

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 14/39** : **MEDICAL SPECIALIST GRADE 1- GRADE 3 REF NO: EHD2020/06/05 (2 POSTS)**
 Re-Advertisement Applicants who previously applied are advised to re-apply as their previous applicants will not be considered
 Directorate: Family Medicine
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum (all-inclusive remunerative package)
 Grade 2: R1 264 623 – R1 342 230 per annum (all-inclusive remunerative package)
 Grade 3: R1 467 651 – R1 834 890 per annum (all-inclusive remunerative package)
- CENTRE REQUIREMENTS** : Ekurhuleni Health District
 : Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Family Physician (medical specialist). **Grade 1:** Less than 5 years relevant experience as Medical Specialists in a normal Speciality. **Grade 2:** At least 5 years, but less than 10 years relevant experience as Medical Specialists in a normal **Speciality, Grade 3:** 10 years and more relevant experience as Medical Specialists in a normal Speciality. Current proof of registration with the HPCSA as a medical practitioner. Postgraduate degree in family medicine (MMed. fammed). Basic medical degree (MBChB or equivalent). Teaching experience. Experience in health management, transformation and willingness to make a difference in the district health services. Joint appointment with department of Family Medicine University of the Witwatersrand (Wits) as a lecturer. Recommendations: Experience in district health service and general medical/family practice, PHC, HAST, EBM and current protocols. Clinical skills in terms of consultation, history taking, examination, clinical assessment, management procedures. Professional attitude, communication skills, ethics in relation to patients/families/community, referrals, consent for treatment, management, team work ability, medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service.
- DUTIES** : Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervising health care professionals through integrated programmes. Participate in 24hour PHC services including Medico-legal and EMS. Improve clinical skills, protocols & guidelines usage and referrals in accordance with National and Provincial strategy. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the provision of CPD/CME activities for medical officers, nurses, interns and community service doctors in the district. Support/participate in the development of district research projects.
- ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Dr S Agbo. Tel No: (011) 878 8548 / Cell: (079) 877 4845
 : Should be Email to: Ekurhuleni.Hr@gauteng.gov.za
 : Human Resource Manager.
 : Applicant will be subject to medical surveillance screening No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 15 June 2020
- POST 14/40** : **MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2020/06/01 (1 POST)**
 Directorate: HAST
 Re-Advertisement Applicants who previously applied are advised to re-apply as their previous applicants will not be considered
- 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 as a medical Officer, **Grade 2:** At least 5 years, but less than 10 years relevant experience as Medical Officer, **Grade 3:** 10 years and more experience as a Medical Officer. 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 SubDistrict 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 : Should be Email to: Ekurhuleni.Hr@gauteng.gov.za

FOR ATTENTION : Human Resource Manager.

NOTE : Applicant will be subject to medical surveillance screening No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 15 June 2020

POST 14/41 : **MEDICAL REGISTRAR REFS MR/06/CMJAH/2020**
Directorate Public Health Department

SALARY : Grade 1: R821 205. per annum (All-inclusive package)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required after registration with the HPCSA as Medical Practitioner

DUTIES : The registrar programme runs over a four-year period, and training includes work within institutes of the Gauteng Department of Health as part of experiential learning, the opportunity to perform overtime work in a clinical discipline; and further training with the Department of Community Medicine, School of Public Health (University of the Witwatersrand) to facilitate completion of a Masters of Medicine (MMed) and other requirements as laid out by the College of Medicine South Africa to become a specialist (Fellow) in the College of Public Health Medicine (FCPHM). Successful candidates will also be expected to participate in the department's academic program and in any research activities

ENQUIRIES : Dr. H Somaroo Tel No (012) 717 2612

APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building ground Help Desk, No. 17 Jubilee Road, Parktown 2193.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE : 12 June

POST 14/42 : **ASSISTANT DIRECTOR: THERAPEUTIC, DIAGNOSTIC AND OTHER RELATED ALLIED HEALTH PROFESSIONALS GRADE 1 REF NO: EHD2020/06/02 (01 POST)**

Re-Advertisement Applicants who previously applied are advised to re-apply as their previous applicants will not be considered
Directorate: Rehabilitation

SALARY : R517 326 – R574 158 per annum

CENTRE : Ekurhuleni Health District

- REQUIREMENTS** : A bachelor's degree or equivalent qualification in Speech Therapy and Audiology, Speech Therapy, Optometry, Physiotherapy, Occupational Therapy, Podiatry and Radiography .Appropriate Qualification 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
- DUTIES** : 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.
- ENQUIRIES** : Dr M.E Tipoy Tel No: (011) 876 1802
APPLICATIONS : Should be Email to: Ekurhuleni.Hr@gauteng.gov.za
FOR ATTENTION : Human Resource Manager.
NOTE : Applicant will be subject to medical surveillance screening No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 15 June 2020
- POST 14/43** : **ASSISTANT DIRECTOR RADIOGRAPH (ULTRA SOUND) REFS**
ADR/06/CMJAH/2020
 Directorate Ultra Sound Department
- SALARY** : R517 326. per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Ultra Sound Radiography. A minimum of 3 years appropriate experience after registration with HPCSA in the Ultra Sound of which 5 years must be experience in management.
- DUTIES** : Plan and organize the radiography department/ultrasound section. Sound knowledge of legislative framework in the health department. Basic condition of employment Act, Code of Conduct, PFMA, Hazardous substance Act, Public Service regulations, Employment Equity Act , Labour Relation Act, Radiation Control guideline, HPCSA policy/guideline. Patients Right Acts, Batho Pele. Knowledge and implementation of National Core Standards / Ideal hospital tools, procurement procedures, ordering, assets management, repairs, condemning etc. Do needs analysis, compile budget and submit the needs for the department ahead of time. Provision and supervise of the effective and efficient quality radiographic / ultrasound services. Liaise with supplier of x-ray equipment and consumables. Ensure availability of human and material resource. Ensure staff are remunerated. Motivate for resources required to function proactively. Ensure radiographers are registered with HPSA and practice within the scope as required. Plan staff leave and monitor utilization of overtime and RWOPS. Ensure performance management of staff is done, developments, and assessments implemented on time. Ensure radiation protection for patients, staff and the public. Good team spirit. Compile department Operational Plan in keeping with Strategic Plan of the institutional and the department at large. Commitment to developing and training of staff, students and community service. Ensure participation in the institutional events. Ensure staff is motivated, encourage, trained, developed and kept abreast with the institutional developments. Participate in recruitment processes. Delegate supervisors where necessary. Ensure roster allocation is done, staff are competently trained on modalities, rotated through different sections. Communicate well with all stakeholders. Attend institutional meetings and other relevant meetings
- ENQUIRIES** : Dr. I.O Ubogu Tel No: (011) 488 3225

- APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building ground Help Desk, No. 17 Jubilee Road, Parktown 2193.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of Current HPCSA registration, I.D, and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.
- CLOSING DATE** : 12 June 2020
- POST 14/44** : **ADMINISTRATIVE OFFICER REF NO: EHD2020/06/03 (1 POST) –**
Re-Advertisement Applicants who previously applied are advised to re-apply as their previous applicants will not be considered
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 skills9verbal 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 mechanical0. 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 FOR ATTENTION NOTE** : Mr D. Barnard Tel No: (011) 876 1754
: Should be Email to: Ekurhuleni.Hr@gauteng.gov.za
: Human Resource Manager.
- CLOSING DATE** : 15 June 2020
- POST 14/45** : **HUMAN RESOURCE OFFICER REF NO: EHD2020/06/04 (1 POST)**
Re-Advertisement Applicants who previously applied are advised to re-apply as their previous applicants will not be considered
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 : Mr A Mdunyelwa Tel No: (011) 876 1766
APPLICATIONS : Should be Email to: Ekurhuleni.Hr@gauteng.gov.za
FOR ATTENTION : Human Resource Manager.
NOTE : Applicant will be subject to medical surveillance screening No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 15 June 2020

POST 14/46 : **ADMIN CLERK (CASHIER PARKING OR CLINIC) REFS**
AC/06/CMJAH/2020
Directorate: Cash Management – Finance Department

SALARY : R173 703. per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Qualification: Grade 10 or equivalent, or a Grade 12 or equivalent. Knowledge: of work procedures and elementary clerical duties such as; Administration, Finance, Data capturing. Administration procedures relating to specific working environment including norms and standards. Planning and organising. Reporting procedures. How to do basic research/gather information. Procurement directives and procedures. Knowledge of statistics. Computer. Skills: Mathematics, Organising. Ability to perform routine tasks. Ability to operate computer (Microsoft Package). Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: 1 year of experience in Cash management, Good writing and verbal communication, time management skills, Conflict management skills, Ability to work under pressure. Be able to deal with confidential information and apply good judgement, Ability to work independently and be able to meet deadlines. Knowledge of Batho Pele principles, MEDICOM, BAS, SAP, EXCEL AND MS word.

DUTIES : Validate money with money detector, issuing of receipts and attend to cancellation of receipts, ensure that cash collected is banked daily, Maintain and manage Down-Time, do filing, Replenishment and issue petty cash, Safekeeping of patient 's valuables, Compiling and submitting monthly cash management recons, Willing to rotate.

ENQUIRIES : Ms. R. Mashikinya Tel No: (011) 488 3430
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building ground floor, Room 7, No. 17 Jubilee Road, Parktown 2193.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D (for smart card, please copy both sides of the ID), and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test.

CLOSING DATE : 12 June 2020