably in a health setting. Other Skills/Requirements: Computer literacy, knowledge of Public Service legislation, policies and procedures. Knowledge and experience of Budgeting, Procurement and Supply Chain processes. Communication skills (verbal and written), report writing and presentation skills. Good interpersonal skills as well as conflict management and decision-making skills. Must be able to work under pressure.

**DUTIES**: The incumbent will support the Chief Director at Provincial Head Office level in managing the specialised health programmes and oral health services within the unit. The candidate will be expected to provide guidance and leadership towards the realization of strategic goals and objectives of the division, monitor the delivery of Oral Health and Rehabilitation services to the Gauteng communities as set out in the Annual Performance Plan and the Programme of Action. Establish and maintain good working relationship with internal and external stakeholders. Manage and utilize resources in accordance with relevant legislation and policies. Represent the department at various forums and meetings as per delegation. Implement decisions and plans taken at departmental level. Monitor and evaluate performance of staff reporting under you.

**ENQUIRIES**: Dr D. Pekane Tel No: (079) 896 6147

**APPLICATIONS**: should be hand delivered at the reception of the Life Centre Building, 45 Commissioner Street or posted to Private Bag X085, Mashalltown,2017.

**CLOSING DATE**: 07 February 2020

**POST 03/255**: SENIOR MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: CHBAH/261

**Directorate**: Nursing Services

**SALARY**: R949 482 per annum (All-inclusive Package)

**CENTRE**: Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**: Degree/Diploma in General Nursing or basic R425 qualification in nursing that allows registration with South African Nursing Council (SANC) as a professional nurse and a post-basic qualification in Nursing Administration registered with SANC. A minimum of eleven (11) years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience at Deputy Director’s level. Applicants are expected to submit a certified copy of their current SANC Annual Practice Certificate. Applicant must be in a possession of a valid South African driver’s license. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: Computer literacy (Ms Office). Knowledge of legal prescripts that regulate nursing and health services. The ability to interpret and implement policies and meet deadlines. 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, Public Finance Management Act, 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. Ability to interpret and implement policies. Ability to work on tight deadlines and meet time frames. Knowledge of coaching and developing people’s skills. Problem solving abilities. Skills: Leadership, organizational, decision making skills. Problem solving and decision-making skills Facilitation and presentation skills, Personal: Responsiveness, pro-active ness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.

**DUTIES**: To give direction and coordinate nursing services and to manage and direct corporate nursing planning. Provide guidance and leadership towards the realization of strategic goals and objectives of the institution. Promote nursing ethos and professionalism. Coordinate the execution of policies. Give direction to the development, implementation and sustenance of standard operating
procedures and norms and standards pertaining to nursing care. Establish a multidisciplinary teamwork towards the promotion of efficient and effective service delivery. Coordinate nursing related research and development. Support management in enhancing the image of the department and improve the skills and competencies of the nurses. Involvement in the hospital’s quality assurance and quality improvement activities. Manage staff performance and development. Management of nursing projects and participation in hospital projects aimed at enhancing service delivery.

ENQUIRIES : Dr. MM Lesia Tel No: (011) 933 9145
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
NOTE : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.
CLOSING DATE : 07 February 2020
POST 03/256 : MEDICAL OFFICER REF NO: SBAH 04/2020 (X2 POSTS)
Directorate: Medical Oncology
SALARY : R821 205 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Appropriate qualifications that allows registration with the HPCSA as a Medical Officer. Appropriate computer literacy. Willingness to do research.
DUTIES : Ward rounds, Outpatient clinics, Lectures. Must participate in clinical Research.
ENQUIRIES : Dr. KM Khanyile Tel No: (012) 354 1054
APPLICATIONS : 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 : 07 February 2020
POST 03/256 : REGISTRARS (DENTAL) ORTHODONTICS REF NO: REGORTH03/20 (X3 POSTS)
Directorate: Orthodontics
SALARY : R821 205 – R858 711 per annum (inclusive package), exc. commuted overtime
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Registration with HPCSA as Dentist in category Independent Practice. Two years’ experience as a Dentist excluding Community Service. Working in public service in the rural areas is a strong recommendation. Applicants must show specific interest in Orthodontics.
DUTIES : Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in Orthodontics. This requires treatment of variety of patients in oral and craniofacial rehabilitation, carry out and present a research report, assist with training of undergraduate students and involvement in the administrative duties of the department.
ENQUIRIES : Orthodontics – Dr ME Makofane Tel No: (011) 488 4871
APPLICATIONS : must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown.
FOR ATTENTION : Mr. P.F Monama Tel No: (011) 481- 2099, Pulankana.Monama@gauteng.gov.za
NOTE : Applications without proof of the
necessary documents will be disqualified. No faxed/E-mailed applications will be accepted.

CLOSING DATE : 07 February 2020

POST 03/258 : REGISTRAR (DENTAL) PROSTHODONTICS REF NO: REGPRO04/20 (X1 POST)
Directorate: Prosthodontics Department

SALARY : R821 205 – R858 711 per annum (inclusive package), exc. commuted overtime
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Registration with HPCSA as Dentist in category Independent Practice. Two years' experience as a Dentist excluding Community Service. Working in public service in the rural areas is a strong recommendation. Applicants must show specific interest in Prosthodontics.
DUTIES : Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in Prosthodontics. This requires treatment of variety of patients in oral and craniofacial rehabilitation, carry out and present a research report, assist with training of undergraduate students and involvement in the administrative duties of the department.

ENQUIRIES : Prosthodontics - Prof JL Shackleton Tel No: (011) 488 4925/4883
APPLICATIONS : must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.

FOR ATTENTION : Mr. P.F Monama Tel No: (011) 481- 2099, Pulankana.Monama@gauteng.gov.za
NOTE : Z83 applications Applicants to attach certified copies (date of certification not older than three (3) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE : 07 February 2020

POST 03/259 : DENTIST GRADE 1/2/3 REF NO: DENTPR/05/20
Directorate: Pediatrics and Restorative Dentistry

SALARY : R797 109. – R1 089 693 per annum (inclusive package), excl. commuted overtime
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Registration with HPCSA as Dentist in category independent practice. Minimum of three years' appropriate experience post Community Service as a Dentist preferably in a Public Sector environment. MSc Dent Degree/equivalent or postgraduate qualification in Health is an added advantage.
DUTIES : Dentist will be responsible for clinical services, teaching, research and trainings, participation in all departmental activities and related administration.

ENQUIRIES : DR MM Mtophi-Peri Tel No: (011) 488 4880/4884
APPLICATIONS : must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.

FOR ATTENTION : HR Manager- Mr. P.F Monama Tel No: (011) 481 2099, Pulankana.Monama@gauteng.gov.za
NOTE : Z83 applications Applicants to attach certified copies (date of certification not older than three (3) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE : 07 February 2020

POST 03/260 : MEDICAL PHYSICS REF NO: SBAH 05/2020
Directorate: Medical Physics

SALARY : R662 190 per annum plus benefits
CENTRE : Steve Biko Academic Hospital  
REQUIREMENTS : BSc Hons. In (Medical Physics). Registration with the HPCSA as a Medical Physicist (independent Practice). Participation in acceptance testing and commissioning of high end radiation equipment. Willingness to assist in teaching and supervising students and interns at the Hospital and University Level. Interest in research and teaching.  
DUTIES : Routine Medical Physics service delivery activities in Radiotherapy, Nuclear Medicine and Diagnostic Radiology. Ensuring compliance with national and international standards and regulations. Teaching and training at both University and Hospital Level. External Coordination with other institutions in the province or national on Medical Physics activities. Attending and presenting at meetings, workshops and CPD lectures both local and international platforms. Good interpersonal skills and ability to work under pressure as well as extended hours.  
ENQUIRIES : Mr. HV Maselesele Tel No: (012) 354 2317  
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 : 07 February 2020

POST 03/261 : ASSISTANT MANAGER: PNB4 – OBETICS AND GYNAECOLOGY REF NO: REFS/004949  
Directorate: Nursing  
SALARY : R614 991 - R692 166 (plus benefits)  
CENTRE : Tembisa Provincial Tertiary Hospital  
REQUIREMENTS : Basic qualification accredited with SANC in terms of R425 or equivalent qualification that allows registration with SANC as a Professional Nurse. Plus, a post basic Advance Midwife qualification with at least 1 year accredited with SANC in terms of R212. Diploma or Degree in nursing administration and education will be an added advantage. A minimum of 10 years’ experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 6 years’ experience after obtaining the 1 year post basic qualification in the relevant specialty and at least 3 years’ experience in management level. A minimum of 10 years’ experience in Nursing after obtaining the 1 year post basic qualification in the relevant specialty and at least 3 years’ experience in management level. Computer skills in basic programs.  
DUTIES : To ensure safe and effective clinical nursing practice general and Gynaecology care, ensure effective management of quality nursing service, Co-ordination of optimal, holistic specialized nursing care provided within set standards 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 Operational Managers. Ability and knowledge to carry out Gynaecology Nursing procedures and management as per scope of practice. Ensure ongoing monitoring and evaluation of Gynaecology services. Provision of quality Nursing Care, assist team members with Quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, Do hospital calls. Maintain, manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocols 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 in the Department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.  
ENQUIRIES : Mr. W.N. Mothwane Tel No: (011) 923 - 2050  
APPLICATIONS : Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 OlifantsFontein, 1665 or Hand delivered/submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za
POST 03/262: OPERATIONAL MANAGER NURSING PHC WESTONARA SUB REF NO: 004952
Directorate: Nursing

SALARY: R562 800 per annum (Plus Benefits)
CENTRE: West Rand District Health – Region A
REQUIREMENTS: Minimum educational qualification: 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. Post basic Nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC as Professional council. Current registration with the SANC as Professional Nurse Experience: A minimum of 9 years appropriate /recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post -basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): In depth knowledge and application of Ideal Clinic and National Core Standards. Demonstrate in-dept knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel, Power point).


ENQUIRIES: Mr. K.S Madikwane Tel No: (011) 755-2240
APPLICATIONS: Applications must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740

NOTE: Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached.

POST 03/263: OPERATIONAL MANAGER NURSING SPECIALTY REF NO: OMSCP/15/CMJAH/2019
Directorate: Child and Family Unit (Child Psychiatry) - Nursing Department (Re-advertisement)

SALARY: R562 800 per annum plus benefits
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Advanced Psychiatry Nursing. Have a minimum of 9 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 after obtaining the 1 year post basic qualification in Advanced Psychiatric 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 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 a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level 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 in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department.

Demonstrate an understanding of financial policies and practices.

ENQUIRIES : Ms M.N. Morare Tel No: (011) 488 3155
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 8, No. 17 Jubilee Road, Parktown 2193.
NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V. Certified copies of I.D (for smart card, please copy both sides of the ID), Current SANC registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Note: Candidates who applied previously may re-apply.

CLOSING DATE : 07 February 2020

POST 03/264 : OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2020/01/08
Directorate: PHC

SALARY : R562 800 – R633 432 per annum
CENTRE : Jabulane Dumane CHC (SSDR)
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 the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver’s license. Knowledge of all Legislation relevant to Health Care Services.

DUTIES : Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee’s development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients’ Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality
Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.

ENQUIRIES: Ms M Mopeli Tel No: (011) 863 7791
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
FOR ATTENTION: Human Resource Manager
NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
CLOSING DATE: 07 February 2020
POST 03/265: DISTRICT MANAGER GRADE 2-3 REF NO: OPS/2020/02 (X3 POSTS)
Directorate: Emergency Medical Services
SALARY: R536 109 - R833 529 per annum (plus benefits)
CENTRE: Various District
REQUIREMENTS: ECT/CCA/N.DIP/B TECH with a minimum of 3 year after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver’s license with PrDP, Registration certificate and current registration with HPCSA. Relevant tertiary management qualifications, as well as 3-5 years in managerial experience.
DUTIES: Responsible for co-ordination of Emergency Medical Services at District level. Render an effective and efficient Planned Patient Transport and Obstetric Emergencies. Possess expert knowledge of the legislative and policy framework informing the areas of operation. Promote sound Labour relations within the institution by ensuring discipline among staff. Perform leadership functions i.e. give advice and guidance, interpretation and application of directives and policies, planning, budgeting and exercising of control over activities. Ensure effective use of human resources and financial management in the district. Assist Provincial Services to develop and monitor the framework, norms and standards for emergency medical services including contracted services, emergency care, equipment and vehicles. Implement quality assurance programmes for Emergency Medical Services. Management repairs and maintenance of district fleet, in line with operational targets. Plan and co-ordinate disaster management action from an Emergency Medical perspective and arrange emergency exercises if required. Compile regular statutory reports with recommendations and make inputs on budget planning. Assisting management in Operational and infra-structure planning. Control emergency care services according to valid standards and indicators. Assist in the development and provisioning of goal directed education and training to all emergency care personnel. Liaise with relevant stakeholders. Authorizations of private EMS services for the entire Gauteng Province when on duty and on standby. Ensure EMS indicators are met according to prescribed targets. Ensure Subordinates performance indicators are met and apply remedial action for non-performance. Communicate with allied health institutions to improve EMS services within the district. Implement the requirement of EMS regulations at your district and ensure all ambulances are licensed by Inspectorate, for operations. Understand and ensure all staff have been trained in the new Clinical Practice Guidelines (CPG’s),Candidates to have extensive knowledge of event
planning and execution, as per SASRIA Act, Mass Gathering Act and SAN 10366. Must be able to take executive decisions with Intergovernmental stakeholders on behalf of the Accounting Officer in the best interests of the Department.

ENQUIRIES
Mr C R Errakiah Tel No: (011) 564 2053/2054

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. Eligible candidates will be subjected to a medical, practical and theoretical assessment. Candidates will be asked to do a 20-minute presentation, on aspects of Operations Management. Operations Management and Corporate Governance at District Level. Kindly take note that this is a re-advertisement.

CLOSING DATE
07 February 2020

POST 03/266
CLINICAL PROGRAMME COORDINATOR GRADE 1 (QUALITY ASSURANCE)
REF NO: EHD2020/01/06
Directorate: PHC

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

CENTRE
Ekurhuleni Health District (NSDR)

REQUIREMENTS
Basic qualification accredited with SANC in terms of Government Notice No. R425, qualification, i.e. Diploma/ Degree in Nursing. A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse. A valid driver’s license (attach copy). Knowledge of Quality Assurance, Ideal Clinic and clinic accreditation process knowledge of the National Core Standards for Health Establishment. Computer literacy. Proof of current registration with SANC. Good communication and presentation skills.

DUTIES
The incumbent is needed to plan, implement, evaluate, maintain control and coordinate quality assurance in the Northern Sub District. Prepare for and partake Peer Review evaluations. -Monitor the availability and equitable distribution of essential equipment in all facilities. Establish and sustain a quality assurance task team for the district to drive innovative and to plan strategies to improve the quality of Health Care Services E.g. Ideal clinic and national core standards. Monitor the availability of Policies and guidelines for the PHC programmes 100% of health facilities. -Implementation and adherence to clinic Supervisory Manual guideline. Plan and facilitate the implementation of In-dept Programme review workshop. Implementation of an effective and functional complaints system and monitor corrective strategies. Monitoring of client satisfaction routinely monitor adverse events and implement client satisfaction questionnaire. Champion the conducting of client survey. Advocate for the rights of client in the Health Care System. Participate in multi-disciplinary Quality Assurance Task Team of various levels. Assist clinics and CHC with the implementation of Batho Pele Principles. Utilize Quality Assurance and Risk Management Strategies to create and maintain a safe environment for health delivery. Ensure timeous submission of patient safety incidence reports. Manage submissions for Khanyisa Awards. Provide ongoing feedback to top management. Address shortcomings and ensure timeous intervention of noncompliance to the set standards. Generates reports and maintain records of quality assessment.

ENQUIRIES
Ms M.L. Nhleko Tel No: (011) 565 5160

APPLICATIONS
Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION
Human Resource Manager

NOTE
No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable).
Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 07 February 2020

POST 03/267 : ASSISTANT DIRECTOR LABOUR RELATIONS REF NO: EHD2020/01/09
Directorate: Corporate Services

SALARY : R376 596 - R443 601 per annum

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Grade 12 with 5 years’ experience in Labour Relations; Diploma/degree in HRM, Labour Relations/Labour Law with a minimum of 3 years’ experience in Labour Relations. Knowledge of relevant legislative prescripts. Valid driver’s license is essential Computer literacy and proficiency in the MS Office package; Other Skills /Requirements: Excellent verbal and written communication, presentation and consultation skills; Ability to work under pressure.

DUTIES : Providing support and advice to facility and hospital managers in the Ekurhuleni Health District with regards to ALL aspects of Labour Relations i.e. complaints management, strike management, management of progressive discipline, grievance management. Providing training to facility and hospital managers and employees generally on ALL aspects of Labour Relations. Management of misconduct cases i.e. presiding over cases, investigating cases, representing the employer in the disciplinary hearings and facilitating the appeal process. Management of grievances in accordance with the provisions of the Grievance Procedure. Management of disputes. Representing the employer in consultative structures within the Department. Supervision of Labour Relations Officers. Mentoring and supporting Labour Relations Officers in the Region. Participation and attendance of relevant Labour Relations Forums. Participation in various committees such as PILIR, EEC and Medical Reviews in the Sub - Districts.

ENQUIRIES : Ms M. Ramudzuli Tel No: (011) 876 1728/1726 or (082) 524 4277

APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION : Human Resource Manager

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 07 February 2020
POST 03/268: OCCUPATIONAL HYGIENE PRACTITIONER (OSD ALLIED HEALTH PROFESSIONALS REF NO: OHP/01/2020 (X2 POSTS))

Directorate: Health Care Waste & Occupational Hygiene Risk Management

SALARY: R317 976 per annum (plus benefits)

CENTRE: Central Office – Johannesburg

REQUIREMENTS: An appropriate 4-year B Tech degree in Environmental Health/Occupational Hygiene or equivalent, with Occupational Hygiene as a major plus driver's license and at least 3 years appropriate. Registration with SAIOH as an Occupational Hygiene Assistant, Technologist.

DUTIES: Conduct and facilitate the health risk assessments process as required in terms of the OHS Act (Act 85 of 93) in areas of responsibility. Compile occupational hygiene monitoring programs and protocols. Conduct occupational hygiene monitoring of environmental stressors in areas of responsibility in accordance with operational plans. Calibrate and prepare occupational hygiene monitoring equipment. Prepare and compile occupational hygiene monitoring reports. Conduct occupational hygiene program audits. Implement occupational hygiene programs in accordance with ISO 4500, ISO 14001 and ISO 9001. Plan, coordinate and present occupational hygiene awareness training programs at regional, district and institutional level. Coordinate in-post training within the Sub Directorate Occupational Hygiene Risk Management. Facilitate the implementation of risk mitigation measures in areas of responsibility. Conduct passive case management. Facilitate emergency preparedness plans within GDOH Facilities.

ENQUIRIES: Ms. Refiloe Bodibe Tel No: 079 5025542

APPLICATIONS: Applications should be hand delivered at the reception of the Life Centre Building, 45 Commissioner Street or posted to Private Bag X085, Marshalltown, 2017.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and certified copy of current SANC Annual Practice Certificate. Certified copy of driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks – provide at least 3 persons of which one (1) must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to Medical Surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 07 February 2020

POST 03/269: DIAGNOSTIC RADIOGRAPHER GRADE 1/2/3 REF NO: DRADIO06/20

Directorate: General Dental Practice

SALARY: R317 976 - R439 164 per annum excluding benefits

CENTRE: Wits Oral Health Centre

REQUIREMENTS: Basic qualification accredited with the HPCSA, Registration with Health Professional Council of South Africa as a Diagnostic Radiographer. Proof of current registration. Postgraduate qualification will be an added advantage.

DUTIES: Clinical service delivery to dental patients at Wits Oral Health Centre. Assist with the teaching and clinical supervision of undergraduate dental students. Be able and responsible for the production of high quality diagnostic radiographs in accordance with established departmental protocol. Assist with quality assurance procedures. Provide and ensure a high standard of patient care, safety and radiation protection. Assist in the management and administrative aspects of patient flow in the Dental Radiology Section. Willingness and prepared to develop in Maxillo-Facial and Oral Radiograph discipline. The candidate

134
should be prepared to perform under pressure and after hours to support academic activities to improve service delivery.

ENQUIRIES : Dr DF Kotsane Tel No: (011) 488 4875
APPLICATIONS : Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.

FOR ATTENTION : HR Manager- Mr. P.F Monama Tel No: (011) 481 2099, Pulankana.Monama@gauteng.gov.za
NOTE : Applicants to attach certified copies (date of certification not older than three (3) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE : 07 February 2020

POST 03/270 : CHIEF ADMINISTRATION CLERK REF: LERA/CAC/0001(X2 POSTS)
Directorate: Patient Affairs
Re-advertisement

SALARY : R257 508 per annum (Level 07) (Plus Benefits)
CENTRE : Leratong Hospital
REQUIREMENTS : Three years National Diploma in Administration with 3-5 years’ experience in patient affairs or Grade 12/equivalent with 5-10 years hospital experience in patient affairs. Computer Skills. Knowledge of PAAB system. Good verbal and written communication skills. Good management and problem-solving skills. Knowledge of PFMA, UPFs and administration Procedures Manuals. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Code 08 driver’s license will be an added advantage.


ENQUIRIES : Mr M Molefe Tel No: (011) 411 3514
APPLICATIONS : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s and attach proof of computer literacy Certification should not be older than six (6) months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s)

CLOSING DATE : 07 February 2020 at 12h00 PM
**POST 03/271** : INFORMATION OFFICER  
**REF NO:** PWH/IO/04/20  
**Directorate:** Health Information Management Department  
**SALARY** : R257 508 - R303 339 per annum (Level 07) (plus benefits)  
**CENTRE** : Pretoria West District Hospital  
**REQUIREMENTS** : An appropriate recognized three-year National Diploma/Degree or relevant qualification. Minimum 2-5 years’ experience, or grade 12 with a minimum of 10 years’ experience in information management department. Driver’s license. Knowledge in Tier.Net will be added advantage. Must be computer literate. Must have extensive experience in web based DHIS (DHIS 2), Health service and health information, monitoring and evaluation. Extensive knowledge and implementation of the DHIMS policy and facility SOP.  
**ENQUIRIES** : Dr. HM Mosoane Tel No: (012) 380 1205/1203  
**APPLICATIONS** : applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.  
**NOTE** : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications and ID. If any discrepancies found, services will be terminated with immediate effect.  
**CLOSING DATE** : 07 February 2020

**POST 03/272** : ADMINISTRATIVE OFFICER  
**REF NO:** EHD2020/01/10 (X1 POST)  
**Directorate:** PHC  
**SALARY** : R257 508 - R303 339 per annum (plus benefits)  
**CENTRE** : Ekurhuleni Health District (Jabulane Dumane CHC)  
**REQUIREMENTS** : Grade 12 Certificate or equivalent qualification with minimum of 5 years’ experience in patient administration or National Diploma/degree in administration with 3 years’ experience in patient administration. Must have knowledge in record keeping and filling. Good communication skills. Computer certificate is essential. Driver’s license is essential.  
**DUTIES** : Perform administrative duties, relating to client’s records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting times in the facility. Compliance to ideal clinic and national core standard. Ensure availability of stationary in the facility. Provide secretariat services in the facility. Assist with preparations and retrieval of booked clients’ files for facilitation of booking system. Ordering of stock and other consumables. Write memos, letters and any other documents as requested by Supervisor. Manage and support staff services in the facility. Perform all other duties delegated a Supervisor/Manager.  
**ENQUIRIES** : Ms N. Mopeli Tel No: (011) 863 7791  
**APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.  
**FOR ATTENTION** : Human Resource Manager  
**NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant
council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE** : 07 February 2020

**POST 03/273** : POST-BASIC PHARMACIST ASSISTANT GRADE 1 REF NO: EHD2019/07

**Directorate:** Pharmacy

**SALARY** : Grade 1: R196 218 - R221 034 per annum (Plus benefits)

**CENTRE** : Nigel Medical Depot

**REQUIREMENTS** : Appropriate Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post Basic) Registration with the South African Pharmacy Council (SAPC) as a Post Basic Pharmacist Assistant. Proof of payment for current annual fees.

**DUTIES** : To understand and comply with all relevant legislation and policies to provide a quality cost effective service, including HR and finance requirements. Continuous professional development to keep abreast with latest in pharmaceutical. Stock control and the distribution of finished products. Render effective pharmaceutical service. Receive and record all stock from suppliers. Filling of stock cards. Maintenance of electronic stock program and reporting systems cyclic stock counts. Participate in bi-annual stock take. Storage and distribution of pharmaceuticals. Manufacturing and compounding Pre-packing. Dispensing the provision of information: Provide information to management. The maintenance of documents Recording and reporting: Work under direct/Indirect supervision of a Pharmacist. Training: Maintenance of all pharmaceutical projects and systems. Compliance to GPP.

**ENQUIRIES** : Ms. T. Burisch Tel No: (011) 878 8500

**APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

**NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE** : 07 February 2020

**POST 03/274** : FINANCE CLERK REF NO: LERA/FIC/0002 (X1 POST)

**Directorate:** Finance Department

Re-Advertisement, applicants who previously apply are encouraged to re-apply.

**SALARY** : R173, 703 per annum (Level 05) (plus benefits)

**CENTRE** : Leratong Hospital

137
REQUIREMENTS : Three years National Diploma in Finance or Grade 12 with 3-5 years hospital experience. Computer Skills. Sound Knowledge of PFMA. Good verbal and written communication skills. Knowledge of transversal system BAS and SAP will be an added advantage. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES : Responsible for SCOA allocations. Assist in budget capturing and reporting. Process payments on E-invoicing and capturing payments on work-cycle. Prevent fruitless and wasteful expenditure, donations, petty cash certification, payroll certification, Account No.2, Parking and accommodation reports are done before the due dates. Reconciliation of supplier payments, BAS/MEDSAS, BAS/SAP, BAS/PERSAL. Expected to perform all financial additional activities given by the supervisor.

ENQUIRIES : Ms V Ramaube Tel No: (011) 411 3715
APPLICATIONS : Should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s and attach proof of computer literacy Certification should not be older than six (6) months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnol Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE : 07 February 2020 at 12h00 PM

POST 03/275 : KEY BOARD OPERATOR CLERK REF NO: LERA/KBO/0003 (X1 POST)
DIRECTORATE: NURSING ADMINISTRATION
Re-Advertisement, applicants who previously apply are encouraged to re-apply.

SALARY : R173 703 per annum (Plus Benefits)
CENTRE : Leratong Hospital
REQUIREMENTS : A three-year National Diploma/degree in Office Admin or Grade 12 with 3–5 years hospital experience. Computer literacy (Ms Word, Excel and PowerPoint) will be an added advantage. Sound knowledge on customer care service in the hospital setting. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

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

ENQUIRIES : Ms. W.M Phambuka Tel No: (011) 411 3506
APPLICATIONS : Should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong.
NOTE:
The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s and attach proof of computer literacy Certification should not be older than six (6) months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE:
07 February 2020 at 12h00 PM

POST 03/276:
FINANCIAL CLERK (REVENUE) REF NO: LRT/FCR/0004 (X1 POST)
Directorate: Finance Department

SALARY:
R173 703 per annum (Level 05) (plus benefits)

CENTRE:
Leratong Hospital

REQUIREMENTS:
Three years National Diploma in finance or Grade 12 with 3-5 years hospital experience. Computer Skills. Knowledge of financial management in the public sector and PAAB. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines.

DUTIES:
Responsible for billing of accounts. Prepare and send accounts to customers. Ensure effective management of the revenue. Reconciliation of PAAB Receipts. Ensure that accounts are billed in accordance with the uniform Patient Fee Schedule. Provide continuous communication to Patients, RAF, Correctional services, various Medical Aid Schemes (internal and external customers) to improve hospital revenue collection. Ensure compliance with PFMA, Administrative Procedure Manual and other revenue policies, cashier duties, trace debtors, ICD 10 coding.

ENQUIRIES:
Ms E. Mbusi Tel No: (011) 411 3512

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

NOTE:
The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s and attach proof of computer literacy Certification should not be older than six (6) months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical
exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**POST 03/277**

**PROCUREMENT CLERK REF NO: LRT/PRC/0024 (X1 POST)**

Directorate: Pharmacy

Re-Advertistement, applicants who previously applied are encouraged to re-apply

**SALARY**

R173 703 per annum (plus benefits)

**CENTRE**

Leratong Hospital

**REQUIREMENTS**

A three years National diploma in Supply Chain; Grade 12 with 3 -5 years hospital experience Computer literacy; Knowledge SAP;SRM;SCM; Rx Solutions will be an added advantage. Basic Financial management skills. Analytical skills. Gathering data and record keeping skills. Good interpersonal relations. Good Communication skills. Problem solving and decision-making skills. Good organisational skills. Awareness regarding continuous supply of medicine. Knowledge of government policies (eg, PFMA). Time management skills. Ability to work under pressure.

**DUTIES**

Procurement of stock, Receipt of stock, Initiate the payment of stock received timeously. Perform routine and complicated administrative tasks. To ensure a caring climate for clients- customer orientated. Monitor and maintain stock and assist in stocktaking. Supervision of staff as per organogram. Update information on Drug management information systems. Maintenance and archiving of all records. Maintain security of stock. Record and report deviations as well as gather data for relevant reports.

**ENQUIRIES**

Ms. P Giyama: Tel No: (011) 411 3884

**APPLICATIONS**

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

**NOTE**

The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s and attach proof of computer literacy. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

**POST 03/278**

**LABOUR RELATIONS CLERK REF NO: LERA/LRC/0005 (X1 POST)**

Directorate: Human Resource

Re-Advertistement, applicants who previously applied are encouraged to re-Apply

**SALARY**

R173 703 per annum (Level 05) (Plus Benefits)

**CENTRE**

Leratong Hospital

**REQUIREMENTS**

Three years National Diploma in Labour Relations or Grade 12 with 3-5 years hospital experience in Labour Relations. Computer Skills. Knowledge of Persal and Labour Relation will be an added advantage. Good verbal and written communication skills. Ability to work under pressure in a changing environment. Work closely with other disciplines. Innovative thinking and problem-solving skills.
DUTIES: Provide Labour Relation administrative services in the department. Minutes taking in Bi and multilateral meetings. Prepare agenda for Bi and multilateral meetings. Compile weekly, monthly, quarterly and annual labour related reports. Attend to all correspondence (i.e. attending to incoming calls, manage incoming and outgoing mails and distributes accordingly). Coordinate all LRO meetings. Typing, preparing and collating reports for cases (misconduct, and grievance). Accurate filing of correspondences and other documents including personal records. Arranging appointments and manage diaries. Order stationary for the office, regularly update labour relations statistics, keep record of shop steward leave, keep statistics of membership per trade union and safe guard all tools assigned to you. Expected to perform all Labour Relation additional activities given by the supervisor.

ENQUIRIES: Ms M Mabiletse Tel No: (011) 411 3677

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

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s and attach proof of computer literacy Certification should not be older than six (6) months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 07 February 2020 at 12h00 PM

POST 03/279: STAFF NURSE GRADE 1 REF NO: SNGR1/07/20
Directorate: Nursing

SALARY: R171 381 – R242 166 per annum, excluding benefits

CENTRE: Wits Oral Health Centre

REQUIREMENTS: Qualifications that allow registration with SANC as a Staff Nurse (Enrolled Nurse).Current registration with SANC as Staff Nurse (Enrolled Nurse). Grade 1: Minimum of 2 years appropriate experience after registration as a Staff Nurse (Enrolled Nurse). Competencies/Knowledge: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal principles. Basic communication skills, interpersonal skills, elementary writing skills and ability to function as part of a team. Knowledge of Batho Pele principles and Patient’s rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays.

DUTIES: Measure, interpret and record vital signs. Give Health Education to patients. Assist professional nurses with procedures. Provide Elementary Nursing services under the supervision of a professional nurse within the scope of practice as defined by the South African Nursing Council. Maintain the code of conduct as required in the Public Service. Perform all duties as delegated by the Supervisor/Manager. Work with other stakeholders and be an advocate for the patient.

ENQUIRIES: HR Manager- Mr PF Monama Tel No: (011) 481 2099, Pulankana.monama@gauteng.gov.za

APPLICATIONS: Applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg
NOTE: Z83 applications Applicants to attach certified copies (date of certification not older than three (3) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates including Grade 12/Matric Certificate, current proof of SANC. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE: 07 February 2020

POST 03/280: PRINCIPAL PORTER REF NO: LERA/PPT/0006 (X2 POSTS)
Directorate: Support Services
Re-advertisement, applicants who previously applied are encouraged to re-apply

SALARY: R145 281 per annum (Level 04) (Plus benefits)
CENTRE: Leratong Hospital
REQUIREMENTS: Grade 12 with 3 years hospital experience or Grade 10 with 5 years hospital experience. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Be prepared to supervise a big team. Ability to read and write English. Be prepared to work after hours. Porter experience will serve as an added advantage.

DUTIES: Ensure that efficient provision of pottering services is done around the hospital. Manage the work attendance of employees. Control the roster. Arrange leave of staff. Control overtime and weekend claims forms. Filling probation forms for new appointees. Do PMDS contracting and evaluation for staff. Apply disciplinary measures where necessary. Order uniform for staff. Order pottering equipment and send them for repairs where required. Compile a departmental report. Arrange and Conduct departmental meetings and attend Hospital Meeting.

ENQUIRIES: Mr P Leiso Tel No: (011) 411 3559
APPLICATIONS: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks – provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 07 February 2020 at 12h00 PM

POST 03/281: SECURITY OFFICER REF NO: LRT/SO/0011 (X1 POST)
Directorate: Support Services

SALARY: R122 595 per annum (Level 03) (Plus Benefits)
CENTRE: Leratong Hospital
REQUIREMENTS: A Grade C, PSIARA registered. Knowledge of fire-arm control act, Control of access to public premises and vehicle act, PSIARA Act. Knowledge dealing with the public, ability to communicate well with people at different levels and from different
DUTIES: Protect state property, employees, visitors and patients in the hospital for 24 hour. Access control and searching of both vehicle and pedestrians. Reporting of security breaches, operate and maintain security equipment’s. Escorts patients, visitors and contractors, reports breaches and defects. Write statements and testify in court, switch on and off lights in your area of responsibility. Write and submit reports to the supervisor as soon as possible. Assist with management of queues, assist with the restraining of patients, conduct hourly patrols, control of traffic on premises. Clamping of incorrectly parked vehicles, Provide directions to patients and visitors. Comply with security dress code at all times. Implementation of security policies and procedures, attend meetings as approved by supervisor. Perform other security duties as allocated by supervisor.

ENQUIRIES: Mr D.J Mokoaledi Tel No: (011) 411 3601

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

NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE: 07 February 2020 at 12h00 PM

POST 03/282: DRIVERS (HEAVY DUTY VEHICLE) REF NO: PWH/DR/01/20
Directorate: Transport Department

SALARY: R122 595 - R144 411 per annum (Level 03) (plus benefits)

CENTRE: Pretoria West District Hospital

REQUIREMENTS: Grade 10 qualification One (1) to Three (3) years’ experience in driving/messenger services A Valid Code 10(EC1) driver’s license with PDP, (Attach certified copy) Ability to work independently and with a team Willingness to travel and work irregular hours. Knowledge of OHS Act and Other Skills/Requirements: Good written and verbal skills, good communication skills.

DUTIES: Transport equipment and officials in different places. Deliver and collect official documents when requested. Take vehicle for service/repairs Keep records of oil, fuel receipt and another admin documents. Assist with loading and offloading of goods, collect and deliver post and parcels daily. Keep vehicles in good condition.

ENQUIRIES: FA Van Huizen Tel No: (012) 380 1220
Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.

NOTE: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications and ID. If any discrepancies found, services will be terminated with immediate effect.

Closing Date: 07 February 2020

Department of Human Settlements (GDHS)

Applications: Please apply online at www.gautengonline.gov.za

Closing Date: 07 February 2020

NOTE: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

Management Echelon

Post 03/283: Deputy Director-General: Programme Management and Regional Coordination Ref No: REFS/004946

Salary: R1 521 591 per annum (All inclusive package)

Centre: Johannesburg

Requirements: NQF Level 8/Master’s degree in any Built Environment field or equivalent qualification. Minimum of 6 (six) years’ experience as a Professional Construction Project Manager. At least 4 years certified managerial experience. Registration with SA Council for the Project and Construction Management Professions (SACPCMP) will be an added advantage. The following skills and knowledge: Human Settlements Legislation and a Large scale programme and project management, Project management skills, principles and methodologies. Knowledge of the Construction Industry norms & standards, knowledge of Provincial Growth & Development Strategy (PGDS), Knowledge of the National Spatial Development Perspective (NSDP) and National Development Plan: Vision 2030. Land use management. Project and professional judgement, Computer-aided applications, Legal and operational compliance, Project design and analysis knowledge, Project operational communication, Process knowledge and Maintenance skills. The candidate must have the following competencies: Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Managerial functions.

Duties: Ensure that housing products comply with statutory and regulatory frameworks. Ensure provision of professional and technical advisory services to the department. Ensure provision of subsidy programmes within the regions Manage the implementation of community empowerment programmes; Ensure coordination of human settlements programmes and subsidy applications within the regions; Ensure project implementation, technical and professional services;
and Ensure provision of corporate management and financial services to the region.

ENQUIRIES: Ms Z Ncunyana – Zukiswa.Ncunyana@gauteng.gov.za

OTHER POSTS

POST 03/284: OFFICE MANAGER: OFFICE OF THE HOD REF NO: REFS/004941

SALARY: R733 257 per annum (All-inclusive package)

CENTRE: Johannesburg

REQUIREMENTS: Matric plus National Diploma/Degree in Office Management and or Administration and any other relevant qualification coupled with minimum of 3-5 years’ experience in office administration in the public-sector environment. Competencies: PFMA, public Service regularizations and Resolutions, decision making, analytical, financial management, planning and organising, people management, problem solving, conflict management, verbal and written communication, report writing, and computer literacy. Willingness to work long and irregular hours will be advantageous. Key Responsibility Areas: Diary Management, Office Management, Management of HoD’s Budget, Management of Correspondence, Manage HoD’s Logistics.

DUTIES: Provide administrative and office support to the HOD. Oversee Logistical and administrative arrangement for meeting and other engagements that the HOD is involved in. Facilitate research and co-ordinate projects. Manage the consolidation of operational plans and reviews in accordance with Departmental Strategic Plan. Compile the year planner for the office. Set up and maintain systems in the Office of the HOD that will contribute towards improving efficiency in the office. Ensure, oversee and advise on the effective flow of information and document to and from the office of the HOD and advice the HOD accordingly. Quality-assure and edit all documentation both for internal and external consumption. Draft and oversee responses drafted on enquiries received from internal and external stakeholders. Remain up-to-date with regards to the applicable. Prescribes/policies and procedures to ensure effective support to the HOD Initiate, manage and complete designated special projects in the office of the HOD. Monitor and evaluate the performance of the staff in the office of the HOD. Manage the human resource related aspects to the staff in the office of the HOD, which includes training and developmental programmes. Liaise and communicate on a regular basis with the office of the MEC, internal and external stakeholders in ensuring understanding and expectations with regards to documents to be submitted to the HOD. Determine and collate information with regards to the budget needs of the office of the HOD. Keep records of expenditure commitments, monitor expenditure and alert the HOD with regards to possible over and under expenditure. Ensure effective communication takes place between the office of the HOD and other units within the Department.

ENQUIRIES: Ms Z Ncunyana – Zukiswa.Ncunyana@gauteng.gov.za

POST 03/285: PERSONAL ASSISTANT: OFFICE OF THE HOD REF NO: REFS/004944

SALARY: R257 508 per annum

CENTRE: Johannesburg

REQUIREMENTS: Matric plus Secretarial Diploma/ Public Administration Diploma/NQF Level 5 or equivalent qualification 3 - 5 years’ experience in rendering support services to a Senior Manager. Competencies- language skills and strong interpersonal skills; good telephone etiquette; high level computer skills, organizing and writing skills, detail orientated, time management, communication and conflict handling skills.

DUTIES: Provide a professional secretariat support function; general office administration, which includes but not limited to: receive telephone calls and exercise discretion; handle queries; perform advanced typing; liaise with key customers and stakeholders; ensure effective flow of information and documents to and from the unit. Diary management: arrange and schedule meetings; confirm appointments; preparation of agendas and record keeping of meetings; book venues and handle logistical arrangements for meetings and workshops. Report writing; manage the
overall procurement processes for the unit; coordinate and administer payment of service providers; manage monthly expenditures on goods procured and handling of petty cash; manage the leave register and telephone accounts for the unit and ensure the safekeeping of all documentation in the office in line with relevant legislation and policies; develop and manage a register of all incoming and outgoing documents in line with the business objectives of the Department and, conduct follow-ups with reports. Be proficient in the use of Microsoft applications such as excel, power point, word, Outlook.

ENQUIRIES
Ms Z Ncunyana – Zukiswa.Ncunyana@gauteng.gov.za

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

APPLICATIONS
Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

CLOSING DATE
07 February 2020

NOTE
Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document no copies of certified copies allowed. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises/tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POST
POST 03/286
DEPUTY DIRECTOR: AUDIT COMMITTEE SECRETARIAT REF NO: GPT/20/01/01
Directorate: Financial Governance

SALARY
R733 257 per annum (All-inclusive Package)

CENTRE
Johannesburg

REQUIREMENTS
A three-year tertiary qualification Degree in Business/Public Administration/Management/Corporate Governance. 3 – 5 years’ experience in the area of minute taking or report writing of which 2 years should be in a supervisory
role. Experience in a Finance/Auditing/Corporate Governance environment will be an added advantage.

**DUTIES**
- Ensure that Audit Committee are managed effectively and efficiently as per legislation and framework in place. Facilitate and attend Audit Committee meetings.
- Ensure prompt minute-taking and distribution to Members and relevant Stakeholders. Facilitate the review and implementation of the Audit Committee Charter and the evaluation of the Audit Committee. Provide support to Cluster Audit Committees and ensure Members operate in an enabling Charter. Overall management and development of staff members within the unit.

**ENQUIRIES**
- Ms. Tshiamo Sokupha Tel No: (011) 227 9000

**GAUTENG TREASURY IS OFFERING A THREE-YEAR SAIPA TRAINEE**

**NOTE**
- Accountant Programme in Johannesburg and would like to invite applications from unemployed graduates/employed youth with Accounting qualification as listed below. Selected candidates will be required to enter into a Contract with Gauteng Provincial Treasury for a non-renewable period of 36 Months/Three Years. Graduates who have participated in SAIPA Programme previously will not be considered.

**OTHER POST**

**POST 03/287**
- SAIPA TRAINEE ACCOUNTANT PROGRAMME REF NO: GPT/ 20/01/02
- Re-Advert Applicants who have previously applied in December 2019 need not re-apply as their application will be considered

**STIPEND**
- R10 000 per month (over 3 years)

**REQUIREMENTS**
- NQF Level 7, majoring with the following modules/subjects: Financial Accounting 3, Auditing 3, Cost/Financial Management Accounting 2 or Taxation 2.

**ENQUIRIES**
- Ms. P Foromo Tel No: (011) 241-0625, Mr. H Shitiba Tel No: (011) 241-0674 or Ms. Zuma Tel No: (011) 227-9108

**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.*

**NOTE**
- Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV 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). 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. 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.

**ERRATUM:** kindly note that the post of Assistant Director- Organisational Development: Centre (Johannesburg Head Office) with Ref No: SD/2020/01/03 advertised in Public Service Vacancy Circular 02 dated 17 January 2020, The requirements and Duties of the post has been amended as follows: Requirements: HR Planning environment in the Public Service and Duties: Coordination of Human Resource plan functions in the department. People who applied are encouraged to re-apply, the closing date has been extended to the 07 February 2020.
OTHER POSTS

POST 03/288 : SENIOR ADMINISTRATIVE OFFICER- MONITORING AND EVALUATION REF NO: SD/2020/01/11

Re-advertisement: Applicants who previously applied for this post are encouraged to reapply

SALARY : R316 791 per annum (plus benefits)
CENTRE : Johannesburg Head Office
REQUIREMENTS : A three-year qualification in Monitoring and Evaluation with 2-3 years’ experience in Performance Monitoring and Evaluation environment. A valid driver’s license. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Performance Monitoring and Evaluation functions in the Public Service. Knowledge and understanding of Departmental Monitoring and Evaluation systems, processes and procedures. Skills and Competencies: Good planning and coordinating, Analytical, report writing, communication, team working, monitoring and evaluation, computer and interpersonal relations skills. Honest and innovation individual.


ENQUIRIES : Mo 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.
NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
CLOSING DATE : 07 February 2020

POST 03/289 : SENIOR ADMINISTRATIVE OFFICER FINANCE AND SUPPLYCHAIN REF NO: SD/2020/01/12

SALARY : R316 791 per annum (plus benefits)
CENTRE : GA Rankuwa Rerabilwe Child & Youth Care Center

DUTIES : Implement and monitor changes to the budget allocations. Supervise cashier services and administer payment processes. Manage Supply Chain Management functions. Ensure an efficient, effective and transparent SCM system. Provide training of staff and management when necessary. Maintain sound and efficient financial controls as per the PFMA and Treasury Regulations. Attend required workplace (internal and external) meetings and committees. Participate in occupational health and safety tasks in the workplace (monthly inspection and committee member). Supervise and manage of staff. Facilitate performance management development system processes within prescribed time lines (identify training need, conduct quarterly reviews, annual performance evaluation, performance contracting). Implement labour related procedures within prescribed time lines. Ensure compliance to legislation, policies and procedures.

ENQUIRIES : Mr M Netshikulwe Tel No: (012) 700 9444
APPLICATIONS : Please forward applications, quoting the relevant reference number for Attention Mr M Netshikulwe, Ga- Rankuwa Rerabilwe Child & Youth Care Centre, Sedumedi Street Zone 2 Garankuwa, 0208 or posted to Private Bag X 1006, Garankuwa Zone 2.
NOTE: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

CLOSING DATE: 07 February 2020

POST 03/290: PERSONAL ASSISTANT MONITORING AND EVALUATION REF NO: SD/2020/01/13

SALARY: R257 508 per annum (plus benefits)

CENTRE: Johannesburg Head Office

REQUIREMENTS: Secretarial Diploma or equivalent qualification with 3-5 years’ experience in rendering a support service to Senior Management. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Basic knowledge on financial administration.

DUTIES: Provide Secretarial/administrative support service to the Manager. Receive telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Operate and ensures that office equipment, e.g fax machines and photocopiers are in good working order. Render administrative support services. Scrutinize routine submissions/reports and make notes and/or recommendations for the manger. Respond to enquiries received from internal and external stakeholders. Provide support to manager regarding meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made. Support the manager with the administration of the manager’s budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

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, Tel No: (011) 355 7937

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

CLOSING DATE: 07 February 2020