

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF E-GOVERNMENT**

<b><u>APPLICATIONS</u></b>	:	should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107
<b><u>CLOSING DATE</u></b>	:	28 February 2020
<b><u>NOTE</u></b>	:	The Gauteng Department of e-Government invites applications for internship programmes in the department. All graduates in the fields, listed below, who are South African Citizens and are residence in the province of Gauteng. Candidates must have completed an NQF aligned qualification to be eligible for employment, at a recognized institution of higher learning in the Republic of South Africa. Selected candidates will be required to enter into an internship contract with Gauteng Department of e-Government for a non-renewable contract period of 24 months. We welcome applications from persons with disabilities. Applications must be completed on form Z83, in full and page 2 duly signed submitted, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . 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 certified copies of qualifications and ID (not older than 6 months) must be attached. 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. General information: Short-listed candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government and successful candidates must obtain a positive security clearance. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

**INTERNSHIP (YEAR 2020/2021)**

**OTHER POSTS**

<b><u>POST 06/54</u></b>	:	<b><u>INTERNSHIP (YEAR - 2020/2021) FINANCIAL MANAGEMENT REF NO: REFS/005038 (X6 POSTS)</u></b> Directorate: Financial Management
<b><u>STIPEND</u></b>	:	R5 728.54 per month
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Unemployed youth between 18-35 years of age, a Degrees/National Diploma in Financial and Management Accounting and related.
<b><u>DUTIES</u></b>	:	To complete all tasks assigned in relation to the post.
<b><u>ENQUIRIES</u></b>	:	Ms. Refiloe Ntsoelikane Tel No: (011) 689 6069, Mr. Leon Steyn Tel No: (011) 689 8400 & Mr. Themba Psungo Tel No: (011) 689 6980
<b><u>POST 06/55</u></b>	:	<b><u>INTERNSHIP ((YEAR - 2020/2021) HUMAN RESOURCE MANAGEMENT REF NO: REFS/005040 (X5 POSTS)</u></b> Directorate: Human Resource Management
<b><u>STIPEND</u></b>	:	R5 728.54 per month
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Unemployed youth between 18-35 years of age, a Degrees/National Diploma in Human Resource Management and related.
<b><u>DUTIES</u></b>	:	To complete all tasks assigned in relation to the post.
<b><u>ENQUIRIES</u></b>	:	Ms. Refiloe Ntsoelikane Tel No: (011) 689 6069, Mr. Leon Steyn Tel No: (011) 689 8400 & Mr. Themba Psungo Tel No: (011) 689 6980
<b><u>POST 06/56</u></b>	:	<b><u>INTERNSHIP (YEAR - 2020/2021) INFORMATION COMMUNICATION TECHNOLOGY REF NO: REFS/005043 (X20 POSTS)</u></b> Directorate: Information Communication Technology
<b><u>STIPEND</u></b>	:	R5 728.54 per month
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Unemployed youth between 18-35 years of age, a Degrees/National Diploma in Computer Science/ Information Technology/ Networking.
<b><u>DUTIES</u></b>	:	To complete all tasks assigned in relation to the post.
<b><u>ENQUIRIES</u></b>	:	Ms. Refiloe Ntsoelikane Tel No: (011) 689 6069, Mr. Leon Steyn Tel No: (011) 689 8400 & Mr. Themba Psungo Tel No: (011) 689 6980

<b><u>POST 06/57</u></b>	:	<b><u>INTERNSHIP ((YEAR - 2020/2021) STRATEGIC MANAGEMENT AND MONITORING REF NO: REFS/005044 (X2 POSTS))</u></b> Directorate: Strategic Management and Monitoring
<b><u>STIPEND</u></b>	:	R5 728.54 per month
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Unemployed youth between 18-35 years of age, a Degrees/National Diploma in Public Management and Administration.
<b><u>DUTIES</u></b>	:	To complete all tasks assigned in relation to the post.
<b><u>ENQUIRIES</u></b>	:	Ms. Refiloe Ntsoelikane Tel No: (011) 689 6069, Mr. Leon Steyn Tel No: (011) 689 8400 & Mr. Themba Psungo Tel No: (011) 689 6980
<b><u>POST 06/58</u></b>	:	<b><u>INTERNSHIP (YEAR - 2020/2021) COMMUNICATIONS AND MEDIA LIAISON REF NO: REFS/005045 (X2 POSTS)</u></b> Directorate: Communications
<b><u>STIPEND</u></b>	:	R5 728.54 per month
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Unemployed youth between 18-35 years of age, a Degrees/National Diploma in Public Relations and Communications Studies.
<b><u>DUTIES</u></b>	:	To complete all tasks assigned in relation to the post.
<b><u>ENQUIRIES</u></b>	:	Ms. Refiloe Ntsoelikane Tel No: (011) 689 6069, Mr. Leon Steyn Tel No: (011) 689 8400 & Mr. Themba Psungo Tel No: (011) 689 6980

#### **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 post of Administration clerk (**For Leratong Hospital**) with Ref No: LRT/ADM/0013 advertised in Public Service Vacancy Circular 05 dated 07 February 2020 with a closing date of 21 February 2020, Requirements should not include Grade 10/Abet as it has been removed.

#### **OTHER POSTS**

<b><u>POST 06/59</u></b>	:	<b><u>HEAD - CLINICAL DEPARTMENT (INTERNAL MEDICINE) REF NO: REFS/005016</u></b> Directorate: Internal Medicine
<b><u>SALARY</u></b>	:	R2 161 416 - R2 294 040 per annum (All-inclusive package)
<b><u>CENTRE</u></b>	:	Tembisa Provincial Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Specialist Physician with at least 7-years of experience in clinical medicine post specialist registration. Should be registered as a specialist physician at the HPCSA. Should have experience in teaching and training of medical students. Should have research experience with publications. The applicant should be interested in doing clinical work, training students, doing research and be involved with the administration of the department.
<b><u>DUTIES</u></b>	:	Clinical Work: Supervision of clinical staff; Manage own service delivery; Assess and ensure good quality of clinical service delivery; Manage and work in Medical Outpatients; Manage and work in Specialist Clinic; Review discharge summaries. Education and Training: Organize and manage training of pre- and postgraduate medical students; Assist in organisation of clinical examinations; Lecturing where required; Evaluate and improve training programme where appropriate; Monitor and evaluate postgraduate student clinical progress; Attend academic meetings; Manage own clinical development. Research: Develop own research interests and publish appropriately; Support postgraduate students with research projects; Supervise postgraduate students with research projects. Administration: Perform administrative tasks related to student training and development; Perform administrative tasks related to patient management and address complaints; Contribute to electronic databases for research purposes; Attend scheduled meetings with hospital management; Help coordinating duty lists and staff allocation in the department; Assist in coordination of academic program; Liaise with other departments within the hospital and with other hospitals where required.
<b><u>ENQUIRIES</u></b>	:	Dr S. P. Mbeleki Tel No: (011) 923-2053
<b><u>APPLICATIONS</u></b>	:	to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namame Olifantsfontein 1665.

- 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 on Z83 form, obtainable from any Public Service Department or from the website, which must be completed in full, attach your CV, certified copies of your Identity document, academic qualification and proof of registration with the HPCSA. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. No S&T claims and resettlement allowance will be paid. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the hospital.
- CLOSING DATE** : 28 February 2020
- POST 06/60** : **HEAD CLINICAL UNIT: MEDICAL GRADE 1 REF NO: CHBAH 283**  
Directorate: Surgery (Trauma)
- SALARY** : Grade 1: R1 728 807 per annum (All-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Trauma Sub specialist. A Minimum of 3 years appropriate experience in Trauma after registration with HPCSA as a Trauma Subspecialist: Management experience. Computer literacy (Ms Word, Ms Excel, PowerPoint). Proven experience in Administration, Finance, Education, Research and special interest or expertise in Trauma surgery. This experience should be in terms of clinical service provision, teaching, administration and research. Sound knowledge of government regulations, policies and acts. The ability to interpret and implement policies. Administrative and management knowledge. Project management skills. Teambuilding, People and Interpersonal relations skills. Communication skills (verbal and written). Organizational, Problem-solving and Interventional skills. Highly motivated and enthusiastic to contribute to the Surgery care and services. The ability to work under pressure, lead transformational change in a complex environment and the ability to manage change in the department.
- DUTIES** : Provide leadership in service, teaching and research in the division of Trauma in the Department of General Surgery. Provide clinical and administrative support to the Head of Department in the efficient delivery of services to patients including outreach to referring hospitals, community health centres and clinics in the Chris Hani Baragwanath Academic Hospital health cluster. Perform clinical duties in area of Trauma Surgery. Ensure that appropriate, ethical and quality research is performed in the department as part of a wider agenda to explore improvements in health care in the Chris Hani Baragwanath area and South Africa as a whole with publication of the results in peer-reviewed scientific journals. Lead and participate in research projects in areas of Trauma care. As part of the university's responsibility, sufficient and quality teaching must be provided to undergraduates (medical students), postgraduate and fellowship students. Teach students in Trauma. Ensure that clinical services are provided. Active participation in administrative duties of the department which include planning, budgeting and procurement processes as well as monitoring and evaluation. The Head of Unit will be part of prehospital trauma care planning and an outreach program, build relationships and work with the referring hospitals regarding transfers in, as well as down referrals as well as the emergency medical services (EMS). The HOU will be responsible for administrative and management work in the department, including assisting with work of different committees in the Department of Surgery at the Hospital and University. See to it that that quality assurance, including clinical audit, is conducted in the department in line with national core standards. Lead the department of Surgery of Chris Hani Baragwanath Academic Hospital, in line with the strategic goals set by the National and Provincial Departments of Health and the Chief Executive Officer of the hospital. Participate in the management of activities of Chris Hani Baragwanath Academic Hospital as a whole and attend all applicable management meetings. Ensure the employment of the previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Perform commuted overtime as per departmental requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Dr KA Mustafa Tel No: (011) 933 8154
- APPLICATIONS** : 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](http://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** : 28 February 2020
- POST 06/61** : **CLINICAL MANAGER REF NO: FERH/MED-01/2020 (X2 POSTS)**  
Directorate: Medical
- SALARY** : R1 173 900 – R1 302 849 per annum (all inclusive package)
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Appropriate qualifications that allows registration with the Health Professions Counsel of South Africa (HPCSA) as a Medical Practitioner. Current HPCSA registration (2019-2020) as a Medical Practitioner. A minimum of 3 years appropriate experience after registration with HPCSA as a medical practitioner. Post graduate Management qualification will be an added advantage. Computer Literacy in Microsoft Package (MS Word, Excel and Power point) and a valid driver's license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes). Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours.
- DUTIES** : Responsible for the leadership and management of the delivery of clinical services to patients referred to Far East Rand Hospital. Participate actively in administrative duties of the Departments. See to it that quality assurance, including clinical audit, is conducted in the Department in line with Ideal Hospital Framework and lead the department. Serve as the senior member of the hospital executive management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital Executive and General Management with the day to day running of the department. Assist the EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of Far East Rand Hospital as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Management of personnel performance and review thereof, (Contracting, review and final assessment). Report to the Office of the CEO. Perform any other duties delegated by the supervisor. Ability to work with people.
- ENQUIRIES** : Dr Mathaba Tel No: (011) 812 8309
- APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
- CLOSING DATE** : 28 February 2020

<b><u>POST 06/62</u></b>	:	<b><u>NURSING MANAGER REF NO: TDH01/2020</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R843 618 – R949 482 per annum (all inclusive)
<b><u>CENTRE</u></b>	:	Tshwane District Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Basic qualification accredited with the South African Nursing Council as a professional nurse in terms of Government Notice R 425 qualification (i.e. degree/diploma in Nursing Science, General, Midwifery, Community Nursing Science and Psychiatric. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Diploma/degree in Nursing Management. Proof of current registration with SANC. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Ability to communicate well with people at different backgrounds. Must be able to work under pressure. Must be driven, customer focused individual with excellent planning, organising, good interpersonal relations and presentation skills.
<b><u>DUTIES</u></b>	:	Effective running of nursing service in line with the department's strategic goals and objective. Develop and support research initiatives with the aim of improving quality service. Advocate and ensure the promotion of nursing ethos and professionalism. Understanding of the relevant policies and protocol regarding health services. Conduct staff meetings to disseminate information such as new development on policies. Participate and respond to queries and questions from relevant structures with regard to complaints on staff conduct on patients. Develop and monitor the implementation of policies. Programmes, regulations, practices, procedures and standards pertaining to health care. Participate in multi-disciplinary quality assurance task team at various levels. Develop a good working relationship within the department and relevant stakeholders. Participate with members of the health team in decision making pertaining to healthcare delivery. Participate in the development of DHP and DHER. Human Resource: Analyse staffing needs and develop a plan to meet the needs. Initiate the recruitment and retention of competent personnel. Manage and monitor the implementation of the PMDS. Manage grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Manage the licensing of all staff with relevant professional bodies. Finance: ensure that budget spending is maximised in line with strategic objective: manage and control material resources and assets. Train and supervise colleagues and under his/her supervision. Ensure proper communication at all levels. Knowledge of National Core Standard and ideal hospital tools.
<b><u>ENQUIRIES</u></b>	:	Dr Nkusi SS Tel No: (012) 354 7653
<b><u>NOTE</u></b>	:	All applications received for the posts should be sent to: Tshwane District Hospital, Conner Dr Savage Road and Steve Biko Road Gezina. Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.
<b><u>CLOSING DATE</u></b>	:	28 February 2020
<b><u>POST 06/63</u></b>	:	<b><u>DENTIST-GRADE 1 REF NO: TDHS/A/2020/01</u></b> Directorate: Oral Health
<b><u>SALARY</u></b>	:	R797 109 – R884 670 per annum
<b><u>CENTRE</u></b>	:	Tshwane District Health Services
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate, Bachelor Degree in Dental Science (BDS or equivalent), registration with Health Professions Council (HPCSA) as a Dentist. Proof of current registration with the HPCSA and copy of an ID document. Valid Driver's licence. All documents to be certified.
<b><u>DUTIES</u></b>	:	The incumbent will be rendering a comprehensive oral health service in the clinics, dental mobile, correctional services, institutions, hospitals, partake in community outreach programmes and performing administrative duties as required by the Programme/Department. Ensure proper running of quality oral health services and management of the staff in the clinic. Provision of relief within the Sub-district and District when needed. Sound knowledge of Departmental Policies would be an advantage. Good communication and interpersonal relations skills, ability to work under pressure and problem-solving skills.
<b><u>ENQUIRIES</u></b>	:	Dr SK Reinprecht Tel No: (012) 451 9290
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to Tshwane District Health Services, 3319 Fedure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 (application form), completed fully and signed, obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
<b><u>CLOSING DATE</u></b>	:	28 February 2020

- POST 06/64** : **DEPUTY DIRECTOR FINANCE REF NO: FERH/FIN-01/2020 (X1 POST)**  
Directorate: Finance
- SALARY** : R733 257 - R863 748 per annum (All-Inclusive package)  
**CENTRE** : Far East Rand Hospital  
**REQUIREMENTS** : A three-year National Diploma/Degree in Financial Management/Accounting with at least 3 Years' experience in Management position or Grade 12 certificate with 5-10 years' experience in Management position at Assistant Director Level. Must have experience in finance administration, budgeting and expenditure control, cost centre management, internal control, financial and management reporting. Computer literacy (Ms Word, Ms Excel, PowerPoint). Must possess expert knowledge on regularity prescripts governing financial activities within the public sector. Advanced knowledge of spread sheets and report writing skills is a pre-requisite. Knowledge of the public service legislations, policies and procedures. Good written and advanced communication skills. Supervisory, planning, organizing and problem-solving skills must be able to manage and lead a team. Ability to multi-task and prioritize. Ability to work in a high volume and highly pressurized environment. Ability to support the Director: Finance. Ability to manage a high value goods, services and equipment budget. Must be able to plot trends and make recommendations. Exposure to BAS, SAP.
- DUTIES** : Lead, monitor and manage the finance department accounts payable, budget management units. Compilation of multiyear budget, budget control and cost centre management. Ensure proper financial control and compliance with delegation. Compile monthly, quarterly and annual reports. Contribute to the department's planning, budgeting and procurement processes as well as monitoring and evaluation. Ensure that conditional grants budget is spent according to the Business plans. Assist in the coordination and managing of the grants. Compilation of conditional grants Business Plan, monthly and quarterly reports. Ensure compliance to DORA framework conditions and requirements in relation to schedule 4 and 5 grants. Ensure reconciliations of transversal system (BAS, SAP, PERSAL and, MEDSAS) and including reconciliations of supplier's accounts and petty cash are performed on monthly basis. Management of audit findings and ensure improvement of audit outcomes. Effective management of risk. Co-ordinate and execute policy strategy. Manage and review of personnel performance.
- ENQUIRIES** : Dr Mathaba Tel No: (011) 812 8309  
**APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
- CLOSING DATE** : 28 February 2020
- POST 06/65** : **DEPUTY DIRECTOR HUMAN RESOURCE REF NO: FERH/HR-01/2020 (X1 POST)**  
Directorate: Human Resources
- SALARY** : R733 257 - R863 748 per annum (All-Inclusive package)  
**CENTRE** : Far East Rand Hospital  
**REQUIREMENTS** : A recognized 3 years bachelor's degree or National Diploma in Human Resource Management with at least 3 Years' experience in Management position or Grade 12 certificate with 5-10 years' experience in Management position at Assistant Director Level. Knowledge of Persal system. Hospital Management experience will be an added advantage. Management and leadership skills. Ability to interpret and implement policies, directives and guidelines of the Gauteng Department of Health. Knowledge and understanding of Human Resource legislation, policy, procedure and processes applicable in the Public Service. Good communication, dispute resolution, conflict resolution and negotiation skills. Excellent planning and organizational skills. Ensure proper implementation and compliance to the Public Finance Management Act, 1999. Prepared to work under pressure and in a stressful situation. Must have at least code 08 driver's license and be computer literate.
- DUTIES** : Manage the allocated Human Resource budget for the institution. Analyse and audit Persal and Human Resource Department reports. Co-ordinate Human Resource

Management functions. Co-ordinate the Administration of Service Benefits and conditions. Co-ordinate Recruitment, Employee Wellness, Occupational Health & Safety, Performance Management, Training & Development and Labour Relations functions. Co-ordinate Human Resource records /information management system. Oversee service delivery improvement plans for all services units within Human Resource and Institutions. Partake in the overall management directorate. Manage operational plan of the unit. Manage performance, training, development and absenteeism of staff. Provide units quarterly and ad-hoc reports. Ensure proper implementation and compliance to Human Resource Policies.

- ENQUIRIES** : Dr Mathaba Tel No: (011) 812 8309
- APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
- CLOSING DATE** : 28 February 2020
- POST 06/66** : **DEPUTY DIRECTOR: REGIONAL TRAINING CENTRE REF NO: DD/RTC/02/2020**  
Directorate: Professional Development
- SALARY** : R733 257 per annum (plus benefits)
- CENTRE** : Regional Training Centre Region A (JHB & Westrand)
- REQUIREMENTS** : A 3 to 4-year Degree/National Diploma in any Health/Social Sciences Fields. Additional qualification NQF level 7 in Education. Certificate in Management. 3-5 years of work experience in the field of HIV, AIDS, STI and TB, MCWYH, NCD and Primary Health Care delivering patient care (as a Clinician). 3- 5 years' experience managing health related training and Development programmes as middle manager (level 9 or 10) at District, Cluster, Provincial and National level. Registration with the relevant statutory council as a professional (council receipt required). Knowledge of legislation applicable to Health. Ability to develop curricula. Competencies needed: Good Communication (Written, Verbal, Presentation and negotiation) skills. Ability to supervise, mentor and manage a team. Knowledge of Project, Financial and Procurement. Ability to function independently. Knowledge of PFMA. Knowledge of curriculum development, policy development and application. Proficient in computer skills in particular Excel, Word, Power Point and Outlook, (candidate will be subjected to computer skills test). Valid driver's license and ability to drive. Knowledge of policy development and application. Attributes: Ability to make informed decisions and solve problems. A high level of diligence and commitment in ensuring that all duties are performed according to standard, quality and meet timeframes set for submission of training reports and spend budget within specified timeframes. An independent critical thinker. Recommendations: Possession of a clinical specialty will be an added advantage.
- DUTIES** : Overall Management of the RTC. Responsible for the performance of the RTC. Development and execution of the RTC Business Plan. Plan, coordinate, manage, monitor and evaluate the Regional Training Centre related activities in line with the strategic priorities of the Department. Develop and manage systems for internal financial control and procurement systems for the RTC in line with departmental procedures. Advise on curriculum development, manage accreditation of the new training programmes and skills programmes for mid-level workers. Management of Personnel. Liaise with Higher Education Institutions and School of Public Health on National and Provincial priority health projects and CPD points for all health care workers. Align RTC training programmes to CPD points. Develop tools for monitoring and evaluation of training programmes. Compile skills audits and training needs analysis reports. Manage training information and produce monthly, quarterly and annually including outcome assessments.
- ENQUIRIES** : Ms MH Lawrence Tel No: (079) 881 5720
- APPLICATIONS** : Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.
- NOTE** : 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 targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate

security clearance. An indication in this regard will facilitate the processing of applications. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities"

- CLOSING DATE** : 28 February 2020
- POST 06/67** : **ASSISTANT MANAGER: INTERNAL MEDICINE AND PSYCHIATRY – PNB4 REF NO: REFS/005015**  
Directorate: Nursing
- SALARY** : R614 991 – R692 166 per annum (plus benefits)  
**CENTRE** : Tembisa Provincial Tertiary Hospital  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of R425 or equivalent qualification the allows registration with SANC as a Professional Nurse. Plus a post basic Orthopaedic Nursing qualification with at least 1 year accredited with SANC in terms of R212. Diploma or Degree in nursing administration and education will be an added advantage. A minimum of 10 years appropriate/recognizable experience in nursing after registration as professional nurse with the SANC in general nursing. At least 6 years of the period referred to above must be appropriate/Recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty – Psychiatry Nursing Science.
- DUTIES** : To ensure safe and effective clinical nursing practice general and Psychiatry Nursing. Ensure effective management of quality nursing service. Co-ordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self – development mentoring of Operational Managers. Ability and knowledge to carry out Psychiatry Nursing procedures and management as per scope or practice. Ensure ongoing monitoring and evaluation of Psychiatry services. Provision of quality Nursing Care, assist team members with Quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, do hospital calls. Maintain, manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the Department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.
- ENQUIRIES** : Mr. W.N. Mothwane Tel No: (011) 923-2050  
**APPLICATIONS** : to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665.
- 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 on Z83 form, obtainable from any Public Service Department or from the website, which must be completed in full, attach your CV, certified copies of your Identity document, academic qualification and proof of registration with the SANC. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 28 February 2020
- POST 06/68** : **HOD CLINICAL REFS: 005020 (X1 POST)**  
Directorate: Nursing Education and Training  
Re-Advertisement
- SALARY** : R579 696 - R672 018 per annum (plus benefits)  
**CENTRE** : Bonalesedi Nursing College  
**REQUIREMENTS** : Degree in Nursing Education and Nursing Administration. A Master's Degree or having commenced a Master's Degree will be an added advantage. Registration with the South African Nursing Council (SANC) as a nurse and a midwife. Minimum of 9 years' appropriate/recognized nursing experience after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education. Minimum of 4 years appropriate recognizable experience in the clinical area as a General nurse. Experience in clinical assessment practice. Knowledge of procedures and processes



related to Basic Nursing Programmes. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice; Public Service prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. A code 8 drivers' license. Proof of computer literacy: Word, PowerPoint and Excel. Good computer skills. Have a track record of transferability of the post applied for.

**DUTIES** : Manage, supervise, monitor and report on all clinical activities of all the academic departments. Facilitate budget needs to meet the clinical objectives of the students. Assist with the development and review of curriculae with a focus on clinical requirements. Coordinate (together with the Academic HODs) and evaluate the development of relevant student learning documents e.g. Clinical workbooks, Clinical Evaluation tools, clinical outcomes. Co-ordinate the provision of clinical teaching and learning for all the academic programmes. Communicate with the clinical stakeholders to ensure an effective teaching and learning environment (including situational analysis, ensuring units meet the SANC and CHE accreditation requirements). Manage clinical learning and clinical exposure of students. Develop and monitor implementation of quality assurance programmes and policies. Supervise and monitor college staff members in the clinical facilities. Participate in the presentation of relevant programs (theory and clinical practice). Moderate clinical assessments. Provide support to students. Collaborate with stakeholders and build a sound relationship within the Departments. Implement continuing education and Research activities. Plan, implement and review policies and processes to ensure the college meets all SANC and CHE accreditation requirements.

**ENQUIRIES** : Mr. K.T. Baloyi Tel No: (011) 696 8306/8300  
**APPLICATIONS** : should be submitted at Bonalesedi Nursing College (inside Leratong Hospital premises), 01 Adock Road, Chamdor, Kagiso or posted to Private Bag X55, Roodepoort, 1725 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

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

**CLOSING DATE** : 28 February 2020

**POST 06/69** : **HOD STUDENT COUNSELING REFS: 005022 (X1 POST)**

Directorate: Nursing Education and Training  
 Re-Advertisement

**SALARY** : R579 696 - R672 018 per annum (plus benefits)

**CENTRE** : Bonalesedi Nursing College

**REQUIREMENTS** : Degree in Nursing Education and Nursing Administration. A Master's Degree or having commenced a Master's Degree will be an added advantage. Registered with the SANC as a General Nurse and Midwife. Minimum of 9 years appropriate/recognizable nursing experience after being registered as a Professional Nurse and Midwife. At least 5 years of the period must be appropriate experience in Nursing Education. At least 4 years of the period must be experience as a Student Counselling Professional Officer. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice; Public Service prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. A code 8 drivers' license. Proof of computer literacy: Word, PowerPoint and Excel. Have a track record of transferability of the post applied for.

**DUTIES** : Management and supervision of the Student Counselling Department E.g. Plan, implement and manage student counselling and support programmes, plan, implement and monitor all Student Counselling activities – counselling of students, provision of personal, social, academic and administrative guidance; determine and interpret students service needs on an individual and collective basis; advocate for, plan and manage the implementation of strategies to resolve problems where necessary; design, develop a curriculum and implement educational programs for students to improve their learning experience; manage the support services of all students. Assist with the provision of employee wellness service. Manage, supervise, monitor and report on all Student Counselling staff. Facilitate budget needs of the departments.

**ENQUIRIES** : Mr. K.T. Baloyi Tel No: (011) 696 8306/8300

- APPLICATIONS** : should be submitted at Bonalesedi Nursing College (inside Leratong Hospital premises), 01 Adock Road, Chamdor, Kagiso or posted to Private Bag X55, Roodepoort, 1725 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : Application must be submitted on a Z83 form accompanied by a recently updated CV and Certified Copies (no copies of certified copies allowed, certification should not be older than 3 months). The successful candidate will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse, security screening and vetting process. Applications received after closing date will not be accepted. It is the candidate's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- CLOSING DATE** : 28 February 2020
- POST 06/70** : **HOD STUDENT AFFAIRS REFS: 005021 (X1 POST)**  
Directorate: Nursing Education and Training  
Re-advertisement
- SALARY** : R579 696 – R672 018 per annum (plus benefits)
- CENTRE** : Bonalesedi Nursing College
- REQUIREMENTS** : Degree in Nursing Education and Nursing Administration. A Master's Degree or having commenced a Master's Degree will be an added advantage. Registered with the SANC as a General Nurse and Midwife. Minimum of 9 years appropriate/recognizable nursing experience after being registered as a Professional Nurse and Midwife. At least 5 years of the period must be appropriate experience in Nursing Education. At least 4 years of the period must be experience as a Student Affairs Professional Officer. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice; Public Service prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. A code 8 drivers' license. Proof of computer literacy: Word, PowerPoint and Excel. Good computer skills. Have a track record of transferability of the post applied for.
- DUTIES** : Management and supervision of the Student Affairs Department which includes e.g. planning, monitoring processes for statistical data collection and analyse statistical data, develop reports, monitoring of reporting systems and instruments; dealing with students' issues such as course terminations, course extensions, students appeal, planning and implementation of graduation and Prize giving ceremonies; exam preparation; develop, review and evaluate policies and circulars; ensure structured and relevant record keeping according to legislative requirements; management of the processes of student applications, recruitment, selection and acceptance; knowledgeable regarding content of Basic Regulations/Acts and recent developments in the field of Nursing and Student Affairs; ensuring that students examination results are communicated accurately and timeously; Continuing education and Research activities; plan and implement policies and processes to ensure the college meets all SANC and CHE accreditation requirements. Manage, supervise, monitor and report on all Student Affairs staff. Facilitate budget needs of the departments.
- ENQUIRIES** : Mr. K.T. Baloyi Tel No: (011) 696 8306/8300
- APPLICATIONS** : should be submitted at Bonalesedi Nursing College (inside Leratong Hospital premises), 01 Adock Road, Chamdor, Kagiso or posted to Private Bag X55, Roodepoort, 1725 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : Application must be submitted on a Z83 form accompanied by a recently updated CV and Certified Copies (no copies of certified copies allowed, certification should not be older than 3 months). The successful candidate will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse, security screening and vetting process. Applications received after closing date will not be accepted. It is the candidate's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- CLOSING DATE** : 28 February 2020
- POST 06/71** : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT) PNB3 BURNS ICU REF NO: REFS/005014**  
Directorate: Nursing
- SALARY** : R562 800 – R633 432 per annum (plus benefits)
- CENTRE** : Tembisa Provincial Tertiary Hospital
- REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma/ Degree in nursing that allows registration with SANC as a Professional Nurse). Registration with the SANC as a Professional Nurse and proof of current registration. A post – basic Nursing qualification (Critical Care Nursing) with a duration of at least 1 years, accredited with the SANC in one of the specialties referred to in the

glossary of terms. A minimum of 9 years appropriate/recognisable experience in nursing after Registration as Professional Nurse with the SANC in General Nursing. At least 9 years of the period referred to above must be appropriate /recognisable experience after obtaining the 1-year post – basic qualification in the Intensive Care Unit, Burns ICU will be an added advantage, relevant Speciality, appropriate/recognisable experience at Management Level.

**DUTIES** : Supervise and ensure the provision of effective and efficient patient care through Adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the hospital. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter professional, inter-sectoral and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guideline, practice, standard and procedures. Manage and Monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing service, maintain professional growth/ethical standard and self-development. Be informed with Labour Act Practices.

**ENQUIRIES** : Mr. W.N. Mothwane Tel No: (011) 923 – 2318  
**APPLICATIONS** : to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namame Olifantsfontein 1665.

**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 on Z83 form, obtainable from any Public Service Department or from the website, which must be completed in full, attach your CV, certified copies of your Identity document, academic qualification and proof of registration with the SANC. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE** : 28 February 2020

**POST 06/72** : **LECTURER PND 2: QUALITY ASSURANCE REFS: 005024 (X1 POST)**  
Directorate: Nursing Education and Training  
Re-Advertisement

**SALARY** : R471 333 - R614 991 per annum (plus benefits)  
**CENTRE** : Bonalesedi Nursing College  
**REQUIREMENTS** : PND2 minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience as a Nurse educator. Degree in Nursing Education and Nursing Administration. A qualification and/or experience in Quality Assurance will be an added advantage. Registered with the SANC as a General Nurse and Midwife. A code 8 Drivers' License. Proof of Computer literacy (Word, PowerPoint, and Excel).

**DUTIES** : Develop, Coordinate, implement a Quality Assurance (QA) plan, monitor and evaluate its implementation. Organize and participate in quality assurance audits. Implement continuous QA improvement programs focusing on academic standards and the National and Provincial Priorities. Implement complaints, compliments, and suggestion procedures. Develop, coordinate and implement a plan to correct the gaps, or challenges identified during audits. Support the college mission to promote the image and standards of the institution. Evaluate and assist the college with institutional process to meet the criteria and maintain accreditation with the SANC and CHE. Display a sound knowledge of legislation that impacts on the nursing education milieu.

**ENQUIRIES** : Mr. K.T. Baloyi Tel No: (011) 696 8306/8300  
**APPLICATIONS** : should be submitted at Bonalesedi Nursing College (inside Leratong Hospital premises), 01 Adock Road, Chamdor, Kagiso or posted to Private Bag X55, Roodepoort, 1725 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

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

**CLOSING DATE** : 28 February 2020

**POST 06/73** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: TDHS/A/2020/02 (X1 POST)**  
 Directorate: Quality Assurance

**SALARY** : R444 276 per annum  
**CENTRE** : Tshwane Health District Services  
**REQUIREMENTS** : A relevant 4-year tertiary or equivalent qualification in Health Sciences. Current registration with relevant professional body/council. A certificate or qualification, in quality management/assurance, research methodology, monitoring and evaluation, DHIS, customer care and/or Batho Pele will be an added advantage. At least 5 years' experience in District Health Services. Be in possession of at least an unendorsed & valid Code B driver's license. Other Skills/Requirements: Demonstration of insight and understanding of the District Health services and operations, insight and understanding of National Health Act, Public Service Act and Regulations, Public Finance Management Act and other relevant and applicable legislative frameworks in the current Health Services climate and developments, ability to work independently, aptitude to pay attention to detail, commitment to being responsible and accountable, willingness to work under pressure, which includes working beyond normal office hours and extensive travelling; be computer-literate and a team-builder. Excellent listening, thinking, communication, report writing negotiating, problem-solving, conflict handling, decision-making, judgment, presentation, leadership, project management, analytical, technical, statistical, innovation, time management, and interpersonal skills are essential for this position.

**DUTIES** : Overall provision of APP-aligned Total Quality Management services to the District and all its facilities by: Overall monitoring, investigating, evaluating, recording and reporting on complaints management. Effective clinical & non-clinical risk management by monitoring, investigating, evaluating, recording and reporting on Patients' Safety Incidents. Improve effectiveness of system operations through monitoring and reporting on patients' waiting times Monitor, evaluate, record and report on customer satisfaction by planning & conducting annual surveys on Patient Experience of Care that comply with prescripts. Facilitate conduction of and reporting on Ideal Health Facility Realization assessments in line with existing and approved legal prescripts. Provide support to all District entities on matters pertaining to Norms and Standards by Office of Health Standards Compliance Facilitate conduction of and reporting on Clinical Records Audits. Operate and manage relevant data systems Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans Become liaison between the District and all other essential stake-holders.

**ENQUIRIES** : Mr SR Makua Tel No: (012) 451 9121/079 872 6077  
**APPLICATIONS** : Applications must be submitted to Tshwane Health District Services, 3319 Fedure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy. A practical test and/or competency assessment where relevant, relating to key areas of knowledge and skills may form part of the selection process for this position.

**CLOSING DATE** : 28 February 2020

**POST 06/74** : **SOCIAL WORK SUPERVISOR GRADE 1 REF NO: REFS/005046**  
 Directorate: Social work

**SALARY** : R384 228 per annual (plus benefits)  
**CENTRE** : Tara the H. Moross Centre, Sandton  
**REQUIREMENTS** : Appropriate, acknowledged Bachelor of Arts qualification in Social Work; Proof of current registration with SACSSP; valid driver's license; computer literacy. Experience: A minimum of 7 years appropriate experience in social work after registration with SACSSP. A minimum of 5 years' experience in a Hospital setting and a minimum of 5 years' experience in the Mental Health setting will be an added advantage. Previous experience with mentoring or supervision of students or subordinates. Knowledge of Public Service legislation, Policies and Procedures as well as that of the social work profession as applies to the Mental Health sector. Ability to work with a multidisciplinary team. Previous experience in managerial responsibilities will also be an added advantage.

**DUTIES** : To lead the Social Work Department in the institution, and to provide clinical and administrative supervision and management. Financial management. Administrative functions. Clinical work and case management in collaboration with the multi-disciplinary team. Training and development, in liaison with tertiary institutions and other stakeholders. Participate in provincial meetings and relevant task teams. Participate in hospital management and committee meetings.

<b><u>ENQUIRIES</u></b>	:	Dr. R. Price-Hughes Tel No: (011) 535 3001
<b><u>APPLICATIONS</u></b>	:	People with disabilities, Coloreds, Indians and Whites are encouraged to apply. Applications must be delivered to:- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara the H. Moross Centre Private Bag x7Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address.
<b><u>CLOSING DATE</u></b>	:	28 February 2020
<b><u>POST 06/75</u></b>	:	<b><u>LECTURER PNDI/II REF NO: 005025 (X1 POST)</u></b> Directorate: Nursing Education and Training
<b><u>SALARY</u></b>	:	PND I: R383 226 - R444 276 per annum (plus benefits) PND II: R471 333 – R614 991 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Ga-Rankuwa Nursing College
<b><u>REQUIREMENTS</u></b>	:	<b>PND I:</b> A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of four (04) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. The following Post Basic Qualification will be an added advantage: Operating Theatre Nursing. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. A valid drivers license. <b>PND II:</b> A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of Government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows Registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of fourteen (14) years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in relevant clinical specialty. The following Post Basic Qualification will be an added advantage: Operating Theatre Nursing and Masters in Clinical Nursing Science. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy. A valid drivers license.
<b><u>DUTIES</u></b>	:	Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students competency. Participate in research on Nursing Education. Develop, review and evaluate curricula. Exercise control over student nurses.
<b><u>ENQUIRIES</u></b>	:	Mrs K R Lekgeu Tel No: (012) 560 0448/50
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag x830 Pretoria 0001 or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> . Kindly submit the recent salary advice.
<b><u>CLOSING DATE</u></b>	:	28 February 2020
<b><u>POST 06/76</u></b>	:	<b><u>PROFESSIONAL NURSE (SPECIALTY) ADVANCED MIDWIFE AND NEONATAL NURSING SCIENCE REF NO: TDH002/2020</u></b>
<b><u>SALARY</u></b>	:	R383 226 - R444 276 per annum (Plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane District Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade12 or equivalent (NQF level/Basic: R425 qualification (i.e.)Diploma/Degree in Nursing that allows registration with the South African Nursing Council. As a 4years appropriate/recognizable experience in nursing after registration as a Professional Nurse. A minimum of 4years appropriate/recognizable experience in nursing after registration as a Professional Nurse .A post basic qualification Diploma in Advanced Midwifery and Neonatal Nursing Science with duration of at 1year accredited with SANC and 4 years' experience working in Labour Ward. Certificates of registration with SANC (General Nursing, Midwifery, Psychiatric and Community Nursing Science).Proof of current SANC registration. Certificate in ESMOE training will be an added advantage.
<b><u>DUTIES</u></b>	:	Provide quality maternal and neonatal nursing care services, ensure compliance to recommendations of saving mothers and babies. Implementation of EPI programme,

PPIP and PMTC guidelines. Promotion of MBFHI. Minimize obstetrical patient safety incidents. Ensure compliance to infection control principles and waste management guidelines. Ability to work under pressure. Ability to lead in a shift, work independently and in a multi-disciplinary team to ensure good Nursing Care that is cost effective, equitable and efficient. Demonstrate an understanding of nursing legislation and related ethical nursing practices. Effective utilization of resources, participation in Training and Research. Provision of support to Nursing Services. Maintain professional growth/ethical standards and self-development. Display a professional image at all times. Good verbal and written skills, problem solving skills and accurate data collection.

- ENQUIRIES** : Ms. Mothaga DS Tel No: (012) 3547600
- APPLICATIONS** : Applications can be submitted at Tshwane District Hospital: Private Bagx179 Pretoria 0001 or posted to: The HR Manager, Tshwane District Hospital, Private Bag x 179, Pretoria, 0001. Failure to do so will lead to disqualification. Suitable candidates will undergo a medical surveillance. No faxed or E-mailed application will be accepted.
- NOTE** : Applications must be submitted on a Z83 form, certified copies of ID and Qualifications to be attached. Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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). 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.
- CLOSING DATE** : 28 February 2020
- POST 06/77** : **ASSISTANT DIRECTOR RECRUITMENT & SELECTION REF NO: AD/RS/GDOH/02/202**  
Directorate: Human Resource Management
- SALARY** : R376 596 per annum (plus benefits)
- CENTRE** : Central Office, Johannesburg
- REQUIREMENTS** : An appropriate recognized Bachelor's degree/National Diploma in Human Resource Management. Three (3) to five (5) years' experience in the human resource sphere at a supervisor level or a Grade 12 Certificate with 10 years of relevant experience. Relevant experience in People management, Ability to work under pressure. Knowledge and understanding of Acts, Regulations, guidelines and other related policies. Knowledge and understanding of legislative framework governing the Public Service including: Public Service Regulations, Labour Relations Act, Skills Development Act, Disciplinary Code and Procedure, Public Finance Management Act. Leadership skills, Problem solving skills, Listening skills, Interpersonal skills and good communication skills. Planning and organizing skills. People management skills. Be prepared to work long hours.
- DUTIES** : Assist in the management of the Recruitment and Selection unit. Be responsible for the supervision of advertising of posts, shortlisting, interviewing, appointments, transfers, verification of qualifications, conducting vetting of newly appointed staff, and secretariat functions at interviews. Assist with supervision, training and development of subordinates. Establish control measures and do daily/weekly planning of work in the recruitment and selection unit. Make decisions in respect to the work of others. Make recommendations/ provide inputs with regard to policies/strategies that can impact on the whole of the Department. Contribute to strategic planning of the department. Solve problems by applying standing instructions or procedures. Give advice on procedural and policy matters to institutions, line managers and other stakeholders. Give inputs in support of formulation of the recruitment and selection policy of the department. Liaise with other stakeholders of the recruitment and selection unit. Process information and data. Determine training needs for staff in the recruitment and selection unit. Compilation of management reports for the recruitment and selection unit. Verbal exchange of information requiring difficult explanation as well as tact and diplomacy. Writing of complex notes, memos, reports, submissions, minutes and letters.
- ENQUIRIES** : Ms. P Murray Tel No: (082) 334 2329
- APPLICATIONS** : Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.
- NOTE** : 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 targets of the Department. Preference for these positions will be given to people

with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities"

- CLOSING DATE** : 28 February 2020
- POST 06/78** : **ASSISTANT DIRECTOR (HUMAN RESOURCE INFORMATION MANAGEMENT)**  
**REF NO: AD/HRIM/02/20202**  
Directorate: Human Resource Administration and Management
- SALARY** : R376 596 per annum plus benefits  
**CENTRE** : Central Office, Johannesburg  
**REQUIREMENTS** : Recognised three-year Degree or National Diploma in Information Technology/Information Management or any relevant qualification – with five years proven experience in application development and database design and management or a Grade 12 Certificate with 10 years of relevant experience. Be well Organized, Accurate, Detailed, Analytical, and a Strategic thinker. Project Management skills, Statistical Analysis skills, Advanced Report Writing ability, and Presentation skills are required. Ability to Communicate at all levels. Advanced knowledge of Microsoft tools (MS Access; MS Excel; MS PowerPoint; and MS Word) is a prerequisite and will be tested as part of the interview process. Knowledge of the Persal system; the Vulindlela system; and the BAS is recommended. Experience in and knowledge of the public sector will be an advantage. Possession of a South African Valid Driver's License is required.
- DUTIES** : Develop, implement, and maintain a human resource information warehouse utilising the industry's best practices. Keep abreast of and proactively advice management of developments in the field. Request and prepare monthly Persal system data, and as per incoming requests. Automate and distribute reports throughout the organization. Reconcile the human resource data with information originating among/from the Persal system, the Vulindlela system, and the BAS. Utilise available human resource data to facilitate HR Planning processes for the department. Take part in, guide, and lead the human resource section in the regular intra- and inter-departmental multi-discipline projects on information. Resolve data integrity flaws in, and maintain accurate and reliable data of, the GDOH's Persal data. Oversee and manage the human capital; finances; assets; etc. in the unit.
- ENQUIRIES** : Lehlokoana Lepele Tel No: (011) 241 5780  
**APPLICATIONS** : Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.
- NOTE** : 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 targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities"
- CLOSING DATE** : 28 February 2020
- POST 06/79** : **ASSISTANT DIRECTOR TRAINING & DEVELOPMENT REF NO: AD/TD/02/2020**  
**(X2 POSTS)**  
Directorate Leadership Management & Skills Dev
- SALARY** : R376 596 per annum (plus benefits)  
**CENTRE** : Central Office, Johannesburg  
**REQUIREMENTS** : National Diploma/Bachelor's Degree (NQF Level 6) in Human Resource Management or Development or Equivalent related qualification in Human Resources. Minimum of at least 3 years' experience in Human Resource Development. Three (3) to five (5) years' Supervisory experience. ETDP qualifications i.e. Assessor, Moderator, SDF,

Train the trainer, Curriculum Development etc will be an added advantage. Knowledge of regulatory framework relating to Skills Development Act, Labour Relations Act, South Africa Qualification Authority, National Human Resource Strategy, Public Service Act, Public Service Regulations, Employment Equity Act, and Basic Conditions of Employment Act, must have experience as a trainer, Good report writing skills, good presentation skills, and computer literacy (MS Office Suite). Good communication skills (written and verbal). A valid driver's license. Attention to detail, quality control, Problem solving, Plan and organize, Management, Facilitation, Administrative. Ability to work proactively and under pressure. Knowledge of Project, Financial and Procurement. Ability to function independently.

**DUTIES**

: The successful candidate will be responsible for Management of AET. Manage Training and Development in line with the Learning & Development Policy. Orientation/ Re- Orientation of new/ existing staff in the entire Department. Implementing the Workplace Skills Plan and Human Resource Development implementation plan on training activities. Human Resource Management and Mentoring of Training Officers. Manage monitor and evaluate the Training related activities in line with the strategic priorities of the Department. Develop and manage systems for internal financial control and procurement systems. Stakeholder Management. Sourcing of training. Liaise with Higher Education Institutions, National School of Government, Gauteng City Region Academy and Gauteng Health Institutions. Align training programmes to Unit Standards. Develop tools for monitoring and evaluation of training programmes. Compile/Conduct skills audits and training needs analysis. Coordination of training programmes, conduct/Train in-house training programmes, Evaluation of training interventions. Compile training reports. Manage training information and produce monthly, quarterly and annually including outcome assessments.

**ENQUIRIES**

: Ms L.V Mokhutsane Tel No: (072) 574 4070

**APPLICATIONS**

: Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.

**NOTE**

: 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 targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities" NB: All shortlisted candidates will undergo a compulsory practical test to determine their Presentation & Facilitation skills.

**CLOSING DATE**

: 28 February 2020

**POST 06/80**

: **ASSISTANT DIRECTOR PERFORMANCE MONITORING REF NO: AD/PM/02/2020(X2 POSTS)**  
Directorate: Monitoring and Evaluation

**SALARY**

: R376 596 per annum (plus benefits)

**CENTRE**

: Central Office (Johannesburg)

**REQUIREMENTS**

: A health sciences degree and or Social Science measurement degree (Measurement related degree such as Economics, Bio-Statistics, Health Measurements). A postgraduate Degree will be an added advantage. Three (3) to five (5) years' relevant experience in Monitoring and Evaluation, Surveillance and Research fields. Academic and practical understanding of Research processes, Performance Monitoring and Evaluation. Data Quality Assessments. Excellent Report Writing. Knowledge of the Health sector. Practical experience in the development of M&E framework and tools. Competencies needed: Excellent Communication (written reports, verbal, presentation and liaison) skills. Quantitative and Qualitative Skills. Project management skills. Ability to function independently. Proficient in Microsoft Office Excel, Word, PPT and Access. Attributes: Coordination and Negotiations skill. Problem solving and excellent interpersonal skills. An ability to work without supervision.

**DUTIES**

: Coordinate the development and implementation of M&E systems for monitoring of health sector performance. Analysis of data and production of performance publications and routine statutory performance reports. Implement mechanisms for provision of assurance for performance information and performance accountability reports. Support the development of quality improvement programmes for areas of underperformance. Support the development of Health Observatory for tracking of



population health. Liaise with various stakeholders in monitoring health programmes performance. Actively participate in the implementation of evaluations implementation/ process evaluation projects.

- ENQUIRIES APPLICATIONS** : Ms. Tsholofelo Adelekan Tel No: (072) 2304542  
: Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.
- NOTE** : 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 targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities" NB: All shortlisted candidates will undergo a compulsory test to determine their analytical and report writing abilities.
- CLOSING DATE** : 28 February 2020
- POST 06/81** : **ASSITANT DIRECTOR: NOT FOR PROFIT ORGANISATION (NPO) MANAGEMENT REF NO: AD/NPO/02/2020**  
Directorate: HIV/AIDS and STI'S
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (plus benefits)  
: Central Office, Johannesburg  
: A degree or a National Diploma in Social Sciences or equivalent. 5 years' experience in working in community responses of which 2 years must have been in relationship management with community based organisations. Knowledge of the Strategic Plan for HIV, AIDs and STIs. An understanding of the NPO Act. Experience in partnership development and contracting. Basic knowledge of the PFMA and DoRA. A valid driver's license. Good verbal and written communication skills.
- DUTIES** : Plan and Coordinate NPO funding process. Undertake compliance and performance monitoring and report funded NPOs. Facilitate capacity building of funded and non-funded NPOs. Develop and manage databases. Manage stakeholders. Coordinate the implementation of Community Health Worker Strategy in partnership with District Health Services. Compile monthly, quarterly and annual reports. Liaise with districts, relevant sectors, stakeholders, communities and ward based structures within the community health worker programs and NPO fora.
- ENQUIRIES APPLICATIONS** : Ms. Linkey Katane Tel No: (076) 480 1341  
: Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.
- NOTE** : 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 targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities"
- CLOSING DATE** : 28 February 2020
- POST 06/82** : **ASSISTANT DIRECTOR PROCUREMENT REF NO: FERH/SCM-01/2020 (X1 POST)**  
Directorate: Procurement
- SALARY CENTRE REQUIREMENTS** : R376 596 – R443 601 per annum plus benefits  
: Far East Rand Hospital  
: An appropriate recognized Three (3) years National Diploma/Degree in Public Management/Finance/Supply chain/Economics/Business/Purchasing/Logistics or

equivalent plus minimum of Three (3) years' experience in SCM at a supervisory level. Working knowledge and experience in SAP, BAS, PFMA, treasury regulations, provisioning procedures and other legislative frameworks applicable to the public sector will be a strong recommendation. Must have leadership, management, conflict resolution and good communication skills (verbal & written), Must have a valid driver's license, computer competency in Ms Excel, Word and PowerPoint. Good reasoning, attention to detail, innovative, strong mathematically, problem solving and statistical analysing ability. Continual learning and information research in the supply chain field.

**DUTIES** : Implementing and monitoring inventory and warehouse management system, ensuring complete and accurate assets register, overseeing the facility management unit, overall management of demands within the institution, ensuring prompt payment of suppliers and clearing webcycles, assist timely and correct sourcing of goods & services,. Implementing the systems to prevent or resolve adverse Auditor General's findings. Assist in producing quality report from time to time.

**ENQUIRIES** : Dr Mathaba Tel No: (011) 812 8309  
**APPLICATIONS** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

**NOTE** : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

**CLOSING DATE** : 28 February 2020

**POST 06/83** : **ENVIRONMENTAL HEALTH PRACTITIONER (HEALTH CARE WASTE) REF NO: EHP/HCWM/02/2020 (X2 POSTS)**  
 Directorate: Health Care Waste & Occupational Hygiene Risk Management  
 Sub – Directorate: Health Care Waste Management

**SALARY** : R317 976 per annum (Plus benefits)  
**CENTRE** : Central Office, Pretoria  
**REQUIREMENTS** : An appropriate 3-year National Diploma/Degree in Environmental Health or equivalent, SA driver's license and at least 1-year appropriate experience and registration with HPCSA. Relevant B/Tech will be an advantage. Code EB driver's license. Recommendations: People, organizational, coordination and communication skills; computer literacy; ability to interpret and manage relevant statutory requirements, risk management, mitigation and report writing skills. Contract and project management skills will be an advantage.

**DUTIES** : Conduct facility inspections and risk assessments in accordance with appropriate statutory, tender and contract requirements. Conduct Legal Compliance audits and assist with mitigation of identified risks. Assist with Health Care Waste contract compliance management and research projects. Assist with awareness training and marketing in respect of all health care waste matters. Prepare inspection and investigation reports for management. Assist with the development and approval of health care waste plans. Assist in the registration and renewal of major generator certificates. Assist in the development of SOPs, policies, other protocols and data management systems. Assist with generic administrative functions in the unit.

**ENQUIRIES** : Ms. K.E Jansen Tel No: (012) 354 6176 / (082) 418 4923  
**APPLICATIONS** : Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.

**NOTE** : 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 targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical

assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities"

**CLOSING DATE**

: 28 February 2020

**POST 06/84**

**DIAGNOSTIC RADIOGRAPHER GRADE 1 – 3**

Directorate: Oral Pathology and Oral Biology

**SALARY**

: R317 976 – R532 959 per annum (Plus benefits)

**CENTRE**

: University of Pretoria Oral Health Centre

**REQUIREMENTS**

: Diploma/ B- RAD/ B-TECH in Diagnostic Radiography. Registered with the HPCSA. At least 3 years' experience as a Diagnostic Radiographer. Computer literacy is compulsory as the section is digitalized. Recommendations: A teaching qualification is recommended. Good interpersonal and communication skills are required. Experience in the dental environment is recommended.

**DUTIES**

: Diagnostic Radiography in a Dental Hospital. Teaching, training and assessment of Oral Hygiene and Dental students. Will be expected to participate in the full spectrum of Diagnostic Imaging service rendering. Department duties may be assigned to the candidate.

**ENQUIRIES**

: Prof WFP Van Heerden Tel No: (012) 319 2320

**APPLICATIONS**

: Quoting the relevant reference number. Direct applications must be delivered to Ms. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. I Swart PO Box 1266, Pretoria, 0001.

**NOTE**

: Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, HPCSA Registration and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

**CLOSING DATE**

: 28 February 2020

**POST 06/85**

**HR OFFICER: HR POLICY RESEARCH & DEVELOPMENT REF NO: HRO/HRPRD/02/2020**

Directorate: Human Resource Management

**SALARY**

: R257 508 per annum (plus benefits)

**CENTRE**

: Central Office, Johannesburg

**REQUIREMENTS**

: Degree/National Diploma in Human Resource Management/Public Management/Public Administration/Policy Development with three (3) to five (5) years' experience in Human Resource Management or a Grade 12/NQF 4 Certificate with 10 years' experience in Human Resource Management. One (1) year experience in HR Policy Research and Development will serve as an added advantage. Driver's license is mandatory. Knowledge of the Public Service Act, 103 of 1994, Basic Conditions of Employment Act, Public Service Regulations and PSCBC Resolutions etc. Ability to implement and interpret existing HR policies, basic research skills, planning and organisation skills. Analytical and problem-solving skills, creative and innovative skills. Good interpersonal and communication skills. Ability to prioritize work, manage project, work under pressure and meet deadlines. Good writing and editing skills. Ability to work without close supervision and display a high level of commitment. Must be computer literate. The prospective candidate must be willing to travel extensively around Gauteng Health facilities to monitor and conduct workshops on HR policies and practices.

**DUTIES**

: Identify HR policy development needs and conduct research, benchmark HR policies against other departments for best practices, develop HR policies in line with government statutory frameworks. Provide HR policy workshops to all employees of the Gauteng Department of Health, develop a database for existing HR policies, assist with policy review process after certain timeframes, advise institutions and managers on the correct application of HR policies, conduct regular visits to institutions to monitor compliance and evaluate the implementation of HR policies, coordinate HR forums for purpose of information sharing, maintain good relations with policy stakeholders within the department, conduct investigations arising from HR policy implementation, gather statistics and compile HR policy reports on a monthly and quarterly basis, keep abreast of developments at DPSA on a weekly basis by visiting internet site. Accept greater responsibility and perform other important tasks as required by the unit. Take any lawful instruction from the supervisor.

**ENQUIRIES**

: Mr. MN. Mdlolo or Mr. M. Malatjie Tel No: (011) 241-5611 or Tel No: (079) 894 5505

**APPLICATIONS**

: Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section

Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.

**NOTE** : 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 targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities"

**CLOSING DATE** : 28 February 2020

**POST 06/86** : **FINANCIAL CONTROLLER REF NO: TDHS/A/2020/03**  
Directorate: Financial Management( Reporting)

**SALARY** : R257 508 – R303 339 per annum  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : Grade 12 with more than 10 years Financial Management /Accounting experience or appropriate degree/National Diploma in Accounting/Finance with minimum of three (3) year's relevant experience. Other Skills/Requirements: Knowledge and experience in BAS, SAP and Persal. Thorough knowledge of PFMA, Treasury Regulations and financial policies and procedures. Must be computer literate (Microsoft Word and Excel). Candidates must have work experience in Budget processes, Accounts Payable and Revenue. Sound accounting skills. Ability to work under pressure and meet deadlines. Candidates must have a driver's license.

**DUTIES** : Reconciliations of transversal systems (BAS/Persal and BAS/Parking).BAS/Persal - Ensure that Payrolls are captured on Persal Summary Sheet. Ensure that BAS, Persal reports and Annexure B are completed correctly. Ensure that variances are explained and supporting documents attached (BAS and Persal reports).Ensure that reconciliations are submitted to Central Office monthly for review. Submit reconciliations with variances identified to Human Resource Management – District Office for corrections. Prepare Internal Control Sheet to monitor and report progress of incorrect staff establishment. Review Dashboard received from Central Office to ensure correction and completeness of reconciliations per facility and perform and submit necessary corrections. BAS/Parking – Reconcile Manual Register of allocated Parking with deductions on Persal. Identify variances and complete Parking Reconciliation. Prepare parking deductions per official per facility to reconcile with BAS. Capture totals per facility on reconciliation, identify variances and attached necessary supporting documents. Safekeeping of Basic Accounting records and face value documents. Responsible for performance assessments and development of staff. Perform any other finance related function as required by the supervisor.

**ENQUIRIES** : Ms. Maryna Pieterse Tel No: (012) 451 9118  
**APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

**CLOSING DATE** : 28 February 2020

**POST 06/87** : **FINANCIAL CONTROLLER REF NO: TDHS/A/2020/04 (X1 POST)**  
Directorate : Hast-Finance(NPO Management)

**SALARY** : R257 508 – R303 339 per annum  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : Grade 12 with more than 10 years Financial Management /Accounting experience or appropriate degree/National Diploma in Accounting/Finance with minimum of three (3) year's relevant experience in Budget Management. Other Skills/Requirements: Knowledge and experience in BAS, SAP and Persal. Thorough knowledge of PFMA, Treasury Regulations and financial policies and procedures. Must be computer literate (Microsoft Word, PowerPoint and Excel). Candidates must have work experience in Budget processes and Accounts Payable. Sound accounting skills. Ability to work under pressure and meet deadlines. Candidates must have a driver's license.

**DUTIES** : The successful candidate will be responsible for compiling and monitoring of budget and the business plan for HAST programme. Compile monthly, quarterly and annual

expenditure reports. Monitor budget spending in accordance with set policies and procedures. Ensure that misallocations are cleared on a monthly basis. Quality check all requisitions and ensure SCOA allocation are committed in the relevant items and corrected where needed. Provide technical support and advice to NGOs, programme managers and institutions. Responsible for performance assessments and development of staff. Assist in preparing audit pack for internal and external audit purpose. Perform any other finance related functions as required by supervisor. Attend HAST provincial quarterly reviews meetings.

**ENQUIRIES** : Ms. Paultrina Kganyago Tel No: (012) 451 9099  
**APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

**CLOSING DATE** : 28 February 2020

**POST 06/88** : **ADMINISTRATION CLERK REF NO: FERH/CEO-01/2020 (X3 POSTS)**  
 Directorate Office of the Chief Executive Officer

**SALARY** : R173 703 – R204 612 plus benefits plus benefits  
**CENTRE** : Far East Rand Hospital  
**REQUIREMENTS** : Grade 12 or equivalent with Computer Literacy. Minimum of 2 years administration experience. Must have sound interpersonal and communication skills and a caring attitude towards patients, relatives, staff members and external clients. Be able to work independently and under pressure. Must be prepared to relieve in and rotate to other sections of the hospital.

**DUTIES** : Admission of patients, proper records managements systems, management of queues. Recording of patients waiting times and proper direction of patients. Ordering and safe keeping of stationary. Monitoring and recording of facility assets. Capture information electronically and manually. File documents properly. Retrieve files as per request. Coordinate logistical arrangements for meetings and functions. Make copies and fax. Render auxiliary services to supervisory and professional personnel. Facilitate implementation of projects from the office of the Chief Executive Officer.

**ENQUIRIES** : Dr Mathaba, Tel No: (011) 812 8309  
**APPLICATIONS** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

**NOTE** : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. . Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

**CLOSING DATE** : 28 February 2020

**POST 06/89** : **HUMAN RESOURCE CLERK REF NO: HRC/GDOH/04/19**  
 Directorate: Human Resource Management

**SALARY** : R173 703 per annum (plus benefits)  
**CENTRE** : Central Office, Johannesburg  
**REQUIREMENTS** : Grade 12 Certificate. No experience required. Understanding of the Persal system. Understanding and the ability to interpret Regulations and Legislative frameworks related to Personnel and Administration (Recruitment and Selection). Good verbal and written communication skills. Excellent time management, 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. Be prepared to work long hours.

**DUTIES** : Recruitment and Selection: Advertising of posts, Shortlisting, Interviews, Appointments, Transfers, verification of qualifications, conducting vetting of newly appointed staff, secretariat functions at interviews. Deal with administrative aspects as required in the Recruitment and Selection unit. Document management and safe keeping of documents. Give support to line managers at Central Office and Institutions. Attend to recruitment and selection unit queries. Monitoring of adherence to

- recruitment and selection policy of the department. Ensure that HRM policies and procedures are adhered to.
- ENQUIRIES** : Ms. P Murray Tel No: (082) 334 2329
- APPLICATIONS** : Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.
- NOTE** : 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 targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities"
- CLOSING DATE** : 28 February 2020
- POST 06/90** : **ADMINISTRATION CLERK REF NO: AD/HOD/01/2020**  
Directorate: Office of the HOD
- SALARY** : R173 703 per annum (plus benefits)
- CENTRE** : Central Office, Johannesburg
- REQUIREMENTS** : A grade 12 certificate, computer literacy, typing skills, administrative skills, excellent verbal and written communication skills and telephone etiquette. A National Diploma in an admin related field will be an added advantage. Candidate must be able to work under pressure and have knowledge of Batho-Pele Principles. The incumbent will be required to be vetted.
- DUTIES** : The successful candidate will perform administrative tasks relating to general office functions such as filing and retrieval of records according to the National Archives Act and MISS requirements, answering the phone, making photocopies, writing basic memorandums, attending to all visitors of the office in a professional and efficient manner. Assist with meeting preparations in the office. Provide assistance to office personnel when required. Apply all policies and procedures applicable to the office and the department.
- ENQUIRIES** : Ms K. Nkuna Tel No: (082) 924 8098
- APPLICATIONS** : Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.
- NOTE** : 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 targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities"
- CLOSING DATE** : 28 February 2020
- POST 06/91** : **ADMINISTRATION CLERK REF NO: AC/HS/02/2020 (X2 POSTS)**  
Directorate: Office of the DDG: Hospital Service
- SALARY** : R173 703 per annum (plus benefits)
- CENTRE** : Central Office, Johannesburg
- REQUIREMENTS** : A Grade 12 Certificate. Computer literacy, typing skills, organisational/ administrative skills. Excellent verbal and written communication skills.
- DUTIES** : The successful candidate will perform routine and complicated administrative tasks relating to general office functions. Manage and maintain confidentiality of documents efficiently and effectively. Attend to all visitors, as well as internal and external stakeholders in an efficient and professional manner. Appropriately classify, file and maintain all relevant documentation for the Directorate. File documents in a way which

is orderly and enables easy access to information. Manage all administrative support processes in the office of the Director, which includes management of the manager's electronic diary, manual and electronic filing and retrieving of all internal documents, policies and circulars through a system of information management. Allocate and track files for progress purposes. Schedule appointments, workshops and meetings. Make all necessary travel arrangements and bookings for meetings as well as management of all documents attached to such activities. Assist in the preparation of electronic presentations for the office. Answering and making telephone calls on behalf of the Directorate. Typing of letters, writing of basic letters, memorandums and reports and making photocopies. Apply and manage all policies and procedures applicable to the relevant directorate/ office, including financial, human resources and procurement. Completion of all documents for payment of services offered to the directorate. Assist with compiling of monthly statistics. Any other administration duties as delegated from time to time by authorised personnel.

- ENQUIRIES** : Dr P. Mthethwa Tel No: (082) 920 2773
- APPLICATIONS** : Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.
- NOTE** : 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 targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities"
- CLOSING DATE** : 28 February 2020
- POST 06/92** : **ADMINISTRATION CLERK REF NO: AC/EH/02/2020**  
Directorate: Office of the Director: E-Health (ICT)
- SALARY** : R173 703 per annum (plus benefits)
- CENTRE** : Central Office, Johannesburg
- REQUIREMENTS** : A Grade 12 Certificate. Computer literacy, typing skills, organisational/ administrative skills. Excellent verbal and written communication skills.
- DUTIES** : The successful candidate will perform routine and complicated administrative tasks relating to general office functions. Manage and maintain confidentiality of documents efficiently and effectively. Attend to all visitors, as well as internal and external stakeholders in an efficient and professional manner. Appropriately classify, file and maintain all relevant documentation for the Directorate. File documents in a way which is orderly and enables easy access to information. Manage all administrative support processes in the office of the Director, which includes management of the manager's electronic diary, manual and electronic filing and retrieving of all internal documents, policies and circulars through a system of information management. Allocate and track files for progress purposes. Schedule appointments, workshops and meetings. Make all necessary travel arrangements and bookings for meetings as well as management of all documents attached to such activities. Assist in the preparation of electronic presentations for the office. Answering and making telephone calls on behalf of the Directorate. Typing of letters, writing of basic letters, memorandums and reports and making photocopies. Apply and manage all policies and procedures applicable to the relevant directorate/office, including financial, human resources and procurement. Completion of all documents for payment of services offered to the directorate. Assist with compiling of monthly statistics. Any other administration duties as delegated from time to time by authorised personnel.
- ENQUIRIES** : Ms. O Molema Tel No: (082) 550 4396
- APPLICATIONS** : Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.
- NOTE** : 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 targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of

applications. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities"

- CLOSING DATE** : 28 February 2020
- POST 06/93** : **ADMIN CLERK COMMUNICATION – MEDIA LIAISON REF NO: TDHS/A/2020/05**  
Directorate: Chief Director Communication
- SALARY** : R173 703 – R204 612 per annum  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : A 3-year Degree or National Diploma in Communication/Journalism/Marketing/Public Relations/Media plus Grade12 valid Driver's License with two years relevant experience Other Skills/Requirements: Knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act, Public Service Resolutions, Computer literacy, problem solving skills, creativity, good interpersonal and analytical skills. Good communication skills both verbal and written. Maintain confidentiality, loyalty and be a team player.
- DUTIES** : Writing articles for internal newsletter and website. Conduct daily media monitoring, analysis & archiving clippings. Ensure effective and accurate media coverage for the departmental events and other activities. Develop and update media database regularly. Assist in managing official social media platforms. Draft invitations, posters, flyers for events, campaigns and imbizo's. Produce memos, notices and circulars for internal and external stakeholders. Photography expertise is vital. Managing events e.g. research conferences, imbizos, roadshows, campaigns and health days. Assist in the drafting of a communications and media strategy. Branding of internal and external events. Coordinate clinic committees and key stakeholders. Briefing of suppliers and procuring of communication's material and equipment. Perform any other duties within communication directorate as requested by the manager.
- ENQUIRIES** : Mr S Mahlo Tel No: (012) 451 9060  
**APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached.
- CLOSING DATE** : 28 February 2020
- POST 06/94** : **DENTAL ASSISTANTS REF NO: TDHS/A/2020/06 (X4 POSTS)**  
Directorate: Oral Health
- SALARY** : R168 429 – R192 576 per annum  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : Appropriate qualification (Diploma) that allows required registration with the Health Professions Council (HPCSA) as a Dental Assistant. A valid driver's licence is essential. 1-3 years experience in dental assisting.
- DUTIES** : Assist the dentist when rendering treatment to a patient, e.g. mixing materials and sterilizing instruments. Cleaning and dusting of the dental clinic. Developing x-rays where applicable. Assist on the Mobile clinic. Assist in the theatre. Assist during screening with Oral Hygienists. Liaise with other dental clinics and other programmes/staff in the clinic. Administration: Opening of files, record daily patients, and monthly statistics of services rendered. Requisition of consumables and ordering of VA2's. Answering telephone calls, internal control and asset management. Inventory update and reporting of equipment for repairs. Booking of patients.
- ENQUIRIES** : Dr SK Reinprecht Tel No: (012) 451 9290  
**APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on form Z83 (application form), completed fully and signed, obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
- CLOSING DATE** : 28 February 2020



<b><u>POST 06/95</u></b>	:	<b><u>DENTAL ASSISTANT GRADE I OR II (X2 POSTS)</u></b> Directorate: University of Pretoria Oral Health Centre
<b><u>SALARY</u></b>	:	R168 429 – R230 238 per annum (Plus benefits)
<b><u>CENTRE</u></b>	:	University of Pretoria Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent qualification. Registration with HPCSA as Dental Assistant and proof of current registration. Person Profile: Excellent time management, organizational skills, communication skills. Problem solving skills. Ability to work in a team and under pressure, self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate and work collaboratively with the multidisciplinary team and other stakeholders. Computer literacy will be an added advantage. 5 years' experience in dental assisting is essential.
<b><u>DUTIES</u></b>	:	Provision of satisfactory client services. Assist Clinicians during oral procedure and outreach projects. Preparation of equipment and instruments and dental materials for dental procedures for students and lectures. Practice and maintain infection control standards. Compile statistics of the department in the facility. Ordering of consumables as needed for the Department. Perform administrative duties. Rotate in other Departments and sign a Performance Contract annually. Active participation in student activities and training.
<b><u>ENQUIRIES</u></b>	:	Ms. GE Khumalo Tel No: (012) 319 2644
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Room 2-1, Dr Savage Road, Riviera, Pretoria or mail to Ms. L Debeila PO Box 1266, Pretoria, 0001.
<b><u>NOTE</u></b>	:	Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, HPCSA Registration and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
<b><u>CLOSING DATE</u></b>	:	28 February 2020
<b><u>POST 06/96</u></b>	:	<b><u>HEALTH PROMOTER REF NO: TDHS/A/2020/07 (X13 POSTS)</u></b> Directorat: Health Promotion
<b><u>SALARY</u></b>	:	R145 281 - R171 138 per annum
<b><u>CENTRE</u></b>	:	Tshwane District Health Services: Mamelodi (X3 Posts) Hammanskraal (X2 Posts) Soshanguve (X4 Posts) Mabopane/Garankuwa (X1 Post) Atteridgeville (X1 Post) Pretoria West (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with a valid driver's licence and proven community work experience as an intern within the Department of Health, working with communities or as a community worker within an Non Government Organisation, Community based Organisation or Faith Based organisation. Other Skills/Requirements: The candidate should be an excellent communicator and public speaker. Should be able to speak the local languages. Be able to write reports.
<b><u>DUTIES</u></b>	:	Give health education and public talks at a Health Facility and in various community settings e.g. Schools, churches and community halls. Facilitate community dialogues on healthy lifestyles. Establish physical activity groups in the community. Implement community projects and campaigns. The candidate should be willing to work on public holidays, weekends and after hours.
<b><u>ENQUIRIES</u></b>	:	Mr M. Masubelele Tel No: (012) 451 9047
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to Tshwane District Health Services, 3319 Fedure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
<b><u>CLOSING DATE</u></b>	:	28 February 2020