

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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

OTHER POSTS

<u>POST 12/48</u>	:	<u>MEDICAL SPECIALIST GRADE 1 REF NO: WKH 2020/09</u> Directorate: Psychiatry
<u>SALARY</u>	:	R1 106 040.per annum Package per annum (all inclusive) (Grade of post and remuneration package will be determined by years of experience after registration at HPCSA as a Medical Specialist according to OSD guidelines)
<u>CENTRE REQUIREMENTS</u>	:	Weskoppies Hospital M MED (PSYCH) or FCPSYCH (SA) or equivalent. Registration with the HPCSA as a Medical Specialist Psychiatrist. Relevant experience in general adult Psychiatry will be a requirement. For joint appointment with the University of Pretoria: proof of at least one publication in a journal approved by the Department of Higher Education.
<u>DUTIES</u>	:	The post is a joint appointment specialist psychiatrist post with Weskoppies Hospital/Gauteng and the Medical School of the Faculty of Health Sciences of the University of Pretoria. The main tasks of the post will be the management and treatment of general adult psychiatric patients, including the related administrative and medico-legal work. Doing criminal forensic psychiatric observations and testify in a court of law if needed. Training of undergraduate and postgraduate students including medical officers and other health care workers. Supervising registrars in psychiatry. Doing research and supervising research. General management and administration appropriate to the post, including involvement in hospital and medical school committees. The incumbent is expected to become involved in outreach services.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. JM Pooe, Tel. No: (012) 319 9619 should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the Application box provided at the security gate.
<u>NOTE</u>	:	Applications should include Z83, CV, certified copies of ID and Qualifications. Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates could be required to perform practical exercises/tests during the recruitment process.
<u>CLOSING DATE</u>	:	17 April 2020
<u>POST 12/49</u>	:	<u>PRINCIPAL PSYCHOLOGIST GRADE 1 SENIOR LECTURER/LECTURER REF NO: WKH 2020/11</u> Directorate: Psychology
<u>SALARY</u>	:	R1 025 316.per annum (all inclusive) (Grade of post and remuneration package will be determined by years of experience after registration at HPCSA as a Principal Psychologist to OSD guidelines)
<u>CENTRE REQUIREMENTS</u>	:	Weskoppies Hospital Master's degree in Clinical Psychology. Registration with the HPCSA as a Clinical Psychologist. A minimum of 3 years' experience in Clinical Psychology. Experience working in a Psychiatric setting. Minimum of 2 years' experience on a managerial level. Knowledge of Mental Health Act and other relevant Government acts, strategies and policies. Minimum 3 accredited publication; Conference papers delivered, 3 years of teaching experience, course/block coordinator of students; curriculum development/innovation; good teaching evaluation; clear clinical focus area in teaching. Community engagement recommended.
<u>DUTIES</u>	:	Management of the Clinical Psychology Unit - overseeing the daily operations of the unit within the hospital ensuring that government and hospital policies and protocols are upheld and followed. Act as liaison between the Psychology Unit and hospital management and the University of Pretoria. Administrative duties assigned to post. Draft policy and develop strategies required to meet the aims set out in the operational plan of the Clinical Psychology unit including budget management and procurement processes for the Unit. Overseeing job performance evaluations of the Psychology Unit staff. Ensure that RWOPS is conducted according to the official policies of the Gauteng Health Department. Supervision of Intern Psychologists. Planning and management of training programmes for Intern Psychologists. Clinical Psychologist as part of a multi-disciplinary team providing assessment, evaluation and appropriate treatment of mental health care users including attending ward rounds, providing psychotherapy and conducting psychometric and medico-legal assessments. Provision of forensic psychology services, including the evaluation of alleged offenders/victims and attending court cases. Academic and clinical work for the Faculty of Health Science at the University of Pretoria including the development and provision of lectures, group-work, research and publications.
<u>ENQUIRIES APPLICATION</u>	:	Prof. PM Joubert, Tel. No: (012) 319 9744 should be addressed to The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the Application box provided at the security gate.
<u>NOTE</u>	:	The post for Principal Psychologist is a joint appointment with Weskoppies Psychiatric Hospital/ Gauteng Department of Health and the Medical School of the Faculty of Health Sciences of the University of Pretoria. Applications should include Z83, CV, certified copies of ID and Qualifications. Weskoppies Hospital is committed to the pursuit of diversity, redress

and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates may be required to perform practical exercises/tests during the recruitment process.

CLOSING DATE

: 17 April 2020

POST 12/50

: **MEDICAL OFFICER GRADE 2: REF NO: ODI/12/03/2020/03**
Directorate: Clinical

SALARY

: R938 964 per annum

CENTRE

: ODI District Hospital

REQUIREMENTS

: Basic Medical Degree (MBCHB) or equivalent and current registered with the Health Professional Council of South Africa (HPCSA) as a medical practitioner. Grade2: Officer: A minimum of 5 years to 10 years appropriate experience as a Medical Officer post Community Service. Recommendations: Experience working in General Medical Practice, Mental health, Obstetrics, HAST, Emergency Unit and use of current national clinical protocols. Required clinical skills includes 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 and good medical record keeping.

DUTIES

: Supervision of junior doctors (undergraduate students, community service doctors). Attendance of relevant administrative meetings like mortality and mobility meetings and completion of MEDICOM legal documents timeously (e.g. Death certificate, mental health forms, J88 forms and medical reports when requested by financial institutions. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Willing to do Commuted overtime duties rendered after hours (night, weekend and public holiday) to provide continuous uninterrupted care of patients.

ENQUIRIES

: Dr. Motsepe RT Tel No: (012) 725 2436/2439

APPLICATIONS

: Hand delivered is encouraged and other means of posting delivery to Odi District Hospital, Klippgat road, Mabopane, CEO's office or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

NOTE

: Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document (no copies of copies allowed). Certified copies should not be more than three months old. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability

CLOSING DATE

: 17 April 2020

POST 12/51

: **ASSISTANT MANAGER PHARMACEUTICAL SERVICES REF NO: DHSPPA/001/20**
Directorate: Johannesburg Health District

SALARY

: R897 936 -R981 843 per annum (all-inclusive remuneration package)

CENTRE

: Johannesburg District Pharmaceutical Services

REQUIREMENTS

: Basic Qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Must be registered with the South African Pharmacy Council as a Pharmacist. Must be able to lead and manage Pharmaceutical Services at a District level to ensure cost effective, efficient and quality Pharmaceutical Care. Relevant post graduate qualification will be an added advantage. At least nine (9) years' experience in the pharmaceutical services environment, of which five (5) years must be in a management position. Must have a valid South African driver's license and be Computer literate.

DUTIES

: The provision of financial, budget and expenditure management for pharmaceuticals in the District. Management of human resources, e.g. training and development of staff. Effective and efficient operations and management of District Pharmaceutical Services, (including Medicines supply management, IT, infrastructure and equipment management). Provision of strategic and operational direction to Pharmaceutical Services staff and stakeholders. Ensure Quality Pharmaceutical services in line with Batho Pele principles, Ideal Clinic Standards as well as Good Pharmacy Practice. Ability to lead and manage Pharmaceutical related Projects. To be able to work in a multi-disciplinary team. Organize and manage training and performance of Pharmaceutical staff in the district. The provision of an effective and efficient clinical Pharmaceutical service, including an effective District Pharmacy and Therapeutics Committee.

NOTE

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

Department at Johannesburg Health District Office, corner Smit and Klein Str. Hillbrow Clinic. If you have not been consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

ENQUIRIES APPLICATIONS : Mrs. M.C. Makhetha, Tel No: (011) 694 3708/09
: must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Streets. Administration Building, Ground floor, Hillbrow Clinic or Human Resources Management, Private Bag X21, Johannesburg, 2001.

CLOSING DATE : 17 April 2020

POST 12/52 : **DEPUTY MANAGER NURSING PN-A8 REF NO: WKH 2020/04**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R843 618 per annum (All-inclusive package)
: Weskoppies Hospital
: Grade 12. Basic qualification as a Professional nurse according to R 425 or equivalent qualification that leads to registration with the South African Nursing Council (SANC) as a Professional nurse. A qualification in nursing administration/management will be a recommendation Valid driver's license. Experience: a minimum of 9 years' experience as a professional nurse. At least 6 years' experience in psychiatric nursing. At least 4 years' experience in Psychiatric nursing (Assistant Manager)

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the nursing department. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources (human/financial/physical and material) in accordance with relevant directives and legislation

ENQUIRIES APPLICATIONS : Ms. PB Schoonwinkel Tel. No: (012) 319 9680
: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the Application box provided at the security gate. Ensure that you sign your name in the application attendance register

NOTE : Applications should include Z83, CV, certified copies of ID and Qualifications. Applications should be addressed to: .Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates could be required to perform practical exercises/tests during the recruitment process.

CLOSING DATE : 17 April 2020

POST 12/53 : **MEDICAL OFFICER (INTERNAL MEDICINE) REF NO: FERH/MED-03/2020 (1 POST)**
Directorate: Medical

SALARY CENTRE REQUIREMENTS : Grade 1: R821 205– R884 670 per annum (all inclusive package)
: Far East Rand Hospital

DUTIES : Grade 12/Matric, MBCHB degree registered with HPCSA as a Medical officer. Must be post community service and annually licenced with SAMA. Preference will be given to South Africans and permanent residence, interest in internal medicine. Preferably with auxiliary qualifications in ACLC, AMLS and HIV diploma. Overtime duties will be expected to be done. The incumbent will be responsible to investigate, interview, diagnose and oversee the treatment of a patient. Supervision of Junior doctors (interns & community service). Attendance of relevant administrative meetings like mortality, near miss meetings and completing MEDICO legal documents timeously (e.g Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigations by excising good clinical ethos. Implement & monitor adherence of National core standards (norms & standards). Participation in all activities of the discipline in relations to teaching and participate in the multidisciplinary team to the management of patients. Performance and practical procedures relevant to the care of patients. Ensure that the administration and record keeping is done in the department. Willing to do commuted overtime rendering service after hours (night, weekend and public holiday) duties to provide continuous uninterrupted care for patient.

ENQUIRIES APPLICATIONS : Dr Z.S Mathaba, Tel. No: (011) 812 8308
: Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

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

CLOSING DATE : 17 April 2020

POST 12/54 : **MEDICAL OFFICER- OBSTETRICS & GYNAECOLOGY REF NO: FERH/MED-04/2020 (1 POST)**
 Directorate: Medical

SALARY : Grade 1: R821 205 – R884 670 per annum (all inclusive package)
CENTRE : Far East Rand Hospital
REQUIREMENTS : Grade 12/Matric, MBCHB degree registered with HPCSA as a Medical officer. Must be post community service and ability to work independently.

DUTIES : Will include antenatal clinic consultations, Ante natal ward rounds, high care and labour ward management plus outpatient and inpatient gynaecology management. Must be able and willing to do manual vacuum aspiration.

ENQUIRIES : Dr Z.S Mathaba, Tel. No: (011) 812 8308
APPLICATIONS : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE : 09 April 2020

POST 12/55 : **MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2020/04/01**
 Directorate: Hast

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)
 Grade 3: 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). **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. 3 years' experience in providing direct care and ARV treatment including the use of second and third line agents. Management of complex HIV and TB infections. A Diploma in HIV management is highly advantageous. A valid driver's license is essential.

DUTIES : Work with Department of health, City of Ekurhuleni and HIV Partners at Sub District and District Level. Provide clinical support to facilities for the effective management of HIV and AIDS, STI and TB. Provide on-site and distance support of good clinical practice to Clinicians in District, Hospitals, CHC and PHC facilities. Perform MMC in the high volume sites during the peak season. Train and monitor contracted VMMC doctors. Ensure quality VMMC services are rendered across the district. Responsible for contracting and sub-contracting of MMC doctors according to National Department of Health MMC within the District. Provide guidance for implementation of Department of Health HAST treatment protocols. Keep abreast of the developments in the TB/HIV programme areas. Perform all other duties delegated by Supervisor /Manager.

ENQUIRIES : Ms S. Motloug. Tel No: (011) 876 1820
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 : 14 April 2020

POST 12/56 : **ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: EBP/03/2020 (01 POST)**
 Re-Advertisemnet
 Directorate: Johannesburg Health District

SALARY : R614, 991 per annum (plus benefits)
CENTRE : Ebony Park CHC Kaalfontein
REQUIREMENTS : A basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and proof of current registration. A post basic nursing qualification with duration of at least one year accredited with SANC in one of the specialties referred to in the glossary of terms. A minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as professional nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant speciality. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. (Less one year experience from candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management, leadership, organisational, decision making and problem solving skills; sound knowledge of

		public service policies, Code of Conduct, team building and policy formulation. Computer literacy.
<u>DUTIES</u>	:	Ensure that a Comprehensive Nursing Treatment and Care Service is delivered to Patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by South African nursing counsel (SANC). Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the batho pele principle and patience rights. Ensure effective implementation of service quality improvement plans, occupational health and safety as well as quality assurance programmes etc. ensure compliance with clinical protocols, norms and standards within the clinic. Compliance towards achievements of national core standards, 6 ministerial priorities and ideal clinic status national standards ensure effective achievement on ministerial priorities, ideal clinic compliance and support PHC re-engineering programme implementation. Ensure management and control of human resource, financial and material resources. Monitor utilisation of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with performance management and development system (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline, and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of weekly, monthly, quarterly and annual reports. Be reachable at all time. Conflict management
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. L Matlala Tel No: (082) 307 0267
	:	must be submitted to: HR Department at Hillbrow CHC Cnr Smit and Klein Str & at Cnr. Mud Hopper & Pilchards Road Kaalfontein Ext 8, Ebony Park If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful.
<u>NOTE</u>	:	People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability
<u>CLOSING DATE</u>	:	15 April 2020
<u>POST 12/57</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: ORT/03/2020 (01 POST)</u> Directorate: Johannesburg Health District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R614, 991 per annum (plus benefits) O-R Tambo CHC A basic R425 qualification i.e. diploma/ degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and proof of current registration. A post basic nursing qualification with duration of at least one year accredited with SANC in one of the specialties referred to in the glossary of terms. A minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as professional nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant speciality. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. (Less one year experience from candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management, leadership, organisational, decision making and problem solving skills; sound knowledge of public service policies, Code of Conduct, team building and policy formulation. Computer literacy.
<u>DUTIES</u>	:	Ensure that a Comprehensive Nursing Treatment and Care Service is delivered to Patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by South African nursing counsel (SANC). Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the batho pele principle and patience rights. Ensure effective implementation of service quality improvement plans, occupational health and safety as well as quality assurance programmes etc. ensure compliance with clinical protocols, norms and standards within the clinic. Compliance towards achievements of national core standards, 6 ministerial priorities and ideal clinic status national standards ensure effective achievement on ministerial priorities, ideal clinic compliance and support PHC re-engineering programme implementation. Ensure management and control of human resource, financial and material resources. Monitor utilisation of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with performance management and development system (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline, and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of weekly, monthly, quarterly and Annual Reports. Be reachable at all time. Conflict management
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. L Matlala Tel No: (082) 307 0267
	:	must be submitted to: HR Department at Hillbrow CHC, Cnr Smit and Klein Str & at OR-Tambo CHC. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful.

NOTE : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability

CLOSING DATE : 15 April 2020

POST 12/58 : **OPERATIONAL MANAGER (SPECIALITY) MOU REF NO: OR/MO/03/2020 (01 POST)**
Re-Advertisement
Directorate: Johannesburg Health District

SALARY : R562, 800 per annum (plus benefits)
CENTRE : O R Tambo Community Health Centre
REQUIREMENTS : A Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum 9 years appropriate/recognisable experience in nursing after registration as 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 speciality which is advanced Midwifery and Neonatal Nursing Science. At least 2 years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. Computer literacy. Drivers licence Code 8 will serve as an advantage. Knowledge of clinical work in obstetric nursing. Knowledge of all Legislation relevant to Health Care Services.

DUTIES : Ensure proper general management of the maternal obstetric unit, personnel, clients and resources. Teach, delegate, monitor and evaluate performance/appraise personnel. Deputize the clinic manager in her absence. Ensure clinical practise by the clinical team in accordance with the Scope of Practise and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Provide comprehensive Mother, Women, Child and Neonatal Services. Management of resources. 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 core standards & Ideal clinic. Ensure community participation. Manage labour relations issues. Ensure implementation of Government policies including Ministerial Priorities, 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.

ENQUIRIES : Ms L Matlala Tel No: (082) 307 0267
APPLICATIONS : must be submitted to: HR Department at Johannesburg Health District Office, corner Smit and Klein Str. Hillbrow Clinic or at OR-Tambo Clinic. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful.

NOTE : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability

CLOSING DATE : 15 April 2020

POST 12/59 : **OPERATIONAL MANAGER NURSING (SPECIALITY) REF NO: EYO/01/19 (01 POST)**
Directorate: Johannesburg Health District

SALARY : R562 800 per annum (Plus Benefits)
CENTRE : Eyethu Ya Rona Clinic
REQUIREMENTS : A Basic R425 Qualification (I.E. Diploma/ Degree in Nursing) Or Equivalent Qualification That allows registration with the SANC as professional nurse. Registration with sanc as professional nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years; appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. at least 2 years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). financial management and human resource management; leadership, organizational, decision making and problem solving skills; sound knowledge of public service policies, code of conduct, Team Building And Policy Formulation. Computer Literacy.

- DUTIES** : To Ensure That a Comprehensive Nursing Treatment and Care Service Is Delivered To patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facilities. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of batho pele. Ensure effective implementation of service and quality improvement plans, occupational health and safety as well as quality assurance programs etc. ensure compliance with clinical protocols, norms and standards within the clinic. Adhere to national core standards and ensure effective achievement on ministerial priorities, ideal clinic and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with performance management and development system (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of monthly, quarterly and annual reports. General administration duties and management soft skills is mandatory.
- ENQUIRIES APPLICATIONS** : Mrs Lombuso Matlala, Tel No: (082) 307 0267
: must be submitted to: HR Department at Hillbrow CHC Cnr Smit and Klein Str & at Malibongwe & Diepsloot Drive, Thabo Mbeki informal settlement Lanseria. If you have not been consulted in three months or more after the closing date, please accept that your application was unsuccessful.
- NOTES** : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability
- CLOSING DATE** : 15 April 2020
- POST 12/60** : **ASSISTANT MANAGER (GENERAL) REF NO: HRM 6/2020 (X1 POST)**
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R562 800 per annum (plus benefits) Day and Night Duty
: Sterkfontein Hospital
: 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 a Professional Nurse. Qualification in Nursing Administration will be an added advantage. Equivalent Management qualification from accredited institutions. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC, at least 3 years of the period referred to must be appropriate/recognizable experience in Management of a Psychiatric Unit. Must have extensive experience in Psychiatry Post Registration as a Professional Nurse. Knowledge of SCM and HRM procedures, the MHCA 17 of 2002, relevant public sector legislative frameworks. Strong management, leadership, sound interpersonal and good communication skills. Computer literacy and a valid driver's license and current registration with SANC. Change management, people management and collaborative skills.
- DUTIES** : To supervise comprehensive, quality nursing care programs according to the needs of the patient based on Batho Pele Principles; Patients' Rights Charter, Quality Standards, Ideal Hospital Framework. Implement the priorities of the Provincial Department of Health. Manage effectively the utilization and supervision of resources and assist in recruitment and mentoring of nurses. Implement the National Nursing Strategy. Develop nursing protocols and procedures to enhance quality nursing care and management. Ensure effective implementation of the HR and SCM policies in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance. Take extra-mural assignments as may be delegated by the Nursing Service Manager or CEO. Assist in career planning and development of nursing staff. Conduct clinical audits at the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in her absence. Drive change and implement strategies to improve efficiency in the areas of supervision. Take charge of the hospital during the day, night, public holidays and weekends.
- ENQUIRIES APPLICATIONS** : Ms M.M. Sono Tel No: (011) 951-8202
: Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify your application from being processed. Suitable candidates will be subjected to personnel suitability checks (criminal record check, qualification/study verification and credit check). Successful candidates will undergo a Medical screening test. Suitability checks (criminal record check, qualification/study verification and credit check). Successful candidates will undergo a Medical screening test.

CLOSING DATE : 14 April 2020 at 12h00

POST 12/61 : **ASSISTANT MANAGER AREA NURSING GENERAL: (DAY & NIGHT SUPERVISOR) REF NO: PHOLO 0001 (1 POST)**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R562 800 - R652 437 per annum (plus - benefits)
Pholosong Hospital
A Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC, a Professional Nurse. A minimum of 8 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred above must be appropriate/recognizable experience at management level. Strong leadership skills, good communication and writing skills. Problem solving, conflict resolution skills, able to work under pressure. Sound interrelationship is necessary in understanding of National Core Standards, Nursing strategy, PFMA, Labour Relations and other related legislative framework. Basic computer skills.

DUTIES : Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care, Initiate and participate in health promotion to ensure consistence communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationship with nursing and other stakeholder (i.e. intersect oral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices and procedures. Manage effective utilization and supervision of human, financial and material resources. Coordination of provision of effective training and research. Maintain professional growth/ ethical standards and development of self and subordinates. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)

ENQUIRES APPLICATIONS : Ms K.F. Mabuza, Tel No: (011) 812 5162
Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

FOR ATTENTION NOTE : Dr A. Mthunzi, Chief Executive Officer, Tel No: (011) 812-5163
No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 17 April 2020

POST 12/62 : **OPERATIONAL MANAGER NURSING SPECIALITY PAEDIATRIC WARD REF NO: PHOLO 0002 (01 POST)**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R562 800- R633 432 per annum (plus - benefits)
Pholosong Hospital
A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post- Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of a 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing .At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post- Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of a 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic in Child Nursing

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

		health as per guidelines and policy. Participate in the analysis, formulation and implementation of paediatric guidelines
<u>ENQUIRIES</u>	:	Ms K.F. Mabuza, Tel No: (011) 812 5162
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
<u>FOR ATTENTION</u>	:	Dr A. Mthunzi, Chief Executive Officer, Tel No: (011) 812-5163
<u>NOTE</u>	:	No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	17 April 2020
<u>POST 12/63</u>	:	<u>OPERATIONAL MANAGER NURSING: SPECIALTY UNIT PNB3 OBSTETRIC AND GYNAE REF NO: PHOLO 0003 (01 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R562 800 - R633 432 per annum (plus - benefits)
<u>CENTRE</u>	:	Pholosong Hospital
<u>REQUIREMENTS</u>	:	A basic qualification accredited with the SANC nursing council in terms of Government R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows with SANC as a Professional Nurse plus a Post- Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant. A minimum of 9 years' appropriate experience in nursing after registration as a At least 5 years of period referred above should be appropriate/recognized experience after obtaining the 1 year post basic diploma in Advanced Midwifery. A post basic nursing qualification with a duration of at least 1 year accredited with the SANC in Obstetric and Gynae.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework, manage effective the utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services, Maintain professional growth/ ethical standards. Must have strong leadership skills, good verbal and written communication and conflict management skills, good interpersonal relationship and ability to work under pressure. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele Demonstrate an in depth understanding of nursing legislation and related legal and nursing ethical practices and how this impacts on service delivery
<u>ENQUIRIES</u>	:	Ms K.F. Mabuza, Tel No: (011) 812 5162
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
<u>FOR ATTENTION</u>	:	Dr A. Mthunzi, Chief Executive Officer, Tel No: (011) 812-5163
<u>NOTE</u>	:	No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	17 April 2020
<u>POST 12/64</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (GRADE 1) TRAINING AND DEVELOPMENT).</u> <u>REF NO: PHOLO 0004 (01 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R562 800 - R652 437 per annum (plus - benefits)
<u>CENTRE</u>	:	Pholosong Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years

<u>DUTIES</u>	: appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>ENQUIRES APPLICATIONS</u>	: Ms K.F. Mabuza, Tel No: (011) 812 5162 : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
<u>FOR ATTENTION NOTE</u>	: Dr A. Mthunzi, Chief Executive Officer, Tel No: (011) 812-5163 : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	: 17 April 2020
<u>POST 12/65</u>	: <u>ASSISTANT DIRECTOR THERAPEUTIC, DIAGNOSTIC AND OTHER RELATED ALLIED HEALTH PROFESSIONALS GRADE 1 REF NO: EHD2020/04/02 (1 POST)</u> Directorate: Rehabilitation
<u>SALARY CENTRE REQUIREMENTS</u>	: R517 326 – R574 158 per annum : Ekurhuleni Health District : A bachelor's degree or equivalent qualification in Speech and Audiology, Speech Therapy, Optometry, Physiotherapy, Occupational Therapy, Podiatry. Appropriate Qualification/BSc. degree in Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Therapy or Audiology/both(dual) which allows you to register with HPCSA or relevant professional body. Approximately 8 years' experience as independent practitioner of which 5 years must be appropriate experience in management (Chief/Therapeutic Coordinator). Good communication, report writing and problem-solving skills. Valid registration with HPCSA or relevant professional body. Knowledge in the relevant policies, protocols and guidelines. Relevant experience in management and Primary Health Care services. Valid driver's license is essential. Must possess ability to work under pressure. Computer literacy (power point and Microsoft excel). Must be proactive, innovative and independent leader
<u>DUTIES</u>	: Provide leadership at Ekurhuleni Health District and management of Allied Rehabilitation Services. Give input and ensure adherence to District, provincial and national legislation. Implement and contribute to the proper utilization of allocated financial and physical resources. Submission of weekly, monthly, quarterly and annual Rehab reports, stats and other administrative duties to District and Provincial managers for Rehab services. Establish good working relationship with other stakeholders within the District E.g. Mental Health, NGO's, Organisation for People with Disability, etc. Coordinate and ensure health promotion, prevention and community intervention activities are rendered in the District. Ensure continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plan for the rehab unit. Attend all relevant meetings at District and Provincial levels. Provide support to the Sub District Rehab services.
<u>ENQUIRIES APPLICATIONS</u>	: Dr M.E Tipoy Tel No: (011) 876 1802 : 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 NOTE</u>	: 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.
<u>CLOSING DATE</u>	: 14 April 2020

POST 12/66 : **ASSISTANT DIRECTOR: NUCLEAR MEDICINE RADIOGRAPHER GRADE 1 REF NO: CHBAH 292 (X 1 POST)**
(Re-advertisement)
Directorate: Nuclear Medicine

SALARY : R517 326 per annum (Plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate B Tech degree or National Diploma in Radiography. Registration with the Health Professions Council of South Africa (HPCSA) in Nuclear Medicine Radiography. Four (4) Years' appropriate experience after registration with the HPCSA as a Diagnostic Radiographer. Computer literacy (Ms. Word, Ms. Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Basic knowledge of budget planning as well as the Public Finance and Management Act. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES : Render effective patient centered Nuclear Medicine service for in- and outpatients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

ENQUIRIES : Dr. K Purbhoo, Tel No: (011) 933-0843/8502
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

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

CLOSING DATE : 17 April 2020

POST 12/67 : **ASSISTANT DIRECTOR: RADIOGRAPHER REF NO: CHBAH 293 (X1 POST)**
Directorate: Radiography

SALARY : R517 326 – R574 158 per annum (Plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African HPCSA) in Radiography. Minimum of eight (8) years experiences as a Diagnostic Radiographer of which five ((5) years must be appropriate Managerial/supervisor. Current registration with HPCSA for 2019/2020. Knowledge, skills, training and competencies required. Sound knowledge of specialised and general radiography protocols and equipment. Comprehensive knowledge of radiation protection legislation. Knowledge of OHS Act and other relevant Health Acts. Sound knowledge of radiography Quality Assurance programme. Knowledge of relevant Public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Sound planning and organizational skills regarding resources, Finance

		and HR matters. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.
<u>DUTIES</u>	:	Support the Radiographer Manager in order to meet the objective of the department .Manage subcomponent by supervising the staff, performing relevant administrative functions, chairing meetings. Render effective patient centred Radiography service for in-and out-patient in adherence to the scope of practice and health protocols. Ensure efficient and effective control and use of all equipment, assets and resource including consumable and staff belonging of the cost centre. Develop, implement and monitor policies and procedures to ensure the effective and efficient functioning of the department. Ensure Diagnostic services comply with relevant standard, legislation and current government initiatives to improve health services. Manage the quality assurance programmes as required by radiation control directorate and department of Health. Provide clinical training and supervision to junior and students radiographers and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. Encourage a multidisciplinary approach by fostering close working relationship with other departments in order to render quality services. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. NG Tsoeu Tel No: (011) 933 8434
	:	Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserve the right to fill or withdraw the post. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply
<u>CLOSING DATE</u>	:	17 April 2020
<u>POST 12/68</u>	:	<u>CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: CHBAH 294 (X2 POSTS)</u> Directorate: Radiography
<u>SALARY CENTRE REQUIREMENTS</u>	:	R466 119 – R517 326 per annum (Plus benefits) Chris Hani Baragwanath Academic Hospital National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African HPCSA) in Radiography. Minimum of three (3) years experiences as a Diagnostic Radiographer after registration with the Health Professions Council of South Africa. Current registration with HPCSA for 2019/2020. Experience in Digital Radiography and hands-on experience on Radiology Specialities in a Tertiary Institution: Knowledge of relevant Public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.
<u>DUTIES</u>	:	Render effective patient centred Radiography service for in-and out-patient in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in providing 24-hours radiography services in the hospital .Report to the Assistant Director: Radiography. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Perform record keeping, data collection; assist

with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research project of the department. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

**ENQUIRIES
APPLICATIONS**

: Ms. NG Tsoeu Tel No: (011) 933 8434
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

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

CLOSING DATE

: 17 April 2020

POST 12/69

: **CHIEF SPEECH THERAPIST/AUDIOLOGIST/SPEECH & AUDIOLOGIST GRADE1 REF NO: EHD 2020/04/03 (1 POST)**
: Directorate: Rehabilitation

**SALARY
CENTRE
REQUIREMENTS**

: R466 119 - R517 326 per annum
: Ekurhuleni Health District
: A minimum of 3yrs experience as Speech Therapist, Audiologist/Speech & Audiologist Bachelor's degree in Speech Therapy, Audiology and Speech Therapy & Audiology. Good communication skills Valid registration with HPCSA. Knowledge in the relevant policies, protocols and guidelines. Report writing skills and problem solving skills. Valid driver's license. Experience in working in a community based rehabilitation setting. Computer literacy. Must be proactive, innovative and independent team leader

DUTIES

: Render Speech Therapy services/Audiology services/Speech Therapy and Audiology services in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng Department of Health. Provide Coordination of Speech and Audiology services, management and support relevant staff in the sub districts. Implement and contribute to the proper utilization of allocated financial and physical resources. Manage the risks involved in rendering speech & Audiology services and maintenance of equipment. Compile monthly, quarterly and annual speech and Audiology reports, hearing aids stats and other administrative duties as delegated by the supervisor. Establish good working relationship with other stakeholders within the District E.g. District MDR committee, NGO's, Organisation for People with Disability, etc. Provide community-based Rehabilitation Speech and Audiology services with the focus on health promotion, prevention and community intervention. Facilitate and coordinate continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plan for the rehab unit. Attend relevant management meetings and forums. Ensure adherence to government policies and protocols.

**ENQUIRIES
APPLICATIONS**

: Ms M.A Masipa Tel No: (011) 876 - 1776
: 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

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

: 14 April 2020

POST 12/70

: **OPERATIONAL MANAGER – MEDICAL WARD (1 POST) REF NO: FERH/01/2020**
: Directorate: Nursing

SALARY

: Grade 1: R 444276 – R500031 per annum

<u>CENTRE REQUIREMENTS</u>	:	Far East Rand Hospital
	:	Grade 12/Matric, Basic nursing diploma/degree and basic midwifery diploma with seven (7) years' experience as a Professional nurse and registered with South African Nursing Council (SANC) as a Professional Nurse. Leadership, wide experience in nursing in the clinical setting and good managerial skills are required.
<u>DUTIES</u>	:	The incumbent will be in charge of the unit, the overall supervision of all nursing activities in the Female medical unit. The provision of the holistic high quality nursing care will be his/her responsibility. The planning and organization of all outpatient clinics and their smooth running is critical. Coordinations of all interventions by the members of the health team in this regard is also critical. The incumbent will also be expected to perform managerial duties as an Operational Manager according to the delegation by the management team within the hospital.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Tingitsi, Tel. No: (011) 812 8317
	:	Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.
<u>NOTE</u>	:	
<u>CLOSING DATE</u>	:	17 April 2020
<u>POST 12/71</u>	:	<u>OPERATIONAL MANAGER NURSING REF NO: WKH 2020/03</u> Directorate: Nursing
<u>SALARY</u>	:	R444, 276. per annum (PN-A5) (General) Plus benefits R562, 800. per annum (PN-B3) (Specialty) Plus benefits
<u>CENTRE REQUIREMENTS</u>	:	Weskoppies Hospital
	:	Basic R425 qualification, i.e. Diploma/Degree in nursing that allows registration with the South African Nursing Council as Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration. At least 5 years of the period referred above must be in Psychiatric Nursing. A post basic qualification in Psychiatric Nursing in terms of R212 will be an advantage. A post basic qualification in Nursing Management will be an added advantage. A valid Driver's licence and Computer literacy. Appointment on a PN-B3 requires a post basic qualification in Psychiatric Nursing as well as a minimum of 5 years' experience in Psychiatric Nursing after obtaining the qualification.
<u>DUTIES</u>	:	Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the health facility. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Able to manage own work, time and that of subordinates and colleagues to ensure proper nursing service. Display a concern for patients, by promoting, advocating and facilitating proper care, treatment and rehabilitation. Ensure that units adhere to Quality Assurance standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PB Schoonwinkel Tel. No: (012) 319 9680
	:	should include Z83, CV, certified copies of ID and Qualifications. Applications should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the Application box provided at the security gate. Ensure that you sign your name in the application attendance register.
<u>NOTE</u>	:	Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates could be required to perform practical exercises/tests during the recruitment process.
<u>CLOSING DATE</u>	:	17 April 2020
<u>POST 12/72</u>	:	<u>ULTRASOUND RADIOGRAPHER GRADE 1 REF NO: PHOLO 0005 (1 POST).</u> Directorate: Allied.
<u>SALARY</u>	:	R395 703 - R401 640. per annum (plus - benefits)
<u>CENTRE REQUIREMENTS</u>	:	Pholosong Hospital
	:	Bachelor degree/diploma in Diagnostic Radiography and &Tech ultrasound. Current registration with HPCSA as a Sonographer. Knowledge, skills, training and competency in all fields of ultrasound radiography. Knowledge of sonar assessments, diagnostic procedures and equipment. Computerized literacy. Good communication skills. More than one-year experience as Sonographer will be an added advantage.
<u>DUTIES</u>	:	To perform diagnostic ultrasound images and write reports in accordance with prescribed protocols. Must be able to work independently without supervision. Adhere and ensure compliance with Radiation Control Board and HPCSA Legislation Equipment Maintenance, order consumables and do monthly stats in ultrasound department. Partake and Facilitate staff and student development Partake in CPD as required by HPCSA. High level of responsibility.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C.K. Selepe Tel No: (011) 812 5610
	:	Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
<u>FOR ATTENTION</u>	:	Dr A. Mthunzi, Chief Executive Officer, Tel no: 011 812-5163

- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 17 April 2020
- POST 12/73** : **SPEECH THERAPIST AND AUDIOLOGIST GRADE 2 REF NO: BGH/2020/MAR/02 (1 POST)**
Directorate: Allied
- SALARY** : R372 810 – R426 291 per annum plus benefits
CENTRE : Bertha Gxowa Hospital (Germiston)
REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Profession Council of South Africa (HPCSA) in the relevant profession (where applicable). (5 years' experience is required after registration with the HPCSA in the relevant profession. (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa).
- 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** : Ms. L. Smook. Tel No: (011) 278 7696
APPLICATIONS : Applications should be submitted to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.
- NOTE** : Applications must be submitted on a Z83 form, certified copies of CV, ID and Qualifications to be attached. Failure to do so will lead to disqualification. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.
- CLOSING DATE** : 17 April 2020
- POST 12/74** : **PHYSIOTHERAPIST GRADE 1**
Directorate: Physiotherapy
- SALARY** : R317 976 - R361 872 per annum
CENTRE : Pretoria-West District Hospital
REQUIREMENTS : BSc Physiotherapy qualification that allows registration with HPCSA. A minimum of 1-year community services complete. Good communication, listening and interpersonal skills, be able to work under pressure with a team.
- DUTIES** : Render effective patient centered Physiotherapy services to in and out patients in adherence to scope of practice and health protocols. Work closely with Multidisciplinary team and other health support staff. Perform administrative functions including record keeping and statistics. Participate in mentorship and supervision of community service therapist, students and scholars. Facilitate health awareness campaigns. Adhere to departmental, institutional and national core standards.
- ENQUIRIES** : Ms. Jade Van Schoor Tel No: (012)380 1260
APPLICATIONS : All applications should be handed in or posted to- Pretoria-West District Hospital, Human Resource Department. 380 Sytze Wierda Avenue, Phillip Nell Park, Pretoria-west 0182 Note: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
- NOTE** : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID.

CLOSING DATE : 14 April 2020

POST 12/75 : **ADMIN OFFICER REF NO: TMRH-BUYER-0001 (X1 POST)**
 Re-advertisement
 Directorate: Supply Chain

SALARY CENTRE REQUIREMENTS : R257 508 – R303 339 per annum plus benefits
 Thelle Mogoerane Regional Hospital
 An appropriate Degree/National Diploma in Supply Chain Management or related with minimum 3-5 years' unbroken extensive experience in Demand, Acquisition and warehouse management or Grade 12 with minimum 5-10 years' unbroken extensive experience in Demand, Contract, Acquisition and Warehouse management. Knowledge and understanding of Procurement Policies and Procedures, PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and Contract Management as well through knowledge of Accounting Period. Candidate must have good communication skills, both verbal and written. Knowledge of financial systems. Initiatives and inter-personal skills. Highly motivated, results-orientated and have the ability to plan. Working knowledge of CSD, BAS, SAP and SRM. Computer literate (Ms Word, Ms Excel, Ms PowerPoint). Ability to work under pressure. A valid driver's license will be an added advantage.

DUTIES : Request quotations from vendors. Compile documents for vetting committee. Create RLS01 on the SAP system. Create requisitions on SAP. Make follow up with Gauteng Department of Finance to create purchase order numbers on created requisitions. Filing of all documents for audit purpose. To initiate the queries related to contract call off. Update contract register. Attend to end users queries. Participate in stock take. Be analytic and innovative in executing tasks as allocated. Compile monthly reports and submit reports to the supervisor. Comply with the rotation roster. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, mid-reviews and final assessment). Perform other duties as allocated by the supervisor.

ENQUIRIES APPLICATIONS : Ms. N. Ndimande/Ms. O. Maboera/Tel No: (010) 345 0971
 Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 17 April 2020

POST 12/76 : **FINANCIAL CONTROLLER REF NO: BGH/2020/MAR/03 (1 POST)**
 Directorate: Finance

SALARY CENTRE REQUIREMENTS : R257 508. per annum (Level 7)(plus benefits)
 Bertha Gxowa Hospital
 Applicants must be in possession of Grade 12 with 5-10 years' experience in Expenditure or a recognized three-year tertiary qualification in Accounting/Finance/Auditing with at least 2 years' experience in Expenditure Management. Computer Literacy (Ms Word Ms Excel, Ms PowerPoint). Must have experience in SAP, SRM, E-invoicing, E-journal and BAS system. Knowledge and understanding of PFMA; Treasury Regulation; Public Service Act. Report Writing skills; interpersonal skills; Communication skills; Ability to maintain confidentiality; must be able to plan, organize and Coordinate the activities of the unit; Ability to work under pressure and to handle conflict; Team leadership; Strategic thinking; Be creative and innovative. A valid driver's licence will be recommended

DUTIES : Management of suspense account and misallocation. Provide correct SCOA allocation. Releasing of RLS01. Compile and update commitment register. Management of Accruals. Clearing of web cycle. Compilation of monthly financial reports. Perform various Expenditure monthly reconciliations. Ensure that suppliers are paid within 30 days. Attend to all suppliers' related queries. Assist on preparation and allocating of budget. Training of staff on expenditure related matters. Expenditure management. Supervision and mentoring of staff. Attend to auditors and develop and monitor audit action plan. Effective risk management. Evaluate performance of subordinates quarterly and annually. Perform any other relevant administrative duties delegated by manager.

ENQUIRIES APPLICATIONS : Ms. T. Ntumele Tel No: (011) 278 7684

NOTE : Applications should be submitted to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400

CLOSING DATE : The application must be submitted on form Z83, obtainable from any Public Service Department or from website, which must be completed in full and certified copies of qualifications, ID, driver's license and C.V should be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. If you do not receive any response within 3 months, please accept that your application was not successful The appointed employee will be subjected to an OHS Medical Surveillance as required in the HBA regulation within the OHS Act 85 of 1993

POST 12/77 : **ADMINISTRATIVE OFFICER REF NO: EHD2020/04/04 (1 POST)**
Directorate: Facility Management Unit

SALARY CENTRE REQUIREMENTS : R257 508 – R303 339 per annum
Ekurhuleni Health District (SSDR)
An appropriate Technical qualification in Electrical/mechanical/Building. Minimum experience of 5 years in Facility management. A valid driver's license is essential. Qualification in project management will be an added advantage. Knowledge of PFMA, OHS Act, Project Management. Knowledge and experience in the implementation National building regulations will be an added advantage. Good financial management, skills and conflict management. Must be computer literate (MS EXCEL and PowerPoint). Excellent time management, presentation, analytical and organizational skills. Good communication skills (verbal and non-verbal, report writing skills, negotiation, teambuilding, problem solving, conflict resolution) and ability to work under pressure.

DUTIES : Monitor the credibility of technical data and information for infrastructure planning and assist with the implementation of infrastructure projects. Monitor the implementation of maintenance and infrastructure projects in the institution. Draft reports, monitoring contractors from the appointment date to completion date, plan and execute inspections on infrastructure projects (building, electrical and mechanical). Implement condition assessments, prepare and be able to analyse other specifications, develop bill of quantities, develop proposals and associated costs. Implement inspections on projects (maintenance and infrastructure projects). Facilitate and resolve problems. Supervise and monitor performance of staff in FMU and property caretaker departments. Log calls on the E-Maintenance and make follow up on a regular basis. Communicate with DID on identified defects and attend to emergencies with DID. Perform any other relevant duties as delegated by the manager.

ENQUIRIES APPLICATIONS : Mr D. Barnard Tel No: (011) 876 1754

FOR ATTENTION NOTE : 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.
Human Resource Manager.

CLOSING DATE : 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.
14 April 2020

POST 12/78 : **HUMAN RESOURCE OFFICER REF NO: EHD2020/04/05 (1 POST)**
Directorate: Human Resource

SALARY CENTRE REQUIREMENTS : R257 508 – R303 339 per annum (plus benefits)
Ekurhuleni Health District
Grade 12 with a National Diploma/Degree in Public Management/Human Resources Management. The applicant must have 5 years' experience in HR Administration. Extensive knowledge of PERSAL and HR prescripts. Computer literacy is essential. Drivers licence is essential. Good understanding of PSCBC resolutions especially the implementation of OSD. Skills: leadership skills, Planning and organising skills, Problem solving and communication skills and financial management skills. Ability to work under pressure. Good interpersonal relations.

DUTIES : Responsible for Recruitment and Selection for Ekurhuleni Health District, Quality check the Shortlisting and Interview submission for HR Clerks. Coordinate the verification of new and existing employees. Approve transaction on Persal when a need. Advice staff on all HR related issues.

ENQUIRIES APPLICATIONS : Mr A Mdunyelwa Tel No: (011) 876 1766

NOTE : 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

CLOSING DATE : 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.
14 April 2020

POST 12/79 : **LABOUR RELATIONS OFFICER REF NO: STDH/00028 (X1 POS)**
(Re-advert)
Directorate: Human Resource Administration

SALARY : R257 508 – R303 339 per annum plus benefits

<u>CENTRE REQUIREMENTS</u>	:	Sizwe Tropical Disease Hospital
	:	A three (3) year Degree/Diploma in HRM or equivalent qualification with a minimum of 3 - 5 years' experience in Labour Relation or Grade 12 with 10 years' demonstrable experience in Labour Relations in the Public Service. Knowledge of Misconduct Management, Grievance Management, Collective Bargaining, Dispute resolution and other relevant legislations applicable within the Public Sector. Verbal and written communication skills. Report writing skills. Be able to work independently. Conflict management Computer literacy, knowledge in MS Office package. Knowledge of PERSAL will be an added advantage.
<u>DUTIES</u>	:	Write reports inter-alia Misconduct report and Grievance reports. Investigate allegations of misconduct and/or grievance. Be able to draft charge sheets, prepare witnesses and represent the Employer in disciplinary and/or grievance hearings. Analyse trends and advise management on serious adverse events cases, forensic cases and hotline cases. Identify labour relations training needs for Managers, Supervisors and Employees in the department. Conduct labour relations training. Ensure compliance of Code of Conduct. Support and/or advise management on progressive discipline. Be a link between Management and recognized Labour Unions. Facilitate and chairing Bi-lateral and Multi-lateral meetings within the institution. Provision of advice to employees and management on labour relations matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms FN Mothapo Tel No: (011) 531 - 4390
	:	Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
<u>NOTE</u>	:	To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
<u>CLOSING DATE</u>	:	14 April 2020
<u>POST 12/80</u>	:	<u>PROFESSIONAL NURSE REF NO: WKH 2020/06</u> Directorate: Nursing
<u>SALARY</u>	:	R256, 905 per annum (PN-A2) (General) Plus benefits
	:	R383, 226 per annum (PN-B1) (Specialty) Plus benefits
<u>CENTRE REQUIREMENTS</u>	:	Weskoppies Hospital
	:	Grade 12. Basic Qualification as a Professional Nurse according to R 425 that leads to Registration with the South African Nursing Council (SANC) as a Professional Nurse. Psychiatry experience will be a recommendation. Appointment on PN-B1 (Specialty) requires an advanced qualification in Psychiatric Nursing (R212) The years of service after registration at SANC will determine the grade
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of optimal, holistic Nursing Care within the set standards. Implement standards, practices, criteria and indicators for Quality nursing. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care Maintain a constructive working relationship with nursing and other stakeholders Utilize Human, Material and Physical resources efficiently and effectively. Participate in Training and Research. Maintain Professional Growth/Ethical Standards and Self-development .Adhere to Quality Assurance standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. PB Schoonwinkel Tel. No: (012) 319 9680
	:	Applications should include Z83, CV, certified copies of ID and Qualifications. Applications should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the Application box provided at the security gate. Ensure that you sign your name in the application attendance register.
<u>NOTE</u>	:	Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates could be required to perform practical exercises/tests during the recruitment process.
<u>CLOSING DATE</u>	:	17 April 2020
<u>POST 12/81</u>	:	<u>ELECTRO-CARDIOGRAM ASSISTANT GRADE 1 REF NO: CHBAH 295 (X1 POST)</u> Directorate: Cardiology Department.
<u>SALARY</u>	:	R210 567 – R240 762 per annum (plus benefits)
<u>CENTRE REQUIREMENT</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
	:	Grade 12 certificate Or NQF Level 4. A minimum of 2 years' experience in ECG (basic interpretation), with duration of at least 2 years that allows for the required registration with the Health Professional Council. Excellent interpersonal and organizational skills. Good written and verbal communication skills. Ability to work under pressure. Ability to handle information confidentially. Ability to work independently and in a team. Ability to communicate well with people at different levels. Must be self-motivated. Ability to organize and plan. Sound verbal and written communication skills. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.
<u>DUTIES</u>	:	Part of a shift worker team is providing 24hrs ECG service in Accident and Emergency unit and the entire Hospital (Clinics & wards). Report all faulty equipment's to ECG Department supervisor. Compilation and submission of ECG stats to the unit supervisor. Ensure ECG machines are cleaned before and after doing ECG to ensure that the infection control policy is adhered to. Ensure safe keeping of all documentation in the office. Compile the weekly and monthly reports. Distribute correspondence, reports and documents .Assist with various

<u>ENQUIRIES APPLICATIONS</u>	: Ms Nondumiso Shandu Tel No: (011) 933-9412 : Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
<u>NOTE</u>	: Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserve the right to fill or withdraw the post. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	: 17 April 2020
<u>POST 12/82</u>	: <u>ADMINISTRATION CLERK REF NO: PHOLO 0006 (01 POST)</u> Directorate: Administration.
<u>SALARY CENTRE REQUIREMENTS</u>	: R173 703 - R204 612 per annum (plus - benefits) : Pholosong Hospital : Minimum qualification of Grade 12 Certificate or NQF Level 4. Must have knowledge /experience in basic admin skills. Must be computer literate (Word, Excel, Power Point and Outlook, must have proficient typing skills). Knowledge/or experience in tracing of Medico legal files/PSI/SAE/MVA will be an added advantage. Must have experience in record keeping and follow – ups. Must have good reading and writing skills, good interpersonal skills, office organization skills, possesses excellent written and verbal skills. Be familiar with the PAIA Act.
<u>DUTIES</u>	: Tracing of Medico-legal files. Keeping track/or record of attorney requests. Accurately maintain records and ensure safeguarding thereof. Record requests. Making copies and scanning of medico-legal files. Invoicing and writing of affidavits. Filing of medico-legal documents both manually and electronically. Attending Medico-legal meetings and taking minutes. Corresponding with clients. Manage own diary. Complete daily/ monthly statistics. Ensure adherence to the Batho Pele Principles and perform any other admin tasks as assigned by the manager.
<u>ENQUIRES APPLICATIONS</u>	: Mr. J. Fernandes Tel No: (011) 812 5170 Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
<u>FOR ATTENTION NOTE</u>	: Dr A. Mthunzi, Chief Executive Officer, Tel No: (011) 812-5163 : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	: 17 April 2020
<u>POST 12/83</u>	: <u>NURSING ASSISTANT GRADE1/2/3 REF NO: WKH 2020/12</u> Directorate: Nursing
<u>SALARY CENTRE</u>	: R171 381 – R297 825 per annum (plus benefits) (The years of service after registration at SANC will determine the grade) : Weskoppies Hospital

<u>REQUIREMENTS</u>	:	A qualification that allows registration with the SANC as Nursing Assistant. (Qualification certificate must be attached) Current registration with SANC and proof thereof. Good interpersonal and communication skills. Experience in a Psychiatric and or Geriatric environment will be an advantage.
<u>DUTIES</u>	:	Assist patients with activities of daily living i.e. maintain good hygiene, nutrition and physical care. Provide elementary clinical nursing care to mental health care users. Maintain professional growth, ethical standards and self-development. Compliance with Code of Conduct. Compliance with Public Service Legislations and Regulations.
<u>ENQUIRIES</u>	:	Ms. B Schoonwinkel, Tel. No: (012) 319 9680
<u>APPLICATIONS</u>	:	Applications should include Z83, CV, certified copies of ID and Qualifications. Applications should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the Application box provided at the security gate. Ensure that you sign your name in the application attendance register.
<u>NOTE</u>	:	Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates could be required to perform practical exercises/tests during the recruitment process.
<u>CLOSING DATE</u>	:	17 April 2020
<u>POST 12/84</u>	:	<u>CLIENT INFORMATION CLERK 5 REF NO: CHBAH 296 (X 2 POSTS)</u> Directorate: ICT
<u>SALARY</u>	:	R173 703 – R204 612 (per annum)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Computer literate (Ms Office). Accounting, Switchboard or Call Centre will be added knowledge. Ability to communicate well with people at different levels and different backgrounds. Sound organisation skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette. Good interpersonal skills and document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative. Ability to work independently and in a team. Ability to organize and plan. Must be self-motivated. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.
<u>DUTIES</u>	:	Handle incoming calls. Outgoing calls and transferring calls to appropriate extensions. Making calls on behalf of the staff, keeping records and taking messages. Sending of bulk SMS messages for hospital communications and patients. Answer general enquiries pertaining to hospital clients and staff. Report faulty telephone lines and keep record. Handle Switchboard apparatus appropriately by using the equipment according to specifications and monitor call durations. Keeping track with doctors call rooster and be able to use paging system. Expected to work night shifts, weekends and holidays. Comply with the performance management and development system (contracting, quarterly reviews and final assessment).
<u>ENQUIRIES</u>	:	Mr T Mnguni Ref No: (011) 933 9038
<u>APPLICATIONS</u>	:	Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserve the right to fill or withdraw the post. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	17 April 2020
<u>POST 12/85</u>	:	<u>FINANCIAL CLERK REF NO: CHBAH 297 (X 2 POSTS)</u> Directorate: Finance
<u>SALARY</u>	:	R173 703 – R204 612 per annum (Level 5)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Computer literate (Ms Office). Accounting, Knowledge of BAS and SAP will be added as advantage. Knowledge of the relevant Acts and prescripts (Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DoRA),

Public Service Act etc.) Ability to communicate well with people at different levels and different backgrounds. Sound organisation skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette. Good interpersonal skills and document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative. Ability to work independently and in a team. Ability to organize and plan. Must be self-motivated. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.

DUTIES

: Budget allocation and capturing of SCOA allocation in RLS01. Compile BAS/MEDSAS, BAS/PERSAL and BAS/SAP reconciliation on a monthly basis. Capturing of journals on SAP on a weekly basis and the clearing of suspense accounts monthly. Ensure that supplier's reconciliations are done weekly and proper handling of queries. Ensure payments in the web-cycle are processed within the prescribed time. Ensure accruals are compiled and sent to head office on a monthly basis. Liaise with end-users and other stake holders on resolving of supplier queries. Assisting in petty cash office and other related tasks that may be assigned from time to time. Attend meetings and training as approved by supervisor. Comply with the performance management and development system (contracting, quarterly reviews and final assessment).

ENQUIRIES

: Ms M Notsi Tel No: (011) 933 9134

APPLICATIONS

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

NOTE

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

CLOSING DATE

: 17 April 2020

POST 12/86

: **FINANCIAL CLERK REF NO: PWH/FC/05/20**
Directorate: Pretoria West Hospital: Revenue

SALARY

: R173 703– R204 612 per annum (Level 5)

CENTRE

: Pretoria West District Hospital

REQUIREMENTS

: Grade 10 or equivalent plus 2-5 years' experience in Finance or Grade 12 with 0-2 years' experience in Finance. Good communication and interpersonal skills. Knowledge of BAS, SAP, PAAB. Knowledge of PFMA and Treasury regulations. Computer literate, good telephone etiquette, communication skills and customer service.

DUTIES

: The successful candidate will be expected to perform all office related tasks. This comprises to raise patient's invoices be familiar with ICD10 code, IOD, RAF, Defense, SAPS and Correctional services. Making follow ups of outstanding debts, writing-off of long outstanding untraceable debts and submission of patient accounts to different stakeholders. To undertake all administrative tasks pertaining to the processing of daily transactions. Keep a good filing system. Follow up on stakeholder queries. Any general office duties that may be required and must be willing to rotate in Finance department.

ENQUIRIES

: Mrs. A Vorster Tel No: (012) 380 1219

APPLICATIONS

: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

NOTE

: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID.

CLOSING DATE

: 14 April 2020

POST 12/87

: **ADMINISTRATION CLERK REF NO: HRM 9/2020 (1 POST)**
Directorate: Administration

SALARY

: R173 703 per annum (Level 5) (Plus Benefits)

CENTRE

: Sterkfontein Hospital

REQUIREMENTS

: Grade 12. Computer Certificate with 2 years working experience in the Public Sector. Tertiary qualification Certificate in Administration is an added advantage.

- DUTIES** : Daily registration and admission of patients on PAAB System. Filing and retrieval of patient's records and other documents related patient file in all areas. Daily booking of Patient and tracing of missing files. Correct capturing and completion of downtime register and downtime tool. Tracking and checking movement history of patient on the system and register book. Admission and Discharge of Users according to Mental Health Care Act. Ensure availability and accuracy of MHCA documents on admission of Patients. Timeous billing of patients accounts and ensure that accounts raised are submitted in time. Transferring of patient to different Health Institutions through Day Centre Register. Typing of official related documents. Carry additional instruction from the Supervisor or delegated official.
- ENQUIRIES APPLICATIONS** : Mr. E. Mangwane, Tel. No: (011) 951-8392/98
- NOTE** : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- CLOSING DATE** : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
- POST 12/88** : 14 April 2020 Time: 12H00
- POST 12/88** : **HUMAN RESOURCE CLERK REF NO: STDH/00029 (X1 POST)**
(Re-advert)
Directorate: Human Resource Administration
- SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612 per annum plus benefits
Sizwe Tropical Disease Hospital
Senior Certificate (grade 12) or equivalent qualification plus computer literacy certificate. A National Diploma/Degree in Human Resource Management, PERSAL certificate, human resource or administration experience in a hospital environment will be an added advantage. Sound Knowledge of HR Acts, Prescripts-Interpretation and implementation thereof. Excellent verbal and written communications and good interpersonal relations.
- DUTIES** : Conduct Recruitment and Selection process in line with relevant Acts and Policies. Leave Management, Capturing of PMDS documents on PERSAL as required by the DPSA. Processing and submission of all HR mandates to GDF as required. Perform all Salary and Personnel related matters. Effective and efficient management of HR administrative aspects. Appointments, transfers, termination, salary administration and management of Conditions of service. Assist with PILIR management and reporting thereof. Management of overtime. Provide accurate information/advice to all stakeholders. Address Human Resource administration enquiries, and perform any other duty delegated by the supervisors. Able to work under pressure and meet deadlines.
- ENQUIRIES APPLICATIONS** : Ms FN Mothapo Tel No: (011) 531 - 4390
- NOTE** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
- CLOSING DATE** : To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- POST 12/89** : 14 April 2020
- POST 12/89** : **ADMIN CLERK REF NO: ODI/12/03/2020/01 (X2 POSTS)**
Re- Advert:
Directorate: Administration
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum
ODI District Hospital
Grade 12 certificate with 2 years' experience in the hospital environment of which 1 year should be Patient Administration. Must be able to work under pressure. Knowledge of Batho-Pele principles, patients' rights and responsibilities, knowledge of PAAB/MEDICOM and must comply with relevant prescripts and regulations. Knowledge of Admission and discharge in terms of patient's classification manuals. Interpersonal relationship skills and telephone etiquette. Male candidates are encouraged to apply. Motivation must be attached as proof of working experience.
- DUTIES** : Filing and retrieval of patients records, and other documents related to patients' files, be prepared to work shifts and/or assist in other areas of Patient admin (Reception/OPD/Wards) when requested. Safekeeping and disposal of files and documents in terms of the National Archives Act. Daily booking of patients and tracing of missing files. Correct capturing and completing of Downtime registered as a downtime tool.
- ENQUIRIES APPLICATIONS** : Ms. Moeng LM Tel No: (012) 725 2472
- NOTE** : Hand delivered is encouraged and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, CEO's office or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190. People who previously apply are encouraged to re-apply.
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document (no copies of copies allowed). Certified copies should not be more than three months old. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been conducted within six months after closing date, please accept that your

application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.

<u>CLOSING DATE</u>	:	17 April 2020
<u>POST 12/90</u>	:	<u>PORTER SUPERVISOR REF NO: TRH 3 /2020</u> Directorate: Admin/Support
<u>SALARY</u>	:	R145 281 per annum (Level 4)
<u>CENTRE</u>	:	Tshwane Rehabilitation Hospital
<u>REQUIREMENTS</u>	:	Grade 12 Certificate with 3 years' experience as a Porter or Grade 10 with more than 5 years' experience as a Porter. Basic computer literacy, Good verbal and written communication skills. Ability to work effectively in a team. Ability to work under pressure. Good communication and interpersonal skills. Meeting deadlines and setting goals. Must be physically fit to handle repetitive work.
<u>DUTIES</u>	:	Supervision of Porter services which includes duty scheduling, leave planning and discipline. Loading and off-loading patients from ambulances and private cars. Regular walk about to assess the state of pottering services. Compile statistics for pottering services, placing orders for uniforms and also ensure that all porters wear it. Monitor and ensure that oxygen gas cylinders are replaced as needed. Deal with all Porters issues that needs attention. Transporting of patients between various departments within the hospital. Ensure appropriate management of wheelchairs and stretchers. Ensure that all employees under your supervision comply with HR prescripts i.e. leave management, PMDS, Signing of attendance register. Attend meetings and give regular feedback to colleagues. Ensure that support service complies with the national core standard/ ideal hospital tool. Implement and comply with OHS prescripts and infection control in the portering services.
<u>ENQUIRIES</u>	:	Mr G Nkosi, Tel. No: (012) 354 – 6735
<u>APPLICATIONS</u>	:	must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
<u>NOTE</u>	:	No faxed or emailed applications will be considered. Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualifications, relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than six (6) months old). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	17 April 2020
<u>POST 12/91</u>	:	<u>STORE ASSISTANT: REF NO: ODI/12/03/2020/02</u> Directorate: Supply Chain
<u>SALARY</u>	:	R122 595 per annum
<u>CENTRE</u>	:	ODI District Hospital
<u>REQUIREMENTS</u>	:	Grade 9, or Abet Level 4, ability to read and write. Good communicate skills, ability to work under pressure. Knowledge of Supply Chain Management policies.
<u>DUTIES</u>	:	Issuing of stock from VA11. Unpackaging and packing of stock according to commodity. Implement FIFO and FEFO rule. Receiving of stock. Distribute stock and equipment to the units. Assist in stocktaking. Ensure proper record keeping. Shelve labelling. Cleaning of stores. Perform messenger duties and any other duties as delegated by the supervisor. Adhere to Occupational Health and Safety requirements. Maintain confidentiality.
<u>ENQUIRIES</u>	:	Ms. Dikeme MMD Tel No: (012) 725 2400
<u>APPLICATIONS</u>	:	Hand delivered is encouraged and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, CEO's office or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.
<u>NOTE</u>	:	Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/ documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification/s and ID document (no copies of copies allowed). Certified copies should not be more than six months old. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.
<u>CLOSING DATE</u>	:	17 April 2020