ANNEXURE U

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT

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

APPLICATIONS: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107/ P/Bag x112, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za.

CLOSING DATE: 14 February 2020

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

MANAGEMENT ECHELON

POST 04/123: CHIEF DIRECTOR: COMMUNICATIONS REF NO: REFS/004965
(Performance –based: 5 Year Fixed - Term Employment Contract)
Chief Directorate: Communications

SALARY: R1 251 183 per annum (all-inclusive salary package)
CENTRE: Johannesburg

REQUIREMENTS: A SAQA recognised NQF 7 qualification in Communications/ Linguistics/Public Relations or related discipline. 5 years’ experience in Communications at a Senior Managerial (Director) level. Knowledge of Media Regulations, Procedures, Public Service Policies, Regulations, and Acts, PFMA. Proven knowledge and experience of policy development and events management, Knowledge of report and speech writing.

DUTIES: Develop and implement a communications framework and strategy for e-GOV. Develop and implement a monitoring process for frequent update and review of the communication strategy. Facilitate the development and maintenance of an effective communication linkage with the relevant internal and external stakeholders. Consolidate and manage corporate communications within the department. Consolidate and strengthen external communication of the department. Implement and manage the GPG Media Centre. Implement a marketing, advertising and Public Relations strategy, Media Management: Provide advice on media patterns and formulate plans of action, Develop and implement a media protocol strategy, Analyse media operations and provide norms and standards pertaining to actions of engagement for the department, Initiate media workshops, conferences, briefings and events related to the Department Manage the human and financial resources of the Communications unit. Advise the MEC, HOD and the department broadly on communication and media liaison. Manage departmental events, strategy and media. Represent the Gauteng Department of e-Government in the provincial communication forum. Monitoring and liaison with media. Define and review on a continual basis the purpose, objectives, priorities and activities of the business unit. Participation in the organisational and Business unit’s strategic planning process. Active involvement in the development and
management of the strategic and business plans for the Corporate Management Business Unit. Evaluate the performance of the Business Unit on a continuing basis against pre-determined key measurable objectives and standards. To report to the HOD on a regular basis on the activities of the Business unit and on matters of substantial importance to the Administration. Active participation in the budgeting process at Executive and Business unit levels. Preparing of the Annual and Adjustment Budgets for the Business Unit. Direct responsibility for the efficient, economic and effective control and management of the Business unit’s budget and expenditure. Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Business unit. Reporting to the Chief Financial Officer on all aspects of the Communications Business Unit’s finances. Motivate, train and guide staff within the Communications Business Unit, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Unit. Monitor information capacity building within the Unit.

ENQUIRIES: Mr. E. Ogle Tel No: (011) 689 6861

POST 04/124: DIRECTOR: PROJECT MANAGEMENT REF NO: REFS/004966
(Performance –based: 5 Year Fixed - Term Employment Contract)
Branch: ICT

SALARY: R1 057 326 per annum (all-inclusive remuneration package)
CENTRE: Johannesburg
REQUIREMENTS: An NQF level 7 qualification in Business Management/Information Technology. Minimum of 5 years at a middle management level in project management. At least 3 years project management experience in an IT environment is required.

DUTIES: Prepare baseline management documents. Design and apply an appropriate project management framework for the project. Perform effective project planning through the utilization of the accepted project management tools and methodologies. Plan and monitor the project by leading scope definition, communications plans and project schedules. Manage project risks, including the development of contingency plans. Implement and manage project changes and interventions to achieve project outputs. Manage multiple project team’s staff and external resources (in-direct reports). Liaise and communicate with key stakeholders (e.g. senior government and business leaders, primary suppliers). Manage project administration and internal operations. Contribute specialist business skills as required by the major project. Oversee and manage projects executed and implemented by project managers (direct reports). Exercise prudent budget management, control and monitoring when implementing major projects. Key Performance: The Director: Project Manager will support organizational strategic priorities by applying strong business and project management skills across the entire lifecycle, from business case to project planning to execution and closing of a project. The incumbent will work with senior government officials and business leaders in developing business cases and implementation plans for major initiatives, game changers and flagship projects within the province. The Director: Project Manager will develop, drive and implement these long-term multi-year and large budget projects. Other required skills: motivation, delegation, negotiations, conflict resolution, change management, decision making, planning and organization, controlling, human resources management, accountability, risk identification, leadership.

ENQUIRIES: Mr. Errol Ogle Tel No: (011) 689 6861

OTHER POSTS

POST 04/125: TEAM LEADER- DOCUMENT MANAGEMENT CENTRE REF NO: REFS/004974
Directorate: Documents & Records Management

SALARY: R316 791 per annum (plus benefits)
CENTRE: Johannesburg
**REQUIREMENTS**
Matric certificate plus NQF level 6 in Business Management or related with 2-3 years’ experience in Document Management. Advanced Computer skills. Supervisory orientation or Management training is essential.

**DUTIES**
Manage implementation and provide guidance to the document management practitioners on ISO 9000 standards for electronic and physical content with emphasis on workflow and audit trails. Outline the job expectations, descriptions, duties and essential attributes required for document management practitioners. Conclude performance contracts, reviews and develop personal development plans for the document lifecycle management practitioners. To implement document management practices and to ensure that relevant aspects in terms of ISO 9000 standards. To ensure that information can be identified, traced and supplied when requested through the central query management solution. Manage staff performance viz attendance registers, daily reports, quality assurance, coaching, mentoring, training, induction and guidance of document management practitioners.

**ENQUIRIES**
Mr. Oscar Baloyi Tel No: (011) 689 4648

**POST 04/126**
**TEAM LEADER: RECORDS MANAGEMENT**
REF NO: REFS/004973
Directorate: Documents & Records Management

**SALARY**
R316 791 per annum (plus benefits)

**CENTRE**
Johannesburg

**REQUIREMENTS**
Matric certificate plus NQF level 6 in Archival Science/Library/Information Science or related with 2-3 years’ experience in Records Management. Advanced Computer skills. Supervisory orientation or Management training.

**DUTIES**
Conducting information audits/records survey in Business Units within e-Government (to determine records that need to be transferred to archives storerooms, to appraise records for disposal, update loan register and transfer register. Handling transfer of records. Sorting and batching. Retrieval of records. Dispatching and recovery of records. Administer request for records through the Records Management facility for electronic records. Management of Records Management practitioners. Manage performance development of record management practitioners. Control and monitor records in the warehouse. Consolidate data in terms of the record kept in the warehouse

**ENQUIRIES**
Mr. Oscar Baloyi Tel No: (011) 689 4648

**POST 04/127**
**PRACTITIONER- DOCUMENT MANAGEMENT CENTRE**
REF NO: REFS/004975
Directorate: Documents & Records Management

**SALARY**
R208 584 per annum (plus benefits)

**CENTRE**
Johannesburg

**REQUIREMENTS**
Matric certificate plus NQF 6 qualification in Business Management/Records Management/Logistics/Information Science or related, with 1-2 years’ experience in Document Management and Administration. Computer skills required.

**DUTIES**
Receipt, categorize, verification, registration, data capturing and scanning of all inbound mandates received from GPG Departments within the stipulated services level agreement. Categorization of mandates in accordance to mandate type and processing area. Registration of mandates onto Document Management System. Data capturing of metadata in line with mandate requirement. Preparation for scanning purposes. Image capturing/scanning of mandates and verification prior to delivery to processing business units. Identification of inaccurate routing within document management processes for Team Leader intervention.

**ENQUIRIES**
Mr. Oscar Baloyi Tel No: (011) 689 4648

**DEPARTMENT OF HEALTH**

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

**ERRATUM:** kindly note that the post of Head of Clinical Unit (Orthopaedics Department) for **CHARLOTTE MAXEKE JOHANNESBURG ACADEMIC**
HOSPITAL: with Ref No: HCUORTHO/01/CMJAH/2020 advertised in the Public Service Vacancy Circular 3 dated 17 January 2020, the Notch have been amended as follows: R1 728 807 per annum. Previous applications will be still considered, and the closing date has been extended to 14 February 2020. We apologize for the inconvenience caused. FOR DR GEORGE MUKHARI ACADEMIC HOSPITAL): Kindly note that the posts of Operational Manager Nursing: Specialty with Ref No: 2020/DGMAH/05, Assistant/Area Manager Nursing Specialty Advanced Midwifery with Ref No: 2020/DGMAH/03, assistant/Area Manager Nursing Night Duty Services with Ref No: 2020/DGMAH/04, Operational Manager Specialty Ref No: 2020/DGMAH/05, Operational General Manager Nursing Night Duty with Ref No: 2020/DGMAH/06, Operational General Manager Nursing for Surgical Ward with Ref No: 2020/DGMAH/07, Case Manager with Ref No: 2020/DGMAH/09, Monitoring and Evaluation Auditor with Ref No: 2020/DGMAH/11, Administration Clerk: Secretary with Ref No: 2020/DGMAH/12, Administration Clerk: Labour Relations with Ref No: 2020/DGMAH/13 and Laundry Supervisor with Ref No: 2020/DGMAH/14 that are advertised in the Public Service Vacancy Circular 02 of 2020 dated 17 January 2020, the Salary package is plus benefits instead of all-inclusive package and kindly withdraw the Post: Clinical Engineer Technician (Level 07) Ref No:2020/DGMAH/10. We apologize for any inconvenience caused.

OTHER POSTS

POST 04/128 : CLINICAL MANAGER REF NO: DYD 3/3/1/147
(Re-advertisement: (Applicants who previously applied are welcomed to re-apply.)

SALARY : R1 173 900 – R1 302 849 per annum
CENTRE : Dr Yusuf Dadoo Hospital
REQUIREMENTS : MBCHB or equivalent, PLUS current registration certificate with HPCSA as a Medical practitioner. A minimum of 4 years appropriate experience as a medical officer after registration with HPCSA as a medical practitioner. Supervisory experience within a medical domain will be an added advantage. A Valid driver’s license (code B/EB) is an inherent requirement. Competency and skills in clinical domain: Computer literate, sound planning, negotiating and decision-making skills. Ability to analyse information and solve problems. Proficient in MS package (word, excel, outlook, power point). Must be willing to work under pressure and stressful situations.

DUTIES : Manage and supervise all clinical and allied health domains. Ensure the provision of safe, ethical and high-quality patient care and treatment in the hospital. Ensure effective management, implementation and adherence to clinical governance protocols. Conduct patient redress and compile reports for medico-legal cases. Ensure the development and implementation of quality assurance programs in line with the provincial and National Standards. Assist with the implementation of ideal Hospital Realisation and Maintenance Framework in the hospital. Develop, implement and monitor quality improvement plans (QIP). Perform clinical audits and provide support to other departments / disciplines to ensure effective and comprehensive clinical services regarding patient care and treatment. Lead and drive CPD and M&M programmes. Implement cost containment measures, analyse budget and ensure effective and efficient use of resources. Monitor commuted overtime and ensure adherence to RWOPS policy. Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures.

ENQUIRIES : P.M. Sofohlo (CEO) Tel No: (011) 951-6161
APPLICATIONS : Applicants must quote the relevant reference number in the column indicated in the Z83 form and submit their applications to: Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1739.

NOTE : Applications should include completed and signed Z83 form obtainable from any government institution, Curriculum Vitae (CV) with three referees, certified copies of Qualifications, RSA ID document and driver’s licence all valid for 3 months. People with disability are encouraged to apply. Correspondence will be limited to shortlisted candidates only. Please note that this is a re-advertisement, applicants
who applied before can re-apply. Failure to comply with the above instructions will disqualify applicants.

**CLOSING DATE** : 14 February 2020

**POST 04/129** : MEDICAL SPECIALIST – GRADE 1 REF NO: MRH /02/2020
Directorate: Internal Medicine

**SALARY** :
- Grade 1: R1 106 040 per annum (TCE Package)
- Grade 2: R1 264 623 per annum (TCE Package)
- Grade 3: R1 467 651 per annum (TCE Package)

**CENTRE** : Mamelodi Regional Hospital

**REQUIREMENTS** :
MBCHB degree and registration with the Health Professions Council of South Africa (HPCSA) as a specialist in Internal Medicine. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. Good resource management, problem solving and decision-making skills. The successful candidate must adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours, and work with diverse team.

**DUTIES** :
Direct clinical service provision within clinical department (unit). Provide direct clinical leader to the department. Formulate treatment guidelines and protocols for the department. To oversee training and supervision of junior doctors. Organize department meetings with the doctors, nurses other category of clinical staff within the unit. Attend meetings for heads of clinical unit and make meaningful contribution in these meetings. Manage any medical adverse events within the unit and report them to the clinical manager. Oversee and manage administrative duties of the unit. Give support to the clinical manager. Commuted overtime is compulsory.

**ENQUIRIES** : Ms KH Mokwana Tel No: (012) 841 8387

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

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

**CLOSING DATE** : 14 February 2019

**POST 04/130** : VICE PRINCIPAL (SINGLE NURSING COLLEGE) REF NO: CHBN/C/MNJANUARY 2019
Directorate: Nursing Education and Training

**SALARY** : R843 618 per annum (all-inclusive remuneration package of which a portion can be structured)

**CENTRE** : Chris Hani Baragwanath Nursing College

**REQUIREMENTS** :
Senior Certificate or equivalent qualification. Degree/Diploma in Nursing and a post basic qualification in Nursing Education and Nursing Administration. A Master’s degree is a pre-requisite. Registration with South African Nursing Council (SANC). A minimum of ten (10) years appropriate or recognizable nursing experience after registration as Professional Nurse and Midwife of which four (4) years must be appropriate or recognizable experience in Nursing Education and minimum of two (2) years’ experience as Head of Department in Nursing Education after obtaining a post basic qualification in Nursing Education. Facilitation and presentation skills. Good communication (verbal & written), organisational and problem-solving skills. Good computer skills (MS Word, Excel, etc.). Applying and interpretation of regulations and other legislative frameworks pertaining to Nursing Education. Conflict management and supervisory skills. Driver’s License.

**DUTIES** :
Manage the education and training of Nurses. Manage clinical learning exposure to learners between college and clinical areas. Manage the college in the absence of the Principal. Develop and ensure implementation of quality assurance programme. Collaborate with other stakeholders and build a sound relationship within the department. Develop policies, standard operational procedure, norms and standards and ensure the implementation thereof. Monitor and evaluate the implementation of all training programmes. Support the mission and promote the image of the College. Supervision of staff. Monitor employee’s performance in
terms of the performance management system. Maintain sound labour relations through proper discipline. Oversee the supervision of students. Monitor the evaluation of academic performance. Maintain accountability and responsibility of team leader to a group of students. Supervise marking and moderating theoretical and practical examinations.

ENQUIRIES : Ms P.C Sithole Tel No: (011) 983 3069
APPLICATIONS : Applications must be submitted at the Chris Hani Baragwanath Nursing College (inside the Chris Baragwanath Academic Hospital premises), Human Resource Department, Chris Hani Road, Diepkloof, Soweto or posted to Human Resource Department, Private Bag X05, Bertsham, 2013.

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

CLOSING DATE : 14 February 2019 12hoo
POST 04/131 : OPERATIONAL MANAGER NURSING SPECIALTY PAEDIATRIC (WARD (X1 POST)
Directorate: Health

SALARY : R562 800 – R633 432 per annum
CENTRE : Pholosong Hospital
REQUIREMENTS : A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post- Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of a 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 in Child Nursing.

DUTIES : Manage effectively the utilization of resources, nursing statutes and other relevant legal frameworks such as Nursing Act, National Health Act, OHS Act, Patients’ Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act. Good interpersonal relations, good communication (Written and Verbal). Good conflict management, good decision making and problem solving abilities, Computer (MS Word or Excel. Supervisory and leadership skills. Coordinate and monitor the implementation of child health as per guidelines and policy. Participate in the analysis, formulation and implementation of paediatric guidelines.

ENQUIRIES : Ms KF Mabuza Tel No: (011) 812 5000
APPLICATIONS : must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

NOTE : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.
CLOSING DATE : 14 February 2020
POST 04/132: OPERATIONAL MANAGER NURSING SPECIALTY THEATRE WARD (X1 POST)
Directorate: Health

SALARY: R562 800 – R633 432 per annum
CENTRE: Pholosong Hospital
REQUIREMENTS: A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post-Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of a 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 in Theatre Science.

DUTIES: Manage effectively the utilization of resources, nursing statutes and other relevant legal frameworks such as Nursing Act, National Health Act, OHS Act, Patients’ Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act. Good interpersonal relations, good communication (Written and Verbal). Good conflict management, good decision making and problem solving abilities, Computer (MS Word or Excel. Supervisory and leadership skills. Coordinate and monitor the implementation of theatre operations as per guidelines and policy. Participate in the analysis, formulation and implementation of theatre guidelines.

ENQUIRIES: Ms KF Mabuza Tel No: (011) 812 5000
APPLICATIONS: must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.
NOTE: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.
CLOSING DATE: 14 February 2020

POST 04/133: OPERATIONAL MANAGER NURSING SPECIALTY LABOUR WARD (X1 POST)
Directorate: Health

SALARY: R562 800 – R633 432 per annum
CENTRE: Pholosong Hospital
REQUIREMENTS: A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post-Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of a 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 as an advance midwife.

DUTIES: Manage effectively the utilization of resources, nursing statutes and other relevant legal frameworks such as Nursing Act, National Health Act, OHS Act, Patients’ Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act. Good interpersonal relations, good communication (Written and Verbal). Good conflict management, good decision making and problem solving abilities, Computer (MS Word or Excel. Supervisory and leadership skills. Coordinate and monitor the implementation of maternal health as per guidelines and policy. Participate in the analysis, formulation and implementation of maternal guidelines.

ENQUIRIES: Ms KF Mabuza Tel No: (011) 812 5000
APPLICATIONS: must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.
NOTE: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.
CLOSING DATE: 14 February 2020
POST 04/134: OPERATIONAL MANAGER (SPECIALTY) PNB 3 REF NO: HRM 4/2020 (X3 POSTS)
Directorate: Nursing Services

SALARY: R562 800 per annum (plus benefits)
CENTRE: Sterkfontein Hospital
REQUIREMENTS: Appropriate Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. A one year post basic qualification in Advanced Psychiatry which is accredited by SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five years of the period above must be appropriate/recognizable experience in the management of Psychiatric patients after obtaining the Advanced Psychiatric Qualification. Proof of current registration with SANC. Good interpersonal, communication and leadership skills. Knowledge of the Mental Health Care Act, PFMA, Public Sector Regulations, Regulated Norms & Standards and other legislative framework. Computer literacy and valid driver’s license.

DUTIES: Deputize for Nursing Managers in their absence and take charge of the hospital after hours, at night, during weekends and public holidays. Demonstrate basic understanding of Human Resource Policies and practices through effective implementation of PMDS, Disciplinary Code, Leave Management and Supply Chain Management Procedures. Ensure effective, efficient coordination and integration of Quality specialised nursing care and Management of complex Psychiatric cases through implementation of Advanced Procedures and Nursing interventions that are in accordance with the Developed Care Plan and Best Practice Standards. Compliance to Batho Pele Principles, Mental Health Care Act Procedures and Quality Assurance Standards. Drive the implementation of the National Nursing Strategy. Participate in Hospital Committees, Training, Coaching and Mentoring of young nurses.

ENQUIRIES: Ms. M.M. Sono Tel No: (011) 951-8202
APPLICATIONS: must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
NOTE: Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
CLOSING DATE: 14 February 2020 @ 12H00

POST 04/135: OPERATIONAL MANAGER NURSING SPECIALTY REF NO: OMSP/16/CMJAH/16/2019
Directorate: Paediatric Nursing Department
(Re-advertisement: candidates who applied previously may re-apply.

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 Child 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 Child Nursing qualification. Computer literacy will be added advantage.

DUTIES: To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors,
other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To 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. To 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.

ENQUIRIES: Ms. M.O. Khumalo Tel No: 011 488 3113
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.

CLOSING DATE: 14 February 2020
POST 04/136: CHIEF PHYSIOTHERAPIST GRADE 1 (X1 POST)
Directorate: Health

SALARY: R466 119 – R517 326 per annum
CENTRE: Pholosong Hospital
REQUIREMENTS: Bsc Degree in Physiotherapy. Current/annual Registration with the HPCSA as a Physiotherapist. 3 years working experience, Excluding 1 year community service. Computer literacy is highly desirable.
DUTIES: Plan and implement a cost effective sustainable physiotherapy service. Apply knowledge of evidence based physiotherapy techniques. Apply knowledge of relevant acts, regulations and policies. Assist supervision and training of assistants. Implement and manage the Performance management and development system in the department. Monitor and motivate for equipment and other resources. Assist with implementing and monitoring of effective recordkeeping accurate statics collection and analysis thereof. Monitor and evaluate high standards of quality assurance. Contribute effectively in staff meeting, team meetings, committee meetings and multidisciplinary meetings. Take on a leadership role and attend meetings and hospital functions in the absence of the head of department. Promote and retain good working relationship with referring facilities.

ENQUIRIES: Ms CK Selepe Tel No: (011) 812 5000
APPLICATIONS: must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.
NOTE: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

CLOSING DATE: 14 February 2020
POST 04/137: OPERATION MANAGER (GENERAL) PNAS REF NO: HRM 5/2020 (X3 POSTS)
Directorate: Nursing Services

SALARY: R444 276 per annum (plus benefits)
CENTRE: Sterkfontein Hospital
REQUIREMENTS: Appropriate Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. A one year post basic qualification in Advanced Psychiatry which is accredited by SANC
will be an added advantage. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five years of the period above must be appropriate/recognisable experience in working in a psychiatric unit and management of Psychiatric Patients. Proof of current registration with SANC. Good interpersonal, communication and leadership skills. Knowledge of the Mental Health Care Act, PFMA, Public Sector Regulations, Regulated Norms & Standards and other legislative framework. Computer literacy and valid driver’s license. Have innovative, creative, emotional intelligence and collaborative skills.

**DUTIES**

Deputize for Nursing Managers in their absence and take charge of the hospital after hours, during weekends and public holidays. Demonstrate basic understanding of Human Resource Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and Supply Chain Management Procedures. Ensure effective and efficient coordination and integration of Quality specialised nursing care through compliance to Batho Pele Principles, Mental Health Care Act procedures and current Regulated Norms and Standards. Drive the implementation of the National Nursing Strategy. Participate in the hospital committees, training, coaching and mentoring of young nurses.

**ENQUIRIES**

Ms. M.M. Sono Tel No: (011) 951-8202

**APPLICATIONS**

must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

**NOTE**

Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

**CLOSING DATE**

14 February 2020 @ 12H00

**POST 04/138**

**CLINICAL PROGRAMME COORDINATOR (EMPLOYEE WELLNESS) REF NO: DYD 3/3/1/148**

**SALARY**

R444 276 - R500 031 per annum

**CENTRE**

Dr Yusuf Dadoo Hospital

**REQUIREMENTS**

diploma in nursing (R425 or equivalent). National Diploma in Occupational Health Nursing Science and knowledge and experience of EAP, HIV/AIDS and OHS. Proof of registration with SANC. A minimum of seven years’ experience as a professional nurse, 2 years of the period above must be in the implementation of health and wellness programs: EAP, HIV/AIDS, STI, TB and OHS. Must be computer literate and have valid driver’s license. Knowledge of the Public Service Act and Regulations, EHWP strategic framework, the Employment Equity Act, DPSA Directives, Employee Assistance Programme Standards, the Occupational Health and Safety Act as well as PILIR Policy and guidelines. Sound organizing, planning, presentation and facilitation skills. Counselling, decision making, good communication, crisis and trauma management. Coordination, research and marketing skills. Good interpersonal relations. Conflict resolution and leadership skills.

**DUTIES**

Provide operational and effective management of the integrated Employee Health and Wellness Program which includes the following policy and procedures: strategy development implementation in line with the Public Service framework pillars. Provide confidential assessment, counselling and follow-up referrals. Identify and maintain relationships with all relevant stakeholders for effective implementation of the programme. Provide onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service of lifestyle development interventions. Develop and maintain the employee health and wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW programs to enhance the health and wellness of the employees that will promote, protect and restore employee’s health within a safe working environment. Work close to OHS programme Coordinator in performing Medical Surveillance (which may include clinical examinations, biological monitoring and medical tests and diseases. Be available to cover nursing management office hours for career development.

**ENQUIRIES**

Ms. D.S Ngwenya Tel No: (011) 951-6045

**APPLICATIONS**

should be submitted to: Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1739.
NOTE: Applications should include Z83, CV, and certified copies of ID and Qualifications. Failure to submit all the requested documents will result in the application not being considered.

CLOSING DATE: 14 February 2020

POST 04/139: OPERATIONAL MANAGER: PATIENT CARE (DAY AND NIGHT) REF NO: MRH/03/2020
Directorate: Nursing

SALARY: Grade 1: R444 276 per annum
Grade 2: R515 010 per annum

CENTRE: Mamelodi Regional Hospital

REQUIREMENTS: Basic qualifications accredited with SANC in terms of Government notice R425, Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of Seven (7) years experience and recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. One-year Postgraduate Diploma/Degree in Nursing Management. Sound interpersonal and good communication skills. Knowledge of regulations and legislative framework. Computer literacy: Basic computer literacy as a support tool to enhance service delivery.

DUTIES: Demonstrate an in-depth understanding of nursing legislations and, related legal and ethical nursing practice and how it impacts on service delivery. Ensure clinical nursing practice by the nursing teams (units) and institution. Demonstrate basic understanding of Human Resource and Financial Policies and Practices. Effective leadership in managing disciplinary processes and conflict resolution. Display a concern for patients, promoting, advocating and facilitating proper treatment, care and ensuring that the units adhere to the Ministerial Priorities; Batho Pele principles, Patients Right Charter, Demonstrate effective communication with patients, community, supervisors, other health professional and all colleagues. Complex report writing when required. Manage and Monitor proper utilization of Human Resources, Financial Resources and Physical Resources. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development. Be knowledgeable regarding Labour Act practices. Perform any other authorised and legal delegated duties.

ENQUIRIES: Ms. Sylvia Mahlangu Tel No: (012) 841 8490

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

NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted together with a Z83, CV, Certified copies of ID and Qualifications.

CLOSING DATE: 14 February 2020

POST 04/140: SOCIAL WORK SUPERVISOR GRADE 1 REF NO: SDHS 2020/01/08 (X1 POST)
Directorate: Sedibeng District Health Services
Re-Advertisement: Applicants who previously applied are encouraged to re-apply

SALARY: R384 228 – R445 425 per annum (Plus benefits)

CENTRE: Sedibeng District Health Services

REQUIREMENTS: The candidate should have Grade 12 Certificate. A Four-year Degree in Social Work with registration with SACSSP as a Social Worker. Minimum of seven (7) years’ experience in social worker with the SACSSP. Proof of current registration with South African for Social Services. A minimum of 3 years’ experience in health care environment will be an added advantage. Previous experience with mentoring or supervision of students and subordinates. Knowledge of Public service legislation, policies and procedures as well as that of the Social Work profession as applies to the health sector. Ability to work within a multidisciplinary team. A driver’s license and computer will be an advantage.

DUTIES: Coordinate Social Work services in the District. Overall management and clinical supervision of staff. Implementation of the supervisor policy and the PMDS system.
Manage and support the Social Work at the facility within the scope, professional and statutory requirements of the SACSSP and Social Work Profession. Ensure implementation of the Quality Assurance programme and implementation of corrective measures. Provide input to risk management and initiate the department. Manage assets and all human and financial resources of the Social Work department. Prepare and analyse monthly statistics to plan workload allocation. Expand the intersectional communication with relevant partners and stakeholders. Represent the department and District at various forums and meetings as per delegation, internally and externally implement the decision and plans taken at department and District level. Ensure professional development of staff and adherence to CPD requirements. Participate in student training if applicable. Sign performance contract on annual basis.

ENQUIRIES
Ms. E.M. Ngale Tel No: (016) 950 6174/6202

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

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

CLOSING DATE
14 February 2020

POST 04/141
ASSISTANT MANAGER HEALTH PROMOTION REF NO: SDHS 2020/01/09 (X1 POST)
Directorate: Health Promotion
Re-Advertisement: applicants who previously applied are encouraged to re-apply

SALARY
R376 596 per annum (plus benefits)

CENTRE
Sedibeng District Health Services

REQUIREMENTS
The candidate should have Grade 12 and, should be in possession of a recognized Diploma/Degree. A minimum of 5-10 years appropriate/recogizable experience in Health. At least three (3) years of the period referred to must be appropriated/recogizable experience at SCLO/CCLO level. Knowledge of policies regarding Health Promotions services: District Health System, National Health Act, PFMA and other relevant legislation is a requirement. The required skills are computer literacy, report writing, good communication skills and ability to work under pressure and meet deadlines. A valid driver’s license is essential.

DUTIES
Plan, lead, organize and co-ordinate all Health Promotion activities in the District. Support the implantation of ideal Clinics. Lead the Health Lifestyle Campaign. Prepare operational plans and quarterly and annual reports. Prepare and manage a budget for Health Promotion Unit. Ensure quality improvement of the programme. Coordinate the activities of SCLOs. Coordinate the management of information, education, communication (IEC) material. To facilitate and coordinate HP support during the disease Outbreak. Carry out other relevant duties as may be delegated by senior management. Take part in the Gauteng Turnaround strategy, PHC Reengineering, Strength of National core standards and ideal clinic.

ENQUIRIES
Ms. S. Sejake, Tel. No (016) 950 6019

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

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

**CLOSING DATE:** 14 February 2020

**POST 04/142:** ASSISTANT DIRECTOR CORPORATE SERVICES REF NO: ADM/2020/01

**SALARY:** R376 596 – R 454 920 per annum (plus benefits)

**CENTRE:** Lebone College of Emergency Care

**REQUIREMENTS:**
Grade 12 with 10 years’ experience or. An appropriate tertiary qualification i.e. certificate, higher certificate, diploma or Degree in either Human Resources Management, Public Administration, Finance or Supply Chain Management with at least 5 - 10 years work experience in Management. Sound knowledge and practice of the public service policies, legislation and prescripts including systems and procedures. 5 – 10 years’ experience in institutional Administration, Student Affairs, Human Resource, Facility Management, Fleet Management, ICT, Finance and Supply Chain Management. Must have functioned as a multidisciplinary team leader and must have advanced Project Management certification. Valid code 08 driver’s license is essential. Good interpersonal, report writing, and communication skills is essential.

**DUTIES:**

**ENQUIRIES:** Mr TF Motimane Tel No: (011) 564 2013

**APPLICATIONS:** must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or PO Box 26876, Gezina 0031 or apply online at: www.gautengonline.gov.za

**CLOSING DATE:** 14 February 2020

**POST 04/143:** OPTOMETRIST (GRADE 1) REF NO: SDHS 2020/01/06 (X2 POSTS)

Directorate: Sedibeng District Health Services

**SALARY:** R317 976 per annum (plus benefits)

**CENTRE:** Health Programmes

**REQUIREMENTS:**
Grade 12 Certificate. The candidate is required to have a Bachelor of Optometry or National Diploma: Optometry (4 years) or B. Tech (Optometry). Registered with the HPCSA as an independent practitioner with Diagnostic Privileges. A minimum of two (2) years appropriate experience in Optometry and Eye Health. Proof of current registration with HPCSA. A valid driver’s is essential. A Copy of the identity document should be attached. Sound knowledge of government and HPCSA regulations, policies and legislation. Sound knowledge and relevant experience in Eye Health Diagnostic procedures. Have knowledge of health education and promotion. Be service oriented and to detail. Have good judgment, critical thinking
and decision-making skills. Be patient empathetic and compassionate. Be able to communicate effectively with technical and non-technical personnel at various level in the organization and be part of the multi-disciplinary team. Highly motivated and enthusiastic to contribute to Eye Health services. Prepared to go an extra mile. Excellent time management, organizational skills, good computer skills, people management skills, self-motivated and goal orientated, analytical and solution oriented, ability to thrive well under pressure.

DUTIES:
Investigate and analyze test result and develop a treatment and management plan. Conduct screening and comprehensive eye and visual examinations. Prescribe therapeutic procedures to correct or conserve vision. Provide health education and counselling to promote eye health. Participate in planned health awareness campaigns and outreach to communities. Capture data from patients daily as well as referral given. Write and submit monthly and quarterly reports and maintain records thereof. Be able to conduct the necessary patient and condition specific eye examinations like annual fundoscopy for diabetics as prescribed and eye screening as per the road to health card. Present and share unusual clinical cases with other practitioners in the district for learning purposes. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES:
Ms. L.S. Lechela Tel No: (016) 950 6143

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

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

CLOSING DATE:
14 February 2020

POST 04/144:
DIAGNOSTIC RADIOGRAPHER GRADE 1 – 3 (X1 POST)
Directorate: Health

SALARY:
Grade 1: R317 976 – R361 872 per Annum (Plus Benefit)
Grade 2: R372 810 – R426 291 per Annum (Plus Benefit)
Grade 3: R439 164 – R532 959 per Annum (Plus Benefit)

CENTRE:
Pholosong Hospital

REQUIREMENTS:
3 years National Diploma in Radiographer/ 4 years Degree. Current registration with HPCSA as a qualified Diagnostic Radiographer with CT experience. Diagnostic Radiographer Grade 1: Community service completed. One year relevant experience after registration with the HPCSA in the relevant profession. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession. Grade 3: Minimum of 20 years relevant experience after registration with HPCSA in the relevant profession.

DUTIES:

ENQUIRIES:
Ms CK Selepe Tel No: (011) 812 5000

APPLICATIONS:
must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

NOTE:
Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

CLOSING DATE:
14 February 2020
POST 04/145  SOCIAL WORKER (GRADE 1)  REF NO: SDHS 2020/01/06 (X2 POSTS)
Directorate: Rehabilitation

SALARY  :  R257 592 – R298 614 per annum (plus benefits)
CENTRE  :  Midvaal Sub-District (X1 Post)
          :  Emfuleni Sub-District (X1 Post)
REQUIREMENTS  :  Grade 12 Certificate. The candidate is required to have Bachelor’s Degree in Social Work. Registration with South African Council for Social Worker. Proof of current registration with South African for Social Services. Computer literacy. Valid driver’s license is essential. 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.

DUTIES  :  Render Social Work Services in the district that complies with the standards and norms as indicated by Health Policies. Render Social work services regarding the care, support, protection and development of vulnerable individuals, groups families and communities through relevant programs. Conduct psycho social assessment and apply relevant intervention. Implement the recommended interventions by providing continuous support, counselling guidance and advice to the affected individual, families and communities. Attend staff meeting, social work forums quality assurance meeting. Complete monthly stats, reporting writing and other administrative task for social work services. Liasie/attend meetings with other departments and non-government institutions. Undertake research and project development in the district. Implement quality assurance policies and develop appropriate quality improvement plan for the social work services. Ensure adherence to government policies and protocols including the National Core Standard, Batho Pele and Patient Right. Take instruction as directed by the supervisor. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES  :  Ms. E.M. Ngale Tel No: (016) 950 6174/6202
APPLICATIONS  :  Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

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

CLOSING DATE  :  14 February 2020

POST 04/146  SOCIAL WORKER REF NO: CHBAH 282 (X1 POST)
Directorate: Employee Health and Wellness Program

SALARY  :  R257 592 per annum (All-inclusive package)
CENTRE  :  Chris Hani Baragwanath Academic Hospital
REQUIREMENTS  :  Appropriate qualification that allows registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Registration with the SACSSP as Social Worker and proof of current registration. Grade 1: No experience required after registration with the SACSSP as Social Worker. (Less one year from experience for candidates appointed from outside the public service after complying with registration. Computer literacy (Ms. Word, Ms. Excel). Knowledge of the public service legislations, policies and procedures. Good written
and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.

**DUTIES**

Render effective social work service about the care, support, protection and development of the employees' health and well-being. Monitoring the child care facilities within the institution. Organising the wellness Events and trainings for the employees. Co-ordinate HIV and Aids in the workplace. Promoting and marketing the Employee Health and wellness Programme within the institution. Identifying the needs of the employee and make recommendation on appropriate intervention for addressing the needs. Attending meetings PILLIR Committee, Reasonable Accommodation, EAP meetings. Keep up to date with new development in the social work and Employee Health and wellness programmes. This would inter alia, entail the following: study professional journal and publications to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise/attend meetings with other departments and non-governmental institutions to take cognisance of the latest development in the relevant fields. Undertake first level social work research and development. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job. Carry out delegated duties. Supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Communicate effectively with all stakeholders. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES**
Ms. Z. Mothibeli Tel No: (011) 933 8913/9034/9033

**APPLICATIONS**
should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE**
Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**
14 February 2020

**POST 04/147**
**SOCIAL WORKER- GRADE 1**

**SALARY**
R257 592 per annum (plus benefits)

**CENTRE**
ODI District Hospital
REQUIREMENTS: Candidate must be in possession of Grade 12 qualification. Four years degree in Social Work or appropriate qualification that allows registration with South African Council for Social Services Profession (SACSSP). Registration certificate and proof of current registration with SACSSP. No experience required after registration with SACSSP as a Social Worker. Computer literacy, good communication skills, interpersonal skills, problem solving skills, organising skills, knowledge of relevant policies, acts, protocols and guidelines. Valid driver’s license.

DUTIES: To ensure health care social worker services are rendered through the promotion of social change, problem solving in human relationships, the empowerment and liberation of people to enhance social wellbeing. Complete monthly statistics, report writing and other administrative task for social work services. Implement and contribute to proper utilization of allocated financial and physical resources. Implement quality improvement plan for social work services. Ensure adherence to government policies and protocols, Batho Pele and patients’ rights.

ENQUIRIES: Ms. PMuruge Tel No: (012) 725 2389

APPLICATIONS: Applications to be sent to ODI District Hospital. Hand post and other means of posting delivery to ODI District Hospital, Klipgat road, Mabopane, HRM Section or posted to: ODI District Hospital, Private Bag X509, Mabopane, 0190. Attention: HR section.

NOTE: Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies (not older than six months) of all qualification/s and ID document. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.

CLOSING DATE: 14 February 2020

POST 04/148: ADMINISTRATION OFFICER FACILITY MANAGEMENT UNIT (X1 POST)
Directorate: Health

SALARY: R257 508 – R303 339 per annum (Level 07)

CENTRE: Pholosong Hospital

REQUIREMENTS: Grade 12 or NQF Abet level 4 plus 3 years’ experience in Faculty management. Passed trade test in Building will be an added advantage.

DUTIES: Monitor the credibility of technical Data and information for infrastructure planning and assist with the implementation of infrastructure projects. Monitor the implementation and infrastructure projects in the institution, monitoring contractors from the appointment date, plan, and execute inspections on infrastructure projects (Building, Electrical and mechanical). Implement condition inspection on projects (maintenance and infrastructure projects) Facilitate and resolve problems. Supervise and monitor performance of staff in FMU and property caretakers. Perform any other relevant duties as delegated by the manager.

ENQUIRIES: Ms OR Mashiyane Tel No: (011) 812 5000

APPLICATIONS: must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

NOTE: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

CLOSING DATE: 14 February 2020

POST 04/149: LOGISTICAL SUPPORT OFFICER REF NO: MRH/ 04/2020 (X1 POST)
Directorate: Supply Chain

SALARY: R257 508 – R303 339 per annum (Level 07) (plus benefits)

CENTRE: Mamelodi Regional Hospital

REQUIREMENTS: An appropriate Degree / National Diploma in Supply Chain Management or relevant qualification with 3 years’ experience. Grade 12 or equivalent qualification with 10 years’ experience in Demand, Acquisition, Warehouse and Transit. Knowledge and understanding of procurement policy and procedures, PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and Contract
Management. Candidate must have good communication skills, both verbal and written, problem solving skills. Initiative and interpersonal skills. Highly motivated, result orientated and have the ability to plan. Working knowledge of SAP and SRM. Proven computer literacy is essential. Ability to work under pressure and a valid driver’s license is required.

DUTIES: Ensure compliance with all elements within SCM, policies and procedures that regulate and govern supply chain management processes. Provide an efficient Supply Chain Management service. Assist management to implement and maintain procurement systems. Check Procurement request in accordance with and in adherence with procurement policies and procedures and proper usage of supplier’s database to achieve BBBEE targets. Ensure proper update of procurement Registers for requisitions. Prepare monthly procurement reports. Check and monitor requisitions captured on SRM. Follow up with HPC for creating purchase orders. Expedite purchase orders. Monitor progress of the unit and report to management on weekly basis. Ensure all GRVs are captured on time. Compile submissions, motivations and reports. Manage and attend all queries related to procurement, provide advice and guidance as and when required. Provide guidance and support to End- users. Facilitate all contract management processes. Update contract management registers. Ensure proper control and management of stores. Attend meetings and take minutes. Monitor, supervise, train and manage PMDS of staff in the unit. Assist with web cycle and SAP related activities.

ENQUIRIES: Ms KH Mokwana Tel No: (012) 841 8387

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

NOTE: Applications must be submitted with a Z83, CV, Certified copies of ID and Qualifications not older than three months. If you did not hear from us within three months, consider your application as unsuccessful. The successful candidates will be required to undergo police clearance and physical verification at Home Affairs. The specific reference number must be quoted, failure to comply with this instruction, the applications will be disqualified from being processed.

CLOSING DATE: 14 February 2020

POST 04/150: HUMAN RESOURCE DEVELOPMENT OFFICER REF NO: MRH/05/2020

Directorate: Human Resource

SALARY: R257 508 – R303 339 per annum (Level 07)

CENTRE: Mamelodi Regional Hospital

REQUIREMENTS: A three year Diploma or Degree in HRM/HRD or related qualification with a minimum of three years’ experience in Training and Development. Knowledge of the Skills Development Act, Public Service Act, Skills Levies Act, SAQA, NQF, NSDS, Employment Equity Act. Good communication skill, Facilitating and Presentation skills, negotiation, problem solving and analytic skills, report writing skills and computer literacy, (MS Word, Excel, PowerPoint, Persal).

DUTIES: Duties. Coordinate orientation and induction programme. Coordinate Skills Audit and training needs analysis process. Coordinate, develop and implement the Workplace Skills Plan (WSP), identify and liaise with training providers. Ensure effective coordination of internal and external training programmes. Ensure effective HRD administration such as up to date training database, management of the training budget; compile quarterly and annually reports. Coordinate the AET programme. Submit an approved WSP/ATR for the organisation, implement leadership, internship and experiential learning programmes. Compile and submit various reports to management. Serve as an advisor and secretary during training committee meetings. Monitor the implementation of PMDS and advise management and staff on the PMDS. Facilitate the implementation of employment equity and perform any other duty delegated by the CPO/HR Manager.

ENQUIRIES: Mr. Sekuruba Mofokeng Tel No: (012) 842 0961

APPLICATIONS: Applications to be sent to Mamelodi Regional Hospital, Hand delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032, P.O Rethabile Mamelodi East, 0122.
NOTE: Applications must be submitted with a Z83, CV, Certified copies of ID and Qualifications. Mamelodi Regional Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE: 14 February 2020

POST 04/151: MATERIAL RECORDING OFFICER REF NO: CHBAH 286 (X1 POST)
Directorate: Supply Chain Management (Acquisition)

SALARY: R257 508 per annum (Level 07) (plus benefits)

CENTRE: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS:
Standard 10 (Grade 12) certificate. 3 - 5 years’ experience in Acquisition, Demand and Warehouse administration. Computer competency skills (MS Word, MS Excel, MS PowerPoint and Internet). Knowledge of SAP and SRM system. Knowledge of Procurement processes. Knowledge of SCM Policies, PFMA, PPPFA, BBBEE and Treasury Regulations. Knowledge of the Batho Pele Principles. Knowledge of Labour Relations processes. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at difference levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Experience and qualifications in Supply Chain Management will be an added advantage. Comply with the rotation roster.

DUTIES:
Monitoring and supervision of RFQ team. Create requisition on SRM. Make follow up with Gauteng Department of Health (HPC) with regards to creation of purchase order numbers. Attend to end users’ queries. Participate in stock taking. Filing and record keeping of all documents for audit purpose. Be analytic and innovative in executing tasks as allocated. Compile weekly, monthly, and quarterly reports and reports to the Assistant Manager. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Follow up with suppliers on all open purchase orders to ensure timeous delivery of goods and services. Knowledge of expediting, transit in and GRV processes. Assist in institutional stock collection between various institutions. Provide supervision and sign up performance management and development system with junior colleagues at your section. Sign a performance contract on annual basis. Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attending meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Doing the performance evaluation of the sub ordinates.

ENQUIRIES:
Ms. TTT Ravele Tel No: (011) 933 9748

APPLICATIONS:
should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to
utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE** : 14 February 2020

**POST 04/152** : COMMUNICATION OFFICER REF NO: CHBAH 281 (X1 POST)
Directorate: Communication and Media Liaison Department

**SALARY** : R257 508 – R303 339 per annum (Level 07) (plus benefits)

**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS** : Three years diploma in Journalism/Public relation or any related field. Computer literacy (Ms Office). Minimum of three (3) years experiences in media and communication. Understand the developing of media trends. Computer knowledge (software InDesign, adobe, script writing, research, proof reading, editing, content management and project, management. Knowledge of office management environment. Ability to handle conflicts. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organise and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Good customer skills and competencies. Knowledge of various media platforms. Knowledge of the Batho Pele Principles. Experience in office administration or communication will be added advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

**DUTIES** : To coordinate activities for events, launches, promotions and any other communication related activities. To gather intelligence within the organisation to facilitate effective communication through posters and articles. Coordinate the execution of format and the themes for the internal articles and other internal communications. Compile content of articles for newsletter and identify content for the articles. Cultivate relationships with internal and external clients to ensure fulfilment of their communication needs. Compile a database of internal and external stakeholders. Maintain an image bank of key stakeholders for media and other related purposes. Optimise the organisation’s digital medium as a communication tool. Implement the corporate identity of the department. Ensure the effective flow of information and documents to and from responsible office. Provide administration support in the office of the Deputy Director. Ensure safe keeping of all documentation in the office. Draft documents as required. Compile the weekly and monthly reports. Distribute the correspondence, reports and documents. Administer the in and out flow of correspondence, agendas, reports, submission, memos and letters. Coordinate and manage meetings, workshops. Assist with various administrative duties as assigned by the Deputy Director. Attend meetings and training as approved by supervisor. Maintenance of user-friendly office. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES** : Mr N Mazibuko Tel No: (011) 933 8433/8124

**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification(s) including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was...
unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks: Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 14 February 2020

POST 04/153 : HUMAN RESOURCE OFFICER REF NO: SDHS 2020/01/07 (X1 POST)
Directorate: Human Resource Department

SALARY : R257 508 per annum (Level 07) (plus benefits)

CENTRE : Sedibeng District Health Services

REQUIREMENTS : National Diploma/Degree in Human Resource or equivalent or Grade 12 qualification and at least 3 years’ experience in Human Resource. Preference will be given to candidates with Recruitment and selection experience. Knowledge and experience of PERSAL system, Knowledge of the district health system and Primary Health Care, Knowledge of Public Service Act, Public Finance Management Act, Public Service Regulations, Recruitment and Selection Policy and other employment related legislative prescripts that govern recruitment and Selection and Human Resource Management. Interpretation of Regulations and Legislative framework related to Personnel administration. Good understanding of the National government, GPG Environment and functional responsibilities of the Department Ability to interact at strategic level and implement turn-around strategies. Supervisory, planning and organizational skills. Must be able to work under pressure. 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.


ENQUIRIES : Ms. M. Leonard Tel No: (016) 950 6168

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

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

CLOSING DATE : 14 February 2020

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POST 04/154 : HEALTH PROMOTION SENIOR COMMUNITY LIASON OFFICER (SCLO) REF NO: SDHS 2020/01/10 (X1 POST)
Directorate: Health Programmes

SALARY : R257 508 per annum (plus benefits)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : The candidate should have Grade and a recognized 3 year’s degree / Diploma qualification or equivalent with 5 or more years of experience in Health. Computer literacy. Flexibility and ability to adapt to changes. Coordination and supervision skills. Good communication skills (written and verbal), strong interpersonal relationship skills. Experience in working with community structures such as Non-Profit Organizations. Ability to liaise with stakeholders within the District. Valid Driver’s license.
DUTIES : Provide support and guidance to sub-district health promotion staff for the implementation of National and Provincial priority preventative programmes. Participate in operational planning and implementation of strategies to meet sub-district objectives. Coordinate healthy lifestyle campaigns. Support the implementation of Ideal Clinics. Prepare weekly, monthly and quarterly plans and reports. Ensure quality improvement of the programme. Coordinate the management of information, education, communication (IEC) material within their sub-district. Assist Disease Outbreak Response Team whenever necessary. Carry out other relevant duties as may be delegated by the Program Manager. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.
ENQUIRIES : Ms. S. Sejake Tel No: (016) 950 6019
APPLICATIONS : Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.
CLOSING DATE : 14 February 2020

POST 04/155 : CHIEF ADMINISTRATION CLERK REF NO: DYD 3/3/1/149

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Dr Yusuf Dadoo Hospital
REQUIREMENTS : Diploma in Public Administration with (3 years supervisor skills/as a supervisor or grade 12 with 7 years’ experience as a supervisor in patient admin Computer Certificate (Ms word, power point and excel). Good verbal and written communication skills, good interpersonal skills and excellent report writing skills, knowledge of PAAB system. Knowledge of patient affairs, porter service and mortuary services and kit-room service records and archives services. Must be able to work under pressure and meet time frames.
DUTIES : Overall management of patient admin. Manage and oversee patient activities compile down time report, classify/reclassify patient correctly manage-discharge from the wards from the system, manage wards in respective of ordering of stock, record management and other related administration work. Implement internal control measures and procedures in line with PFMA, SCM, UPFS and administration procedure manuals, hold sectional meetings, training staff contract officials on PMDS and conduct quarterly reviews. Implement Labour Relations policies and grievances procedures. Compile quarterly report and monthly stats and submit to management.
ENQUIRIES : Ms. M Mabuso Tel No: (011) 951-6045
APPLICATIONS: Applications should be submitted to: Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1739.

NOTE: Applications should include Z83, CV, and certified copies of ID and Qualifications failure to do so will lead in to disqualification of your application.

CLOSING DATE: 14 February 2020

POST 04/156: CLINICAL ASSOCIATE REF NO: DYD 3/3/1/150 (X1 POST)

SALARY: R257 508 – R303 339 per annum

CENTRE: Dr Yusuf Dadoo Hospital

REQUIREMENTS: 3 years Bachelor of Clinical Medical practice (BMCP) current registration with medical and dental board of health professional council of SA as a clinical associate. Psychomotor skill to be able to perform clinical/medical skilled procedures. Clinical problem-solving skills and time management in a district hospital. Previous work experience will be added as advantage in the field of clinical associate work.

DUTIES: Perform patient centred consultation across all ages in a district hospital. Apply clinical reasoning in the assessment and management of patients. Perform investigation and therapeutic procedure appropriate for district hospital. Provide emergency care. Prescribe appropriate medication within scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.

ENQUIRIES: Dr Moundika-Kibamba JC Tel No: (011) 951-6181

APPLICATIONS: Applicants must quote the relevant reference number in the column indicated in the Z83 form and submit their applications to: Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1739.

NOTE: Applications should include completed and signed Z83 form obtainable from any government institution, Curriculum Vitae (CV) with three referees, certified copies of Qualifications all valid for 3 months. Correspondence will be limited to shortlisted candidates only. Failure to comply with the above instructions will disqualify applicants.

CLOSING DATE: 14 February 2020

POST 04/157: PROFESSIONAL NURSE: GENERAL NURSING GRADE 1 REF NO: DYD 3/3/1/151 (X4 POSTS)

SALARY: R256 905 – R297 825 per annum

CENTRE: Dr Yusuf Dadoo Hospital

REQUIREMENTS: Basic R425 (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as professional Nurse and Midwife. Registration with the SANC as Professional Nurse and Proof of current registration.

DUTIES: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice 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 effective communication with patients, supervisors and other clinicians, including report writing. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively amicably with the persons of diverse intellectual, cultural, racial or religious difference. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele) Nursing values and 6 priorities area) willing to work shifts including night duty in different departments.

ENQUIRIES: Ms. D Ngwenya Tel No: (011) 951-6045

APPLICATIONS: Can be delivered to: Dr Yusuf Dadoo Hospital, Cnr Memorial and hospital Street, Krugersdorp, 1739 or posted to Dr Yusuf Dadoo Hospital, Private bag X2006 Krugersdorp 1739.

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/document. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current registration with SANC.

**CLOSING DATE** : 14 February 2020

**POST 04/158** : PROFESSIONAL NURSE (GRADE 1) REF NO: DYD 3/3/1/152

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

**CENTRE** : Dr Yusuf Dadoo Hospital

**REQUIREMENTS** : Grade 12 certificate, basic R425 qualification (i.e. diploma/ degree in nursing) that allows registration with the South Africa Nursing Council (SANC) as a professional Nurse and Midwife. Certificate of registration with the SANC as a professional Nurse and proof of current registration. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC.

**DUTIES** : To assist in planning/ organizing and monitoring of the objective of the specialized unit in consultation with Operational Manager and subordinates. To delegate duties and support staff in the execution of operating theatre patient care. To provide direct and indirect supervision of all Nursing staff/ CSSD staff and to give guidance. To do readjustments as required on the staff to provide adequate Nursing cover. To ensure accurate record keeping and providing statistical information on the procedure done in theatre. Coordination of optimal, holistic specialized nursing care with set standards and within a professional legal framework. Manage effectively the utilization and supervision of resources i.e Human Financial, and Services participate in relevant research of the unit and provision of effective training. Provision of effective support to Operational Manager to ensure quality health outcomes. Maintain professional growth/ ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and Quality care. Participate in ensuring that the unit is complaint with Ideal Hospital Realization Framework. To be conversant with Quality Assurance Policy Guidelines on prevention and reporting of patient safety incidents. Support provision of Batho Pele principles and patient centred nursing care. Ensure clinical nursing practice by nursing teams in accordance with the scope of practice. Monitoring of financial resources with emphasis on cost containment.

**ENQUIRIES** : D.S. Ngwenya Tel No: (011) 951 6045

**APPLICATIONS** : Applicants must quote the relevant reference number in the column indicated in the Z83 form and submit their applications to: Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1739.

**NOTE** : Applications should include completed and signed Z83 form obtainable from any government institution, Curriculum Vitae (CV) with three referees, certified copies of Qualifications including matric, certified SANC registration certificate and proof of current registration with SANC. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualification 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 5/1993. Dr Yusuf Dadoo Hospital reserves the right to utilize practical exercises/ test for Non-SMS positions during the recruitment process to determine the suitability of candidate for the post(s).

**CLOSING DATE** : 14 February 2020

**POST 04/159** : FOOD SERVICE MANAGER REF NO: DYD 3/3/1/153

(Re-advertisement: (Applicant who previously applied are welcome to re-apply)

**SALARY** : R208 584 –R245 694 per annum (Level 06)
CENTRE: Dr Yusuf Dadoo Hospital

REQUIREMENTS:
Grade 12 certificate and National Diploma in Food Service Management. 3-5 years’ experience as a supervisor in food service department, computer certificate (Ms Word, power point, excel) Good verbal and written communication skills, good interpersonal skills and excellent report writing skills.

DUTIES:
Direct control and supervise food service department and food production staff. The planning of all menus for all diets ordering of supplies and control of the storage and issuing there of the planning of the food budget and control of the food expenditure by means of cost effective measures and the implementation of prescribed procedures in service training of food service staff as well as performance management of staff members implementation knowledge of ACT and regulation legislative framework in relation to food service stock control monitoring and managing food service activities liaise with the hospital dietician. Provide leadership to supervisors, ensure cleanliness in the food area and ensure effective security measures are implemented. Contract employees on PMDS and conduct quarterly reviews. Implement Labour Relation policies.

ENQUIRIES:
Ms. GS Mazibuko Tel No: (011) 951-6217

APPLICATIONS:
Applications should be submitted to: Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1739.

NOTE:
Applications should include Z83, CV, and certified copies of ID and Qualifications failure to do so will lead in to disqualification of your application.

CLOSING DATE:
14 February 2020

POST 04/160: PHARMACIST ASSISTANT (POST-BASIC) REF NO: SDHS 2020/01/11 (X1 POST)

Directorate: Pharmaceutical Service

SALARY:
R208 383 per annum (Plus benefits)

CENTRE:
Sedibeng District Health Services

REQUIREMENTS:
The candidate should have Matric and, as required by the training facility and the SAPC plus Post Basic Pharmacist Assist Qualification that allows registration with the SAPC as Pharmacist Assistant (Post Basic). Registration with the South African Council (SAPC) AS Post Basic Assistant. Profile: Basic Communication skills. Interpersonal skills, literacy skills. Ability to operate equipment/machine. Basic knowledge of good manufacturing practice and standard operating procedure. Basic knowledge of good manufacturing practice and standard operating procedure. Basic knowledge of pharmaceutical processes e.g. weighing, mixing, etc. Relevant legislation and policies. Awareness of financial implications of stock. Awareness for the need of continuous supply of medication. Recording keeping. DSM-relevant aspects e.g. expiry dates. Product names. Use of master batch documents. Collect, organize and analyze information.

DUTIES:

ENQUIRIES:
Ms. S. Tayob Tel No: (016) 950 6092

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

NOTE:
Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in
acCORDANCE WITH THE EMPLOYMENT EQUITY TARGET OF THE DEPARTMENT. PREFERENCE WILL BE GIVEN TO PEOPLE WITH DISABILITY.

CLOSING DATE : 14 February 2020

POST 04/161 : ADMINISTRATION CLERK REF NO: SDHS 2020/01/05
Directorate: Sedibeng District Health Services

SALARY : R173 703 per annum (Level 05) (plus benefits)
CENTRE : Office of the Director: Corporate Services
REQUIREMENTS : Grade 12 certificate. Candidate will be subjected to a practical assessment. Strong computer skills (Word, Excel, Power Point). 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. Must have the ability to use own initiative and meet deadlines. Candidates should have experience of working in a high-level environment where confidentiality is vital. Must be able to work under pressure.

DUTIES : Receive telephone calls, messages and e-mails and channel to the relevant role players. Monitor and order office supplies. Operate office equipment such as fax machines and photo copiers. Filing and tracking of documents. Type correspondence and reports. Take minutes of meetings. Draft letters and submissions. Maintain office equipment. Liaise with internal and external personnel. Sign performance contract in annual basis. Take part in the Gauteng Turnaround Strategy, PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES : Ms. M. Leonard Tel No: (016) 9506168
APPLICATIONS : Quoting the relevant reference number, direct applications to the HR Manager- Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

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

CLOSING DATE : 14 February 2020

POST 04/162 : FORENSIC OFFICER REF NO: REFS/004969 (X2 POSTS)
Directorate: Forensic Pathology Service

SALARY : R173 703 – R204 612 per annum (Level 05) (plus benefit)
CENTRE : Sebokeng FPS
REQUIREMENTS : Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver’s license minimum Code C1 with Public Driver’s Permit (PDP). Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.

DUTIES : Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribing and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene.
in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

ENQUIRIES : Mr P Denner Tel No: (016) 988 9720
APPLICATIONS : Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

NOTE : Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, certified copies of ID, qualifications and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/financial stability checks. The Department of Health is committed to providing equal opportunities and practises, Affirmative action employment. It is our intention to promote representatives (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representatives will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 14 February 2020
POST 04/163 : FORENSIC OFFICER REF NO: REFS/004970
Directorate: Forensic Pathology Service

SALARY : R173 703 – R204 612 per annum (Level 05) (plus benefit)
CENTRE : Springs FPS
REQUIREMENTS : Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver’s license minimum Code C1 with Public Driver’s Permit (PDP). Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.

DUTIES : Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribing and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

ENQUIRIES : Mr D Mkhabela Tel No: (011) 811 9652
APPLICATIONS : Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.
NOTE : Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, certified copies of ID, qualifications and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/ financial stability checks. The Department of Health is committed to providing equal opportunities and practises, Affirmative action employment. It is our intention to promote representatives (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representatives will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 14 February 2020

POST 04/164 : ADMINISTRATION CLERK: FACILITY MANAGEMENT UNIT (X1 POST)
Directorate: Health

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE : Pholosong Hospital
REQUIREMENTS : Grade 12 or NQF Abet level 4. Computer literacy and Experience in Facility Unit will be an added advantage. Knowledge of e-maintenance system in Facility management unit. Good understanding of day to day maintenance activities. Written and verbal communication skills are necessary, sound knowledge of PFMA and OHSARegulations applicable within government sector.

DUTIES : The incumbent must be responsible for office administration within the FMU such as taking minutes, reporting faults, building inspection/ audits, daily walkabouts, fault verification and closing of completed jobs. The candidate must report maintenance related issues through E-Maintenance as well as liaise effectively with DID from time to time to follow up on maintenance progress. Ensure good record keeping pertaining to all repairs. Compile weekly records of all reported faults. Attend meeting inside and outside hospital in the absence of the FMU manager.

ENQUIRIES : Ms OR Mashiyane Tel No: (011) 812 5000
APPLICATIONS : must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

NOTE : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. The institution reserves the right not to fill the post.

CLOSING DATE : 14 February 2020

POST 04/165 : STAFF NURSE GRADE 1 REF NO: DYD 3/3/1/154 (X2 POSTS)

SALARY : R171 381 – R192 879 per annum
CENTRE : Dr Yusuf Dadoo Hospital
REQUIREMENTS : Qualification that allows registration with SANC as staff nurse. Current registration with SANC as a Staff Nurse.

DUTIES : Execute nursing care plans for patients. Monitor vital and Observe reactions to Medication and treatment. Promote and Maintain hygiene, comfort and re-assurance of patients’ administration of oral medication and carry out other procedure according to scope of practice. Supervise and maintain fluid balance,
oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with Ward specific procedure. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promotion and advocating basic care including awareness and willingness to respond to patients needs requirement and expectations. Knowledge of Batho Pele, Nursing Values and 6 Ministerial Priorities.

**ENQUIRIES**
Ms D. Ngwenya Tel No: (011) 9516045

**APPLICATIONS**
Must be submitted to: Dr Yusuf Dadoo Hospital, Cnr Hospital and Memorial Street or posted to Private Bag X 2006, Krugersdorp, 1740.

**NOTE**
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/document. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current registration with SANC.

**CLOSING DATE**
14 February 2020

**POST 04/166**
**NURSING ASSISTANT GRADE 1 REF NO: DYD 3/3/1/156 (X1 POST)**

**SALARY**
R132 525 – R149 163 per annum

**CENTRE**
Dr Yusuf Dadoo Hospital

**REQUIREMENTS**
Qualification that allows registration with SANC as a Nursing Assistant. Candidate must have current registration receipt as a Nursing Assistant. Candidate must have elementary communication and writing skills. Be able to function as part of the team.

**DUTIES**
Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standard as determined by the relevant health facility. Demonstrate elementary communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient’s needs, requirements and expectations.

**ENQUIRIES**
Ms D. Ngwenya Tel No: (011) 9516045

**APPLICATIONS**
Must be submitted to: Dr Yusuf Dadoo Hospital, Cnr Hospital and Memorial Street or posted to Private Bag X 2006, Krugersdorp, 1740.

**NOTE**
Fully completed Z83, CV, certified copy of ID, proof of registration and qualifications not older than three months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

**CLOSING DATE**
14 February 2020

**POST 04/167**
**SECURITY GUARD REF NO: DYD 3/3/1/155**

**SALARY**
R122 595 - R144 411 per annum (Level 03)

**CENTRE**
Dr Yusuf Dadoo Hospital

**REQUIREMENTS**
Grade 10 or equivalent. Relevant experience with PSIRA Grade c security certificate. Minimum of 3-5 years’ experience. Knowledge of control of access to public premises and vehicle ACT 53 of 1985. Understands security acts, regulations and directives of public sector (MISS). Must be prepared to work shifts and under pressure. No criminal record.

**DUTIES**
Search for prohibited items. Search vehicles at all the times when entering the hospital premises and leaving. Ensure that all visitors’ vehicle and staff are parked at the appropriate bays. Check the building at regular interval, wards, offices block and workshop area and look for suspicious objects, report incidents breaches in the occurrence book (OB). Keep control of visitors register. Render escort services
to staff, visitors and patients when a need arises. Vehicles searching and enforce departmental policies.

ENQUIRIES : Ms GS Mazibuko Tel No: (011) 951-6217
APPLICATIONS : should be submitted to: Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1739.
NOTE : Applications should include Z83, CV, and certified copies of ID and Qualifications failure to do so will lead in to disqualification of your application.
CLOSING DATE : 14 February 2020
POST 04/168 : GROUNDSMAN REF NO: REFS/004971
Directorate: Forensic Pathology Service

SALARY : R102 534 – 120 780 per annum (Level 02) (plus benefit)
CENTRE : Springs FPS
REQUIREMENTS : ABET certificate, experience and equivalent qualification in grounds maintenance will be an added advantage.
DUTIES : Maintain premises and surroundings: Clean premises and surroundings, empty dirt bins, driveways, parking areas and court yards.; maintain the garden: Watering the garden, Prune and trim flowers and trees, Mow the lawn/grass, remove the weeds and garden refuse, apply insecticides, cultivate the soil for trees and flowers; Maintain gardening equipments and tools: Detect and report malfunctioning of gardening equipment and tools and repair minor defects of gardening equipment and tools. Performs other job related duties and those that may be assigned by the manager from time to time.
ENQUIRIES : Mr D Mkhabela Tel No: (011) 811 9652
APPLICATIONS : Applications must be hand delivered to Forensic Medical Services, No. 45 Commissioner Street, Life Centre Building, Ground Floor, Johannesburg or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.
NOTE : Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents, certified copies of ID, qualifications and Curriculum vitae with a detailed description of duties and the names of two referees must accompany your application. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC) - verification), upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/financial stability checks. The Department of Health is committed to providing equal opportunities and practises, Affirmative action employment. It is our intention to promote representatives (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representatives will receive preference. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.
CLOSING DATE : 14 February 2020
POST 04/169 : STORE ASSISTANT REF NO: DYD 3/3/1/157 (X2 POSTS)

SALARY : R102 534 –R120 780 per annum (Level 02)
CENTRE : Dr Yusuf Dadoo Hospital
REQUIREMENTS : A minimum of Grade 10 or Abet level 4. Ability to read and write, communication skills.
DUTIES: Unpacking the stock and equipment in general store, delivery of stock to wards and departments. Cleaning of stores as well as messenger duties related to stores department and any other tasks given by the supervisor. Remove assets identified for disposal from the end-users to the disposal stores.

ENQUIRIES: Ms. MM Jooste Tel No: (011) 951-6124

APPLICATIONS: should be submitted to: Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1739.

NOTE: Applications should include Z83, CV, and certified copies of ID and Qualifications failure to do so will lead in to disqualification of your application.

CLOSING DATE: 14 February 2020

POST 04/170: LAUNDRY AID REF NO: DYD 3/3/1/158 (X2 POSTS)

(Re-advertisement)

SALARY: R102 534 – R120 780 per annum (Level 02)

CENTRE: Dr Yusuf Dadoo Hospital

REQUIREMENTS: Abet level 4 be able to read and write. Basic numeric and literacy skills Communicate well with other people laundry experience will be added advantage.

DUTIES: Sort, count and record dirty linen Iron fold, count and record laundry and seal linen bags collect and deliver linen bags to and from all departments load in and off load the linen bags. Operate various laundry i.e. washing, dryers, ironing and pressing. Assist with mending clothes when needed.

ENQUIRIES: Ms. MM Jooste Tel No: (011) 951-6124

APPLICATIONS: should be submitted to: Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1739.

NOTE: Applications should include Z83, CV, and certified copies of ID and Qualifications failure to do so will lead in to disqualification of your application.

CLOSING DATE: 14 February 2020

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

NOTE: Requirement of applications: 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).

ERRATUM: Kindly note that the post of Office Manager: Office of the HOD with Ref No: REFS/004941 advertised in the Public Service Vacancy Circular 03 dated 24 January 2020, the Salary of the post has been amended as follows: R869 007 per annum (All-inclusive package). The closing date has been extended to the 14 February 2020.

MANAGEMENT ECHELON

POST 04/171: DIRECTOR: SERVICE DELIVERY REF NO: REFS/004961

SALARY: R1 057 326 per annum (All-inclusive package)

CENTRE: Johannesburg Region
REQUIREMENTS: Grade 12 plus NQF Level 7/Degree in Public Administration. 7 – 10 years relevant experience in a Housing delivery environment and Housing Subsidy Administration and Customer Relations Management. A valid driver's licence. Competencies: Sound Management and leadership skills; Strategic Management skills; Customer Relations Management Skills; Conflict Management Skills and Cooperative Governance.

DUTIES: Managing and overseeing the administration of housing Subsidy System. Allocation and Beneficiary management daily. Manage and oversees the overriding process on the HSS on a regular basis and manage the processing of rejections of Subsidy Applications. Provide strategic direction, leadership and management in the Service Delivery Unit. Ensure cooperative governance in the business Unit. Manage the Performance Management System for reporting staff. Champion the facilitation of portfolio of evidence and generation of monthly and quarterly reports.

ENQUIRIES: Mr. C Pitso Tel No: (011) 085 2531/2557 – collin.pitso@gauteng.gov.za

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

CLOSING DATE: 28 February 2020

OTHER POSTS

POST 04/172: DEPUTY DIRECTOR: SERVICE DELIVERY REF NO: REFS/004962

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

CENTRE: Johannesburg Region

REQUIREMENTS: Matric plus B Admin degree/NQF Level 7 in Public Administration or equivalent. Minimum of 4-5 years’ experience in the Housing delivery environment and Customer Relations Management.

DUTIES: To facilitate and coordinate the implementation of Demand Database/Needs Register and Customer Registration, Subsidy and Beneficiary Administration, Queries and Complaints Resolutions related to Housing, as well as giving support to projects implementation and other business Units pertaining to all Housing Programmes in the Department. Ensure effective and efficient Customer Service delivery, Community outreach Programmes, as well as Stakeholder liaison and participation within the Region. Adhere to Batho Pele principles. Report writing

ENQUIRIES: Mr. C Pitso Tel No: (011) 085 2531/2557 – collin.pitso@gauteng.gov.za

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

CLOSING DATE: 21 February 2020

POST 04/173: CONSTRUCTION PROJECT MANAGER: GRADE A REF NO: REFS/004964

SALARY: R718 059 – R766 278 per annum (All-inclusive package). Salary will depend on the experience of the successful candidate.

CENTRE: Tshwane Region – Cluster 1


DUTIES: Facilitate, coordinate and monitor the implementation of Housing and Essential Service Delivery Programmes in the Tshwane Region. Oversee project management processes applied by management, PRT’s and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring: Compile detailed housing delivery project budget and cash flow projections for each project, and monitor and expedite submission and processing of claims. Be responsible for general

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management: Establish effective procedures to monitor and evaluate component
effectiveness and adherence to legislative provisions for effectiveness, National,
Provincial and departmental policies and other relevant legislation

ENQUIRIES : Ms Zodwa File Tel No: (012) 303-3302
CLOSING DATE : 28 February 2020
APPLICATIONS : Please apply online at www.gautengonline.gov.za

POST 04/174 : ASSISTANT DIRECTOR: SERVICE DELIVERY – CUSTOMER REGISTRATION
REF NO: REFS/004963

SALARY : R376 596 per annum
CENTRE : Johannesburg Region

DUTIES : To manage and monitor registration of beneficiaries on National Housing Needs Register (NHNR). To ensure that all captured potential beneficiaries are registered and updated on NHNR. To generate potential beneficiary list from the NHNR. Provide the municipality with pre-screened list of potential beneficiaries. Liaise with PRT’s and relevant stakeholders. To do quality checks on all registrations made. Respond to queries emanating from registration processes. Prepare periodic management reports. Staff Development and Management. Perform Level 2 overrides. Ensure effective flow of information and documents management in the unit.

ENQUIRIES : Mr. C Pitso Tel No: (011) 085 2531/2557 – collin.pitso@gauteng.gov.za
APPLICATIONS : Please apply online at www.gautengonline.gov.za
CLOSING DATE : 14 February 2020

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.

CLOSING DATE : 14 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 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.

OTHER POSTS

POST 04/175 : HEAD OF INSTITUTION REF NO: SD/2020/01/15

SALARY : R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package) and a flexible portion that may be structured in terms of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum.
CENTRE : Mary Moodley Child & Youth Care Centre
REQUIREMENTS : Bachelor’s Degree in Social Science. Current Registration in terms of Social Services Act 110 of 1978 as amended. Good knowledge and understanding of
relevant legislation and regulation that govern the area of work. Ten (10) years of
generic practice as a Social Work after registration with SACSSP as a Social
Worker. Minimum of five (5) years management experience within the Social
Welfare environment in the Public Sector at a level of a Policy Developer or
Supervisor. Relevant exposure to management of Social Welfare Institutions. Valid
driver’s license. Skills and Competencies: Good strategic planning and capability,
change management, financial management, project management skills. Strong
client orientation. Good conflict resolution and people management skills.
Computer literate. Excellent verbal and written communication.

DUTIES
Management of the Institution in accordance with all applicable legislations
(including governance & stake holder relations). Management of all Social Welfare
Service Delivery Programmes and all supporting professions in the Institution.
Manage all support functions (HR, SCM, Finance, Auxiliary, etc). Provide strategic
leadership to the Institution, including operational planning, performance
monitoring and evaluations. Management the development and implementation of
policies and standard operating procedure related to all core and support functions.
Manage Quality Assurance and Quality Improvement processes in the Institution.
Promote the development of children and youth care services.

ENQUIRIES
Ms Thandiwe Mbhense Tel No: (011) 355 7703
APPLICATIONS
can be delivered to- The Gauteng Department of Social Development, Head

NOTE
Errors & Omissions Expected: The Department reserves the right to fill or not to fill
this position(s). NB: The selection and appointment of candidates is subject to
positive vetting and verification requirements as per government policy and
procedures.

POST 04/176
SENIOR ADMIN OFFICER: INTERNAL CONTROL REF NO: SD/2020/01/16

SALARY
R316 791 per annum (plus benefits)
CENTRE
Johannesburg Head Office
REQUIREMENTS
A three year Tertiary qualification in the field of internal Auditing. 2-3 years
experience in Internal Control and/or Internal Auditing field. A valid code B driver’s
license. Demonstrate up to 3 years experience in detailed technical knowledge of
PFMA, Treasury regulations, PSA, PSR, SCM prescripts and all other legal
prescripts that govern the operations, control environment and governance
frameworks of the public service and the ability to apply such technical knowledge.
Skills and Competencies: Analytical thinking, mathematical, interpersonal,
planning and organizing, statistical, report writing and time management skills.
Honesty and integrity, Objectivity and independence, Attention to details and
confidentiality.

DUTIES
Testing and monitoring of control environment and offer technical guidance, advice
and support on control deficiencies. Plan and organise assessments to be
undertaken at allocated departmental sites within group plan agreed upon
timelines and for juniors assigned to mentor. Identify early warning mechanism
possible risks imposed by the control deficiencies and/or audit infringements and
link to the work of the Risk Management sub – unit and audit action plans for further
assessment and monitoring with minimal assistance from Supervisors. Test and
monitor the quarterly key controls. Consolidate the assessment report for
translation into dashboard reported to the audit committee, HOD and Treasury
without assistance from Supervisors. Receive audit findings, review for points of
clarity with auditors prior to disseminating to relevant managers for responses
thereto within agreed upon timelines.

ENQUIRIES
Ms Salome Moloi Tel No: (011) 227 0062
APPLICATIONS
Please forward applications, quoting the relevant reference number to The
Gauteng Department of Social Development, 69 Commissioner Street, Thusanong
Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.

FOR ATTENTION
Ms S Moloi Tel No: (011) 227 00062
NOTE
The selection and appointment of candidates is subject to positive vetting and
verification requirements as per government policy and procedures.