

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: kindly note that the post of Professional Nurse (Specialty Nursing) (MCWH): Directorate Maternal Child and Women's Health (**For Tshwane District Health Services**) with Ref No: TDHS/A/2020/09 advertised in Public Service Vacancy Circular 07 dated 21 February 2020. The salary of the post must be amended to indicate Grade1: R383 226 – R444 276 per annum and Grade 2: R471 333 – R 579 696 per annum. Minimum Requirements added: Diploma in Post Basic Mid wifery and Neonatal Nursing Science. Ability to work under pressure. Duties to be added: (Basic Antenatal Care plus model, Contraceptive and Fertility Planning, PMTCT and Perinatal Programme, Identification Programme). Data analysis and compilation of quality improvement plans for underperformance on programme related indicators and patient care. People who applied are encouraged to re-apply; the closing date has been extended to 20 March 2020.

OTHER POSTS

- POST 09/45** : **MEDICAL SPECIALIST GRADE 1- GRADE 3 REF NO: EHD2020/03/01 (X1 POST)**
Directorate: Family Medicine
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum (all-inclusive remunerative package)
Grade 2: R1 264 623 – R1 342 230 per annum (all-inclusive remunerative package)
Grade 3: R1 467 651 – R1 834 890 per annum (all-inclusive remunerative package)
- CENTRE REQUIREMENTS** : Ekurhuleni Health District
: Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Family Physician (medical specialist). Current proof of registration with the HPCSA as a medical practitioner. Postgraduate degree in family medicine (MMed.fammed). Basic medical degree (MBCHB or equivalent). **Grade 1:** Less than 5 years relevant experience, **Grade 2:** At least 5 years, but less than 10 years relevant experience, **Grade 3:** 10 years and more relevant experience. Teaching experience. Experience in health management, transformation and willingness to make a difference in the district health services. Joint appointment with department of Family Medicine University of the Witwatersrand (Wits) as a lecturer. Recommendations: Experience in district health service and general medical/family practice, PHC, HAST, EBM and current protocols. Clinical skills in terms of consultation, history taking, examination, clinical assessment, management procedures. Professional attitude, communication skills, ethics in relation to patients/families/community, referrals, consent for treatment, management, team work ability, medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service.
- DUTIES** : Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervising health care professionals through integrated programmes. Participate in 24hour PHC services including Medico-legal and EMS. Improve clinical skills, protocols & guidelines usage and referrals in accordance with National and Provincial strategy. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the provision of CPD/CME activities for medical officers, nurses, interns and community service doctors in the district. Support/participate in the development of district research projects.
- ENQUIRIES APPLICATIONS** : Dr S Agbo Tel No: (011) 878 8548/Cell: 079 877 4845
: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager.

- NOTE** : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.
- CLOSING DATE** : 20 March 2020
- POST 09/46** : **MEDICAL SPECIALIST (PSYCHIATRY) GRADE 1 REF NO: PSYC/CCRC 07/02/2020**
Directorate: Medical
- SALARY CENTRE REQUIREMENTS** : R1 106 040 per annum (plus benefits)
Cullinan Care and Rehabilitation Centre (CCRC)
Basic Medical Degree (MBBCh or equivalent). Appropriate qualification that allows registration with the PHSCA as a Specialist Psychiatrist, e.g. Mimed or FC Psych (SA). Registration with HPCSA as a Specialist Psychiatrist.
- DUTIES** : Provide inpatient Specialist Psychiatric care. Doing Ward rounds, Patients referrals for further investigations. Facilitate serious adverse events and mortality morbidity meetings Liaison Psychiatry Services within Cullinan Care and Rehabilitation Centre and outreach to facilities/services in the catchment area as needed. Participation in academic duties of Pretoria University Department of Psychiatry. Conduct and report on research and regular clinical audits. Participate in the multidisciplinary team and manage the clinical unit. Participation in hospital committees such as risk management and Occupational Health and Safety.
- ENQUIRIES APPLICATIONS** : Mr. TA Magadze Tel No: (012) 734 7000 EXT 202
The applications must be submitted on Z83 with CV. Certified copies of ID and qualifications to be attached. Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, private Bag X1005, Cullinan, 1000.
- CLOSING DATE** : 20 March 2020
- POST 09/47** : **DEPUTY MANAGER NURSING (SPECIALTY UNIT) REF NO: EHD 2020/03/02**
Directorate: District Clinical Specialist Team
- SALARY CENTRE REQUIREMENTS** : R949 482 - R1 068 666 per annum (all-inclusive remunerative package)
Ekurhuleni Health District
Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing as a Professional Nurse) plus a post basic nursing qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 10 years appropriate /recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate /recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty ((Clinical Health Assessment, Diagnosis, Treatment and Care). At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Current proof of registration with SANC, valid driver's license is essential and computer skills. A candidate who has working experience as a DCST will be preferred (Please note: Appropriate/recognisable experience in the context of these requirements also includes experience gained after registration in the particular discipline in a foreign country, and which registration is recognised by the SANC for registration in the particular discipline). It would be required of the successful candidate to sign a performance agreement. Competencies: Knowledge: Own clinical discipline, Relevant legislation, regulations and policies, Quality assurance and improvement programmes, Programme planning, implementation and evaluation, Information management, Human resources and financial management, Epidemiology and statistics. Skills: Leadership, Communication, Problem solving, Computer literacy. Behavioural attributes: Stress tolerance, Self-confidence, Objective, Ethical, and Empathic.
- DUTIES** : Represent primary health care nursing as a member of a District Clinical Specialist Team (DCST) responsible for the delivery of quality health care for mothers, new-borns and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, new-borns and children throughout the District. Maintain

personal competency in primary health care nursing. Primarily support clinics and community health centres with all aspects of service delivery related to primary health care nursing. Secondly support district hospitals with primary health care service delivery. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical and nursing protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Facilitate and participate in the training, development and mentorship of nursing and allied health professionals and community health workers. Work with the district Management Team to establish and maintain systems including surveillance, health information, communication and referral guideline and process to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resource and sundries for the provision of quality clinical care. Assist, support and participate in risk management activities for patients, (e.g. clinical event analysis, morbidity and mortality meeting), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Assist, support and participate in clinical audit and quality improvement cycles in health facilities and, where appropriate, in community settings such as schools and ward based primary health care teams. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Assist, support and participate in relevant research. Foster effective teamwork and collaboration within the district specialist team. Enable engagement with the local community and relevant non-government organisations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the co-ordination and supervision of discipline related services within the district. Assist with the recruitment and management of relevant human resources.

- ENQUIRIES** : Dr J. Bassu Tel No: (011) 878 - 8547
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.
- CLOSING DATE** : 20 March 2020
- POST 09/48** : **MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2020/03/03 (X2 POSTS)**
Directorate: Family Medicine
- SALARY** : Grade 1: R821 205 – R884 670 per annum (all-inclusive remunerative package)
Grade 2: R938 964 – R1 026 693 per annum (all-inclusive remunerative package)
Grade3: R1 089 693 –R1 362 366 per annum (all-inclusive remunerative package)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a medical officer. Current proof of registration with the HPCSA as a medical practitioner. Basic medical degree (MBCHB) or equivalent). **Grade 1:** Less than 5 years relevant experience **Grade 2:** At least 5 years, but less than 10 years, relevant experience, **Grade 3:** 10 years and more relevant experience. Recommendations: Experience in district health service. Experience in general medical practice: PHC; HAST; EBM and use of current protocols. Excellent clinical skills in terms of consultation; history taking; examination; clinical assessment and management procedures. Good professional attitude; communication skills; ethics in relation to patients/families/community; referrals; consent for treatment; team work ability and medical records keeping. Willingness to

- work/participate in outreach programmes in any PHC facilities within the district health service. Post graduate diploma or relevant medical degree is an advantage.
- DUTIES** : Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervision of health care professionals through an integrated approach programme. Participate in 24hour PHC services including Medico-legal and EMS. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the training and the CME activities for nurses, intern and community service doctors in the district. Support or participate in the development of district research projects.
- ENQUIRIES** : Dr. S Agbo Tel No: (011) 878 8548/Cell: 079 877 4845
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.
- CLOSING DATE** : 20 March 2020
- POST 09/49** : **MEDICAL OFFICER GRADE 1-3 REF NO: EHD2020/03/04**
Directorate: Mental Health
- SALARY** : Grade 1: R821 205 - R884 670 per annum (All-inclusive remunerative package)
Grade 2: R938 964 -R1026 693 per annum (All-inclusive remunerative package)
Grade 3: R1 089 693 - R1 362 366 per annum (All-inclusive remunerative package)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Basic medical degree (MBCHB or equivalent) and currently registered with the Health Professionals Council of South Africa (HPCSA) as a Medical practitioner. Post graduate diploma/degree in Mental Health/Psychiatry or relevant additional experience working in Mental Health /Psychiatry will be an advantage. **Grade1:** Less than 5 years appropriate experience as a Medical Officer. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Officer. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Officer after registration with HPCSA. Recommendations: Experience working in district health services (including in clinics). Experience in general medical practice, mental health care, PHC, HAST, EBM and use of current clinical protocols. Requisite clinical skills include consultation, history taking, examination, clinical assessment, management procedures and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, team work ability, good medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service. Competency Profile: Appropriate treatment of mental health conditions to prevent relapse. Ability to refer patients, make recommendations, provide advice and deliver information in the form of reports to all disciplines in the district mental health team. Ensuring proper referrals between hospitals and clinic and completion of correct referral documents from community to hospital. Following correct procedures for the down referrals of clients. Ability to manage a multidisciplinary team and work together with nurses, psychologists, occupational therapists and social workers for optimal patient's management.
- DUTIES** : Support the provision of PHC services in the Community Health Centers, clinics and District hospitals within the district health services (DHS) by providing optimal mental health care, mentoring and supervision of health care professionals through integrated approach programmes. Participate in 24hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Give caregivers skills to manage patients optimally. Assist the facility in ensuring that it has adequate and correct medication for service users. Support the development of the

Mental Health/Psychiatry in the district and participate in academic teaching and learning Mental Health, Family medicine & PHC units in the district. Support the training and the CPD/CME activities for nurses, intern and community services doctors in the district. Support/participate in the development of district research projects. Perform any other duties delegated by Supervisor/Manager.

- ENQUIRIES** : Dr K Maaroganye Tel No: (011) 876 1795
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.
- CLOSING DATE** : 20 March 2020
- POST 09/50** : **MEDICAL OFFICER GRADE 1 REF NO: 3/3/1/161 (X1 POST)**
Directorate: Medical
- SALARY** : R821 205 - R884 670 per annum
- CENTRE** : Dr Yusuf Dadoo Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as Medical Practitioner. Registration with the HPCSA as a Medical Practitioner and proof of current registration. No experience after registering with HPCSA as a Medical Practitioner.
- DUTIES** : Co-ordinate and manage clinical care and treatment. Be rotated through different units of the hospital according to the needs of the hospital. Manage and handle all patients depending on the units to which the doctor is allocated. Manage other patients in other units to which the doctor may be delegated on temporary basis at the discretion of the Clinical Manager. Supervision and training of interns and medical students.
- ENQUIRIES** : Dr Moundzika-Kibamba JC Tel No: (011) 951-6181
- APPLICATIONS** : Must be delivered to the following address: HR department Dr Yusuf Dadoo hospital, Cnr memorial and Hospital Road, Krugersdorp 1740 or posted to Dr Yusuf Dadoo Hospital, Private bag x 2006, Krugersdorp, 1740.
- NOTE** : Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead to disqualification of your application. Incumbents are subjected to medical Screening. NB: Applications from persons with disabilities are welcomed.
- CLOSING DATE** : 20 March 2020
- POST 09/51** : **MEDICAL OFFICER GRADE 1 REF NO: CCRC MED 06/02/2020**
Directorate: Clinical Services
- SALARY** : R821 205 - R884 670 per annum (all-inclusive package)
- CENTRE** : Cullinan Care and Rehabilitation Centre (CCRC)
- REQUIREMENTS** : Basic Medical Degree (MBBCh or equivalent). Appropriate qualification that allows registration with the PHSCA as a General Medical Practitioner and must be post community service. Proof of current registration.
- DUTIES** : Provide medical health and support to patients in the wards. Assist with in-service training of nursing personnel. Attendance of relevant administrative meetings like mortality meetings, near miss meetings, completing MEDICO legal documents timeously e.g. Death certificate. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standard-(norms and standards) Rendering of after –hour services during Weekends and over the weekends. Participate in infrastructure improvement and policy development. Performing any delegated work as may be assigned from time to time. Must be willing to do commuted overtime. Patients' referrals for further investigations. Facilitate serious adverse events. Participate in the multidisciplinary team and manage the clinical unit. Participation in hospital committees such as risk management and Occupational Health and Safety.
- ENQUIRIES** : Mr. TA Magadze Tel No: (012) 734 7000 x 202
- APPLICATIONS** : The applications must be submitted on Z83 with CV. Certified copies of ID and qualifications to be attached. Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater

		Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.
<u>CLOSING DATE</u>	:	27 March 2020
<u>POST 09/52</u>	:	<u>CLINICAL PSYCHOLOGIST GRADE 1 REF NO: 2020/03/05</u> Directorate: Mental Health
<u>SALARY</u>	:	R713 361 per annum (all-inclusive remunerative package)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Registration with HPCSA as Clinical Psychologist. Applicant must be in possession of a master's Degree in Clinical Psychology. A valid driver's license is essential.
<u>DUTIES</u>	:	Render clinical psychological services within the district and community clinics. Assess, treat, rehabilitate and refer to ensure continuity of treatment and care of both adults and children. Establish support groups within clinics and develop projects that can contribute to the rehabilitation of users. Use research-based evidence to improve Mental Health services. Work within a multidisciplinary team. Provide therapeutic services to individuals, groups and families. Administer psychometric assessment and provide appropriate interventions. Knowledge of legislation governing Psychological Services and Mental. Perform all other duties that are delegated by Supervisor/ Manager.
<u>ENQUIRIES</u>	:	Dr K. Motshwane Tel No: (011) 876 – 1717
<u>APPLICATIONS</u>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.
<u>CLOSING DATE</u>	:	20 March 2020
<u>POST 09/53</u>	:	<u>DEPUTY DIRECTOR: SECRETARIAT REF NO: DD/S/03/2020</u> Directorate: Office of the HOD
<u>SALARY</u>	:	R733 257 per annum (all-inclusive remuneration package, of which a portion could be structured according to the individual's needs)
<u>CENTRE</u>	:	Central Office, Johannesburg
<u>REQUIREMENTS</u>	:	A three-year National Diploma/Degree in Public Administration or equivalent qualification as recognized by SAQA. At least 5 years' working experience in secretariat of which 3 years must be at Assistant Director Level or Middle Management level in secretariat services. Experience of providing secretariat functions to boards, executive committees or subcommittees will be an added advantage. Skills: Excellent computer and information systems management, organizing and planning skills. Proficiency in MS Word, Excel, PowerPoint. Good verbal and written communication, Good inter-personal relations, Problem solving, Self-discipline and ability to work under pressure. Innovation and creativity, the ability to exercise judgement and resolve issues independently as well as forge and maintain productive working relationships. Knowledge of the Public Service Act and Batho Pele Principles. Incumbent will be subjected to a security vetting process. A valid driver's license.
<u>DUTIES</u>	:	Provide and oversee the provision of executive secretariat services. Ensure that various internal and external stakeholders are informed about Executive Committee meetings. Ensure that logistics are arranged for internal and external meetings i.e. boardrooms, equipment e.g. projectors, laptops, etc. Ensure an accurate record of proceedings and distribution thereof. Ensure the analysis of various input documents and consolidate such documents in executive summary reports for consideration by Senior Management. Provide inputs for the drawing up of agendas and distribution. Compile minutes and record decisions and resolutions taken at all Executive Committee meetings. Follow up on resolutions and provide regular feedback. Ensure an effective and efficient follow up system for the implementation of recommendations and resolutions emanating from meetings. Facilitate processes to ensure that all reports develop and maintain a decision tracking grid. Maintain the filing system in accordance with MISS requirements. Maintain administrative records for the committees, assist in the induction of committee members; provide advice on governance related issues. Keep a complete manual and electronic

record of meetings (agendas, minutes, attendance register, and hand-out documents).

ENQUIRIES : Ms K Nkuna Tel No: (082) 924 8098

APPLICATIONS : street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107.

NOTE : certified copies of your qualifications, identity book, curriculum vitae, and Z83. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in Accordance with The Employment Equity targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities.

CLOSING DATE : 20 March 2020

POST 09/54 : **PHARMACIST GRADE 1 REF NO: EHD2020/03/06**
Directorate: Pharmacy

SALARY : R693 372 – R735 918 per annum (Plus benefits)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC Registration with the SAPC as a Pharmacist and proof of current registration. Less than five (5) years appropriate experience after registration as a Pharmacist with the SAPC.

DUTIES : Assist management with overall budget and expenditure monitoring. To receive and process orders for two depots and selected clinics. Do follow-ups on outstanding orders and communicate to all stakeholders. To communicate with MSD regarding dues out reports and availability of alternatives. Monitor ordering patterns to avoid duplication of procurement. Ensure compliance to District Formulary, EML and National Guidelines. Facilitate rational use of medicines. Focus on availability of medicines and communication thereof to relevant stakeholders to ensure minimal impact on patients. Perform all other duties delegated by Supervisor/Manager.

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

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

FOR ATTENTION : Human Resource Manager

NOTE : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.

CLOSING DATE : 20 March 2020

POST 09/55 : **ASSISTANT MANAGER NURSING (SPECIALTY UNIT) REF NO: EHD2020/03/07**
Directorate: Primary Health Care

SALARY : R614 991 -R692 166 per annum (plus benefits)

CENTRE : Ekurhuleni Health District (Nokuthela Ngwenya CHC)

REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing as a Professional Nurse) plus a post basic nursing qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 10 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty ((Clinical Health Assessment, Diagnosis, Treatment and Care). or Advanced Midwifery and Neonatal). At least 3 years of the period referred to above must be appropriate/recognizable experience at management level.

<u>DUTIES</u>	:	Current proof of registration with SANC, valid driver's license and computer skills. Competencies and knowledge should demonstrate an in depth understanding of project management, financial management, human resource management, computer literacy, quality assurance management as well as PHC Management policies and practices. Knowledge of norms and standards and quality assurance principles.
	:	Coordinate, supervise and monitor all services in the facility. Ensure adherence to Batho Pele principles. Ensure accreditation of facilities to ideal clinic and national core standards. Develop operational plans and ensure implementation of policies and guidelines. Ensure availability and implementation. Monitor performance of facility HIS indicators against set targets. Develop quality improvement plans to address gaps. Ensure correct data management, appraisal and development of staff. Be able to utilize minimum resources optimally adhering to PFMA. Demonstrate effective communication with all relevant stakeholders, submit reports, and attend meetings. Form part of the sub-district management team and assist with the appraisal of Provincial staff in Local Government facilities. Oversee provincial personnel in Local Authority facilities in the surrounding area regarding to all issues pertaining to province. Able to work in multidisciplinary team. Perform all other duties delegated by Supervisor/Manager.
<u>ENQUIRIES</u>	:	Ms J.F Joubert Tel No: (011) 737 – 7946
<u>APPLICATIONS</u>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.
<u>CLOSING DATE</u>	:	20 March 2020
<u>POST 09/56</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY UNIT) REF NO: EHD2020/03/08</u> Directorate: Primary Health Care
<u>SALARY</u>	:	R614 991 - R692 166 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District (Brakpan & Benoni)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing as a Professional Nurse) plus a post basic nursing qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 10 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty ((Clinical Health Assessment, Diagnosis, Treatment and Care). or Advanced Midwifery and Neonatal). At least 3 years of the period referred above must be appropriate/recognizable experience at management level. Current proof of registration with SANC, valid driver's license and computer skills. Competencies and knowledge should demonstrate an in depth understanding of project management, financial management, human resource management, computer literacy, quality assurance management as well as PHC Management policies and practices. Knowledge of norms and standards and quality assurance principles.
<u>DUTIES</u>	:	Coordinate, supervise and monitor all services in the facility. Ensure adherence to Batho Pele principles. Ensure accreditation of facilities to ideal clinic and national core standards. Develop operational plans and ensure implementation of policies and guidelines. Ensure availability and implementation. Monitor performance of facility HIS indicators against set targets. Develop quality improvement plans to address gaps. Ensure correct data management, appraisal and development of staff. Be able to utilize minimum resources optimally adhering to PFMA. Demonstrate effective communication with all relevant stakeholders, submit reports, and attend meetings. Form part of the sub-district management team and assist with the appraisal of Provincial staff in Local Government facilities. Oversee provincial personnel in Local Authority facilities in the surrounding area regarding to all issues pertaining to province.

Able to work in multidisciplinary team. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms J.F Joubert Tel No: (011) 737 – 7946

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

FOR ATTENTION : Human Resource Manager

NOTE : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.

CLOSING DATE : 20 March 2020

POST 09/57 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2020/03/09**
Directorate: Primary Health Care
Re-Advertisement

SALARY : R562 800 – R633 432 per annum

CENTRE : Phillip Moyo Clinic (ESDR)

REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver's license. Knowledge of all Legislation relevant to Health Care Services.

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

ENQUIRIES : Ms N. Xaba Tel No: (011) 426 – 4901

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

FOR ATTENTION : Human Resource Manager

NOTE : applicants who previously applied for this post are encouraged to apply. Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.

CLOSING DATE : 20 March 2020

POST 09/58 : **ASSISTANT MANAGER NURSING – PNA-7 (INFECTION PREVENTION AND CONTROL) REF NO: REFS/005070**
Directorate: Nursing

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

CENTRE : Tembisa Provincial Tertiary Hospital

- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. Degree or Diploma in Nursing Administration will be an added advantage. A minimum of eight (8) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period preferred above must be appropriate/recognizable experience at management level in Infection Prevention and Control Department. Current registration with SANC. Knowledge and understanding of Nursing and OHS regulations, policies and Acts). Ability to work independently in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Quality in Infection Prevention and Control will be an added advantage.
- DUTIES** : Develop clinical quality improvement programmes, policies, guidelines, and indicators With regard to Infection Prevention and Control and Risk Management. Promote Compliance and implement safety standards programmes. Effect communicable Disease outbreak prevention, management, report and feedback. Support quality Assurance initiatives through monitoring of implementation and monitor and evaluate Health establishments and consolidate into a comprehensive report for the province. Monitor clinical quality through audits, surveillance and research. Analyse data, Establish and manage trends. Plan and facilitate relevant training on Infection Prevention and Control and Risk Management. Facilitate, guide and support Infection Control Committees. Liaise, advise and effectively communicate with relevant internal and external stakeholders.
- ENQUIRIES** : Mr. W.N. Mothwane Tel No: (011) 923 - 2318
- APPLICATIONS** : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namame Olifantsfontein 1665.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on Z83 form, obtainable from any Public Service Department or from the website, which must be completed in full, attach your CV, certified copies of your Identity document, academic qualification and proof of registration with the SANC. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 20 March 2020
- POST 09/59** : **CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: EHD2020/03/10**
Directorate: Rehabilitation Services
- SALARY** : Grade 1: R466 119 – R517 326 per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District
- EQUIREMENTS** : Grade 12 with National Diploma or Bachelor / B Tech in Diagnostic Radiography. A minimum of three years appropriate experience post community service. Registration with HPCSA as Independent Diagnostic Radiographer. Proof of original and current HPCSA registration. Computer Literacy. Driver's license is essential. Good Interpersonal and communication skills. Understanding of relevant Acts, Prescripts and legislations. Relevant experience in Human Resource and Financial Management and Supply Chain Management. Demonstrate the ability to use health information for planning.
- DUTIES** : To provide 24 hours Radiography services in a PHC facilities within the district. Willingness to be placed and rotate in any of the PHC facilities. Supervise subordinates and other support personnel in the department. Compliance with radiation control legislation. Must ensure implementation of Quality Assurance and improvement programme. Working knowledge of departmental equipment and fault reporting. Compliance with National Patients' Rights Charter and professional ethics. Promote Batho Pele Principles in execution of all task for effective service delivery. Working knowledge of departmental equipment and fault reporting. Compliance with National Patients' Rights Charter and professional ethics. Promote Batho Pele Principles in execution of all task for effective service delivery. Form part of PHC management team. Compile patient statistics, monthly report and other administrative task. Perform any other duties as delegated by the Superiors
- ENQUIRIES** : Ms K.R. Maluleke Tel No: (011) 876 1776/Ms. M Masipa Tel No: (011) 876 1776

- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
- FOR ATTENTION NOTE** : Human Resource Manager
: Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.
- CLOSING DATE** : 20 March 2020
- POST 09/60** : **QUALITY ASSURANCE COORDINATOR REF NO: PWH/QA/02/20**
Directorate: Quality Assurance Department
- SALARY CENTRE REQUIREMENTS** : R444 276 - R500 031 per annum (plus benefits)
: Pretoria West District Hospital
: Grade 12, Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e. Diploma/Degree in nursing as professional nurse plus midwifery). The incumbent must be in the possession of evidence of Current registration with the South African Nursing Council (SANC) as a professional nurse, A minimum of 7 years appropriate and recognizable experience in nursing after registration as Professional Nurse. A valid driver's license. Basic computer literacy is essential. 2 years' experience in Quality assurance or Quality Champion will be an added advantage. Evidence of quality Qualifications will be an added advantage.
- DUTIES** : Develop and implement quality assurance programs, guidelines, protocols, norms and standards. Ensure proper management of Complaints, Compliments, Suggestions, and Patients Safety Incidents in the hospital. Ensure the implementation of National Core Standards and Ideal hospital framework. Coordinate the development and implementation of institutional guidelines in line with legislation. Ensure adherence to quality assurance norms and standard in the institution. Assist with data collection, analysis and report pertaining to total quality management in the hospital. Coordinate compilation of quality improvement plans and communicate it with external and internal stakeholders. Perform other duties that are delegated by supervisor/manager. Excellent interpersonal relationship and ability to work within multidisciplinary team. Good report writing and good supervisory skills. Ability to collect and analyze data. Have Knowledge of relevant legislation. Be Familiar with Code of Good Practice in the public sector and labour relations practices. Able to perform under pressure. Initiative, motivated and reliable and a team player. Good decision making, communication and presentation skills are essential.
- ENQUIRIES APPLICATIONS** : Ms. NL Madiba Tel No: (012) 380 1206
: can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department website, which must be completed in full and attached your CV, certified copies of your identity document, SANC documents and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.
- CLOSING DATE** : 20 March 2020
- POST 09/61** : **CLINICAL PROGRAMME COORDINATOR (EMPLOYEE WELLNESS) REF NO: 3/3/1/163 (X1 POST)**
Re-Advertisement
- SALARY CENTRE REQUIREMENTS** : R444 276 - R500 031 per annum
: Dr Yusuf Dadoo Hospital
: Diploma in nursing (R425 or equivalent). National Diploma in Occupational Health Nursing Science and knowledge and experience of EAP, HIV/AIDS and OHS. Proof of registration with SANC. A minimum of seven years' experience as a professional nurse, 2 years of the period above must be in the implementation of health and wellness programs: EAP, HIV/AIDS, STI, TB and OHS. Must be computer literate and have valid driver's license. Knowledge of

the Public Service Act and Regulations, EHWP strategic framework, the Employment Equity Act, DPSA Directives, Employee Assistance Programme Standards, the Occupational Health and Safety Act as well as PILIR Policy and guidelines. Sound organizing, planning, presentation and facilitation skills. Counselling, decision making, good communication, crisis and trauma management. Coordination, research and marketing skills. Good interpersonal relations. Conflict resolution and leadership skills.

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

ENQUIRIES : Ms. D.S Ngwenya Tel No: (011) 951-6045
APPLICATIONS : should be submitted to: Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1739. Applicant who applied before are welcome to re-apply. People with disabilities are encouraged to apply. Incumbents are subjected to medical screening.

NOTE : Applications should include Z83, CV, and certified copies of ID and Qualifications failure to submit all the requested documents will result in the application not being considered.

CLOSING DATE : 20 March 2020

POST 09/62 : **MIDDLE MANAGER: HUMAN RESOURCE (X1 POST)**
 Directorate: Health

SALARY : R376 596– R454 920 per annum (Level 09) (Plus Benefit)
CENTRE : Pholosong Hospital
REQUIREMENTS : Grade 12 plus 10 years' experience HRM of which 10 years is supervisory experience as HR Generalist/ Relevant Bachelor's degrees/National Diploma plus 5 years' experience in HRM of which 3 years supervisory experience as a HR Generalist in HR. Extensive knowledge of PERSAL and HR prescripts. Computer literacy. Good understanding of PSCBC resolutions especially the implementation of OSD. Skills: Leadership skills, Planning and organizing skills. Problem solving and communication skills and financial management skills. Ability to work under pressure. Good interpersonal relations.

DUTIES : Lead and manage the HR Unit services, Supervise and empower the HR Staff at the hospital. Provide guidance and support to the staff. Approve and Quality assure all the transactions related to appointments, salary administration, leave, overtime, terminations, transfer, housing allowance. Management of PILLIR for the hospital. Management of PMDS, OWR and payroll. Attend to all Auditor General Queries. Manage and coordinate the implementation of grade progression. Advice staff on all HR related issues. Manage and support line manages on HR issues. Assist with the Recruitment and Selection. Overseeing Labour Relation Office.

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

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

CLOSING DATE : 20 March 2020

POST 09/63 : **ASSISTANT DIRECTOR: SECURITY AND FMU REF NO: REFS/005112**
 Directorate: Support Services

SALARY : R376 596 – R443, 601 per annum (plus benefits)
CENTRE : Tara the H. Moross Centre, Sandton

<u>REQUIREMENTS</u>	:	An appropriate degree or equivalent qualification NQF6 preferably in Security/Project management, Safety, and Risk Management; PSIRA registered Grade A certificate; three years relevant supervisory experience in Facility Management/Security/Horticulture; valid code 8 driver's license. The following will serve as recommendations: Completion of a Security Managers' Course (NIA); 3/5 years' experience in security relating to physical, personnel, documents, communications and IT aspects, OHS, Good knowledge of investigations and vetting; Firefighting and prevention certificate; Good knowledge of threat and risk assessment; Knowledge of Public Service Security Policy framework; strategies 24 on the prevention of corruption and fraud; risk management; threat and risk assessment; COMSEC; TSCM; PFMA: GIAMA: SCM; MISS documents; Control of access to Public Premises and Vehicle Act (At No. 53 of 1985); Fireman's Control Act 2000 (Act No. 60 of 200); Occupational Health and Safety Act, 1993 (Act No. 85 Of 1993); National Key Points Act, 1980 (Act No. 102 of 1980); Trespass Act, 1959 (Act No. 6 of 1959). Skills and competencies: computer literacy, power point presentation, investigation and analytical skills; report writing and presentation skills; conduct meetings; planning and organizing; project management skills; problem solving skills; attention to detail; conflict management; team work; good interpersonal relations and leadership skills. Knowledge of FMU and Horticulture with at least 2 years' experience.
<u>DUTIES</u>	:	Implement the total security function of the institution (physical security; personnel, communication, document and information security). Implement and ensure compliance with Departmental security policy; MISS; MPSS and other security related policies. Implement security projects in the institution to monitor and manage the service level agreements of security contracts. Ensure that security threats and risk assessments are conducted in the institution. Protection of management, staff, patients, and different stakeholders. Monitor and investigate security breaches. Ensure a safe and healthy working environment in terms of the OHS/SHEQ. Support implementation of the Anti-Fraud and Anti-Corruption plan. Support risk management initiatives in the institution. Participation in relevant committee structures. Provide inputs for the Strategic Action Plan. Provide budget inputs for security operations. Conduct various security survey and analyses. Raise and maintain security awareness in the institution. Must be prepared to be on standby and work long irregular hours. Management of Facility Management unit, Property Caretakers and Security component. Management of all GDID infrastructure and maintenance projects in the hospital, ensure maintenance of grounds and gardens.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. V. Doorasamy Tel No: (011) 535 3032/3002
	:	must be delivered to:- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery or postal address.
<u>NOTE</u>	:	People with disabilities, Coloreds, Indians and Whites are encouraged to apply.
<u>CLOSING DATE</u>	:	20 March 2020
<u>POST 09/64</u>	:	<u>ASSISTANT DIRECTOR: SECRETARIAT REF NO: AD/S/03/2020</u> Directorate: Office of the HOD
<u>SALARY</u>	:	R376 597 per annum (Level 09) (including benefits)
<u>CENTRE</u>	:	Central Office, Johannesburg
<u>REQUIREMENTS</u>	:	A three-year National Diploma/Degree in Public Administration or equivalent qualification as recognized by SAQA. At least 5 years' working experience in secretariat of which 2 years must be at a Supervisory level. Proficient in MS Word, PowerPoint, Excel. Skills: Computer literate, Minute taking, Good verbal and written communication, Good inter-personal relations, Problem solving, Presentation, Innovation and creativity, Self-disciplined and able to work under pressure with minimum supervision, Knowledge of the Public Service Act and Batho Pele Principles. Incumbent will be subjected to a security vetting process. A valid driver's license.
<u>DUTIES</u>	:	Preparation of meeting packs for the various Executive Committees; prepare logistics for meetings, sending out meeting notices and agendas; type minutes for executive meetings; track implementation of meeting resolutions; filing of all executive decisions as per MISS requirements; assist in the induction of committee members; provide advice on governance related issues. Keep a

- complete manual and electronic record of meetings (agendas, minutes, attendance register, and hand-out documents).
- ENQUIRIES** : Ms K Nkuna Tel No: (082) 924 8098
- APPLICATIONS** : Quoting the relevant reference number, applications must be delivered at 45 Commissioner street foyer or be posted to the Recruitment and Selection Section Private Bag X085 Marshalltown, 2107 with certified copies of your qualifications, identity book, curriculum vitae, and Z83.
- NOTE** : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in Accordance with The Employment Equity targets of the Department. Preference for these positions will be given to people with disability. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a practical assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities.
- CLOSING DATE** : 20 March 2020
- POST 09/65** : **DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: 3/3/1/162 (X2 POSTS)**
Directorate: Radiography
- SALARY** : R317 976 – R361 872 per annum
- CENTRE** : Dr Yusuf Dadoo Hospital
- REQUIREMENTS** : B-Degree or three years National Diploma in Radiography that allows registration with HPCSA in the profession.
- DUTIES** : To undertake radiographic procedures efficiently, produce diagnostic radiographs and render excellent service delivery in accordance with the prescribed competencies whilst adhering to ALARA principles, radiation control measures and medico legal requirements. Provide high standard of patient care, safety and radiation protection measures. Ability to learn the latest technical innovations and health legislation. Advice on booking and procedures and provide hygienic environment for patients. Report faults in terms of radiology equipment. Participate in continuous personnel development programmes.
- ENQUIRIES** : Mr. JK Mahlangu Tel No: (011) 951 6068/69
- APPLICATIONS** : Must be delivered to the following address: HR department Dr Yusuf Dadoo hospital, Cnr memorial and Hospital Road, Krugersdorp 1740 or posted to Dr Yusuf Dadoo Hospital, Private bag x 2006, Krugersdorp, 1740.
- NOTE** : Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead to disqualification of your application. Incubents are subjected to medical screening. NB: Applications from persons with disabilities are welcomed.
- CLOSING DATE** : 20 March 2020
- POST 09/66** : **DIAGNOSTIC RADIOGRAPHER GRADE 1 – GRADE 3 REF NO: EHD2020/03/11**
Directorate: Rehabilitation Services
- SALARY** : Grade 1 R317 976 –R361 872 per annum (plus benefits)
Grade 2 R372 810 – R426 291 annum (plus benefits)
Grade 3 R439 164 - R532 959 per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Grade 12 with National Diploma or Bachelor/B Tech in Diagnostic Radiography. Registration with HPCSA as Independent Diagnostic Radiographer. Proof of original and current HPCSA registration. **Grade 1:** Less than 10 years relevant experience, **Grade 2:** At least 10 years, but less than 20 years, relevant experience, **Grade3:** 20 years and more relevant experience. Computer Literacy. Driver's license is essential. Good Interpersonal and communication skills.
- DUTIES** : To provide 24 hours Radiography services in a PHC facilities within the district. Willingness to be placed and rotate in any of the PHC facilities. Perform administrative duties including compiling statistics and performing any other duties as delegated by the Supervisor. The person will also be doing relieve

duties in other clinics. Knowledge on implementation of quality Assurance and improvement plans. A working knowledge of departmental equipment and fault reporting. Compliance with National Patients' Rights Charter and professional ethics. Promote Batho Pele Principles in execution of all task for effective service delivery. Participate in continuous professional development as required by HPCSA.

ENQUIRIES : Ms K.R. Maluleke Tel No: (011) 876 1776 Ms M. Masipa Tel No: (011) 876 1776

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

FOR ATTENTION NOTE : Human Resource Manager
: Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.

CLOSING DATE : 20 March 2020

POST 09/67 : **SPEECH THERAPIST AND AUDIOLOGIST REF NO: LRT/STA/0015**
Directorate: Allied

SALARY : Grade 1: R317 811 – R361 872 per annum plus benefits
Grade 2: R372 810 – R426 291 per annum plus benefits
Grade 3: R439 164 – R532 959 per annum plus benefits

CENTRE REQUIREMENTS : Leratong Hospital
: Appropriate qualification that allows for registration with HPCSA as either a Speech Therapist & Audiologist or Speech Therapist. Current registration with HPCSA as Speech Therapist & Audiologist or Speech Therapist. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Must have completed community service.

DUTIES : Provide effective speech therapy+/audiology service for in- patient and external stakeholders in adherence to scope of practice this includes (but is not exclusive to) assessing, diagnosing and treating patients within a multidisciplinary team. Planning and problem solving appropriately. Providing education and counselling to patients, family and caregivers. Selecting, issuing and training in the appropriate use of assistive devices. Monitoring and reviewing patient progress. Documenting patient information, patient statistics. Attending ward rounds, discussions, meetings with multidisciplinary team. Liaising and referring appropriately. Contributing to service development by monitoring, evaluating and co-ordinating existing services, identifying departmental needs, managing waiting lists, participating in implementing new services and developing management protocols for improved patient care. Provide public education regarding feeding and communication difficulties (speech, language and hearing). Contribute towards implementation of strategic plans in keeping with the requirements of the Institution, the province and national health by participating in data collection and make suggestions to the work team to improve speech therapy and audiology services. Assist with management of resources of the department, namely Human (including students), Finance and Physical. Adhere to legislation, regulations, ethical standards, policies, guidelines and protocols at a national, provincial and institution-specific level.

ENQUIRIES : Paula Van Wyk Tel No: (011) 411 3526/3737

APPLICATIONS : Applicants should clearly indicate the discipline that they are applying for. Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. All hand delivered and posted applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should

not be older than six months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

- CLOSING DATE** : 20 March 2020 (AT 12h00 PM)
- POST 09/68** : **DENTAL THERAPIST REF NO: TDHS/A/2020/12 (X2 POSTS)**
Directorate: Oral Health
- SALARY** : Grade1: R317 976 – R361 872 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 12 certificate, Bachelor of Dental Therapy, registration with Health Professions Council (HPCSA) as a Dental Therapist. Proof of current registration with the HPCSA and copy of an ID document. Valid drivers licence Code EB or C1. All documents to be certified and not older than six months.
- DUTIES** : Rendering of Oral Health services within the scope of Dental Therapy qualification. Working in the clinics, dental mobile, correctional services, institutions, hospitals, partake in community outreach programmes and performing administrative duties as required by the Programme/Department. Ensure proper running of quality oral health services and management of the staff in the clinic. The provision of relief within the Sub-district and District when needed. Sound knowledge of Departmental Policies would be an advantage. Good communication and interpersonal relations skills, ability to work under pressure and problem-solving skills.
- ENQUIRIES** : Dr SK Reinprecht Tel No: (012) 451 9290
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on form Z83 (application form), completed fully and signed, obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
- CLOSING DATE** : 20 March 2020
- POST 09/69** : **TRANSPORT OFFICER REF NO: JUB 07/2020**
Directorate: admin and logistics
- SALARY** : R257 508 per annum plus benefits
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12, 5 years office work experience in transport and 5 years driving experience. National diploma in Public, Transport or Logistics Management will be added advantage. Computer literacy knowledge of micro soft office. Must have ability to plan, organize, inspect and evaluate work of subordinates. Have a valid code 10 driver's license with PDP. Knowledge of transport policy, National core standards and BATHO Pele Principles. Good verbal and written communication skills. Have supervisory skills and good interpersonal skills.
- DUTIES** : Allocation of state vehicles to the drivers and officials for official use. Ensure that drivers and other officials have valid driver's license before issuing them with a state vehicles. Ensure that pre-trip and post trip inspection are performed. Electronic log sheet system. Compile monthly reports. Ordering/leasing of new vehicles. Make sure that all state vehicle are road worthy. Ensure that petrol cards are available and valid. Monitor utilization of petrol cards and analyses the transactions reports from the bank and G-fleet. Update the invoice received, register on monthly basis. Completing the log sheets. Ensure that all electronic database is updated and on time. Ensure that all vehicles are clean at all times. Manage performance and development of staff. Comply with the legislative prescripts of the Department of Health.
- ENQUIRIES** : Mr T.T Makhudu Tel No: (012) 717 9385

APPLICATIONS : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital

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

CLOSING DATE : 20 March 2020

POST 09/70 : **CLINICAL ASSOCIATES REF NO: EHD2020/03/12**
Directorate: Family Medicine

SALARY : R257 508 per annum (Plus Benefits)
CENTRE : Ekurhuleni Health 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.

ENQUIRIES : Dr S. Agbo Tel No: (011) 878 – 8548/Cell No: 079 877 4845
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION : Human Resource Manager
NOTE : Applicant will be subject to medical surveillance screening No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.

CLOSING DATE : 20 March 2020

POST 09/71 : **LOGISTICAL SUPPORT OFFICER REF NO: JUB 06/2020**
Directorate: Supply Chain and Asset Management

SALARY : R257 508 per annum (Level 07) Plus Benefits
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12 with 3 to 5 years' experience in Asset Management and SCM/Logistics or National Diploma/Bachelor's Degree in SCM/ Logistic/Public Admin/Financial Management. Knowledge of PFMA, BBBEE, PPPFA, Treasury regulations practice notes, SCM policies, Asset policies and any other rules that govern SCM & Asset. Knowledge of BAS and SAP systems. A valid driver's license, police clearance certificate. Must have good communication skills, facilitation and presentation skills, Computer literacy (MS Word, Excel, and Power-point). Ability to work under pressure.

- DUTIES** : The incumbent will be responsible for Management of Asset Department. Maintaining Asset register. Barcoding of assets computing spread sheet for newly acquired assets and updating the inventory for lists. Conducting physical assets verifications. Resolve issues regarding discrepancies. Conduct disposal of redundant, obsolete and unserviceable assets and update asset register accordingly. Compile statutory monthly reports such as reconciliation of BAS with SAP, maintenance reports. Ensure that hospital property is optimally utilized and taken care of. Attend to audit matters. Contract employees and evaluate their performance in relation to PMDS.
- ENQUIRIES** : MR J.T Dladla Tel No: (012) 717 9487
- APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 20 March 2020
- POST 09/72** : **IT TECHNICIAN REF NO: TDHS/A/2020/13 (X1 POST)**
Directorate: ICT
- SALARY** : R257 508 - R303 339 per annum (Level 07)
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Grade 12 with 3 years National Diploma in IT and 3 years IT experience or any IT Qualifications with 6 years IT experience, MCSE/MCSA will be an advantage. Valid driver's license is compulsory. Other Skills/Requirements: Knowledge and experience in Desktop, LAN and WAN support. Experience in supporting business applications, and Microsoft packages. Knowledge of VOIP telephone configurations and networked switch configuration. Ability to work under pressure, client orientation and customer focus. Good problem solving and analytical skills. Good communication and planning skills.
- DUTIES** : The successful candidate will be responsible for managing and monitoring the continuous functioning of the LAN and WAN. To resolve LAN and WAN connectivity, provide technical support and maintain desktop and other hardware for all users in the department. Support business application that are deployed at our facilities. Deploy and support VOIP telephone system. Perform network troubleshooting and support. Install computer hardware, software and configure network devices in the department and the supported facilities. Provide support to end-users, devices and transversal system i.e. BAS, SAP and PERSAL.
- ENQUIRIES** : Mr ST Khuzwayo Tel No: (012) 451 9085
- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
- CLOSING DATE** : 20 March 2020
- POST 09/73** : **PRINCIPAL PERSONNEL OFFICER (X1 POST)**
Directorate: Health
- SALARY** : R257 508 – R303 339 per annum (Level 07) (plus benefits)
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : Grade 12 with at least five years of experience as HR Clerk in the hospital or relevant three-year Diploma/Degree with at least three years HR experience. A person must be dynamic and flexible as he/she will be dealing with sensitive issues and taking critical and uncompromising decisions. Be people oriented.

- Skills/Competency, Skills in HR Planning, Training and Development, Labour Management, Recruitment and Selection Conflict Management, Problem Solving. Policy development and Computer Literacy.
- DUTIES** : Ensure effective general Management of HR department of the hospital, policy development and implementation of HR controls (e.g Commuted Overtime etc) Performance management system. Implement either consequence management where necessary. Orientate new staff members and train staff where necessary. Attend internal and external meetings and give report back to HR Personnel. Be able to work under severe pressure. Be able to implement Batho Pele Principles within the Office of HR. Implement pension administration, Remuneration and employee benefits. Leave and ill-health Retirement (PILIR), Injury On-Duty, Overtime, housing allowances, appointments, GEPF implementation, PERSAL and Establishment administration. Be willing to implement all issues relating to HR and take minutes during HR meetings.
- ENQUIRIES** : Mr JR Fernandes Tel No: (011) 812 5000
- APPLICATIONS** : must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.
- NOTE** : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached.
- CLOSING DATE** : 20 March 2020
- POST 09/74** : **OCCUPATIONAL HEALTH NURSE REF NO: NURSING 05/2020 (X1 POST)**
Directorate: Nursing
- SALARY** : Grade 1: R256 905 per annum (plus benefits)
Grade 2: R315 963 per annum (plus benefits)
Grade 3: R383 226 per annum (plus benefits)
- CENTRE** : Kopanong Hospital
- REQUIREMENTS** : Grade twelve plus basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. Candidates must also have a one year post basic diploma in Occupational Health and Safety services that allows registration with SANC. Dispensing license will be advantageous. Current registration with SANC as a Professional nurse must be available. Candidates must have a minimum of four years appropriate/recognizable experience in General nursing after registration as a Professional Nurse with SANC. Exposure/actual experience in an integrated Employee Health and Wellness Program will be an added advantage. Candidate must have good writing and policy development skills. Good communication skills both verbal and written, computer skills and able to work under pressure in a changing environment. Candidate must be able to work independently with good interpersonal skills.
- DUTIES** : Plan, develop and administer policies and procedures of Occupational Health and Safety. Manage resources to meet the Department's Occupational Health objectives. Provide occupational health services to employees that lead to the promotion, protection and restoration of their health within a safe working environment. Comply with statutory requirements and departmental policies and procedures and administrative duties. Develop a dependent health and safety program in a workplace, also disease prevention programs of risk assessment to identify and prevent health care problems, immediate treatment of employees and take remedial steps to ensure safety of employees. Ensure that the hospital complies with OHS rules to ensure safe working environment by identifying worker and workplace hazards. Educate all employees on 140 preventative measures against occupational hazards. Promote healthy living and working conditions. Develop relevant occupational health and safety protocols and SOP's. Establish a referral system for the institution, programme development, expansion and implementation and marketing of OHS services. The incumbent will also be responsible to do operational work such as medical surveillance, management of injury on duty, management of medical emergency for staff and participate in disaster management. Work with Human Resource department and other stakeholders in the management of absenteeism due to ill-health and injury on duty. Plan and budget for OHS. Identify training needs and develop programmes. Be supportive to the manager to achieve the goals of the unit and that of the hospital.
- ENQUIRIES** : Ms Polo ME Tel No: (016) 428 7130
- APPLICATIONS** : must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 1930.

- NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not Older than six Months People with Disabilities Are Encouraged to Apply. If you did not hear from us within three months please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.
- CLOSING DATE** : 20 March 2020
- POST 09/75** : **PROFESSIONAL NURSE – GENERAL REF NO: NURSING 04/2020 (X1 POST)**
Directorate: Nursing
- SALARY** : Grade 1: R256 905 per annum (plus benefits)
Grade 2: R315 963 per annum (plus benefits)
Grade 3: R383 226 per annum (plus benefits)
- CENTRE REQUIREMENTS** : Kopanong Hospital
Grade twelve plus basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. Current registration with SANC as a Professional nurse must be available. Candidates are expected to have the recognizable applicable experience as determined by the OSD in terms of the different grades. Know nursing care processes and procedures, nursing statutes and other applicable legislations. The candidate must be computer literate, have good communication skills, both verbal and written and able to work in a team. Candidate must have good ethical practice and a caring attitude. Manage workplace discipline and have an in-depth knowledge and understanding of the National Core Standards, Batho-Pele principles, Ministerial Priorities and Patients' rights.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Perform a clinical nursing practice in accordance with the nursing standards as determined by the Health Facility. Promote quality of nursing care as directed by the professional Scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other Clinicians, including report writing when required. Work as part of the Multidisciplinary team to ensure good nursing care. Work effectively, co-operatively and amicably with people of diverse intellectual, cultural, racial or religious differences. Be able to plan and organize own work and support other personnel to ensure quality nursing care. Display caring attitude towards patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations. Be supportive to the manager to achieve the goals of the unit and that of the hospital.
- ENQUIRIES APPLICATIONS** : Ms Molete RM Tel No: (016) 428 7117
must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031, Vereeniging, 1930.
- NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not Older than six Months People with Disabilities Are Encouraged to Apply. If you did not hear from us within three months please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.
- CLOSING DATE** : 20 March 2020
- POST 09/76** : **ELECTRO-CARDIOGRAM ASSISTANT REF NO: LRT/ECG/0014 (X1 POST)**
Directorate: Radiology
- SALARY** : Grade 1: R210 567 – R240 762 per annum (Plus Benefits)
Grade 2: R248 304 – R301 005 per annum (Plus Benefits)
- CENTRE REQUIREMENTS** : Leratong Hospital
Appropriate Qualification or in - service training with duration of 2 years that allows registration with HPCSA. ECG certificate. Experience in ECG will be an added advantage. Must be registered with the HPCSA. Have a desire to help sick patients. Be tactful, patient and sympathetic. Have a practical and enquiring mind. Able to distinguish between normal and abnormal ECG. Have scientific and technological knowledge in performing 12 lead ECG. Be able to manage themselves, time and resources efficiently. Adhere to safety measures in compliance with the occupational and safety. Recognize problem related to malfunctioning of equipment. Prepare the patient accurately to protocol. Excellent interpersonal skill. Be able to work under pressure, communicate clearly with patient and doctor. Basic computer skills.

- DUTIES** : Set the room for taking ECG readings. Review and understand the medical history of the patient. Perform the ECG test. Set ECG machines and explain the ECG procedures clearly to patients. Interact with patients and ease their minds as it is crucial for the tests. Connect the electrodes to the body of the patient and operate the electrocardiogram equipment. Place in and remove the catheters. Identify any abnormalities or urgency, in case if any are present. Work under the supervision of the physician. Administer the test and record the readings from the display of the equipment. Take hard copy of readings. Perform the clerical duties in relation to the ECG. Disinfect and maintain the equipment. Clean and sanitize the room after the process. Participation in departmental quality initiatives. To adhere to the safety norms of the hospital and follow both patient and staff safety rules.
- ENQUIRIES** : Dr B Hlatswayo Tel No: (011) 411 3819
- APPLICATIONS** : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.
- NOTE** : The department of Health is committed to the achievement and maintenance of diversity and equity employment especially for race, gender and disability. Applications must be submitted on Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are CV, certified ID copy, certified copies of qualifications including matric, certified HPCSA registration certificate and proof of current registration with HPCSA Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC)- verification (reference checks- provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act. Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).
- CLOSING DATE** : 20 March 2020 at 12H00 PM
- POST 09/77** : **SECRETARY REF NO: 3/3/1/159 (X1 POST)**
Directorate Office of the CEO
- SALARY** : R208 584 per annum
- CENTRE** : Dr Yusuf Dadoo Hospital
- REQUIREMENTS** : An appropriate recognized 3 years Diploma/Degree in Office Management with relevant working experience OR grade 12 with one (1) year working experience in secretarial functions in the highest offices of the organization. Skills Excellent organizational and time management skills. Capacity to understand, structure and manage the information-flow within the office of the CEO. Good communication and writing skills with good interpersonal relations. Familiarity with the use of office equipment like photocopier, fax, scanner etc. and be computer literate and proficient in the use of MS Office applications, MS Outlook and Power point. Demonstrate flexibility, versatile, initiative, pro-activity and working in a multidisciplinary team. Maintain confidentiality whilst being privy to sensitive information. Being the last barrier before the CEO's office and discreet. Must be able to work under pressure and tight deadlines.
- DUTIES** : Provide high-level secretarial tasks for the office of the CEO including transcribing and proofreading confidential correspondences. Prepare general and statistical reports, handle information requests, perform secretarial functions such as preparing correspondence, collecting information and compiling the VEO's report/ dashboard, updating the Ideal Hospital Realization Program Files, receiving visitors, arranging and receiving tele – conference calls, scheduling meetings and taking minutes at various scheduled meetings of the CEO. Maintain confidential files and other material essential for use by the CEO. Maintain calendar of appointments for the CEO ensuring that the CEO is apprised of all appointments and changes as well matters requiring immediate attention. Coordinate all travel and transport arrangements for the

CEO. Answer telephone calls and screen complaints and enquiries from the employees, public officials, the press and the general public addressed to the CEO. Prepare letters, memoranda and keeps records for effective office management. Answer routine mail independently and re-route other mail with background materials a necessary. Maintain all files and ensure that material is properly marked and accessible for immediate use. Perform any other duties that may be requested from time to time by those in authority.

ENQUIRIES : Mr. P.M. Sofohlo (CEO) Tel No: (011) 951 6161
APPLICATIONS : Must be delivered to the following address: HR department, Dr Yusuf Dadoo hospital, Cnr memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private bag x 2006, Krugersdorp, 1740.

NOTE : Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead to disqualification of your application. Incumbents are subjected to medical screening. NB: Applications from persons with disabilities are welcomed.

CLOSING DATE : 20 March 2020

POST 09/78 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: EHD2020/03/13**
 Directorate: Pharmacy

SALARY : R208 383 – R234 738 per annum (Plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Appropriate Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post-Basic) Registration with the South African Pharmacy Council (SAPC) as a Post-Basic Pharmacist Assistant Proof of payment for current annual fees. Less than five (5) years appropriate experience after registration as a Pharmacist Assistant (Post Basic) with the SAPC.

DUTIES : Receive and record all stock from suppliers. Filling of stock cards. Maintenance of electronic stock program me and reporting systems. Cyclic stock counts. Provide information to management. Participate in bi-annual stock take. Work under direct/indirect supervision of a Pharmacist. Storage and distribution of pharmaceuticals. Maintenance of all pharmaceutical projects and systems. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms. T. Burisch Tel No: (011) 878 - 8500
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

FOR ATTENTION : Human Resource Manager
NOTE : Applicant will be subject to medical surveillance screening No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.

CLOSING DATE : 20 March 2020

POST 09/79 : **PHARMACY ASSISTANT POST BASIC GRADE 1 REF NO: 03/2020 (X1 POST)**
 Directorate: Pharmacy

SALARY : R208 383 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Grade 12 plus a qualification that allows registration with SAPC as a Post basic Pharmacy Assistant with proof of payment of annual fees. Candidate must have basic communication skills both verbal and written. Good interpersonal relation skills, good calculation and computer skills. Excellent team work skills, time management, problem solving, decision making, teambuilding and people skills. Be highly motivated and enthusiastic to contribute to pharmacy services. Be able to work under pressure.

DUTIES : Assist the Pharmacy team in running of the department including one clinic on the premises. Assist with the control of stock both in ordering, receiving and distribution of finished product of schedule 1 to 5 in accordance with the standard operating procedure and legislation. To assist with the compounding, manipulation or preparation of non-sterile medicine or schedule substances according to a formulae and standard treatment guidelines approved by the responsible Pharmacist. Record all transactions in accordance to the standard operating procedures. Good pharmacy practice as published in the rules of the

council must be adhered to all times. Implement the standard operating procedure, good pharmacy practice, norms and standards. Implement and maintain security measures. Ensure proper drug supply management. Contribute to pharmacy planning. Actively participate in administrative duties of the pharmacy. Perform duties assigned by supervisors. Maintain quality standards and other departmental policies.

ENQUIRIES : Ms Rademan AE Tel No: (016) 428 7075
APPLICATIONS : must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not Older than six Months People with Disabilities Are Encouraged to Apply. If you did not hear from us within three months please consider your application unsuccessful. Pre-employment Screening will be conducted to successful candidates.
CLOSING DATE : 20 March 2020

POST 09/80 : **ADMINISTRATION CLERK REF NO: 06/2020 (X1 POST)**
Directorate: Patient Activity

SALARY : R173 703 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Grade 12 or equivalent/or Grade 10 with three years' relevant experience. Be able to Work under pressure, able to read, write and communicate effectively. Be computer literate. Good customer Service. Be prepared to work shifts, night duty and public holidays and also rotate. Relevant qualifications will be an added advantage.

DUTIES : Carry out administrative duties in accordance with guidelines and prescripts. Perform a variety of Duties that is related to patient registration and records. Accurate and correct capturing of patient data both electronically and manually must be done, (personal details, supporting documents and correct Classification). Retrieve and file of patient clinical records. Perform cashier duties (patient fees cash Collection). Maintain proper and correct patient data and do regular update. Adhere to all the requirements and changes from stakeholders both internally and externally.

ENQUIRIES : Ms LP Phaswana Tel No: (016) 428-7111
APPLICATIONS : Must be submitted to: Kopanong Hospital, 2 Casino Road, Duncanville, HR office, or posted to P/bag x031, Vereeniging, 1930.

NOTE : Fully Completed Z83, CV, certified copies of ID and qualifications not older than three months. People with disabilities are encouraged to apply. If you did not hear from us three months regard your application unsuccessful. Medical surveillance will be conducted to Successful candidate.

CLOSING DATE : 20 March 2020

POST 09/81 : **CLIENT INFORMATION CLERK REF NO: 3/3/1/160 (X1 POST)**
Directorate: Admin

SALARY : R173 703 per annum
CENTRE : Dr Yusuf Dadoo Hospital
REQUIREMENTS : Grade 12 with extensive in switchboard call centre environment. Good communication and interpersonal skills. Ability to work under pressure and shifts. The incumbent should be fully multilingual. A methodical worker and able take instructions. Call centre certificate will be an added advantage.

DUTIES : Handle incoming calls. Outgoing calls and transferring calls to appropriate extensions. Making calls on behalf of the staff, keeping records and taking messages. Answer general enquiries pertaining to hospital clients and staff. Report faulty telephone lines and keep record. See to it that switchboard apparatus are handled properly to pass messages to hospital community through P.A.S, SMS or PAGING. Be presentable at all times.

ENQUIRIES : Mr: Sifiso Zwane Tel No: (011) 951 6179
APPLICATIONS : Must be delivered to the following address: HR department Yusuf Dadoo hospital, Cnr memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private bag x 2006, Krugersdorp, 1740.

NOTE : Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead to disqualification of your application. Incumbents are subjected to medical screening. NB: Applications from persons with disabilities are welcomed.

CLOSING DATE : 20 March 2020

- POST 09/82** : **IT TECHNICIAN REF NO: TDHS/A/2020/14 (X1 POST)**
Directorate: ICT
- SALARY** : R173 703 - R204 612 per annum (Level 05)
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 12 with 3 years IT National diploma and 2 years IT experience or any IT or any IT Qualifications with 4 years IT experience, MCSE/MCSA will be an advantage. Valid Driver's license is compulsory. Other Skills/Requirements: Knowledge and experience in Desktop, LAN and WAN support. Experience in supporting business applications, and Microsoft packages. Knowledge of VOIP telephone configurations and networked switch configuration. Ability to work under pressure, client orientation and customer focus. Good problem solving and analytical skills. Good communication and planning skills.
- DUTIES** : The successful candidate will be responsible for continuous functioning of the LAN and WAN, to resolve LAN and WAN connectivity, provide technical support and maintain desktop and other hardware for all users in the department. Support business application that are deployed at our facilities. Deploy and support VOIP telephone system. Perform network troubleshooting and support. Install computer hardware, software and configure network devices in the department and the supported facilities. Provide support to end-users, devices and transversal system i.e. BAS, SAP and PERSAL.
- ENQUIRIES** : Mr ST Khuzwayo Tel No: (012) 451 9085
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
- CLOSING DATE** : 20 March 2020
- POST 09/83** : **KEYBOARD OPERATOR REF NO: TDHS/A/2020/15 (X1 POST)**
Directorate: ICT
- SALARY** : R173 703 - R204 612 per annum (Level 05)
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 12 certificate and tertiary IT qualification 1 year experience in IT 4 years customer service experience. Other Skills/Requirements: Good hearing and a clear telephone voice. Confident and polite telephone manner. The ability to work quickly and accurately under pressure. Basic IT skills. Excellent customer care skills. The ability to deal with difficult calls in a calm and professional manner. Good time-keeping and reliable.
- DUTIES** : Handle outgoing, interoffice or incoming calls. Operate and manage telephone management system. Relay and route written and verbal messages. Update and circulate telephone directories. Assist customers in making telephone calls. Assist callers with other questions. Provide telephone numbers and other information. Place a person-to-person call. Handle all directory assistance queries. Assist with the department's cellphones and perform cellphone audit. Assist in logging ICT calls and assist with basic IT queries using remote assistant.
- ENQUIRIES** : Mr ST Khuzwayo Tel No: (012) 451 9085
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
- CLOSING DATE** : 20 March 2020
- POST 09/84** : **FINANCE CLERK (X4 POSTS)**
(12 Months contract)
Directorate: Finance
- SALARY** : R173 703 per annum (Level 05) plus 37%
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 12 with 1-year financial management/accounting experience or an appropriated Degree/National Diploma in Accounting/Finance. Other

- Skills/Requirements: Knowledge and experience in BAS, SAP, SRM and Persal. Thorough knowledge of PFMA, Treasury Regulations and financial policies and procedures. Must be computer literate (Microsoft Word, PowerPoint and Excel). Candidates must have work experience in Budget processes, Reporting and Accounts Payable. Sound accounting skills.
- DUTIES** : Compile and manage the budget of the institution in the District and Bronkhorstspuit Hospital. Monitor budget spending in accordance with the set policies and procedures. Provide assistance and BAS reports to management and institutions in the District in terms of budget, expenditure and reporting monthly. Manage and identify miscellaneous payments and the clearing of suspense/control accounts, Safekeeping of Basic Accounting records and face value documents Approve shopping cart and confirmation of goods receive voucher (GRV) on SRM) Attend to supplier's queries and web cycle. Monitor commitment register Perform Monthly reconciliations of transversal systems (BAS/PERSAL, BAS/SAP, BAS/MEDSAS and Revenue) Management of NPO (non-profit organisations).
- ENQUIRIES APPLICATIONS** : Ms. EM Kgatla Tel No: (012) 451 9055
: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
- CLOSING DATE** : 20 March 2020
- POST 09/85** : **ADMINISTRATION CLERK (COMMUNICATION) REF NO: LRT/ACC/0011 (X1 POST)**
: Directorate: Cooperate Service
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05) (Plus Benefits)
: Leratong Hospital
: Grade 12 with relevant experience in Public Service. Qualification in Communication/Public Relations/Marketing in the public service will be an added advantage. Computer Literacy. Good communication and interpersonal skills. Proficiency in various official languages.
- DUTIES** : Provide administration support for all communication services. Conduct Patient Satisfaction Surveys. Write articles for internal publications. Assist in coordinating and facilitating events for the institution.
- ENQUIRIES APPLICATIONS** : Ms F Oyekanmi Tel No: (011) 411 3503
: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.
- NOTE** : The department of Health is committed to the achievement and maintenance of diversity and equity employment especially for race, gender and disability. Applications must be submitted on Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are CV, certified ID copy, certified copies of qualifications including matric certificate and proof of computer literacy. Certification should not be older than six months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC)- verification (reference checks- provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act. Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).
- CLOSING DATE** : 20 March 2020 (At 12H00 PM)

- POST 09/86** : **FINANCIAL CLERK (SUBCASHIER) REF NO: LRT/FCS/0010 (X4 POSTS)**
Directorate: Health
- SALARY** : R173 703 per annum (Level 05) (Plus Benefits)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Grade 12. Knowledge and experience of Financial Management in Public Sector will be an added advantage. Knowledge of PAAB. Computer literacy (Excel word, PowerPoint and MS outlook). Good understanding of PFMA and Treasury Regulation.
- DUTIES** : Responsible for collection of cash, Patient fees, other sales, sale of scrap material, e.g. empty containers, Fax, Copies, etc. Issuing of receipts for all payments received. Capturing of receipts on PAAB and SAP, summarizing of revenue collected. Ensure compliance with PFMA. Administrative procedures Manual and other revenue policies. Cashier duties. Tracing and Debt Management.
- ENQUIRIES** : Elvah Mbusi Tel No: (011)411 3512
- APPLICATIONS** : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.
- NOTE** : The department of Health is committed to the achievement and maintenance of diversity and equity employment especially for race, gender and disability. Applications must be submitted on Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are CV, certified ID copy, certified copies of qualifications including matric certificate and proof of computer literacy. Certification should not be older than six months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC)- verification (reference checks- provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act. Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). 20 March 2020 at 12H00 PM
- CLOSING DATE** : 20 March 2020 at 12H00 PM
- POST 09/87** : **STAFF NURSE GRADE 1- 3 (X14 POSTS)**
Directorate: Health
- SALARY** : Grade 1: R171 381 – R 192 879 per Annum per annum (Plus Benefit)
Grade 2: R204 627 – R230 307 per annum per annum (Plus Benefit)
Grade 3: R242 166 – R297 825 per annum per annum (Plus Benefit)
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : **Grade 1:** Qualification that allows registration with the SANC as a staff Nurse. Experience None. **Grade 2:** Registration with the SANC as Enrolled Nurse. A minimum of 10 years appropriate recognizable experience in nursing after registration with the SANC as a Staff Nurse. **Grade 3:** Registration with the SANC as Enrolled Nurse. A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse.
- DUTIES** : Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice of nursing standard as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond patient's needs, requirements and expectation (Batho Pele). Work as part of the multi-Disciplinary team to ensure good nursing care.
- ENQUIRIES** : Ms. F Bane: Tel No: (011) 812 5000
- APPLICATIONS** : must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

- NOTE** : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached.
- CLOSING DATE** : 20 March 2020
- POST 09/88** : **NURSING ASSISTANT GRADE 1 – 3 (X5 POSTS)**
Directorate: Health
- SALARY** : Grade 1: R132 525 – R149 163 per annum (inclusive package)
Grade 2: R156 846 – R176 526 per annum (inclusive package)
Grade 3: R187 263 – R230 307 per annum (inclusive package)
- CENTRE REQUIREMENTS** : Pholosong Hospital
A **Grade 1:** Qualification that allows registration with the SANC as a Nursing Assistant. Experience None. **Grade 2:** Registration with the SANC as Enrolled Nursing Assistant. A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** Registration with the SANC as Enrolled Nursing Assistant. A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nursing Assistant. 2-4 years recognisable clinical experience and be familiar with the standard procedures and practices in the health care System and be able to use critical thinking skills to make ethical decisions. Knowledge of medical billing and procedures. Experienced in ICD 10 coding and ability to link patient diagnosis with procedural codes. Good knowledge of UPFS. Ability to work with excel spreadsheets, Microsoft word and web-based programmes (medical aids). Excellent communication skills.
- DUTIES** : Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice of nursing standard as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Display a concern for patients, promoting and advocating elementary care including awareness and willingness to respond patient's needs, requirements and expectation (Batho Pele). Work as part of the multi-Disciplinary team to ensure good nursing care.
- ENQUIRIES APPLICATIONS** : Ms. F Bane Tel No: (011) 812 5000
must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.
- NOTE** : Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached.
- CLOSING DATE** : 20 March 2020
- POST 09/89** : **FOOD SERVICES AID REF NO: LRT/FSA/0012 (X2 POSTS)**
Directorate: Human Nutrition
- SALARY** : R102 534 per annum (Level 02) (Plus Benefits)
- CENTRE REQUIREMENTS** : Leratong Hospital
Grade 10-12 with relevant experience in food industry. (Previous experience in food service/food related sector will be an advantage). Knowledge of Hygiene and Safety procedures and processes. Awareness of Batho Pele Principles. Should be prepared to work shifts and public holidays. Good communication and interpersonal skills. Time management skills and basic numeracy. Good verbal and written communication skills- English. Appropriate knowledge of Food and Food preparation. Be willing to work in a team and under stressful conditions.
- DUTIES** : Ensure proper and effective food service/catering service by complying to the production and work schedules, recipes and instructions given by Food Services Supervisor. Maintain and ensure correct use of Food Services equipment and ensure that breakages are reported immediately. Assist with the preparation and catering for functions and events. The preparation of food for normal, therapeutic diets and snacks. Daily dishing up of food and distribution of meals as per allocated ward. Preparation of fluids diet and feeds in the tube feed area. Perform daily cleaning tasks – routine duties as per week schedule. Applying Hygiene and safety measures in the area of work according to Hygiene and Safety manual and planned work schedules. To liaise with colleagues, supervisors, managers, patients and hospital staff where

applicable. Be prepared to relieve in all areas of Food Service unit when required. Be willing to undergo continuous training and development programs. Be responsible for all allocated supplies and resources to your section. To adhere to all Food Services policies, Procedures and job description at all times.

**ENQUIRIES
APPLICATIONS**

: Mr M.E Mashaba Tel No: (011) 411 3658
: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp. 1740 or posted to Leratong Hospital: Human Resource, Private Bag X2078, Krugersdorp 1740. Application should be delivered by 12h00 (Noon) on the closing date including posted mails.

NOTE

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

CLOSING DATE

: 20 March 2020 at 12H00 PM

POST 09/90

: **MESSENGER REF NO: REFS/005116**
Directorate: Admin and Support

**SALARY
CENTRE
REQUIREMENTS**

: R102 534 per annual (plus benefits)
: Tara the H. Moross Centre, Sandton
: Minimum Grade 10 – 12, ABET level 4 or Equivalent qualification. Must be computer literate. Ability to handle confidential information. Good Telephone etiquette, Interpersonal and communication (written and verbal) skills. Experience in a hospital environment will be an added advantage.

DUTIES

: Distribution of correspondence (fax, circulars, memos etc). Keep record of all received and delivered documents. Assist in the fax room duties (faxing, photocopying, scanning of files and other documents) Assist in the registry function Adhere to departmental policies and procedures. Perform other lawful duties as delegated by the supervisor.

**ENQUIRIES
NOTE**

: Mr. G More Tel No: (011) 535 3063
: People with disabilities, Coloreds, Indians and Whites are encouraged to apply. Applications must be delivered to:- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara the H. Moross Centre Private Bag x7Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address.

CLOSING DATE

: 20 March 2020

POST 09/91

: **MEDICAL OFFICER GRADE 1- 3 (SESSIONAL) REF NO: EHD2020/03/14 (X4 POSTS)**
Directorate: Family Medicine

SALARY

: Grade 1: R395 per hour (session)
Grade 2: R452 per hour (session)
Grade 3 R524 per hour (session)

**CENTRE
REQUIREMENTS**

: Ekurhuleni Health District
: Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a medical officer. Current proof of registration with the HPCSA as a medical practitioner. Basic medical degree (MBCHB) or equivalent). **Grade 1:** Less than 5 years relevant experience **Grade 2:** At least 5 years, but less than 10 years relevant experience, Grade

3: 10 years and more relevant experience. Recommendations: Experience in district health service. Experience in general medical practice: PHC; HAST; EBM and use of current protocols. Excellent clinical skills in terms of consultation; history taking; examination; clinical assessment and management procedures. Good professional attitude; communication skills; ethics in relation to patients/families/community; referrals; consent for treatment; team work ability and medical records keeping. Willingness to work/participate in outreach programmes in any PHC facilities within the district health service. Post graduate diploma or relevant medical degree is an advantage.

- DUTIES** : Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervision of health care professionals through an integrated approach programme. Participate in 24hour PHC services including Medico-legal and EMS. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the training and the CME activities for nurses, intern and community service doctors in the district. Support or participate in the development of district research projects.
- ENQUIRIES** : Dr. S Agbo. Tel No: (011) 878 8548/Cell: 079 877 4845
- NOTE** : Applicant will be subject to medical surveillance screening No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
- FOR ATTENTION** : Human Resource Manager
- CLOSING DATE** : 20 March 2020

PROVINCIAL TREASURY

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



- APPLICATIONS** : Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.
- CLOSING DATE** : 20 March 2020
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document no copies of certified copies allowed Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises/tests for non-SMS positions and during the recruitment process

(candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

POST 09/92 : **ASSISTANT DIRECTOR: SENIOR AUDITOR-RISK & COMPLIANCE AUDIT SERVICES REF NO: GPT/20/03/01**
Directorate: Gauteng Audit Services

SALARY : R470 040 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A National Diploma (NQF 6 as recognised by SAQA) in Internal Auditing/Accounting. 3-5 years' experience in Internal Auditing. Valid Driver's License.

DUTIES : Gather background information, Risk Assessment, budget etc. Assist in developing audit objectives & Preliminary scope. Plan assigned project. Determined the resources required for the project and compile a time budget. Allocate tasks appropriately to subordinates. Review audit programmes. Supervise a pool of multi-skilled auditors while on audit. On the job supervision/mentoring, coaching motivating and training of team (Maintain the standards set by the IIA and methodology). Review working papers compiled by the team members. Liaise with team members at the planning, execution and reporting phases of each review. Compile the draft report for sourcing root causes. Imparting knowledge to colleagues and staff. Prepare weekly progress report to be submitted to Deputy Director. Maintain accurate time record. Monitor time and progress on projects and report to Deputy Director. Ensure that all projects are closed off on teammate once the projects are finalised. Appraise and evaluate the performance of the team members and draw up developmental plans.

ENQUIRIES : Mr Sihle Hlomuka Tel No: (011) 227 9000

POST 09/93 : **ASSISTANT DIRECTOR: ACCOUNTS PAYABLE REF NO: GPT/20/03/02**
Directorate: Financial Governance

SALARY : R376 596 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification or National Diploma in Financial/ Management Accounting; 3 - 5 Years' experience in Accounts Payable Environment; 1 – 2 years' experience in the Project Management environment; Knowledge of BAS and SAP systems; Previous Government working experience; Computer literate; Knowledge of the supply chain cycle within GPG.

DUTIES : Management of the maintenance of effective relationships with customers P Card and E-Invoicing. To manage the training and support of all P Card, E-Invoicing, EIS (Electronic Invoice Submission) and Web Board users. Checking of the monthly recon of P Card Statements. Supervision of the technical support team. Supervision of the processing team (processing of petty cash; clearing of exceptions/open payment on BAS). Minimize risks and management of adherence to internal controls and procedures. Implementation of Ad-hoc Projects; Implementation of SARS Agent Appointments. User Acceptance testing. Manage and close calls logged on ITSM. Provide accurate reports to Management. Monitor user audit of SAP E-invoicing system and P-card. Ensure co-ordination of P-card and Electronic Invoice Submission (EIS) supplier sessions. Presentation of P-Card and EIS to suppliers. Management of staff. To manage the Accounts Payable automation projects section (E-invoicing, XML, P-Card and Web Board). Manage training of all GPG officials on SAP R3, E-invoicing, web-board and P Card. Manage and close calls logged on ITSM. Manage support given to automated sites. Provide accurate reports to Management/ Monitor user audit of SAP E-invoicing system and P-card. Ensure co-ordination of P-card supplier sessions. Supervise the following up of P Card Bank statements (standard bank). Supervise co-ordination of pre-implementation for P Card (Departmental). Manage quality assurance of P Card Supplier Inventories. Presentation of P-Card to supplier. User Acceptance testing.

ENQUIRIES : Ms.Baleseng Sedibe Tel No: (011) 227 9000

POST 09/94 : **PRACTITIONER: SUPPLIER DEVELOPMENT REF NO: GPT/20/03/03**
 Directorate: Provincial Supply Chain Management

SALARY : R257 508 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : A 3-year tertiary qualification (NQF level 6 as recognized by SAQA) in Business Management, Supply Chain Management, Project Management. At least 2 years business experience, preferably with relevant experience in a BEE/supplier development environment. Understanding of the South African marketplace and BBBEE/SMME environment in particular. Broad knowledge of Supply Chain Management.

DUTIES : Compilation of BEE reports, classification, monitoring and reporting on supplier BEE status. Assist ASD's with facilitation of the provision of training and development for BBBEE/SMME suppliers. Compliance with ISO 9001 requirements and maintenance of records pertaining to the unit's requirements. Assist and support ASD's with the liaison of external stakeholders (GPG Departments to establish collaborative partnerships that will promote BEE. Assisting with Central Supplier Database (CSD) registration/training. Adhere to operational budget. Manage own improvement.

ENQUIRIES : Ms. Linda Ninzi Tel No: (011) 227-9000