PROVINCIAL ADMINISTRATION: GAUTENG
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.

OTHER POSTS

POST 08/56
HEAD: CLINICAL UNIT (MEDICAL): SUB-SPECIALIST (CHILD PSYCHIATRY OR NEUROPSYCHIATRY) REF NO: REFS/005067
Directorate: Medical and Allied

SALARY
R1 728 807 per annual (plus benefits)

CENTRE
Tara the H. Moross Centre, Sandton

REQUIREMENTS
A basic medical MBBCh or equivalent degree, a specialist qualification in Psychiatry (FC PSYCH, MMed or equivalent) AND either a relevant subspecialist qualification (Certificate in Child & Adolescent Psychiatry/equivalent OR a Certificate in Neuropsychiatry/equivalent) with current registration with the Health Professions Council of South Africa as a Medical Sub-specialist in Child & Adolescent Psychiatry/Neuropsychiatry PLUS at three (3) years of experience as a Child & Adolescent Psychiatrist or Neuropsychiatrist.

DUTIES
To provide and manage a subspecialist service in the assessment and management of children and adolescents. To supervise other specialists and multi-disciplinary mental health team members. To provide strategic and operational leadership for Child & Adolescent Psychiatry or Neuropsychiatry services within the institution. To contribute to clinical management within the hospital and assist the Clinical Manager with matters related to clinical management within the institution. To conduct, support and promote teaching and research. To serve as a joint appointee of the Department of Psychiatry, University of the Witwatersrand and to participate in the teaching and training of various categories of undergraduate and postgraduate students and health professionals.

ENQUIRIES
Dr R. Price-Hughes Tel No: (011) 535 3001/3099

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

NOTE
Applications must be made on a Z83 form (available from any government office) and must include a covering letter, a CV with contact details of three (3) referees, recently certified copies of the required qualifications, current HPCSA registration card as a psychiatrist and subspecialist child psychiatrist or neuropsychiatrist, identity card/document.

CLOSING DATE
13 March 2020

POST 08/57
MEDICAL SPECIALIST GRADE 1 REF NO: SBAH 06/2020
Directorate: Internal Medicine

SALARY
R1 106 040 per annum plus benefits

CENTRE
Steve Biko Academic Hospital

REQUIREMENTS
MMed or FCP qualification in Internal Medicine. Proof of registration as a Specialist Physician with the HPCSA. Proven ability to work with all Unit members e.g. Endocrinologists, Nephrologists, Gastroenterologists, Rheumatologists, Pulmonologists, Infectious Diseases, Specialist Physicians, Registrars, MO's, Students, Interns and fulfill the University criteria in doing clinical research. Good people skills and be able to take the lead in a team. Continuous education and evaluation in the clinical setting for General Internal Medicine.
**DUTIES**

In- and outpatient service delivery in General Internal Medicine: Ward rounds, out-patient clinics, consultations and call as per call roster. Implement and monitor adherence to National Core Standards (norms and standards). Reduce medical litigation by exercising good clinical ethics. Participating in a multidisciplinary team to manage and care for patients. Ensure that administration, ICD 10 coding and record keeping is done. Interview, investigate diagnose and oversee the treatment of patients. Supervising and completing of Medico-Legal documents timeously (e.g. death certificates). To act as domain trainer for the Interns. Participation and attendance of Mortality and Morbidity meetings as well as Post Graduate meetings. Willing to do commuted overtime rendering of after-hours (night, weekend and public holiday) duties for General Medicine and the Medical ICU. Academic: Supervision of Registrars, MO's, Interns and students in the clinical setting. Conducting clinical training, ward rounds and giving small group tutorials as well as lectures. Teach, train and examine under- and post-graduate students. Evaluate and assess rotating registrars, Interns and students. Act as guardian for assigned registrar. Research: Active participation in research and publishing of articles.

**ENQUIRIES**

Mrs. H. Els Tel No: (012) 354 2112

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

13 March 2020

**POST 08/58**

**PNA9 MANAGER: NURSING (HOSPITAL) REF NO: SBAH 07/2020**

**Directorate:** Nursing

**SALARY**

R949 482 per annum (Level 3) plus benefits

**CENTRE**

Steve Biko Academic Hospital

**REQUIREMENTS**

Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse with appropriate/recognizable experience at a management level. A minimum of 11 years appropriate/recognizable experience in nursing after registration as a Professional nurse with the South African Nursing Council. Nursing Management qualification with South African Nursing Council. At least 6 years of the period referred to above must be appropriate/recognizable experience at management level at a Public Health Institution. Post basic qualifications will be an added advantage. Valid EB driver’s license. Computer literacy. Current South African Nursing Council annual practicing certificate. Strong leadership, good communication and sound interpersonal skills are necessary. Service certificates compulsory.

**DUTIES**

Provide guidance and leadership towards the realization of strategic goals and objectives of the institution. Provide professional, technical and management support for the provision of quality patient care. Promote nursing ethos and professionalism. Develop and monitor the implementation of policies, procedures, norms and standards pertaining to nursing care. Establish multidisciplinary teamwork towards the promotion of efficient and effective service delivery. Improve the skills and competencies of the specialty nurses. Involvement in the hospital quality assurance and quality improvement activities. Problem solving and decision making. Effective management, utilization and supervision of human, material and financial resources. Manage staff performance and development. Manage nursing and hospital projects. Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain
Professional growth/ethical standards and development of self and subordinates.

**ENQUIRIES**: Mrs AM Mowayo Tel No: (012) 354 1300

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

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

**CLOSING DATE**: 13 March 2020

**POST 08/59**: MEDICAL OFFICER GRADE 2/3 REF NO: TDH02/2020

Directorate: Family Medicine

**SALARY**: Grade 2: R938 964, per annum (All incl)

Grade 3: R1 089 693, per annum (All incl)

**CENTRE**: Tshwane District Hospital

**REQUIREMENTS**: Registration with HPCSA as an Independent Medical Practitioner. For Grade 2 Medical Officer: 5 years post community service and Grade 3: 10 years post community service work experience. Post graduate training and experience in Family Medicine, working in a District Hospital, primary care and Emergency Unit. The following will be an added advantage: current certificate in ATLS, ACLS. APLS, Diploma in Family Medicine, Diploma in Primary Emergency Care, Ultrasound experience, Surgical experience.

**DUTIES**: Perform duties as a Medical Officer in Tshwane District hospital (General OPD, inpatient care, Obstetric Unit, Theatre, ARV clinic and Emergency Unit). The incumbent will be expected to work commuted overtime and rendering after hour (Night, Weekend and public holiday) duties to provide continuous uninterrupted care within Tshwane District Hospital.

**ENQUIRIES**: Dr. Ramlall R/Dr Heystek MJ Tel No: (012) 354 7359/60

**APPLICATIONS**: 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.

**CLOSING DATE**: 13 March 2020

**POST 08/60**: MEDICAL OFFICER REF NO: MO/ITM/KPTH/20

Directorate: Internal Medicine

**SALARY**: R821 205 - R884 670 per annum (all inclusive)

**CENTRE**: Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**: MBChB, registration with the HPCSA as an Independent Medical Practitioner. Applicants must have an interest in Internal Medicine. Additional related postgraduate qualification and completion of part 1 of the FCP (SA) examination will be an added advantage.

**DUTIES**: Do ward work and out patients work, perform after hour calls as required by the Department of Internal Medicine. Active participation in academic teaching and research as required by the University of Pretoria. Actively seeing patients and proper admission notes when on call. Effectively supervising juniors when on call. Diligently assist in other clinics if requested by the HOD. Diligently seeing patients (and proper documentation) when consulted by other disciplines with follow-up of these patients when necessary. Ensuring that all patient have a discharge summary written on discharge. Contribute to undergraduate training, presenting at academic meetings and attend academic meetings on a regular basis. Contributing towards (all) and participating in departmental research projects. Help with student examination (act as examiner, selection of patients and ward monitor).

**ENQUIRIES**: Prof. D.G. Van Zyl Tel No: (012) 373 1015

**APPLICATIONS**: must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public
Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**NOTE**

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

**CLOSING DATE**

13 March 2020

**POST 08/61**

MEDICAL OFFICER REF NO: MO/GS/KPTH/20

Direcorate: General Surgery

**SALARY**

R821 205 - R884 670 per annum (all inclusive)

**CENTRE**

Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**

MBChB or equivalent. A valid registration with the HPCSA as an Independent Medical Practitioner.

**DUTIES**

The many and diverse functions of this position encompass aspects of patient care, education, research (may participate in original basic or clinical research) and counsel during surgery emergencies. The service aspect includes ensuring correct surgical treatment of patients. The academic programme will include patient case presentations, subject discussions and attendance of the post graduate programme. The position is intended for grooming of candidates who wish to follow a surgical career.

**ENQUIRIES**

Prof. OD Montwedi, Tel No (012) 373 1055

**APPLICATIONS**

Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**NOTE**

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

CLOSING DATE : 13 March 2020
POST 08/62 : MEDICAL OFFICER REF NO: SBAH 08/2020
Directorate: Emergency Medicine

SALARY : R821 205 per annum (all-inclusive package)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 1: MBCHB degree or equivalent, valid Current registration with HPCSA as Medical Practitioner, experience in Emergency Medicine PALS, ACLS, ATLS certificates will be an added advantage.
ENQUIRIES : Prof. A. Engelbrecht Tel No: (012) 354 2147/4838
APPLICATIONS : to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
CLOSING DATE : 13 March 2020
POST 08/63 : PHARMACIST (GRADE 1) REF NO: DHS/PARM/001/2020

SALARY : R693 372 per annum (All-inclusive remuneration package)
CENTRE : JHB Health District
REQUIREMENTS : Qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SACP as Pharmacist. To be currently registered with the Pharmacy council. In-depth understanding of administration in the District Health Service environment will be an advantage. A valid driver’s license is essential.
DUTIES : Supervise the provision of quality pharmaceutical care through the implementation and monitoring of work procedures, policies and guidelines. Accept managerial responsibility and accountability for medicine supply within the facility. Provide leadership in the provisioning of pharmaceutical information to Health Professionals. Supervise Pharmacy Personnel in patient education and counseling. Participate and supervise the training of pharmacy personnel. Maintain the necessary records and statistics. Generate the required reports for management consistently and as when required.
ENQUIRIES : Ms. T. Shabangu Tel No: (011) 725 3206/082 926 0187
APPLICATIONS : must be submitted (hand delivered) to or per courier service to HR Department at Johannesburg Health District Office, corner Smit and Klein Streets. Administration Building, Ground floor, Hillbrow Clinic or posted to Human Resources Management, Private Bag X21, Johannesburg, 2000.
NOTE : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications...
of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

**CLOSING DATE** : 20 March 2020

**POST 08/64** : HEAD OF DEPARTMENT NURSING COLLEGE – CLINICAL GENERAL NURSING/WORK INTEGRATED LEARNING (WIL) REF NO: 3/4/1/1/10

**Directorate:** Nursing Education and Training

**SALARY** : PND3: R579 696 – R672 018 per annum (plus benefits)

**CENTRE** : Ann Latsky Nursing College

**REQUIREMENTS** : Master’s degree. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a registered nurse, registered midwife, and a relevant post basic qualification and up to date in respect of clinical practice. Bachelor’s Degree/Diploma in Nursing Education and Management. Current registration with the SANC. A minimum of nine years (9) recognizable/appropriate experience after registration as a professional nurse with SANC. At least five years (5) of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the post-basic qualification in Nursing Education. Experience in assessment practice. Knowledge of procedures and processes related to Basic Nursing Programmes. Knowledge of academic requirements, relevant acts and legislation, Code of ethics and professional practice of the SANC. Skilled in computer technology and programmes. Sound communication skills. A valid code 8 driver’s license.

**DUTIES** : Coordinate and manage teaching and learning of student nurses. Manage Work Integrated Learning of learners between College and practice areas. Participates in institutional community engagement initiatives. Develop and ensure implementation of quality assurance programmes. Orientate, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes theory and clinical practice. Supervise the marking and moderation of assessment. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Participate in research relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Serve as chairperson/member on applicable academic/management committees. Participate in the management of the College. Oversee the supervision of students.

**ENQUIRIES** : Mr. JD. Cloete or Ms A. van As Tel No: (011) 644-8917


**NOTES** : Applications must be submitted on a Z83 form with your C.V., certified copies not older than three months of all required documents must be attached (driver’s license, current SANC receipt and certified copies of qualifications and computer literacy). Applicants will be subjected to a pre-employment
Medical Surveillance. Persons with disabilities will receive preference. The institution reserves the right not to appoint.

**CLOSING DATE**: 13 March 2020

**POST 08/65**: PNA7 ASSISTANT MANAGER AREA: (GENERAL NIGHT DUTY) REF NO: SBAH 10/2020

Directorate: Nursing

**SALARY**: R562 800 per annum plus benefits

**CENTRE**: Steve Biko Academic Hospital

**REQUIREMENTS**: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse. A minimum of 8 year appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Nursing Management qualification with South African Nursing Council. At least 3 years of the period referred to above must be appropriate recognizable experience at management level at a hospital. Strong leadership, good communication and sound interpersonal skills are necessary. Valid EB driver’s license. Computer literacy. Verified proof of experience. Service certificates compulsory. South African Nursing Council annual practicing certificate.

**DUTIES**: Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate and comprehensive information on health care. Develop and 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 guidelines, practices, standards and procedures. Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources. Maintain Professional growth and ethical standards and development of self and subordinates.

**ENQUIRIES**: Mrs AM Mowayo Tel No: (012) 354 1300

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

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

**CLOSING DATE**: 13 March 2020

**POST 08/66**: AREA MANAGER NURSING (GENERAL) GRADE 1 (DAY & NIGHT) REF NO: AREAMAN-02-01 (X1 POST)

Directorate: Nursing

**SALARY**: R562 800 – R652 437 per annum (plus benefits)

**CENTRE**: Thelle Mogoerane Regional Hospital

**REQUIREMENTS**: Basic R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Diploma in Midwifery required. Diploma in Nursing Administration required. Registration with SANC as a Professional Nurse. Proof of current registration. A minimum of 8 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. At least 3 years of the period referred above must be appropriate recognizable experience at management level (less than 1 year experience for candidates appointed outside a public service after complying with registration requirements). Strong leadership, good communication and sound interpersonal skills are necessary. Must be computer literate. Service certificates from the previous employers are compulsory. Knowledge of nursing, care processes and procedures, nursing strategies, nursing statutes, national core standards and other relevant frameworks such as nursing act, OHS act, patient right charter, Batho pele principles, public
service regulations, labour relations act, disciplinary code and procedure, human resource, grievance procedure, etc. Skills: leadership, organizational, decision making and problem solving abilities within the limits of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal: responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, corporation, team player, supportive, assertive. Computer literate (MS excel, MS word, MS PowerPoint, email), driver’s license will be an added advantage.

**DUTIES**: Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate, comprehensive on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary team work. Manage, monitor and ensure proper utilization of human financial and physical resources. Participate in the analysis, formation and implementation of nursing guidelines, practices, standards, and procedures. To work on night/day as supervisors. Participate in nursing management team for both day and night consistently. To work on behalf of nursing service manager (day and night) and all other managers especially on night and after hours. Communication as a skill is highly expected. Expected to recommend, advice, give information in the form of reports, letters and memo’s. General and strategic advice, nursing and management support. Maintain professional growth/ethical standards and self-development: SANC, Nurse day involvement, promoting the image of both nursing and hospital. In-debt knowledge and understanding of national core standards.

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

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

**NOTE**: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**: 13 March 2020

**POST 08/67**: PNB3 OPERATIONAL MANAGER SPECIALTY: CRITICAL CARE REF NO: SBAH 11/2020

Directorate: Nursing

**SALARY**: R562 800 per annum plus benefits

**CENTRE**: Steve Biko Academic Hospital
REQUIREMENTS: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year Diploma in Critical care Nursing Science. A minimum of 9 years appropriate recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing Diploma/degree in Nursing Management will be an added advantage. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the one year post basic qualification in Critical Care Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Verified proof of experience. Service certificates compulsory, South African Nursing Council annual practicing certificate. Valid EB driver’s license.


ENQUIRIES: Mrs AM Mowayo Tel No: (012) 354 1300
APPLICATIONS: to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE: 13 March 2020

POST 08/68: PNB3 OPERATIONAL MANAGER SPECIALTY: THEATRE REF NO: SBAH 12/2020
Directorate: Nursing

SALARY: R562 800 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year Diploma in Operating Theatre Nursing Science. A minimum of 9 years appropriate recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing Diploma/degree in Nursing Management will be an added advantage. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the one year post basic qualification in Operating theatre Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Verified proof of experience. Service certificates compulsory, South African Nursing Council annual practicing certificate. Valid EB driver’s license.


ENQUIRIES: Mrs AM Mowayo Tel No: (012) 354 1300
APPLICATIONS: to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
CLOSING DATE : 13 March 2020

POST 08/69 : ASSISTANT DIRECTOR IN CLINICAL TECHNOLOGY REF NO: SBAH 09/2020
Directorate: Critical Care

SALARY : R517 326 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : BTech Degree in Clinical Technology specialized in Critical Care. Registration with the Health Profession Council of South Africa (HPCSA) as a Clinical Technologist in the specialized category Critical Care (Independent/Private practice). Professional person with integrity and the ability to perform well under pressure. Self-driven, good communication, presentation & interpersonal skills, computer literate.

DUTIES : Actively involved in research and training of technology staff and students. Administrative functions as well as support to the Head of Critical Care Department. Supervise the clinical technology staff and services within Critical Care Department. Effectively perform diagnostic and therapeutic procedures. Effectively perform clinical technology, quality control procedures including the management, calibration and sterilization of medical equipment and clinical supplies. Management of medical equipment and clinical supplies and ensuring effective and efficient utilization of resources in the workplace.

ENQUIRIES : Dr. J. Mangwane Tel No: (012) 354 4442
APPLICATIONS : to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

CLOSING DATE : 13 March 2020

POST 08/70 : CLINICAL COORDINATOR INFECTION CONTROL REF NO: STDH/00027 (X1 POST)
Directorate: Nursing Services

SALARY : R444 276 – R500 031 per annum plus benefits
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Matric certificate plus basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in Nursing) or Equivalent qualification that allows registration with SANC as a Professional Nurse with SANC, a minimum of 7years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years’ experience in infection prevention control will be an added advantage. Infection Control certificate with recognized institution will be an added advantage. Computer Literacy will be an added advantage. Good communication skills. Knowledge in infection prevention control, waste management Regulations and policies. Guidelines in application of clinical infection prevention control policies, current Health and public Legislations. Nursing Act, MDR TB, HIV Aids Guidelines and other Legislative framework theory and ethics.

DUTIES : Facilitate, coordinator and review National Provincial and Regional legislation regarding infection control, waste management Policies and protocols and monitoring thereof. Implement and maintain an effective Hospital Infection Surveillance System in alignment with infection Prevention control policies. Monitor the utilization of Finance, Human and material resources. Promotion of awareness on outbreaks, develop and monitor implementation on infection prevention control and waste management standards operating procedure (SOP’s) for the institution. Conduct training, compile monthly, quarterly and annual Infection prevention control and waste management reports. Ensure that nosocomial infections are investigated and reported. Ensure compliance to Infection prevention
control, waste management policies. Conduct periodic audits to ensure compliance to infection prevention control and waste management policies. Develop and monitor an ongoing hand washing hygiene in the Hospital. Assist in quality improvement and OHS matters within the institution. Represent Infection prevention and control and waste management at all management and other meetings as required. Participate in some committees as delegated.

ENQUIRIES
Ms BM Rikhotso Tel No: (011) 531 – 4304/4302

APPLICATIONS
Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE
To be submitted on a completed and signed and dated Z83 form, certified copies of qualifications and ID not older than six months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE
13 March 2020

POST 08/71
PNAS5: QUALITY ASSURANCE COORDINATOR REF NO: SBAH 13/2020
Directorate: Quality Assurance

SALARY
R444 276 per annum plus benefits

CENTRE
Steve Biko Academic Hospital

REQUIREMENTS
Current registration with the South African Nursing Council (SANC) as a professional nurse. A valid EB (code 08) driver’s license. A minimum of 10 years appropriate experience in nursing after registration as a professional nurse with the South African Nursing Council in general nursing. At least 3 years of the above period referred to must be experience at a quality assurance level. Have the ability to analyze complex information relating to areas of operation and to transform that into user-friendly reports and assessments. Have the ability to prioritize issues and other related work matters and to comply with the ability with time frames set. Have ability to work under pressure to meet the deadlines. Have excellent interpersonal and communication skills (both verbal and written). An aptitude for statistics and information analysis. High level of accuracy and attention to detail. Have computer skills and the ability to work with MS Word, MS PowerPoint and MS Excel.

DUTIES
Assist with Quality Assurance monitoring and evaluation framework. Source and obtain data and information to measure progress and compliance with Quality Assurance targets and norms required for the development of measurable performance indicators related to the quality of care in the institution. Use the collected data to measure progress and compliance against set targets. Assist with the generation of reliable assessment in support of planning and intervention processes required for Quality Assurance in the institution. Assist with the drafting of annual, quarterly and other relevant quality assurance performance reports. Assist with management and investigation of complaints and Patient Safety incidents. Participate in selected Clinical Audit projects. Conduct Customer care related surveys, and respond appropriately to results. Participate in continuous monitoring and evaluations (National Core Standards/Ideal Hospital Realization). Active participation in the activities of the Quality Assurance and Complaints Committees and assist with the secretarial responsibilities of these committee meetings, coordinate reports pertaining to performance indicators. Assist with data collection, analysis and reports. Optimal utilizations of resources and implementation of the performance management system.

ENQUIRIES
Ms. V. Makgatho Tel No: 012 354 1140

APPLICATIONS
to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

CLOSING DATE: 13 March 2020

POST 08/72: PNA5 OPERATIONAL MANAGER NURSING GRADE 1 GENERAL UNIT: SURGICAL WARD REF NO: SBAH 14/2020
Directorate: Nursing

SALARY: R444 276 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS:
Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse. A minimum of 7 (seven) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma degree in Nursing Management will be an added advantage. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificates compulsory. South African Nursing Council annual practicing certificate. Valid EB driver’s license BSc Hons. In (Medical Physics). Registration with the HPCSA as a Medical Physicist (Independent Practice). Participation in acceptance testing and commissioning of high end radiation equipment. Willingness to assist in teaching and supervising students and interns at the Hospital and University Level. Interest in research and teaching.

DUTIES: Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and the evaluation thereof. 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 guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resource. Maintain professional growth\ethical standards and development of self and subordinates.

ENQUIRIES: Mrs AM Mowayo Tel No: (012) 354 1300
APPLICATIONS: to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

CLOSING DATE: 13 March 2020

POST 08/73: LECTURER PND 1 AND LECTURER PND 2 - GENERAL NURSING SCIENCE, MIDWIFERY, COMMUNITY NURSING SCIENCE AND PSYCHIATRIC NURSING REF NO: 3/4/1/1/11
Directorate: Nursing Education and Training

SALARY:
PND 1: R383 226 – R444 276 per annum (plus benefits)
PND 2: R471 333 – R614 991 per annum (plus benefits)
CENTRE: Ann Latsky Nursing College
REQUIREMENTS:
PND 1: A Bachelor’s degree. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic qualification in Nursing Education and current registration with the SANC. A minimum of four years (4) recognizable/appropriate experience after registration as a professional nurse with SANC. PND 2: A Bachelor’s degree. A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for
registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post-basic qualification in Nursing Education and Current registration with the SANC. A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the qualification in the nursing education. PND1 & PND2: A valid code 8 driver’s license. Ability to apply computer technology and programmes in teaching. Good Communication, Supervisory, Report writing and presentation skills. Ability to work in a team and under pressure.

**DUTIES**

Participate in teaching and learning of student nurses, coordinate work integrated learning exposure to students between college and clinical facilities. Support the vision and mission and promote the image of the college. Implement assessment strategies to determine student's competencies. Exercise control over students. Planning and implementation of the academic programme. Employment of a variety of teaching and learning strategies to reach required outcomes. Management of a student database. Participate in nursing research and institutional community engagement initiatives. Participate in continuing professional development in Nursing Education and own field of practice.

**ENQUIRIES**

Ms OM. Kgori, or Ms A. van As Tel No: (011) 644 8901/644 9006

**APPLICATIONS**


**NOTE**

Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint. Persons with disabilities will receive preference. Applications must be submitted on a Z83 form with your C.V., certified copies not older than three months of all required documents must be attached (driver's license, current SANC receipt, and certified copies of qualifications and computer literacy).

**CLOSING DATE**

13 March 2020

**POST 08/74**

ASSISTANT DIRECTOR: FINANCE

Directorate: Financial Management

**SALARY**

R376 596 per annum (plus benefits)

**CENTRE**

Tshwane Rehabilitation Hospital

**REQUIREMENTS**

Grade 12 plus a three year tertiary qualification in financial Management or equivalent tertiary qualification as recognised by SAQA. A minimum of 3 years relevant experience in a financial management of which 2 years must be as a Finance Controller or equivalent in Financial Accounting within the Public Sector. Knowledge and experience in PFMA, Treasury regulations and relevant Finance and Supply Chain policies and prescripts. In-depth knowledge of basic Accounting transversal systems such as BAS, SAP, SRM, MEDSAS, etc. Computer literacy and in depth knowledge of MS Word, Excel, and Powerpoint. Must have a valid driver’s licence. Competencies: Needs to be able to manage finance with effective supply chain oversight, develop, review and implement financial accounting systems procedures in with the relevant legislation, regulations, frameworks and departmental policies and procedures. Must have ability to plan, organise, implement, monitor, evaluate, analyse and execute corrective measures. Able to meet commitments and produce results as pre required timeframes. Willingness to work irregular hours when required.

**DUTIES**

Manage the hospital's budget, expenditure and all other financial areas with effective supply chain oversight. Manage the reconciliation of transversal systems and control accounts. Assist with budget planning, render advice on cost containment in relation to expenditure trends and compile expenditure reports. Monitor the policy and legislative framework to ensure there is audit compliance and cognisance is taken of new developments. Develop and maintain standard operating procedures and processes. Optimise revenue collection and effective debt management. Ensure that
payment of compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Facilitate payment of service providers within the required timeframe. Provide financial administration and Accounting services (ledgers/journals, accounting and reporting (interim and annual financial statements). Provide advice and guidance to end users and relevant stakeholders on budget, revenue and expenditure procedures. Implement effective Human Resources and general administrative management within finance for optimal management of subordinates. Ensure that there is a seamless system with efficient processes to reach objectives within the timeframes required. Serve on relevant statutory committees as required. Ensure compliance with quality standards from the Office of Health Standards Compliance. Develop and implement relevant strategic and operational plans with monitoring and evaluation of finance and supply chain to achieve hospital objectives.

ENQUIRIES: Mr MG Polo Tel No: (012) 354 – 6816
APPLICATIONS: must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

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 target of the department. People with disability are encouraged to apply. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. No faxed or emailed applications will be considered. Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 qualifications, relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than six (6) months old). 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, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disability are encouraged to apply.

CLOSING DATE: 13 March 2020
POST 08/75:
DIAGNOSTIC RADIOGRAPHER (GR 1/GR 2) REF NO: DHS/RADIO/001/2020

SALARY: R317 976 - R361 872 per annum (plus benefits)
CENTRE: JHB Health District
REQUIREMENTS: A minimum and appropriate educational qualification accredited and allows registration with the Health Professions Council of South African Pharmacy Council (HPCSA) as a Radiographer Oncology. To be currently registered with the HPCSA. In-depth understanding of administration in the District Health Service environment will be an advantage. Must have a driver’s license.

DUTIES: Willingness to work after hours and shifts. Render administrative and information support to unit managers. Ability to treat patients and other staff with patience and empathy. Radiotherapy treatment and planning must be
according to Clinician’s instructions. Perform quality assurance procedures. Keep accurate records. Participate in continuing professional development and training. Perform effectively as part of a multidisciplinary team. Display interest and an aptitude for graphical planning. To have knowledge and be able to implement the new treatment techniques. Ability to treat patients and staff with patience and empathy. Will also be required to do clinical training of students.

ENQUIRIES : Ms. P. Mogomotsi Tel No: (011) 694 0376/082 887 0303
APPLICATIONS : must be submitted (hand delivered) to or per courier service to HR Department at Johannesburg Health District Office, corner Smit and Klein Streets. Administration Building, Ground floor, Hillbrow Clinic or posted to Human Resources Management, Private Bag X21, Johannesburg, 2000.

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

CLOSING DATE : 20.March 2020

POST 08/76 : DIAGNOSTIC RADIOGRAPHER REF NO: SBAH 15/2020
Directorate: Diagnostic Radiography

SALARY : R317 976 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : National diploma or degree in Diagnostic Radiography Qualification. Current registration with HPCSA as an independent diagnostic Radiographer. Grade 1: No experience required after registration with HPCSA in relevant profession. Must have completed community service as per requirements of the professional body. Computer literacy essential—all the x-ray units are digital. Excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethics. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH guidelines and polices governing the Health sector and Radiography profession. Knowledge and relevant experience in Radiographic procedures. Quality control and record keeping processes is Essential.

DUTIES : Diagnostic Radiography in a 24-hour department. To participate in a 24-hour roster. To produce x-ray images according to. Prescribed protocols, radiation control measures and medico-legal requirements. Assist in the training of Community Service Radiographers, and students. Assist in the quality assurance of images. Supervise and participate in departmental quality assurance tests. Participate and facilitate in CPD as required by the HPCSA. To adhere to Batho Pele principles, National core standards, Quality Assurance and other Public Service policies and acts. Manage
Conflict and implement corrective measures and all governing departmental policies. Carry out duties delegated by the departmental management. Must be a team player within the department and institution.

**ENQUIRIES**
Mrs. S van Niekerk Tel No: (012) 354 1379

**APPLICATIONS**
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE**
Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

**CLOSING DATE**
13 March 2020

**POST 08/77**
GRADE 1 SOCIAL WORKER REF NO: WRD/2020/02/01
Directorate: Rehabilitation Programme and Social Work Services

**SALARY**
Grade 1: R257 592 - R298 614 per annum (plus benefits)
Grade 2: R316 794 - R363 801 per annum (plus benefits)
Grade 3: R384 228 - R445 425 per annum (plus benefits)

**CENTRE**
West Rand District Health (Randfontein Sub-District)

**REQUIREMENTS**
Recognized Bachelor’s Degree in Social Work. Proof of current registration with the SACSSP as a social worker. Valid driver’s license. Theoretical and practical knowledge of social work. Counselling Skills, Planning and organizing skills. Interpersonal skills. Problem solving skills. Communication skills and computer literacy.

**DUTIES**
Render Health Social Work services in regard to care, support, protection and development through the relevant programmes. Conduct psychosocial assessments aimed at identifying conditions of individuals, groups, families and communities that justify relevant interventions. Implement the recommended interventions by providing continuous support, counselling, guidance and advise to the affected individuals, group families and communities. Study, interpret, apply and give information on legislation and policies in the identified work fields. Study professional journals and publications in order to ensure that cognizance is taken of new developments. Liaise /attend meetings with other Departments and non-Governmental institutions. Undertake Research and development. Perform all administrative functions: complete Daily and monthly statistics. Compose minutes of meetings. Maintain physical and or electronic records.

**ENQUIRIES**
Ms. D Ratlabala D Tel No: (011) 953 4515

**APPLICATIONS**
Applications must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739. Private Bag X2053 Krugersdorp, 1740.

**NOTE**
Applications must be submitted on a Z83 form, obtainable for any Public Service Department. The completed and signed form should be accompanied by recently updated CV as well as certified copies Qualifications and ID documents (No copies of certified copies allowed, certification should not be more than three (3) Months old) NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Failure to submit all requested documents will result in the application not being accepted. The department of health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. People with disability are encouraged to apply. NB: The incumbent will be subject to a pre-screening process.

**CLOSING DATE**
13 March 2020, 12H00

**POST 08/78**
TRANSPORT OFFICER REF NO: ADM /2020/01 (X2 POSTS)
Directorate: Emergency Medical Services
Re -advertisement those who applied previously they need to re-apply

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

**CENTRE**
Ekurhuleni District
### REQUIREMENTS:
An appropriate degree/diploma/Certificate in Transport Management/Grade 12 and 5 years with extensive experience in fleet management. Valid driver's Code. B or above. Knowledge of the principles and practices of fleet management. Management planning and control strategies, conflict management strategies. The practices, standards and procedures and tools used in automotive and truck maintenance industry. Mechanical techniques in the maintenance and repair of vehicles and equipment (Candidate to have the mechanical background/knowledge). User and applications of computerized information. Management systems for data collection, storage, analysis, evaluation and report generation purpose for vehicle maintenance and repair history. Operation, maintenance and repair of vehicles, fleet, financial management and departmental policies. Supervisory methods and techniques.

### DUTIES:
Management and maintenance of EMS fleet. Exercise control over the maintenance and expenditure involved in the use of EMS vehicles. Assist in diagnosing the vehicles before and after it is taken for repairs. Compile and maintain the vehicle asset register. Ensure optimal utilization of vehicles. Conduct regular inspection. Ensure that all vehicles are kept in a good roadworthy condition and that they are serviced timely and regularly. Manage accident, trip authorizations, reconcile reports etc. Co-ordinate monthly transport expenditure and compile monthly reports. Perform standby duties as outlined by the chief Directorate. Supervise sub-ordinate. Perform any other duties as delegated by the supervisor.

### ENQUIRIES:
Mr. TT Rambau Tel No: (011) 564 2001

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

### CLOSING DATE:
13 March 2020

### POST 08/79:
CLINICAL ASSOCIATE REF NO: DHS/CLIN/001/2020

### SALARY:
R257 508 - R273 312 per annum (plus benefits)

### CENTRE:
JHB Health District

### REQUIREMENTS:
BCMP, qualification accredited with the HPCSA. To be currently registered with the HPCSA. Experience and in-depth understanding of administration in the District Health Service environment will be an advantage. Ability to work independently, in a team and under pressure. Must have a driver's license.

### DUTIES:
Consult patients, performing diagnostic and therapeutic procedures for common conditions. Performing and/or Ordering and interpreting investigations. Performing procedures under the supervision of a registered medical practitioner. Issuing medical certificates for a period not exceeded 3 days. Prescribing medicines for common conditions according to the primary health level essential medicines list (EML). Performing any act delegated by the supervising medical practitioner in accordance with the education and training of the clinical associate.

### ENQUIRIES:
Dr Akii Tel No: (071) 678 5777

### APPLICATIONS:
must be submitted (hand delivered) to or per courier service to HR Department at Johannesburg Health District Office, corner Smit and Klein Streets. Administration Building, Ground floor, Hillbrow Clinic or posted to Human Resources Management, Private Bag X21, Johannesburg, 2000.

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

n interviews on the date, time and place
determined by the Department.

The Department
reserves the right to
The Department of Health (Gauteng) is committed to
the achievement and maintenance of diversity and equity in employment,
especially in respect in respect of race, gender and disability.

CLOSING DATE
: 20 March 2020

POST 028/80
: LABOUR RELATIONS OFFICER REF NO: SBAH 16/2020
Directorate: Human Resource Management

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

CENTRE
: Steve Biko Academic Hospital

REQUIREMENTS
: A relevant NQF level 6 in Labour Relations Management/ Human Resource
Management. Appropriate experience in human resource management/
labour relations management. Excellent communication skills and analytical
skills. A good team player. A firm commitment to the hospital's success.
Absolute commitment to customer services. In depth understanding of
applicable legislation and various policies and procedures regulating
employment relations. Good report writing skills. Valid driver’s license.

DUTIES
: Coordinates all external referred disputes i.e labour court, CCMA etc.
Arrange and collate background information on disputes. Give advice to
management and staff on labour related matters. Build and maintain
constructive relationships with unions and management. Ensure compliance
with collective agreements. Provide training to line managers and
supervisors. Assist the Assistant Director on labour related matters.

ENQUIRIES
: Mr. PM Motsweni Tel No: (012) 354 2235

APPLICATIONS
: Applications must be submitted with a Z83 form, certified copies of ID and
certificate of qualifications to Steve Biko Academic Hospital, Private Bag x
169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road,
Main Entrance at Level 3.

NOTE
: Steve Biko Academic Hospital is committed to the pursuit of diversity and
redress. Candidates whose appointment will promote representivity in terms
of race, disability and gender will receive preference.

CLOSING DATE
: 13 March 2020

POST 08/81
: CLINICAL ASSOCIATES REF NO: WRD/2020/02/02 (X6 POSTS)
Directorate: Family Medicine

SALARY
: R257 508 per annum (Plus Benefits)

CENTRE
: West Rand District

REQUIREMENTS
: Grade 12 plus a three-year university degree in Bachelor of Clinical Medical
Practice. Candidate must be registered with HPCSA as a Clinical Associate
and have a current receipt. Candidate must have good communication skill
both verbal and written and able to function as part of a team. Profile:
Experience working in District Primary Health Care (PHC) services.
Experience in general medical practice. PHC, HAST and use current clinical
protocols and guidelines in patient management. Clinical skills in patient-
centered consultation, history taking, examination, investigation and
management and ensuring continuity of patient care. Good professional/
conduct, good communication skills, good professional ethics, team work
ability, good medical record keeping. Willingness to work/participate in
outreach programs in any PHC facility in the district health services. Take
part in the Gauteng turnaround strategy, PHC Reengineering and
Establishment of the Sub-Districts.
DUTIES: Perform Patient-centered consultations across all ages in district PHC clinics. Apply clinical reasoning in the assessment and management of patients. Be able to provide emergency care to patients. Perform investigative and therapeutic procedures appropriate for district primary health care. Prescribe appropriate Medication within scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.

ENQUIRES: Dr Abrahams Tel No: (011) 953 4515

APPLICATIONS: must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.

NOTE: Applications must be submitted on a Z83 form, obtainable for any Public Service Department. The completed and signed form should be accompanied by recently updated CV as well as certified copies Qualifications and ID documents (No copies of certified copies allowed, certification should not be more than three (3) Months old) NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Failure to submit all requested documents will result in the application not being accepted. The department of health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. NB: The incumbent will be subject to a pre-screening process. People with disability are encouraged to apply.

CLOSING DATE: 13 March 2020 at 12H00

POST 08/82: PARAMEDIC GRADE 1 TO GRADE 3 (X40 POSTS)

SALARY:
Grade 1: R254 382 per annum
Grade 2: R318 042 per annum
Grade 3: R392 151 per annum

CENTRE:
Various Gauteng Ems Districts:
Paramedic Grade 1: Ref No: OPS/2020/02
Paramedic Grade 2: Ref No: OPS/2020/03
Paramedic Grade 3: Ref No: OPS/2020/03

REQUIREMENTS:
Grade 1: Successful completion of Critical Care Assistance (CCA) qualification that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic (CCA) and proof of current registration. No experience required after registration with the HPCSA as Paramedic (CCA). Valid driver's license Code 10 and valid professional driver's (PrDP) permit for transporting patients.
Grade 2: Successful completion of Critical Care Assistance (CCA) qualification or recognised National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic with CCA or NDIP and proof of current registration. 7 Years’ experience required after registration with the HPCSA as Paramedic (CCA) and no experience required after registration with the HPCSA as Paramedic with a National Diploma Valid driver's license Code 10 and valid professional driver’s (PrDP) permit for transporting patients.
Grade 3: Successful completion of Critical Care Assistance (CCA) qualification or recognised National Diploma that allows registration with the HPCSA as Paramedic or successful completion of a recognized B Tech degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with the HPCSA as Paramedic (CCA or NDIP) or ECP and proof of current registration. 14 Years’ experience required after registration with the HPCSA as Paramedic (CCA), 7 years’ experience required after registration with the HPCSA as Paramedic (NDIP) and a registered ECP requires no experience. Valid driver's license Code 10 and valid professional driver's (PrDP) permit for transporting patients.

DUTIES: Check the allocated vehicle and equipment and complete the checklist. Report all losses, damages, discrepancies, deficiencies to the shift manager. Wash, clean and disinfect the interior/exterior of the vehicle. Treat patients in accordance with relevant ALS protocols, as per HPCSA and transport patients to hospital, from scene and between hospitals in...
accordance with the relevant protocols. Maintain best clinical practices in accordance with quality standards, including updating oneself with continuous medical education through CPD systems, as required by HPCSA. Change and replenish surgical sundries and medical gases and ensure that expired items are disposed of timeously and/or exchange for fresh stock. Maintain the unit in a clean condition good working order. Respond to opportunities that enhance professional development (e.g. in-service training, attend workshops, forum meetings and update staff accordingly). Use all equipment and government property correctly. Assist in maintaining a clean and tidy base. Complete and submit all appropriate paperwork to the shift senior before the termination of the shift. Hand over the vehicle and equipment to the next shift/Relevant authority fully replenished, clean and in good working order. Abide by the Standing Operational Procedures and other EMS policies. Always maintain accurate and reliable records. Assume responsibility for the security of the vehicle and equipment. Perform Overtime duties in accordance with Emergency Medical Services Policy. Provide In-service training to BLS and ILS staff. Undertake inter-facility transfers on Intensive care units, obstetric ambulances and all other inter-facility ambulances. Undertake any other duties as allocated by a Shift supervisor/Station manager/Sub District Manager/ District Manager. Respond to emergency calls within stipulated response times on primary response vehicles and ambulances. Provide emergency medical assistance to clinical staff at primary and secondary institutions throughout the Province. Perform emergency medical care & treatment, at special events and special operations in the Province. Perform duties as per allocated shift roster, i.e. day and night duties.

ENQUIRIES: Mr Errakiah C Tel No: (011) 564 2053
APPLICATIONS: must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner old Pretoria Road and Tonetti Street, Midrand or posted to P O Box 8311, Halfway House, 1685.
CLOSING DATE: 13 March 2020
POST 08/83: HUMAN RESOURCE CLERK REF NO: SBAH 17/2020 (X2 POSTS)
Directorate: Human Resource Management

SALARY: R173 703 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Senior Certificate (grade 12) and/or National Diploma in Human Resource Management. Good interpersonal and communication skills. Ability to work under pressure. Computer Literacy with extensive knowledge of Microsoft programs (word and excel). Knowledge of legislative frameworks i.e. Employment Equity Act; Skills Development Act; Basic Conditions of Employment Act; Public Service Act and Public Regulations as amended. Planning and organizing skills; Communication skills. (PERSAL Certificates will be an added Advantage).

DUTIES: Administer the operations and functions of Human Resource in the institution. Implement conditions of service and benefits. Monitor the establishment. Implement Recruitment and Selection policies and procedures. Maintain confidentiality. Maintain record keeping and filing. Capture transactions on Persal system and process other documents to e-Government daily. Provide accurate information/advice to all stakeholders. Address Human Resource administration enquiries, and perform any other duty delegated by the supervisors. Able to work under pressure and meet deadlines. Accept responsibilities given by supervisors from time to time and also report to the supervisor. Attend sectional meeting.

ENQUIRIES: Mr. P. Motsweni Tel No: (012) 354 2235
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

CLOSING DATE : 13 March 2020

POST 08/84 : SECRETARY REF NO: SBAH 18/2020
Directorate: Ophthalmology

SALARY : R173 703 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : The incumbent must have grade 12 and completed courses relevant to secretarial work. A diploma or a degree in secretarial/or administrative work would be an advantage. The incumbent must have experience in working as a secretary or administrator in a clinical academic environment with joint Provincial and University responsibilities. Computer Literacy in Ms Word, Excel, PowerPoint, Ms Outlook. Must be fully bilingual. A secretarial experience and working for at least 2 years will be an advantage. Must be able to priorities duties, work independently and as a team member and willing to work after hours when required.

DUTIES : Manage and organize the functions of the division. This includes telephone calls, patient enquiries, filing and record keeping, visitors correspondence, patient reports, duty rosters. Statistics. Educational duties are liaisons with departments in the faculty of Health Science, obtain literature and do searches at the library, prepare lecture material in a PowerPoint presentation, organize examinations, support the Head of Divisions educational tasks at interuniversity and College of Medicine level

ENQUIRIES : Prof P.S. Makunyane Tel No: (012) 354 1619
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

CLOSING DATE : 13 March 2020

POST 08/85 : FINANCIAL CLERK REF NO: SBAH 19/2020
Directorate: Finance Management

SALARY : R173 703 per annum (Level 05) plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 certificate (Post matric qualification in finance will be an added advantage) and the following key competencies. Knowledge of Accounting and Basic Accounting System (BAS) and SAP and understanding of PFMA, Treasury Regulations, Computer Literacy (spreadsheets techniques) and numeracy, ability to use Excel and communicate at all levels. Customer Service, experience in client liaison and telephone etiquette as well as good communication skills.

DUTIES : Supplier payments, processing of journals, handling of supplier queries, Compiling of BAS/PERSAL, BAS/SAP and BAS/MEDSAS reconciliations. Handling of Petty Cash.

ENQUIRIES : Ms. E Rammbuda/ Ms Tel No: (012) 354 1790
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

CLOSING DATE : 13 March 2020
**POST 08/86**  :  **ADMINISTRATION CLERK (DHIS AND HPRS) REF NO: WRD/2020/02/03 (X4 POSTS)**
Directorate: West Rand District

**SALARY**  :  R173 703 per annum (plus benefits)

**CENTRE**  :  Merafong Sub- District (X1 Post)
Randfontein Sub-District (X3 Posts)

**REQUIREMENTS**  :  Grade 12. Knowledge of Web DIHS, experience in data management will be an added advantage. Understanding of Health information processes and procedures will be advantageous. Good communication and interpersonal skills. The incumbent must be computer literate, including excel, word and Power point. Ability to function in a team.

**DUTIES**  :  To ensure that correct patient information is gathered to facilitate reporting. Maintain electronic records and manual records of all data used for reporting. To monitor and evaluate quality of the submitted data and ensure that discrepancies are corrected with service points before capturing (verifying the data). Monthly capturing and analysis of data on web DHIS. Other duties that the facility might require. Communicate effectively with personnel, supervisors and managers at data generation points. Provide Health information training to personnel. Coordinate and participate in health information verification committee. Ensure compliance with District Health Information System (DHIMS) Policy. Comply with National Core Standards.

**ENQUIRIES**  :  Ms. N Maqhina Tel No: (018) 787 9907, Mr FI Segatle Tel No: (011) 693 5270

**APPLICATIONS**  :  must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739, Private Bag X2053 Krugersdorp, 1740. People with disability are encouraged to apply.

**NOTE**  :  Applications must be submitted on a Z83 form, obtainable for any Public Service Department. The completed and signed form should be accompanied by recently updated CV as well as certified copies Qualifications and ID documents (No copies of certified copies allowed, certification should not be more than three (3) Months old) NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Failure to submit all requested documents will result in the application not being accepted. The department of health is guided by the principles of Employment Equity. NB: The incumbent will be subject to a pre-screening process.

**CLOSING DATE**  :  13 March 2020

**POST 08/87**  :  **FINANCE CLERK REF NO: ODI/21/02/2020/01**

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

**CENTRE**  :  Odi District Hospital

**REQUIREMENTS**  :  Candidate must be in possession of Grade 12 with Accounting/ Mathematics plus two years’ experience in Finance or appropriate National Diploma/Degree in Accounting, Finance management, Cost Management or Internal Audit with 1-year experience. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and DORA (Division of revenue Act). Computer Literate, Good customer relations and communication skill. Knowledge of transversal system BAS, SRM and SAP. Experience in budget control and in year monitoring (IYM). Driver’s license will be an added advantage.

**DUTIES**  :  Compile and capture journals and reconciliation of NHLS. Capturing, processing and allocating invoices through E-invoicing (SAP). Approving of captured RLS01. Attending to supplier’s queries with GDF, checking and allocation of RLS01. Reconciliation of supplier’s statements, management of petty cash, reconciliation of stand-alone systems e.g. SAP/BAS, MEDSAS/BAS. Submission of reports to head office monthly and perform any other delegated duties by supervisor.

**ENQUIRIES**  :  Ms. MJ Lamola Tel. No: (012) 725 2433
APPLICATIONS: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE: Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than six months old.

CLOSING DATE: 20 March 2020

POST 08/88: ADMINISTRATION CLERK (ICT) REF NO: ODI/21/02/2020/02

SALARY: R173 703 per annum (plus benefits)

CENTRE: Odi District Hospital

REQUIREMENTS: Grade 12 and Higher certificate in Information Technology with two years working experience in Health environment IT. Knowledge of IT solution in the Health Environment. Knowledge of PAAB system will be an added as an advantage. Good communication skills, ability to work under pressure. Motivation must be attached as a proof for working experience.

DUTIES: Managing and constant monitoring continuous functioning of LAN and WAN connectivity. Provide technical support and maintain desktop and other hardware for all users in the hospital. Perform network troubleshooting and support. Install computer hardware, software and configure network devices, internet and create e-mails for all users in the hospital. Provide support to End-users devices and transversal system i.e BAS, SAP, PERSAL and SRM.

ENQUIRIES: Mr. CB Mathebula Tel. No: (012) 725 2410

APPLICATIONS: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE: Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than six months old.

CLOSING DATE: 20 March 2020

POST 08/89: ENROLLED NURSE REF NO: TRH 01/2020

Directorate: Nursing

SALARY: Grade 1: R171 381 - R192 879 per annum (plus benefits)

CENTRE: Tshwane Rehabilitation Hospital

REQUIREMENTS: Certification as a Nursing Assistant. Current enrolment with the South African Nursing Council. 3 years and more experience as an Enrolled Nurse. Experience in rehabilitation for physically disabled patients will be an added advantage. Willing to work day, night and holidays and rotate in the institution.


ENQUIRIES: Ms MM Rakwena Tel No: (012) 354–6135

APPLICATIONS: must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

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 target of the department. People with disability are encouraged to apply. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. No faxed or emailed applications will be considered. Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 qualifications, relevant council registration certificate and proof of current registration (Where applicable), (Certification should not be more than six (6) months old). 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, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disability are encouraged to apply.

CLOSING DATE : 13 March 2020

POST 08/90 : PHARMACY ASSISTANT BASIC (GRADE 2/3) REF NO: DHS/PHARM/002/2020

SALARY : R166 689 - R196 338 per annum (plus benefits)

CENTRE : JHB Health District

REQUIREMENTS : A basic Pharmacy Assistant qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as Pharmacy Assistant Basic. To be currently registered with the Pharmacy council. In-depth understanding of administration in the District Health Service environment will be an advantage. Must have a driver’s license.

DUTIES : Stock taking which includes receiving, issuing and maintenance of stock levels according to standard operating procedures. Preparing of medicine according to standard operating procedures. Collection of information and assisting in the preparation of medicine prescriptions. Complete and maintain all relevant documentation. Advice and support patient and other health care professionals regarding pharmaceutical services including stock-taking and stock visibility system utilization.

ENQUIRIES : Ms. T. Shabangu Tel No: (011) 725 3206/082 926 0187

APPLICATIONS : must be submitted (hand delivered) to or per courier service to HR Department at Johannesburg Health District Office, corner Smit and Klein Streets. Administration Building, Ground floor, Hillbrow Clinic or posted to Human Resources Management, Private Bag X21, Johannesburg, 2000.

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

The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

CLOSING DATE : 20 March 2020

POST 08/91 : SENIOR AUXILIARY WORKER
Directorate: Logistic and Support

SALARY : R145 281 - R171 138 per annual (plus benefits)
CENTRE : Tara the H. Moross Centre, Sandton
REQUIREMENTS : Minimum qualification Grade 10, and 5 years’ experience in crèche ECD certificate or Grade12 plus ECD certificate and 2 years’ experience. Computer literacy. Good interpersonal relations and communication skills. Must be able to cope with the Physical demands of the position and long working hours. Be able to work in a team and under pressure. Be able to rotate when required. Knowledge of Batho Pele principles and customer care.

DUTIES : Promote and implement early child learning development programmes. Knowledge of child care and feeding nutrition. Understanding of health legislation and the Child Act Disciplinary Code and Procedures on Management and Supervision of the child-minders work. Ensure that children are safe and protected at all the times. Checking and monitoring of register, compilation of weekly, monthly reports and work plans. Collection of revenue and making follow up on outstanding crèche fees. Attend meetings. Admission of new children to crèche. Completing performance contracts, training and staff development. Teaching Grade RR, Ordering of groceries and cleaning materials ensure the overall functioning of the crèche and any other duties as directed by the Supervisor.

ENQUIRIES : Ms. N.P Lekhade Tel No: (011) 535 3132
APPLICATIONS : must be delivered to: Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to: Tara the H. Moross Centre Private Bag x7, Randburg 2125.

NOTE : People with disabilities, Coloreds, Indians and Whites are encouraged to apply. Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address.

CLOSING DATE : 13 March 2020

POST 08/92 : FOOD SERVICE AID SUPERVISOR) REF NO: SBAH 20/2020
Directorate: Patient Administration and Logistics

SALARY : R145 281 per annum (Level 04) plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 10 with minimum of 5 years’ experience or Grade 12 with minimum of 3 years’ experience in a hospital or other large scale Food Service environment. An appropriate qualification in Food Service supervision will be an advantage. Good verbal, writing and communication skills. Have basic numeric and computer skills. Must have the ability to work under pressure and have leadership, decision making, good problem solving and supervisory skills. Must have the ability to discipline staff members under his/her supervision. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an advantage. Must be able to works shifts, weekends and public
holidays and rotate inside the unit in various areas. Accept and perform additional tasks as given to you by Food Service Management

**DUTIES**

Supervising of Food Service Aids under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Monitoring and reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meetings as scheduled.

**ENQUIRIES**

Mr. F. Monama Tel No: (012) 354 1421

**APPLICATIONS**

Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE**

Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

**CLOSING DATE**

13 March 2020

**POST 08/93**

PORTER SUPERVISOR REF NO: SBAH 21/2020

Directorate: Administration and Logistics

**SALARY**

R145 281 per annum (Level 04) plus benefits

**CENTRE**

Steve Biko Academic Hospital

**REQUIREMENTS**

Grade 12, previous supervisory experience will be an added advantage. Must have good communication skills, be able to work independently and under pressure. Must be prepared to work shifts without transport problems.

**DUTIES**

Ensure visibility of porters at the front entrance to support patients walking with difficulty. Ensure control of equipment’s i.e. wheel chairs to be recorded in daily control sheet. Improve the image of porters to display courtesy, respectful, friendly to patients and public members. Handing over from night shift to day shift and vice versa should be done effectively, keep telephone manners at all times, filing of daily work activities in porters control sheet or book. Ensure disciplinary actions are enforced to discipline worker. Ensure workers wear uniform and hospital ID cards at all times when on duty and complete shift allowance claims are submitted on time.

**ENQUIRIES**

Mr. F. Monama Tel No: (012) 354 1421

**APPLICATIONS**

Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE**

Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

**CLOSING DATE**

13 March 2020

**POST 08/94**

DRIVER REF NO: WRD/2020/02/04

Directorate: Admin & Support

**SALARY**

R122 595 per annum (Level 04) plus benefits

**CENTRE**

West Rand District Health- Region – A (Merafong Sub-District)

**REQUIREMENTS**

Grade 10 or ABET or 12 months’ experience. A valid code 10 driver’s license with PDP (willing to renew PDP at own expense). Knowledge of Government Fleet and transport policies. Excellent time management and ability to adhere to a schedule. Good communication skills. Be prepared to undergo a drivers pre-testing exercise.

**DUTIES**

Follow procedures to operate motor vehicles. Obtain trip authorities, complete log books of motor vehicles prescribed by legislation/policy. Obtain
consumables and obtain basic services. Inspecting vehicles and reporting faults to transport manager timorously check level and conditions of fuel, oil, tires and water of vehicles. Perform messenger functions and routine office support functions as well as registry functions. Assist with loading and offloading of goods. Promote proper handling, safekeeping and control of vehicles.

ENQUIRIES: Mr. Dipale R.V Tel No: (018) 787 – 9907
APPLICATIONS: should be hand delivered to West Rand District Health, Krugersdorp or posted to West Rand District Health, Private Bag X 2053, Krugersdorp, 1740.

NOTE: Applications must be submitted on a Z83 form, obtainable for any Public Service Department. The completed and signed form should be accompanied by recently updated CV as well as certified copies Qualifications and ID documents (No copies of certified copies allowed, certification should not be more than three (3) Months old) NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Failure to submit all requested documents will result in the application not being accepted. The department of health is guided by the principles of Employment Equity. People with disability are encouraged to apply. NB: The incumbent will be subject to a pre-screening process.

CLOSING DATE: 13 March 2020 at 12H00

POST 08/95: DRIVER REF NO: ODI/21/02/2020/03

SALARY: R122 595 per annum (plus benefits)
CENTRE: Odi District Hospital
REQUIREMENTS: Candidate must be in possession of Grade 12 with a Code 10/C1 driver’s licence and a valid PDP. Three years’ experience as a driver. Good communication skills and be able to work in a team. Be prepared to shift, weekends and public holidays. Be able to read and write. Have good customer care.

DUTIES: Execute all authorised trips for staff, documents and other requirements to and from various destination points. Ensure safe keeping of transport records such as log books and trip authorities. The driver must report all accidents and minor defects immediately to the Transport Officer. Complete vehicle log book. Ensure that the key and petrol cards are kept in the lockable safe. Wash and keeping state vehicle clean and tidy all the times.

ENQUIRIES: Mr. W Sethosa Tel. No: (012) 725 2360
APPLICATIONS: Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than six months old. Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

CLOSING DATE: 20 March 2020

POST 08/96: GENERAL ASSISTANT REF NO: WRD/2020/02/05 (X40 POSTS)
Directorate: Admin and Support

SALARY: R102 534 per annum (plus benefits)
CENTRE: West Rand District Health
REQUIREMENTS: Grade 10 or Abet & cleaning experience. Possess good communication skills; be able to work shifts, including weekends & public holidays. Be able to rotate when required. Honest & reliable, team player.

DUTIES: Cleaning of facilities; perform any other delegated duties, ensure cleanliness of the facility in line with ideal clinic prescripts, proper infection prevention control, ensure patience safety and security within the facility. Adhere to waste management policy.

ENQUIRIES: Mr. AM Tiro. Tel No: (011) 953 4515
APPLICATIONS: should be hand delivered to West Rand District Health, Krugersdorp or posted to West Rand District Health, Private Bag X 2053, Krugersdorp, 1740.

NOTE: Applications must be submitted on a Z83 form, obtainable for any Public Service Department. The completed and signed form should be accompanied by recently updated CV as well as certified copies Qualifications and ID documents (No copies of certified copies allowed, certification should not be more than three (3) Months old) NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Failure to submit all requested documents will result in the application. People with disability are encouraged to apply. NB: The incumbent will be subject to a pre-screening process.

CLOSING DATE: 13 March 2020, 12H00

POST 08/97: PROPERTY CARE-TAKERS REF NO: ODI/21/02/2020/04 (X2 POSTS)

SALARY: R102 534 per annum (plus benefits)

CENTRE: Odi District Hospital

REQUIREMENTS: Grade 09 or ABET level 4 with one year’s hospital experience in formal cleaning environment/ ground. Physically strong and healthy status. Ability to cope with the physical demands of the post and under various weather conditions. Ability to work in a team and under pressure. Rotation to different relevant areas when need arises. Good interpersonal and communications skills, positive attitude and innovations in gardening.

DUTIES: Maintenance and development of hospital grounds and garden. Cleaning the surroundings. Prepare soil for planting, maintenance of trees, flowers, shrubs and plants. Watering of gardens, maintain/clean parking area and pathways. Moving of assets. E.g. furniture when delegated. Take care of garden machinery and equipment’s.

ENQUIRIES: Ms. AC Ramolumisi Tel No: (012) 725 2416

APPLICATIONS: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE: Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than six months old.

CLOSING DATE: 20 March 2020

POST 08/98: STORE ASSISTANT REF NO: ODI/21/02/2020/05

SALARY: R102 534 per annum (Level 02) (plus benefits)

CENTRE: Odi District Hospital

REQUIREMENTS: Grade 09 or ABET level 4. Ability to read and write. Good communication skills and ability to work under pressure.


ENQUIRIES: Ms. MMD Dikeme Tel No: (012) 725 2437

APPLICATIONS: Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than six months old. Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

CLOSING DATE: 20 March 2020
DEPARTMENT OF SOCIAL DEVELOPMENT

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

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 08/99: CHIEF DIRECTOR: SOCIAL WELFARE & SPECIALIST SOCIAL SERVICES REF NOSD/2020/02/01

SALARY: R1 251 183 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

CENTRE: Head Office (Social Welfare and Specialist Social Services)


DUTIES: To provide Strategic coordination of Social Welfare and Specialized Social Services in the Department. Provision of strategic coordination of the following programmes: Children and Families, Social Welfare Services (Older Persons, Disability and HIV & AIDS), Restorative Justice Services (Social Crime Prevention, Victim Empowerment and Substance Abuse Prevention, Treatment and Rehabilitation), Early Childhood development and School Social Work. Ensure effective implementation and compliance to Sector Minimum Norms and Standards and implementation of sector special projects.

ENQUIRIES: Mr H Pillay Tel No: (011) 227 0067

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

FOR ATTENTION: Mr Hayden Pillay Tel No: (011) 227 0067

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

CLOSING DATE: 13 March 2020
POST 08/100 : REGIONAL DIRECTOR REF NO: SD/2020/02/02 (X2 POSTS)

SALARY : R1 057 326 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

CENTRE : Tshwane and Sedibeng Regional Office:
   Tshwane and (X1 Post)
   Sedibeng region (X1 Post)

REQUIREMENTS : Degree (NQF 7) in Social Work or equivalent qualification in respect of which a professional board has been established by the SACCSSP. A minimum of 5 years’ experience at middle management level in the social welfare or community development sector, preferably in the regional environment. Proof of current registration with the South African Council for Social Service Professions (not only proof of payment). Senior Management Services Pre-Entry Certificate will be an added advantage and a valid driver’s licence. Skills and Competency: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Service Delivery Innovation, Client Orientation and Customer Focus. Knowledge and understating of legislative and Policy framework governing the Department’s key Service Delivery programmes and the Department’s Strategic Plans, Priorities and Service Delivery Model. People Management, Strategic Management, Project and Programme Management Skills.

DUTIES : To Provide strategic leadership and coordination in the implementation of Core Services (Children and Families, Social Welfare Services - Older Persons, Disability and HIV & AIDS, Restorative Justice Services - Social Crime Prevention, Victim Empowerment and Substance Abuse Prevention, Treatment and Rehabilitation, Early Childhood development and School Social Work), as well as partnership and stakeholder management, including funding of NPOs. Ensure effective implementation and compliance to Sector Minimum Norms and Standards and implementation of sector special projects. To Provide strategic leadership and coordination in the implementation of Support service functions (Human Resource Management, Auxiliary services, Finance, Supply Chain Management, etc.) for the enhancement of effective Service Delivery in the Region.

ENQUIRIES : Ms Innocent Mantome Tel No: (011) 227 0105

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

FOR ATTENTION : Ms Innocent Mantome Tel No: (011) 227 0105

NOTE : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. 13 March 2020

POST 08/101 : REGIONAL DIRECTOR REF NO: SD/2020/02/03

SALARY : R1 057 326 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

CENTRE : Sedibeng Regional Office

REQUIREMENTS : Degree (NQF 7) in Social Work or equivalent qualification in respect of which a professional board has been established by the SACCSSP. A minimum of 5 years’ experience at middle management level in the social welfare or community development sector, preferably in the regional environment. Proof of current registration with the South African Council for Social Service Professions (not only proof of payment). A valid driver’s licence. Skills and Competency: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Service Delivery Innovation, Client Orientation and Customer Focus. Knowledge and understating of legislative and Policy framework governing the Department’s key Service Delivery programmes and the Department’s Strategic Plans, Priorities and Service

**DUTIES**

To provide strategic leadership and coordination in the implementation of Core Services (Children and Families, Social Welfare Services - Older Persons, Disability and HIV & AIDS, Restorative Justice Services - Social Crime Prevention, Victim Empowerment and Substance Abuse Prevention, Treatment and Rehabilitation, Early Childhood Development and School Social Work), as well as partnership and stakeholder management, including funding of NPOs. Ensure effective implementation and compliance to Sector Minimum Norms and Standards and implementation of sector special projects. To provide strategic leadership and coordination in the implementation of support service functions (Human Resource Management, Auxiliary services, Finance, Supply Chain Management, etc.) for the enhancement of effective Service Delivery in the Region.

**ENQUIRIES**

Mr H Pillay Tel No: (011) 227 0067

**APPLICATIONS**

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

**FOR ATTENTION**

Mr Hayden Pillay Tel No: (011) 227 0067

**NOTE**

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

**CLOSING DATE**

13 March 2020