

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF EDUCATION**

**MANAGEMENT ECHELON**

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| <b><u>POST 24/187</u></b>                | : | <p><b><u>CHIEF DIRECTOR: CORPORATE INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: HO2020/10/01</u></b><br/>(5 Years Fixed Term Contract Performance Based)<br/>Branch: Corporate Management</p>   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | <p>R1 251 183 per annum (an all-inclusive package)<br/>Head Office, Johannesburg<br/>An appropriate Degree NQF level 7 qualification in Information Technology/Information System/Computer Science or Systems with at least a minimum of 5 years senior management experience within IT Environment. Knowledge of COBIT, ITIL, MISS, MIOS, ISO17799, GWEA framework. Knowledge of the Treasury Regulations, relevant legislations like Public Finance Management Act, ECT Act, etc. Knowledge of Configuration Management, departmental systems (BAS, HardCat, Persal, etc.), Information Technology Infrastructure Library (ITIL- industry standard for IT Help desk), IT Risk Management practices, IT network hardware and software and knowledge of current technology developments and future trends. Competencies: Financial Management, Management skills, Facilitation and Presentation, planning and organising, report writing, Good verbal and written communication, Good inter-personal relations, analysis, conceptualizing and problem solving, Change management, project and strategic Management, conflict management, policy analysis and development. Valid South African driver's license is essential.</p>  |
| <b><u>DUTIES</u></b>                     | : | <p>Oversee and ensure the Management of Information Technology Support services within the department. Oversee the overall IT Technical Support service at Districts, Head Office, Teacher Centres and Satellite Offices. Oversee implementation of server and storage infrastructure as well as monitoring, capacity planning and management of the existing systems. Manage Information Technology Ad-hoc projects within GDE. Oversee IT systems and Service Management within GDE. Manage and ensure the development, implementation and monitoring of the Departmental Information management and Information Technology policies, processes, procedures. Provide information Technology strategy. Align the Department's information management and information technology strategy with the strategic direction, management plans and the business processes of the Department. Ensure effective governance and compliance within the Chief Directorate in line with relevant legislation. Maintain internal and external stakeholder relationships. Build internal and external networks with business unit partners, line managers and service providers to ensure relevance and credibility of the Chief Directorate's services. Develop strategies to cultivate greater feedback with external customers for the enhancement of service delivery. Proactively initiate and maintain solid, credible working relationships within the Department and ensure that Information Technology projects are managed. Oversee the development of Internal Systems and Applications. Maintenance and support of developed internal systems and applications. Maintenance and support of proprietary systems and ensure license requirements are met. Development of Project Management Framework and System Development Life Cycle processes. Manage the resources within IT Chief Directorate. Develop the operational plan for the Chief Directorate that is aligned to the business objectives, goals and approved budgets and ensure its implementation. Ensure adherence to policy and statutory directives relevant to the functional territory of the Chief Directorate. Provide reports on the overall planning and functioning of the Chief</p> |

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|                            | Directorate. Ensure that IT Risk and Governance is managed and complied within the Chief Directorate.   |
| <b><u>ENQUIRIES</u></b>    | : Ms Winny Radzilani Tel No: (011) 843 6540   |
| <b><u>APPLICATIONS</u></b> | : Email your application to email address: recruitmentapplication.HO@gauteng.gov.za   |
| <b><u>NOTE</u></b>         | : Interested applicants must submit their applications for employment to the email address specified to each post. The email must include completed and signed Form Z83 (application for employment form), obtainable from any Public Service Department or any Public Service and Administration website. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of the educational qualifications, identity documents and driver's license. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <a href="https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/">https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/</a> . For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. |
| <b><u>CLOSING DATE</u></b> | : 30 October 2020   |
| <b><u>POST 24/188</u></b>  | : <b><u>DIRECTOR: IT SYSTEMS AND SERVICE MANAGEMENT REF NO: HO2020/10/02</u></b><br>(5 Years Fixed Term Contract Performance Based)<br>Chief Directorate: Corporate ICT   |
| <b><u>SALARY</u></b>       | : R1 057 326 per annum (an all-inclusive package)   |
| <b><u>CENTRE</u></b>       | : Head Office   |
| <b><u>REQUIREMENTS</u></b> | : An appropriate NQF Level 7 qualification in Information Technology/ Information System/Computer Science Systems, with at least a minimum of 5 years middle/ senior management experience within IT Environment. Knowledge of COBIT, ITIL, MISS, MIOS, ISO17799, GWEA framework. Knowledge of the Treasury Regulations, relevant legislations like Public Finance Management Act, ECT Act, etc. Knowledge of Configuration Management, departmental systems (BAS, HardCat, Persal, etc.), Information Technology Infrastructure Library (ITIL- industry standard for IT Help desk), IT Risk Management practices, IT network hardware and software and knowledge of current technology developments and future trends. Competencies: Financial Management, Management skills, Facilitation and Presentation, planning and organising, report writing, Good verbal and written communication, Good inter-personal relations, analysis, conceptualizing and problem solving, Change management, project and strategic Management, conflict management, policy analysis and development. Valid South African driver's license is essential.   |
| <b><u>DUTIES</u></b>       | : Ensure the provision of IT service management. Oversee the management of Service Level Agreement (SLA) of suppliers of information management and Information Technology goods and  |

services. Manage the issuing, reception and storage of all hardware through its entire lifecycle within GDE. Assess the provision of ICT Services and Infrastructure Support advice to line managers to ensure that line managers are fully equipped to deal with ICT Services and Infrastructure Support strategy related matters. Ensure the development of the Information Security and Disaster Recovery. Plan and deploy information security mechanisms and ensure compliance with relevant regulatory frameworks and authorities through researching, developing and implementing information security policies. Collaborate with relevant stakeholders to identify and manage Infrastructure risks by developing appropriate mitigation strategies. Ensure the development and implementation of a master systems plan. Ensure periodic review and audits are performed across all key ICT operational infrastructures and systems. Facilitates departmental database analysis design, development, administration and integration of information. Ensure that SA-SAMS is effectively implemented and maintained in all Public Ordinary Schools. Provide and facilitate infrastructure and operational support services. Manage the development of ICT policies, processes, procedures and monitor the implementation thereof. Ensure operational efficiency and improvement of IT Governance in the Department. Monitor compliance to Infrastructure policies and procedures to minimize risks to the internal control environment. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Conduct financial planning and account for allocated budget.

**ENQUIRIES  
APPLICATIONS**

: Ms Winny Radzilani Tel No: (011) 843 6540  
 : Email your application to email address:  
 recruitmentapplication.HO@gauteng.gov.za

**NOTE**

: Interested applicants must submit their applications for employment to the email address specified to each post. The email must include completed and signed Form Z83 (application for employment form), obtainable from any Public Service Department or any Public Service and Administration website. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of the educational qualifications, identity documents and driver's license. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link :<https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered.

**CLOSING DATE**

: 30 October 2020

**POST 24/189** : **DIRECTOR: SCHOLAR TRANSPORT REF NO: HO2020/10/03 3**  
(5 Years Fixed Term Contract Performance Based)  
Chief Directorate: School Support

**SALARY** : R1 057 326 per annum (an all-inclusive package)  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate NQF level 7 qualification in Public Administration/ Management and/or related field, with at least a minimum of 5 years middle/ senior management experience in Scholar Transport or providing support to the school. Proven management skills in education management or equivalent. Advance Knowledge of the Constitution of the Republic of South Africa, Treasury Regulations, the Public Service Act, Public Service Regulations, Personnel Administrative Measures, South African Schools Act, Employment of Educators Act. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.

**DUTIES** : Ensure effective and efficient development of Scholar Transport Policies. Manage the development of scholar transport policies. Provide complex advice on policy matters to employees and management. Monitor and evaluate the implementation of Scholar transport policies. Ensure compliance to ICT policies, procedures, processes and standards. Ensure and manage an effective implementation of scholar transport scheme in the Department. Develop strategies for scholar transport. Provide advice and guidance on all scholar transport scheme related matters. Develop monitoring and evaluation system for school transport. Research Monitoring and Evaluation best practices to ensure continuous improvement and innovation of processes and services. Ensure implementation of the approved monitoring and evaluation policy framework. Maintain internal and external stakeholder relationships. Conduct information sharing sessions for scholar transport policies with key stakeholders Establish and maintain buy-in and support from all relevant stakeholders. Set out the monitoring and evaluation framework and procedures for programme evaluation with stakeholders. Build internal and external networks with Business unit partners, line managers and service providers to ensure relevance and credibility of the Directorate's services. Develop strategies to cultivate greater feedback with external customers for the enhancement of service delivery. Proactively initiate and maintain solid, credible working relationships within the Department and ensure that scholar transport projects are managed. Manage resources within the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Conduct financial planning and account for allocated budget. Prepare reports, submissions, letters and internal memorandums.

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**APPLICATIONS** : Email your application to email address: recruitmentapplication.HO@gauteng.gov.za

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Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link :<https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered.

**CLOSING DATE** : 30 October 2020

**DEPARTMENT OF HEALTH**

**OTHER POSTS**

**POST 24/190** : **HEAD OF DEPARTMENT: OBSTETRICS AND GYNECOLOGY REF NO: TEMBI/2020/HOD/01**  
Directorate: Medical

**SALARY** : R2 161 416 – R2 294 040 per annum (All-inclusive package)  
**CENTRE** : Tembisa Provincial Tertiary Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in obstetrics and Gynecology: Master of Medicine in Obstetrics and Gynecology (M.MED - Obs & Gynae) and/or Fellowship of the College of Obstetricians and Gynecologists of South Africa - FCOG (SA). A recognized diploma or subspecialty in a branch of obstetrics and gynecology of South Africa will be an added advantage. A minimum of seven (7) completed years of relevant experience after registration with HPCSA as a medical specialist in obstetrics and gynecology is mandatory. At least two Master’s students supervised to completion. Evidence of accredited publications record.

**DUTIES** : To lead the department in provision of clinical care to patients, teaching and learning of under-and post -graduate students, conduct appropriate research and perform the required administrative processes to ensure the department is meeting these needs. Provision of Clinical Care: To ensure the care of women is promoted to meet the core health standards and Batho Pele Principles, aligning the needs of the population served with the facilities in the hospital. To ensure that health indicators are being addressed for rates of caesarean sections, maternal deaths, surgical deaths. Provision of teaching and Learning: To ensure that both under – and post – graduate students are taught the required skills and provided with opportunities to learn, discuss and be examined. To promote the values of teaching and learning in the University of Pretoria Strategic Plans. Conduct Appropriate Research: To conduct and publish own research. To facilitate a culture of research with the department. To facilitate collaborations within the hospital, University, Country and internationally in order to promote Research. To ensure attempts to collate research funding. Administration: To ensure the processes of the hospital and University are upheld. To ensure records are kept. To ensure M&M process continue. To adjudicate on RWOPS. To ensure recruitment and retention of staff. To allocate resources fairly and in line with all principles

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|                            | : | outlined. To provide leadership within the department, hospital and university.   |
| <b><u>ENQUIRIES</u></b>    | : | Dr. R. Ncha Tel No: (011) 923-2350  |
| <b><u>APPLICATIONS</u></b> | : | Applications to be addressed to: Tembisa Provincial Tertiary Hospital through Email Only At: <a href="mailto:TembisaHR2@gauteng.gov.za">TembisaHR2@gauteng.gov.za</a>   |
| <b><u>NOTE</u></b>         | : | The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&T claims.  |
| <b><u>CLOSING DATE</u></b> | : | 30 October 2020   |
| <b><u>POST 24/191</u></b>  | : | <b><u>HEAD CLINICAL UNIT: OBSTETRICS AND GYNAECOLOGY REF NO: SDHS 2020/10/01 (X1 POST)</u></b><br>Directorate: District Clinical Specialist Team<br>Re-Advertisement applicants who previously applied are encouraged to re-apply.  |
| <b><u>SALARY</u></b>       | : | R1 728 807 per annum (all-inclusive package)  |
| <b><u>CENTRE</u></b>       | : | Sedibeng District Health Services   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate specialist qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Obstetrician and Gynaecologist. At least 5 years clinical experience post qualification. Sound knowledge of the following: Obstetrics and Gynaecology, Medical ethics, implementation and evaluation, information management programmes. Epidemiology and statistics, quality assurance and improvement programmes. Human Resources and Financial Management, Health and Public Services legislation, regulations and policies. Demonstrate skills in the following areas: Leadership, Communication, Teaching and Training, Problem solving. Functioning in multi-disciplinary team and Computer literacy. A valid driver's license.  |
| <b><u>DUTIES</u></b>       | : | Working across healthcare facilities in the district and reporting to the District Manager. Personally, provide evidence-based obstetrics and gynaecological services in hospitals and primary care (PHC) facilities with special focus on high-risk pregnancies. Provide clinical leadership in obstetric and gynaecological services, including coordinating clinical services and mentoring junior clinicians at the clinical coal-face. Conduct clinical audits to monitor the clinical performance, identify gaps in maternal care services and respond to audit findings by developing and implementing appropriate interventions. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Conduct scheduled and in-service training including ESMOE, (Drills), Sexual health, Family planning, CME, etc. Participate and support the district management during M&M, MMR, referral, perinatal, critical incidents review, cluster and data quality meetings at district hospitals and PHC facilities. Identify and respond to clinical incidents review. Attend cluster and data quality meetings at district hospitals and PHC facilities. Identify and respond to clinical risks and threats to qualify maternal care and patient's safety across facilities. Work with District Management team. Establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of obstetrics and gynaecological services. Initiate, support or participate in relevant research, especially implementation studies to assess the feasibility and effectiveness of interventions. Write and present reports on work activities and outputs for feedback and performance |

appraisal. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District. Participate in Employee Value Proposition.

**ENQUIRIES** : Prof O.B. Omole Tel No: (016) 950 6192  
**APPLICANTS** : must quote the relevant reference number and direct applications to the Human Resources Manager, HR Recruitment, Johan Heyns Community Health Centre- Sedibeng District Health Services, Corner of Frikkie Meyer and Pasteur Boulevard, Vanderbijlpark or posted to Private Bag X023 Vanderbijlpark, 1911 for attention: Recruitment and Selection.

**NOTE** : "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book (certification must not be older than 6 months).

**CLOSING DATE** : 30 October 2020

**POST 24/192** : **CLINICAL MANAGER RE-ADVERTISEMENT REF NO: REFS/006399 (X1 POST)**  
 Directorate: Clinical

**SALARY** : R1 173 900 - R1 302 849 per annum (all-inclusive package)  
**CENTRE** : Helen Joseph Hospital  
**REQUIREMENTS** : MBChB or an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of 4 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Experience in hospital management and a post graduate qualification in business administration or health / public health sciences is essential.

**DUTIES** : Reporting to the Chief Executive Officer, the incumbent will act as a manager of clinical departments. Provide strategic clinical care for improved patient outcomes. Participate in developing and implementing operational plans (including cost-containment strategies). Ensure the coordination of all activities necessary for quality and efficient 24-hour patient care. Assist in clinical care audits and risk management strategies in order to improve clinical governance and outcomes. Management, investigation and reporting of patient safety incidents and adverse events. NTSG monitoring and reporting. Ensure adherence to relevant health and public legislation including Public Charter and Batho Pele principles. Ensure compliance to the Ideal Hospital Realization and Maintenance Framework and Department of Health's Six Key Priorities. To be responsible for HR, Finance and administrative matters as it relates to the clinical departments. Representing the hospital as required in cluster and provincial forums.

**ENQUIRIES** : Dr. ER Masilela Tel No: (011) 489 1087  
**APPLICATIONS** : must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.

**FOR ATTENTION** : Human resources department  
**NOTE** : Applications must be submitted on Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act

85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

- CLOSING DATE** : 30 October 2020
- POST 24/193** : **MEDICAL SPECIALIST GRADE 1- GRADE 2 REF NO: EHD2020/10/03 (X2 POSTS)**  
Directorate: Family Medicine  
Re-Advertisement Applicants who previously applied are advised to re-apply as their previous applications will not be considered
- SALARY** : Grade 1: R1 106 040 – R1 173 900 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 Family Physician (medical specialist). Less than 5 year appropriate experience as a medical Specialist. Current proof of registration with the HPCSA as a medical practitioner. Postgraduate degree in family medicine (MMed. fammed). Basic medical degree (MBCHB or equivalent). 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** : Dr S Agbo. Tel No: (011) 878 8548 / Cell: 079 877 4845
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). 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, certified driver's license. 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, 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. People



with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 30 October 2020
- POST 24/194** : **MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2020/10/04 (X2 POSTS)**  
Directorate: Family Medicine
- SALARY** : Grade 1: R821 205 – R884 670 per annum (All inclusive remunerative package)  
Grade 2: R938 964 - R1 026 693 per annum (All inclusive remunerative package)  
Grade 3: R1 089 693 – R1 362 366 per annum (All inclusive remunerative package)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : MBCH or equivalent and currently registered with the Health Professionals Council of South Africa (HPCSA) as a medical practitioner. Post graduate diploma/degree or relevant additional medical degree is an advantage. **Grade 1:** Less than 5 years relevant experience as a Medical Officer after registration with HPCSA. **Grade 2:** At least 5 years, but less than 10 years, relevant experience as a Medical Officer after registration with HPCSA. **Grade 3:** 10 years and more appropriate experience as a Medical Officer after registration with HPCSA. Recommendations: Experience in district health service; experience in general medical practice, PHC, HAST, EBM and use of current protocols. Clinical skills; in consultation, history taking, examination, clinical assessment and management procedures and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, team work ability, good medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service.
- DUTIES** : Support Provision of PHC services in the District hospital, Community health centers and clinics within the district health services (DHS). Improve clinical quality PHC services through direct patient care and mentoring and supervising health care professionals through an integrated approach programmes. Participate in 24hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine & PHC unit in the district. Support the training and the CPD/CME activities for nurses, intern and community services doctors in the district. Support/participate in the development of district research projects. Perform any other duties delegated by Supervisor/Manager.
- ENQUIRIES** : Dr. S. Agbo. Tel No: (011) 878 8548 / Cell: 079 877 4845
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : This is a re-advertisement. Applicants who previously applied are advised to re-apply as their previous applications will not be considered. No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). 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, certified driver's license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 30 October 2020
- POST 24/195** : **REGISTRAR (MEDICAL)**  
Directorate: Anaesthesiology Department
- SALARY** : R821 205 – R858 711 per annum (all inclusive package)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Registered with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. A Diploma in Anaesthesia is necessary. ACLS is recommended. Having completed the FCA Part 1 exams is advantageous.
- DUTIES** : The Registrar post will be for forty-eight months. The expected activities will include peri-operative management and care of patients. The successful applicant will have to perform after-hours work and rotate through other departments including ICU. The Registrar will also be expected to participate in the department's academic program, and participate in any research activities and maintain a portfolio of learning. The successful candidate will be expected to rotate to hospitals on the University of Pretoria's training platform. The successful applicant will be required to complete the FCA Part 1 examination, if not already completed, the MMed (Anaesthesiology) dissertation and the FCA Part 2 examination, as part of their accreditation to fulfil their acceptance as a specialist by the HPCSA.
- ENQUIRIES** : Dr. M. Mbeki Tel No: (012) 373-1053
- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gauteng.gov.za](http://www.gauteng.gov.za). Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department
- CLOSING DATE** : 30 October 2020

**POST 24/196** : **REGISTRAR (MEDICAL)**  
 Directorate: Neurology Department

**SALARY** : R821 205 – R858 711 per annum (all inclusive package)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Registered with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. FC Neurology Part One. ATLS, ACLS. Experience in Neurology is strongly recommended.

**DUTIES** : Patient care: in and out-patients with neurological disorders, including after hours and calls. Teaching and training: assisting in teaching and training programs of the Department (Kalafong Hospital and Steve Biko Academic Hospital). Research: according to the Department and college requirements.

**ENQUIRIES** : Dr. J. Hiesgen Tel No: (012) 373-1049  
**APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gauteng.gov.za](http://www.gauteng.gov.za). Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

**CLOSING DATE** : 30 October 2020

**POST 24/197** : **REGISTRAR (MEDICAL)**  
 Directorate: Obstetrics and Gynaecology Department

**SALARY** : R821 205 – R858 711 per annum (all inclusive package)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Registered with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Six month experience in Obstetrics and Gynaecology. Part 1A or Part 1B passed exams or Diploma in Obstetrics and Gynaecology (FCOG).

**DUTIES** : Clinical service including on site after hours care. Own postgraduate studies. Postgraduate programme participation. Research. Outreach including rotations at satellite and partner hospitals.

**ENQUIRIES** : Prof. L.C. Snyman, Tel No: (012) 373-1016/1002

- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gauteng.gov.za](http://www.gauteng.gov.za). Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 October 2020
- POST 24/198** : **DENTIST GRADE 1 REF NO: SDHS 2020/10/02 (X1 POST)**  
Directorate: Oral Health
- SALARY** : R797 109 per annum (All-inclusive Package)  
**CENTRE** : Sedibeng DHS  
**REQUIREMENTS** : Grade 12 or equivalent. Qualification as a Dentist. Registration with HPCSA as a Dentist. Proof of current registration with HPCSA. Driver's license.
- DUTIES** : Gather patient's basic information/history, Examine, diagnose and treat oral ailments; scaling, root planning, and polishing of teeth; direct conservative procedures; Perform extractions, restorations, prosthetics, orthodontics, treatment of post-extraction complications, alveolar osteitis and placement of sutures; application of primary preventative measures; treatment of minor traumatic injuries to teeth and surrounding tissues including the splinting of teeth; taking of intra-oral and extra-oral radiographs (X-ray), prescribing of medication for the treatment of oral conditions, performance of any other aesthetic procedure within the dentist profession. Treat minor oral surgery cases including surgical removal of impactions. Refer patients to higher level of care if needed. Perform necessary administrative procedures. Implement the Gauteng Oral Health Strategy.
- ENQUIRIES** : Dr. O. Motloung Tel No: (016) 950 6150  
**APPLICATIONS** : Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all

qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.

**CLOSING DATE** : 30 October 2020

**POST 24/199** : **DENTIST/ LECTURER GRADE 1/2/3 REF NO: UPOHC/OD/0001/2020**  
Directorate: Odontology

**SALARY** : R797 109 – R1 362 366 per annum (All inclusive package)  
**CENTRE** : University of Pretoria Oral Health Centre  
**REQUIREMENTS** : BChD or equivalent qualification. Registration with HPCSA as a dentist in category independent practice. Experience in treating paediatric patients. Experience in the clinical supervision of dental students in Paediatric dentistry. Recommendations Dental research and lecturing experience. Experience in treating patients. Being enrolled for or having a postgraduate qualification in Paediatric Dentistry will be an advantage.

**DUTIES** : Lecturing to undergraduate and postgraduate dental students in the field of paediatric dentistry, dental materials. Supervising students in the clinical wards. Conducting research in dentistry. Selective clinical and administrative duties will be assigned to the candidate as seen fit by the Head of the Department. This may include managing and treating patients with special health care needs.

**ENQUIRIES** : Prof Z Vally Tel No: (012) 319 2441 or Mrs Ina Swart Tel No: (012) 301 5705

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

**NOTE** : Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, current HPCSA certificate and Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.

**CLOSING DATE** : 30 October 2020

**POST 24/200** : **DEPUTY DIRECTOR: LOGISTICS & WAREHOUSES MANAGEMENT**  
**REF NO: REFS/006602**  
Directorate: Supply Chain Management

**SALARY** : R733 257 – R863 748 per annum  
**CENTRE** : Dr. George Mukhari Academic Hospital  
**REQUIREMENTS** : An appropriate three (3) years tertiary qualifications. National Diploma/ Degree in Purchasing / Procurement /Logistics Management, Public Supply Chain Management, Public Management / Administration with 3-6 current experience must be at managerial position (Assistant Director Level 9 or 10) Knowledge of SAP / SRM is very crucial. Experience in the health environment will be an added advantage. Ability to liaise at all management level. Ability to work independently under intense pressure. Must have ability to interact with all level of management and both internal (End -users) and external stakeholders. Knowledge of government procurement policies and procedures, Advance computer literacy in MS

office packages (MS Word, Excel and power point). Successful completion of Provisioning Administration (PAS 1 & 2) manual /certificate will serve as a pre-requisite or added advantage. Competencies: The applicant must have a Presentation skill, good communication (both verbal and written) and strong interpersonal relationships. Ability to interact with all levels both internal (end-users) and external stakeholders. Must have the ability to work under pressure work and pressure and be creative thinker. Have a procurement, good ethical conduct, and analytical thinking - problem solving skills. Report writing skills, time management skills, projects management skills and financial management skills.

**DUTIES** : Manage the, processes of capturing of orders, posting, capturing of delivered goods for payments, transit and safekeeping of stock. Ensure management of the 0-9 file and its diary. Ensure management of capturing of requisition to produce purchase orders. Ensure capturing of received stock on SAP. Ensure expediting of deliveries. Management of web-cycle reports. Management of commitment register. Ensure management of open and partially paid P.O.'s. Ensure all stock transactions are promptly updated and accounted for on all tally cards (VA 10 ) .Ensure timeous stock replenishment .Ensure adherence to the minimum, maximum and precautionary stock level .Ensure effective management of stores/warehouses functions .Oversee the stock tacking processes and ensure that stock rotation processes within all warehouses .Ensure Compilation and submission of monthly theoretical stock balances .Management of stock keeping functions within the institution. Ensure an effective stock flow system within the institution. Ensure that official within Logistics management and warehouses are sufficiently trained on supply chain management system. Manage staff development and performance (PMDS) against departmental and hospital 's objectives in line with strategic, operational and turnaround plans. Perform any other duties delegated by the supervisor.

**ENQUIRIES** : Mr A.M Mathebula Office Tel No: (012) 529 -3242  
**APPLICATIONS** : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

**NOTE** : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

**CLOSING DATE** : 30 October 2020

**POST 24/201** : **DEPTUY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: SDHS 2020/10/03 (X1 POST)**  
 Directorate: Human Resource Management

**SALARY** : R733 257 per annum (All-Inclusive Remuneration Package)  
**CENTRE** : Sedibeng District Health Services  
**REQUIREMENTS** : A recognized 3-year Bachelor Degree/Diploma in Human Resource Management/Public Management Administration. At least 3 (three) years of this should be at Assistant Director Level. The successful candidate should have knowledge of all human resource related legislation and prescripts. Knowledge of Persal, Word, Excel and Power Point is essential. Excellent time management, organizing and communication skills. Must have the ability to use own initiative and meet deadlines. Must be able to function and contribute in a team toward the achievement of the District's priorities. A valid driver's licence.

**DUTIES** : To manage the allocated human resources budget. Assess, analyse and audit Persal information and reports. Responsible to coordinate and manage workforce planning, recruitment and selection, performance management, employee benefits, employee health and wellness, labour relations and training and development in the District. Administer and manage human resource reports, records and information systems. Sign

performance contract on annual basis. Promotion of the Employee Value Proposition.

**ENQUIRIES APPLICATIONS** : Mr. C .Matsaneng Tel No: (016) 950 6000  
: Applicants must quote the relevant reference number and direct applications to the Human Resources Manager, HR Recruitment, Johan Heyns Community Health Centre- Sedibeng District Health Services, Corner of Frikkie Meyer and Pasteur Boulevard, Vanderbijlpark or posted to Private Bag X023 Vanderbijlpark, 1911

**FOR ATTENTION NOTE** : Recruitment and Selection  
: “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book (certification must not be older than 6 months).

**CLOSING DATE** : 30 October 2020

**POST 24/202** : **PHARMACIST GRADE 1 REF NO: EHD2020/10/11 (X2 POSTS)**  
Contract  
Directorate: Pharmacy

**SALARY CENTRE REQUIREMENTS** : Grade 1: R693 372 – R735 918 per annum (Plus benefits)  
: Ekurhuleni Health District  
: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC Registration with the SAPC as a Pharmacist and proof of current registration. Less than five (5) years appropriate experience after registration as a Pharmacist with the SAPC.

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

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

**NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). 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, certified driver’s license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE** : 30 October 2020

**POST 24/203** : **ASD- QUALITY ASSURANCE REF NO: SDHS 2020/10/04**  
Directorate: Chief Directorate Sedibeng DHS

**SALARY** : R641 991 per annum

**CENTRE** : Sedibeng District Health Services

**REQUIREMENTS** : A Degree/Diploma in General Nursing. Current registration with the South African Nursing Council. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to the above must be recognizable experience in the quality improvement of clinical services and Quality Assurance environment. Qualification/certificate in Quality Management will be an added advantage. Ability to work under pressure. Strategic planning, project management, policy analysis and development, financial management, communication and people management skills Computer literacy. A valid Driver's license. Knowledge and skills The incumbent must have the comprehensive knowledge and understanding of National Health Act, Norms and standards, Ideal clinic Systems, Quality Assurance Framework, Accreditation and Certification Systems, Infection Prevention Control standards and Assessment Methods. Quality Assurance and Quality Improvement Initiatives, Health Information Systems and Indicator Development, Relevant legislation, Risk Management as well as the District Health System. Conceptual, analytical and creative thinking, evidence-based report writing. Exceptional analytical and interpretation skills. Innovative and self-driven. The ability to work under pressure and meet deadlines. Excellent planning and organizing skills. A high level of ethical conduct and integrity. Good presentation skills. Computer literacy. Project Management skills as well as report writing skills, people management skills, intersectoral collaboration and engagement with the internal and external stakeholders.

**DUTIES** : The incumbent is to ensure quality in the District and Sub District facilities, including undertaking quality improvement activities. Develop strategies/plans, provide leadership in the development of quality improvement plans and Standard Operating Procedures (SOP). Provide strategic leadership for the Quality Directorate in the District towards the realization of the set strategic goals and objective. Coordinates, investigation, management and reporting of complaints and patients Safety Incidences in the District, CHCs and clinics. Participate in selected clinical audit chosen by the health professionals. Serve on institutional/district or provincial committee for selected provincial clinical audit projects, PSI and PEC. Coordinate provision of and compliance to national and provincial clinical guidelines within the district. Provide initiative to improve customer care and facility user-friendly environment. Advocate for and ensure the promotion of Quality Assurance activities. Monitor the implementation of policies, protocols, guidelines, programmes, practices and procedures pertaining to quality improvement plans and SOP's. Collate and analyse data to establish trends and patterns in health care effectiveness. Utilize information technology and other management information systems to manage Quality Assurance and improve service delivery. Support the district efforts towards reducing the transmission of Covid-19. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Market and coordinate Service excellence awards for the district. Conduct patient Experience of Care Surveys and share results with relevant stakeholders. Ensure that monthly internal audits are conducted in patients care units and compliance with Norms and Standards. Function within a strategic thrust of strengthening the District health system and establishment of the sub-districts, within the given mandates of primary health care service reengineering NHI, N&S, Ideal



|                            |   |   |
|----------------------------|---|---|
|                            |   | clinics and Ideal Community Health Centres. Liaise with External Stakeholders. Sign performance contact on annual basis.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr. C Matsaneng Tel No: (016) 950 6255/6010   |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2 <sup>nd</sup> Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.   |
| <b><u>NOTE</u></b>         | : | Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.   |
| <b><u>CLOSING DATE</u></b> | : | 30 October 2020   |
| <b><u>POST 24/204</u></b>  | : | <b><u>ASSISTANT MANAGER NURSING- PNB4 (TB/HIV) REF NO: SDHS 2020/10/05 (X1 POST)</u></b><br>Directorate: Health Programmes  |
| <b><u>SALARY</u></b>       | : | R614 991 per annum (Plus Benefits)  |
| <b><u>CENTRE</u></b>       | : | Sedibeng District Health Services   |
| <b><u>REQUIREMENTS</u></b> | : | Basic qualification (i.e. Diploma/Degree) in nursing that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse proof of current registration. A post basic qualification, with duration of at least one-year accreditation with the SANC in Curative Skills in Primary Health Care. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in the specific after obtaining the one year post basic qualification in Primary Health Care, including NIMART competence and experience in the TB programme. A valid driver's licence. Experience: A minimum of 3 (three) years appropriate/recognizable experience at management level. Excellent time management, organizational skills, computer skills, good listening skills, people management skills, Presentation and team work skills, self-motivated and goal orientated, analytical and solution orientated, ability to thrive well under pressure, ability to efficiently communicate with technical and non-technical personnel at various level in the organization. Must be computer literate. The applicant will be subjected to a practical assessment. |
| <b><u>DUTIES</u></b>       | : | Supervise and monitor the three (3) pillars of 90-90-90 HAST strategy. This includes monitoring of quality TB testing services, availability of drugs, availability of laboratory services, capturing of TB patients on TIER.Net. Supervise and monitor the linkage to care of diagnosed MDR TB patients and the capturing on EDR.Net. Ensure distribution and implementation of TB patients on TIER.Net. Supervise and monitor the linkage to care of diagnosed MDR TB patients and TB/HIV protocols and guidelines. Identify gaps in the prevention pillar and develop operational plans. Monitor the programme activities and liaise with the hospitals, Correctional Services and Private hospitals. Liaise and plan with Health Promotion Department, community structures and District supporting partners on community education and awareness activities. Compile and verify monthly, quarterly and annual performance review reports. Work in close collaboration with District supporting partners and HAST M&E Officer to ensure the submission of quality programme data to the next level. Supervise and monitor the implementation and maintenance of programme projects approved by National Department of Health. Perform   |

any other duties as delegated by the Deputy Director: Health Programmes. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Idea Clinics Realisation. Ensure promotion of the Employee Value Proposition.

**ENQUIRIES  
APPLICATIONS**

: Ms. D. Ramoloi Tel No: (016) 950 6019  
: Applicants must quote the relevant reference number and direct applications to the Human Resources Manager, HR Recruitment, Johan Heyns Community Health Centre- Sedibeng District Health Services, Corner of Frikkie Meyer and Pasteur Boulevard, Vanderbijlpark or posted to Private Bag X023 Vanderbijlpark, 1911.

**FOR ATTENTION  
NOTE**

: Recruitment and Selection  
: The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book (certification must not be older than 6 months).

**CLOSING DATE**

: 30 October 2020

**POST 24/205**

: **ASSISTANT MANAGER NURSING (SPECIALTY UNIT) REF NO: EHD  
2020/10/05**  
Directorate: Primary Health Care

**SALARY  
CENTRE  
REQUIREMENTS**

: R614 991 - R692 166 per annum (plus benefits)  
: Ekurhuleni Health District (Esangweni CHC)  
: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing as a Professional Nurse) plus a post basic nursing qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant speciality. A minimum of 10 years appropriate /recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate /recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care) or ( Advanced Midwifery and Neonatal). At least 3 years of the period referred above must be appropriate/recognizable experience at management level. Current proof of registration with SANC, valid driver's license and computer skills. Competencies and knowledge should demonstrate an in depth understanding of project management, financial management, human resource management, computer literacy, quality assurance management as well as PHC Management policies and practices. Knowledge of norms and standards and quality assurance principles.

**DUTIES**

: Coordinate, supervise and monitor all services in the facility. Ensure adherence to Batho Pele principles. Ensure accreditation of facilities to ideal clinic and national core standards. Develop operational plans and ensure implementation of policies and guidelines. Ensure availability and implementation. Monitor performance of facility HIS indicators against set targets. Develop quality improvement plans to address gaps. Ensure correct data management, appraisal and development of staff. Be able to utilize minimum resources optimally adhering to PFMA. Demonstrate effective communication with all relevant stakeholders, submit reports, and attend meetings. Form part of the sub-district management team and assist with the appraisal of Provincial staff in Local Government facilities. Oversee provincial personnel in Local Authority facilities in the surrounding area regarding to all issues pertaining to province. Able to work in multidisciplinary team. Perform all other duties delegated by Supervisor/Manager.

- ENQUIRIES APPLICATIONS** : Ms G.S Mateza Tel No: (011) 565 - 5160  
 : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). 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, certified driver's license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 30 October 2020
- POST 24/206** : **HEAD OF DEPARTMENT: GENERAL NURSING REF NO: 3/4/2/27**  
 Directorate: Nursing Education and Training
- SALARY CENTRE REQUIREMENTS** : R579 696 – R672 018 per annum (PND3) (plus benefits)  
 : Ann Latsky Campus  
 : Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a registered nurse, registered midwife, and a relevant post basic qualification and up to date in respect of clinical practice. A Bachelor's Degree is a requirement. A Master's degree will be an added advantage. Bachelor's Degree/Diploma in Nursing Education and Management. Current registration with the SANC. A minimum of nine years (9) recognizable/ appropriate experience after registration as a professional nurse with SANC. At least five years (5) of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the post-basic qualification in Nursing Education. Experience in assessment practice. Knowledge of procedures and processes related to Basic Nursing Programmes. Knowledge of academic requirements, relevant acts and legislation, Code of ethics and professional practice of the SANC. Skilled in computer technology and programmes. Sound communication skills. A valid code 8 driver's license.
- DUTIES** : Coordinate and manage teaching and learning of student nurses. Manage Work Integrated Learning of learners between College and practice areas. Participates in institutional community engagement initiatives. Develop and ensure implementation of quality assurance programmes. Orientate, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes theory and clinical practice. Supervise the marking and moderation of assessment. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Participate in research relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Serve as chairperson/member on applicable academic/management committees. Participate in the management of the College. Oversee the supervision of students.
- ENQUIRIES APPLICATIONS** : Mr. JD. Cloete or Ms A. van As Tel No. 011 644-8917  
 : Applications must be submitted on a Z83 form with your C.V, certified copies not older than six months of all required documents must be attached (driver's license, current SANC receipt and certified copies of

qualifications and computer literacy). Application documents must be submitted to Ann Latsky Nursing College. Physical address: No.1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address: P/Bag X40, Auckland Park, 2006.

**NOTE** : Applicants will be subjected to a pre-employment Medical Surveillance. Persons with disabilities will receive preference. The institution reserves the right not to appoint.

**CLOSING DATE** : 30 October 2020

**POST 24/207** : **THERAPEUTIC & MEDICAL SUPPORT SERVICES PROGRAMME**  
**COORDINATOR GRADE 1 REF NO: EHD2020/10/06**  
Directorate: Rehabilitation

**SALARY** : R466 119 – R517 326 per annum (plus benefits)

**CENTRE** : Ekurhuleni Health District (NSDR)

**REQUIREMENTS** : Appropriate qualification degree in Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Language & Audiology that allows registration with HPCSA. A minimum of 3 years appropriate experience after registration with HPCSA post community service. Good communication skills. Valid registration with HPCSA. Knowledge in the relevant policies, protocols and guidelines. Report writing skills and problem-solving skills. A valid driver's license is essential. Experience in working in a community-based rehabilitation setting. Computer literacy. Must be proactive, innovative and independent team leader.

**DUTIES** : Render a service in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng Department of Health. Provide overall management of the Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Language & Audiology, supervision of allocated staff servicing NSDR area to ensure smooth service delivery. Implement and contribute to the proper utilization of allocated financial and physical resources. Compile monthly, quarterly and annual Rehab team reports, stats and other administrative duties for rehab unit and submit to the Sub-District PHC Manager and Assistant Director: Rehabilitation. Establish good working relationship with other stakeholders within the sub- District E.g. Mental Health, NGO's, Organization for People with Disability, etc. Provide community-based Rehabilitation with the focus on health promotion, prevention and community intervention. Knowledge on Performance Management and Development System. Participate in continuous professional development activities Implement quality assurance policies and develop appropriate quality improvement plan for the rehab unit. Attend management meeting and Rehab forums. Ensure adherence to government policies and protocols. Perform any other duties delegated by Supervisor/Manager.

**ENQUIRIES** : Ms M. Masipa Tel No: (011) 876 1776, Ms A.E Tshivhase Tel No: (011) 876 1776

**APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

**NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). 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, certified driver's license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 30 October 2020
- POST 24/208** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (TRAINING) REF NO: EHD2020/07/07**  
Directorate: HRD: Professional Development  
Re-Advertisement Applicants who previously applied are advised to re-apply as their previous applications will not be considered
- SALARY** : R444 276 – R500 031 per annum (plus benefits)  
**CENTRE** : Ekurhuleni Health District  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice No. R425.qualification, i.e. Diploma/ Degree in Nursing. A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse. A post basic qualification In Nursing Education will be added advantage. A valid driver's license is essential. Computer literacy. Proof of current registration with SANC. Evidence of Short Courses e.g. HIV, TB, STI, PMTCT, IMCI and VMMC. Good interpersonal relationship. Excellent communication (Written, Verbal and presentation skills). Ability to plan, organize and facilitate training courses. Proficient in Microsoft office in particularly Excel, word and power point. Ability to work independently and in a team.
- DUTIES** : Plan, organize, coordinate and monitor Trainings. Ensure clinical practice by the clinical team in accordance with the guidelines. Coordinate training at the level which includes: Develop training materials and manuals aligned to the National guidelines and relevant training needs. Conduct skills audit and training needs analysis for all staff categories, coordinate and train clinical support programmes e.g. PMTCT, ADL etc. Facilitation of training programs across the District. Coordinate professional development training as per Central Office training schedule. Coordinate study leaves applications for full time and part time studies and ensures that the study leave policy is adhered to. Submit plans and quality training reports according to set dates. Attend meetings and updates related to training as well as meetings requested by Supervisor. Coordinate and implement continuous professional development (CPD) according to provincial framework and SANC. Perform all other duties that are delegated by the supervisor/manager.
- ENQUIRIES** : Mr. F Mudau Tel No: (082) 497 7011  
**APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). 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, certified driver's license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 30 October 2020

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|--------------------------------------|---|--|
| <b><u>POST 24/209</u></b>            | : | <b><u>LECTURER PNDI / PNDII: GENERAL NURSING SERVICE REF NO: REFS/006534 (X2 POSTS)</u></b><br>Directorate: Nursing Education and Training   |
| <b><u>SALARY</u></b>                 |   | R383 226 – 444 276 per annum (plus benefits)<br>R471 333 – 614 991 per annum (plus benefits)   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Gauteng College of Nursing (GCON): SG Lourens Campus (Pretoria)  |
| <b><u>REQUIREMENTS</u></b>           | : | PNDI: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post- basic qualification in Nursing Education and registered with SANC. Proof of current registration with SANC. A minimum of 4 years' appropriate/recognisable experience as a Professional Nurse with SANC in General Nursing (less 1 year experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 8 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report- writing and presentation skills. The ability to work in a team and under pressure. PNDII: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post- basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the 1- year post-basic qualification in the relevant speciality (less 1 years' experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid Code 8 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presenting skills. The ability to work in a team under pressure. |
| <b><u>DUTIES</u></b>                 | : | Coordinate the provision of education and training of student nurses. Work effectively and co-operatively with students and ensure effective and successful education and training of student nurses, in both theory and clinical development. Ensure availability of student guidance and support. Support the Vision and Mission of the College by serving on committees, attending and participating in meetings and College activities. Promote the image of the College. Implement assessment strategies to determine student's competence. Participate in research on Nursing Education.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms J.E. Malobola Tel No (012) 319 5601<br>Applications should be submitted strictly online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> NB: For assistance with online applications please e-mail your query to <a href="mailto:e-recruitment@gauteng.gov.za">e-recruitment@gauteng.gov.za</a>  |
| <b><u>NOTE</u></b>                   | : | Applications must be accompanied by a completed Z83, comprehensive Curriculum Vitae (CV), certified copies of qualifications, SANC receipt, Identity document and a valid drivers' licence. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery, faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender and disability) through the filling of this post. The institution reserves the right not to appoint.   |
| <b><u>CLOSING DATE</u></b>           | : | 30 October 2020  |

**POST 24/210** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: EHD2020/10/08**  
 Directorate: Primary Health Care

**SALARY** : Grade 1: R383 226 – R444 276 per annum (plus benefits)  
 Grade 2: R471 333 - R579 696 per annum (plus benefits)

**CENTRE** : Ekurhuleni Health District

**REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma/Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). **Grade 1:** less than 09 years relevant experience as a Clinical Nurse Practitioner after registration with SANC. **Grade 2:** At least 10 years but less than 19 years relevant experience as a Clinical Nurse Practitioner after registration with SANC. At least 1 year of the appropriate /recognizable experience after obtaining the 1 year Post Basic Qualification in the relevant specialty. (Clinical Nursing Science, Health Assessment, Treatment and Care).

**DUTIES** : The incumbent is needed to plan, implement, evaluate, maintain control and coordinate quality assurance in the facility. Prepare and partake peer review evaluation. Implementation of Ideal Clinic, OHSC, occupational Health and Safety policy, complaints/compliments and suggestion guidelines and monitoring of compliance. Implementation of patient safety incidents guidelines, infection prevention and control guidelines/policies. Implementation and monitoring of Health Care Waste compliance. Formulation and implementation of quality improvement plans. Hold quality assurance meeting in the facility and attend district and other levels as expected. Write quality assurance reports and submit to the next level as expected. Participate in multidisciplinary quality assurance teams. Advocate for rights of the clients in the facility and promote Batho- Pele principles. Conduct client satisfaction survey and monitor routinely for compliance. Liaise with sub district quality assurance coordinator. In service training to all staff on quality assurance issues.

**ENQUIRIES** : Ms N. Moepya. Cell No: (082) 734 3580

**APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

**NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). 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, certified driver's license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE** : 30 October 2020

**POST 24/211** : **LECTURER PND 1 AND LECTURER PND 2 - GENERAL NURSING SCIENCE, MIDWIFERY, COMMUNITY NURSING SCIENCE AND PSYCHIATRIC NURSING REF NO: 3/4/2/2/6 (X9 POSTS)**  
Directorate: Nursing Education and Training

**SALARY** : PND1:R383 226 – R444 276 per annum (plus benefits)  
PND 2: R471 333 – R614 991 per annum (plus benefits)

**CENTRE** : Ann Latsky Campus

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

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

**ENQUIRIES** : Mr. JD. Cloete, or Ms A. van As Tel No: (011) 644 8912/ 644 8917.

**APPLICATIONS** : Physical address: No.1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address: P/Bag X40, Auckland Park, 2006.

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

**CLOSING DATE** : 30 October 2020

**POST 24/212** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: REFS/006587**  
Directorate: Logistics

**SALARY** : R376 596 – R443 601 per annum (plus benefits)

**CENTRE** : Kalafong Provincial Tertiary Hospital

**REQUIREMENTS** : A relevant 3-year tertiary qualification: e.g. National Diploma or a B Degree in Risk Management/ Internal Audit/ Financial Management. Code EB driver's license. A minimum of 5 years work experience is required of which at least 3 years should be on supervisory level within Risk Management and Audit environment. Knowledge of PFMA, Treasury Regulation, Corporate Governance King III, Minimum Information Security



Standard (MISS) and other relevant regulations within public sector is essential. Knowledge of internal and external audit practices. Skills and Competency: Excellent communication (verbal and written) and interpersonal skills. Exceptional analytical and interpretation skills. Ability to work under pressure and meet deadlines. Excellent planning and organizational skills. Have high level of ethical conduct and outmost Integrity. Ability to liaise with staff at all levels within the organization. Service delivery orientated. Ability to think strategically. Numeracy and Analytical skills. A post graduate qualification in Risk Management will be an added advantage.

**DUTIES**

: Conduct risk assessments to identify, describe and analyze the enterprise risks within the Hospital. Coordinate and facilitate the development of a risk profile and risk management plans, monitor the implementation thereof and produce reports. Develop processes to facilitate the implementation of an institutional wide risk management policy and strategy. Annually draft Risk Management Implementation plans/ Fraud Prevention Plan for approval by the Executive. Plan and conduct strategic and operational risk assessments. Oversee development of Risk Registers and monitor regular updating thereof. Facilitate the functions of risk management across functional business units, cost centres and ensure effective risk reporting. Assist in the development and rolling out of risk management/Fraud and Corruption awareness programme throughout the institution. Ensure effective co-ordination of all audit projects by either Gauteng Audit Service or Auditor General. Scrutinize audit findings and assist with implementation of effective audit action plans. Ensure establishment of an effective institutional Risk Management Committee. Produce reports of high quality and present regularly to the Hospital EXCO, Hospital Board and Audit Committee. Act as Chief Ethics Officer and ensure proper roll-out of Ethics programmes and Code of conduct. Offer outmost support to inter-linked departments such as Quality Assurance, OHS and Clinical areas. Conduct investigation and produce conclusive reports into reported irregularities on an ad-hoc basis.

**ENQUIRIES  
APPLICATIONS**

: Ms EM Shibambo Tel No: (012) 318-6686  
: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gauteng.gov.za](http://www.gauteng.gov.za). Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**NOTE**

: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates

will be expected to be available for selection interviews on the date, time and place determined by the Department.

- CLOSING DATE** : 30 October 2020
- POST 24/213** : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: REFS/006586**  
Directorate: Logistics
- SALARY** : R376 596 – R443 601 per annum (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : NQF 6 (National Diploma or Degree in Social Science/Police Science, Security Management or Public Administration) A minimum of 5 years work experience is required of which at least 3 years should be on supervisory level in Security Management. PSIRA registered. A valid driver's license. Thorough understanding of Physical Security, Personnel Security, Documents security, Security Communications and Security Investigations. Skills: verbal and written communication, organizing, leadership, interpersonal relations, problem solving, conflict management, project management, inspection, project management, communication, presentation, computer literacy and analytical skills. Must be service oriented, time driven, value diversity, self-motivated.
- DUTIES** : Monitor the implementation of security measures, policies (MPSS and MISS etc.) and guidelines in the hospital. Manage the vetting process in the hospital inclusive of contractors. Monitor the implementation and compliance with Occupational Health and Safety Act. Manage investigations relating to security breaches and advice management on security threats. Ensure the safety of staff and patients. Liaise with SAPS, NIA and other agencies on security management matters. Supervise and manage resources. Manage an integrated electronic management security. Conduct security awareness. Conduct security threats and risk audits. Manage the security plan. Management of security contracts. Contribute to the department's planning, budgeting and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof. Advice and make recommendations to management on security trends and issues. Coordinating and monitoring implementation of security measures at the hospital.
- ENQUIRIES** : Ms EM Shibambo Tel No: (012) 318-6686
- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gauteng.gov.za](http://www.gauteng.gov.za). Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful .Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of

a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

- CLOSING DATE** : 30 October 2020
- POST 24/214** : **MIDDLE MANAGER: HUMAN RESOURCES REF NO: WKH HRM 2020**  
Directorate: Human Resources
- SALARY** : R376 596 per annum (plus benefits)
- CENTRE** : Weskoppies Hospital
- REQUIREMENTS** : An appropriate degree or diploma in Human Resources with 6 years relevant HR experience. At least 3 years should be supervisory experience Or Grade 12 certificate with 10 years' experience in Human Resources. 10 years' experience should be supervisory experience in Human Resources. HR experience must be as an HR Generalist. Knowledge and understanding of Public Service legislative framework. Extensive knowledge and experience of the Persal system. Computer literate. Good written and advanced communication skills. Must have leadership, planning, organising and problem-solving skills. Must be able to manage and lead a team. Ability to multi task and prioritize. Ability to work in a high volume and highly pressurized environment.
- DUTIES** : Lead and manage the HR unit. Manage HR budget. Implement and interpret policies, directives and guidelines. Implement and maintain sound quality management systems, including applicable legislations, policies, good practice and standards. Manage Recruitment & Selection processes. Provide training, guidance and support to HR staff and Line Managers. Approve and quality assure all mandates and transactions related to appointments, transfers, terminations, salary administration and management of conditions of service etc. Manage OSD appointments. Grade progressions for OSD and non OSD. Ensure that Persal related transactions and mandates forwarded to Gauteng Department of Finance (GDF) are captured correctly. Manage Staff Establishment and post filling. Draw up a Post Filling plan. Policy and Procedures on Incapacity leave and Ill Health Retirement (PILIR) Provide strategic and operational support to staff and line managers. Manage the Performance Management and Development systems (PMDS) and the implementation thereof. Manage Labour Relations unit and Training unit. Compile and submit reports or any other HR related submissions. Manage audit queries. Manage and implement RWOPS/ORW, Declaration of Financial Disclosures/ e-Disclosures. Monitor overtime and the capture of the authorization for overtime for Nursing, Admin & Support staff. Specimen signatures. Management of the payroll. (ESS & manual) Develop and monitor Operational Plan for HR. Attend meetings.
- ENQUIRIES** : Ms. E Mosue Tel No: (012) 319 9876
- APPLICATIONS** : Apply online via e-mail: [marie.jacobs@gauteng.gov.za](mailto:marie.jacobs@gauteng.gov.za). Applications without proof of the necessary documents will be disqualified. Only Online Applications
- NOTE** : 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 process. Candidates could be required to perform practical exercises/tests during the recruitment process. Applications should include Z83, CV, certified copies of ID, qualifications and registration if applicable.
- CLOSING DATE** : 30 October 2020 at 12h00

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| <b><u>POST 24/215</u></b>         | : | <b><u>OCCUPATIONAL THERAPIST REF NO: EHD2020/10/09 (X1 POST)</u></b><br>Directorate: Rehabilitation  |
| <b><u>SALARY</u></b>              | : | Grade 1: R317 976 – R361 872 per annum (Plus benefits)<br>Grade 2: R372 810 – R426 291 per annum (Plus benefits)<br>Grade 3: R439 164 – R532 959 per annum (Plus benefits)   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Ekurhuleni Health District<br>Appropriate qualification (degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as an Occupational Therapist. <b>Grade 1:</b> No experience required after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. <b>Grade 2:</b> A minimum of 10 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. <b>Grade 3:</b> A minimum of 20 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. A valid driver's license is essential.   |
| <b><u>DUTIES</u></b>              | : | Render effective patient centered occupational therapy service in a clinic and community setting in adherence to the scope of practice and health protocols. Relieve as and when the need arises, and to work closely with the multidisciplinary team members. Carry out delegated duties. Participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at facility level. Adhere to provincial, District and Clinic policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the District. Communicate effectively with all stakeholders. Exercise safeguarding of all consumables and equipment.  |
| <b><u>ENQUIRIES</u></b>           | : | Ms M. Moloko Tel No: (011) 876 1776 and Ms A.E Tshivhase Tel No: (011) 876 1776  |
| <b><u>APPLICATIONS</u></b>        | : | Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.   |
| <b><u>NOTE</u></b>                | : | No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . 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, certified driver's license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. |
| <b><u>CLOSING DATE</u></b>        | : | 30 October 2020  |

|                            |   |   |
|----------------------------|---|---|
| <b><u>POST 24/216</u></b>  | : | <b><u>FINANCIAL CONTROLLER REF NO: SDHS 2020/10/06 (X1 POST)</u></b><br>Directorate: Finance Management   |
| <b><u>SALARY</u></b>       | : | R316 791 per annum (all-inclusive package)  |
| <b><u>CENTRE</u></b>       | : | Sedibeng District Health Services   |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of Grade 12 with 5-10 years' experience in Finance or a recognized three-year tertiary qualification in Accounting/Finance with at least 2 years' experience in budget 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 license will be recommended.      |
| <b><u>DUTIES</u></b>       | : | 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.              |
| <b><u>ENQUIRIES</u></b>    | : | Ms. N. Chaka Tel No: (016) 950 6160   |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.   |
| <b><u>NOTE</u></b>         | : | Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability. |
| <b><u>CLOSING DATE</u></b> | : | 30 October 2020   |
| <b><u>POST 24/217</u></b>  | : | <b><u>SOCIAL WORKER (GRADE 1) REF NO: SDHS 2020/10/07 (X1 POST)</u></b><br>Directorate: Emfuleni Sub-District Rehabilitation<br>Re-Advertisement (Applicants who previously applied are encouraged to re-apply).  |
| <b><u>SALARY</u></b>       | : | R257 592 – R298 614 per annum (Plus Benefits)   |
| <b><u>CENTRE</u></b>       | : | Sedibeng District Health Services   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 Certificate. The candidate is required to have Bachelor's Degree in Social Work. Registration with South African Council for Social Worker. Proof of current registration with South African Council for Social Services. Computer literacy. Valid driver's license is essential.  |
| <b><u>DUTIES</u></b>       | : | Render Social Work Services in the district that complies with the standards and norms as indicated by Health Policies. Render Social work services regarding the care, support, protection and development of vulnerable individuals, groups, families and communities through relevant programs. Conduct psycho social assessment and apply relevant  |

intervention. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individual, families and communities. Attend staff meetings, social work forums, quality assurance meeting. Complete monthly statistics, report writing and other administrative tasks for social work services. Liaise/attend meetings with other departments and non-government institutions. Undertake research and project development in the district. Implement quality assurance policies and develop appropriate quality improvement plans for the social work services. Ensure adherence to government policies and protocols including the National Core Standard, Batho Pele and Patients' Rights. Take instructions as directed by the supervisor. Sign performance contract on annual basis. Take part in the Gauteng turnaround strategy, PHC Reengineering and establishment of the Sub-District.

**ENQUIRIES** : Ms. E.M. Ngale Tel No: (016) 950 6174  
**APPLICATIONS** : Applicants must quote the relevant reference number and direct applications to the HR Recruitment, Johan Heyns Community Health Centre, Corner of Frikkie Meyer and Pasteur Boulevard, Vanderbijlpark or posted to Private Bag X023, Vanderbijlpark, 1911.

**FOR ATTENTION** : Recruitment and Selection  
**NOTE** : "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book (certification must not be older than 6 months).

**CLOSING DATE** : 30 October 2020

**POST 24/218** : **SOCIAL WORKER (GRADE 1) REF NO: SDHS 2020/10/08 (X1 POST)**  
 Directorate: Midvaal Sub-District Rehabilitation  
 Re-Advertisement (Applicants who previously applied are encouraged to re-apply).

**SALARY** : R257 592 – R298 614 per annum (Plus Benefits)  
**CENTRE** : Sedibeng District Health Services  
**REQUIREMENTS** : Grade 12 Certificate. The candidate is required to have Bachelor's Degree in Social Work. Registration with South African Council for Social Worker. Proof of current registration with South African for Social Services. Computer literacy. Valid driver's license is essential.

**DUTIES** : Render Social Work Services in the district that complies with the standards and norms as indicated by Health Policies. Render Social work services regarding the care, support, protection and development of vulnerable individuals, groups, families and communities through relevant programs. Conduct psycho social assessment and apply relevant intervention. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individual, families and communities. Attend staff meetings, social work forums, quality assurance meeting. Complete monthly statistics, report writing and other administrative tasks for social work services. Liaise/attend meetings with other departments and non-government institutions. Undertake research and project development in the district. Implement quality assurance policies and develop appropriate quality improvement plans for the social work services. Ensure adherence to government policies and protocols including the National Core Standard, Batho Pele and Patients' Rights. Take instructions as directed by the supervisor. Sign performance contract on annual basis. Take part in the Gauteng turnaround strategy, PHC Reengineering and establishment of the Sub-District.

**ENQUIRIES** : Ms. E.M. Ngale Tel No: (016) 950 6174

**APPLICATIONS** : Applicants must quote the relevant reference number and direct applications to the HR Recruitment, Johan Heyns Community Health Centre, Corner of Frikkie Meyer and Pasteur Boulevard, Vanderbijlpark or posted to Private Bag X023, Vanderbijlpark, 1911.

**FOR ATTENTION NOTE** : Recruitment and Selection  
 : The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability check. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book (certification must not be older than 6 months).

**CLOSING DATE** : 30 October 2020

**POST 24/219** : **ADMINISTRATION OFFICER (LOGISTICS) REF NO:**  
**AOL/CMJAH/2020**  
 Directorate: Logistic Department

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum (plus benefits)  
 : Charlotte Maxeke Johannesburg Academic Hospital  
 : Qualifications: Grade 10 or equivalent with more than 10 year's relevant experience or Grade 12 or equivalent qualification with 3 to 5 years' relevant experience or a relevant 3 year National Diploma or Degree from a SAQA recognized tertiary institution with a maximum of 2 years' relevant experience. Valid Driver's License. Knowledge: Sound knowledge of Office Administration Management with emphasis. In-depth knowledge of Legislative Prescripts such as BCEA, OHS PFMA. , Batho Pele Principles and Ministerial priorities. Customer relations Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint, a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Customer relations skills, Planning and organising, Sound analytical thinking, good interpersonal relation, problem solving and decision-making. Mathematics, relationship and maintaining discipline. Formulation and editing, conflict resolution, research and Competencies Required. Good verbal communication and report writing skills. Be willing to rotate and work shift the following will be an added advantage: experience in logistic departments. Ability to implement policies including Code of conduct.

**DUTIES** Provide support services to logistic Units. Supervise staff including management of leave, staff attendance. Monitor staff performance and development. Identify and solve problem affecting service delivery. Ensure compliance to occupational Health and Safety. Communicate with Stake holders compile and submit reports. Ensure compliance to quality standards. Compile RLS01 and RLS02. Ensure procurement of goods and services. Apply Disciplinary procedure. Maintain and keep record of the Units.

**ENQUIRIES APPLICATIONS** : Mr. E. Sithole Tel No: (011) 488 4116  
 : Applications should be submitted on a (PDF Format only) to the following email-address [Supportthr.Cmjah@gauteng.gov.za](mailto:Supportthr.Cmjah@gauteng.gov.za) Only online application will be considered. Please Use The Reference As The Subject.

**NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) 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. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications,

communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and Female, Indian Males and Females, White Males and Female are encouraged to apply.

- CLOSING DATE** : 30 October 2020
- POST 24/220** : **CLINICAL ASSOCIATES REF NO: EHD2020/10/20 (X5 POSTS)**  
(Contract till 31 March 2021)  
Directorate: Family Medicine
- SALARY** : R257 508 per annum (Plus Benefits)  
**CENTRE** : Ekurhuleni Health District  
**REQUIREMENTS** : Grade 12 plus a three-year university degree in Bachelor of Clinical Medical Practice. Candidate must be registered with HPCSA as a Clinical Associate and have a current receipt. Candidate must have good communication skill both verbal and written and able to function as part of a team. Profile: Experience working in District Primary Health Care (PHC) services. Experience in general medical practice. PHC, HAST and use current clinical protocols and guidelines in patient management. Clinical skills in patient-centered consultation, history taking, examination, investigation and management and ensuring continuity of patient care. Good professional/ conduct, good communication skills, good professional ethics, team work ability, good medical record keeping. Willingness to work/participate in outreach programs in any PHC facility in the district health services. Take part in the Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-Districts.
- DUTIES** : Perform Patient-centered consultations across all ages in district PHC clinics. Apply clinical reasoning in the assessment and management of patients. Be able to provide emergency care to patients. Perform investigative and therapeutic procedures appropriate for district primary health care. Prescribe appropriate Medication within scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.
- ENQUIRIES** : Dr S. Agbo Tel No: (011) 878 – 8548/Cell No: 079 877 4845  
**APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
- FOR ATTENTION** : Human Resource Manager  
**NOTE** : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.
- CLOSING DATE** : 30 October 2020
- POST 24/221** : **MATERIAL RECORDING OFFICER REF NO: CHBAH: 329 (X1 POST)**  
Directorate: Supply Chain Management
- SALARY** : R257 508 – R303 339 per annum (Level 07) (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : Matric/Grade 12 certificate. 3 -5 years' experience in Warehouse/Stores administration. Computer competency skills (Ms Word, Ms Excel, Ms PowerPoint and Internet). Knowledge of SAP and SRM system. Knowledge of Procurement processes. Knowledge of SCM Policies PFMA, and PPPFA. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and



plan. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of the Batho Pele Principles and Knowledge of Labour Relations processes. Experience in Supply Chain Management will be an added advantage. Medicals surveillance as an inherent job requirement.

**DUTIES**

: Supervision of various sub warehouses under SCM units. Filing of all documents for audit purpose. Attend to end user's queries. Participate in stock taking process. Update VA11, VA7 and VA10 cards. Issuing stock to end-users according to the VA2. Capturing of goods received voucher, processing web cycles and liaising with suppliers, ensure that all regulations, delegations and policies are adhered to. Ensuring that acquisition of goods and services is done in line with SCM regulatory prescripts. Attend to end -users queries. Ensure that stock taking is undertaking on monthly and Bi annual basis. Ensure that employees adhere to OHS regulations. Skills: Able to work under pressure. Be analytic and innovative in executing tasks as allocated. 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, quarterly reviews and final assessment). Conducting performance evaluation of the sub ordinates. Perform other duties as allocated by the supervisor. Comply with the rotation roster. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor.

**ENQUIRIES  
APPLICATIONS**

: Mr T Mgoqi Tel No: (011) 933-9244  
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE**

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

: 30 October 2020

**POST 24/222** : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 – REF NO: EHD2020/10/10 (X2 POSTS)**

Directorate: Pharmacy

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: Grade 1: R208 383 - R234 738 per annum (Plus benefits)  
: Ekurhuleni Health District  
: Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post-Basic) Less than 5 years appropriate experience as a Pharmacist Assistant (Post-basic) with the SAPC. Registration with the South African Pharmacy Council (SAPC) as a Post-Basic Pharmacist Assistant Proof of payment for current annual fees.

**DUTIES**

: Receive and record all stock from suppliers. Filling of stock cards. Cyclic stock counts in the dispensary. Validation and dispensing prescriptions in the CDU. Provide information to clinics and the public. Reconcile parcels for distribution. Participate in bi-annual stock take. Prepacking of bulk items into patient ready packs. Work under direct supervision of a Pharmacist. Storage and distribution of pharmaceuticals. Perform all other duties delegated by Supervisor/Manager.

**ENQUIRIES**  
**APPLICATIONS**

: Ms T. Burisch Tel No: (011) 878 8550  
: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

**NOTE**

: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). 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, certified driver's license. 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, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE**

: 30 October 2020

**POST 24/223**

: **MATERIAL RECORDING CLERK REF NO: CHBAH: 330 (X2 POSTS)**

Directorate: Supply Chain Management

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R173 703 – R204 612 per annum (Level 05) (plus benefits)  
: Chris Hani Baragwanath Academic Hospital  
: Matric/Grade 12 certificate or equivalent. Computer literate (Ms Word, Ms Excel, Ms PowerPoint and Internet). Knowledge of SAP and SRM system. Knowledge of Procurement processes in the public service. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of the Batho Pele Principles and Labour Relations processes. Comply with the rotation roster to various SCM functions. Medicals surveillance as an inherent job requirement.

**DUTIES**

: Conduct contract administration of all contracts in SCM. Compile reports with regards to supplier's performance. Compile documents for vetting Committee. Create requisition on SAP. Make follow up with Health

Processing Centre regarding updating of existing and expired contracts. Filing of all documents for audit purpose. Attend to end user's queries. Participate in stock taking. Liaison with suppliers regarding the extension of contracts. Conduct all activities in line with SCM regulations, delegations and policies. Compile weekly and monthly reports and submit to the supervisor. Skills: Be analytic and innovative in executing tasks as allocated. 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, quarterly reviews and final assessment). Comply with the rotation roster.

**ENQUIRIES  
APPLICATIONS**

: Mr L Moretele Tel No: (011) 933-9820  
 : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE**

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

: 30 October 2020

**POST 24/224**

: **CLIENT INFORMATION CLERK REF NO: CHBAH: 331 (X1 POST)**  
 Directorate: Health Information Management (HIM) Department

**SALARY  
CENTRE  
REQUIREMENTS**

: R173 703 – R204 612 per annum (Level 05) (plus benefits)  
 : Chris Hani Baragwanath Academic Hospital  
 : Matric/Grade 12 certificate or equivalent. Computer literate (Ms Word, Ms Excel, Ms PowerPoint and Internet). Sound Knowledge of health programme strategies, priorities, data element and indicator will be an added advantage. Ability to work under pressure and be prepared to rotate within Health Information Management (HIM) Department. Knowledge or regulations and the legislative framework related to health information management and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Ability to liaise with internal external stakeholders. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Must be self-

motivated. Knowledge of the Batho Pele Principles and Labour Relations processes. Applicant should be prepared to undergo Medicals surveillance as an inherent job requirement. Shortlisted candidates will be subjected to a competency test.

**DUTIES** : Capture data on the DHIS database and update Institutional Health Information Management (HIM) database. Conduct rapid data quality assessment on primary sources before capturing. Follow up any discrepancies with relevant service point/health care provider. Compile and submit routine report. Complete and sign a weekly summary forms for use in monthly reports. Assist in timely preparation and submission of required reports based on the Work Plan of the HIM unit. Source data from both electronic (HIS) and manuals system. Ensure that data is received regularly and follow-up on non-submission. Safe keeping of records. Maintain electronic and manual records of all data used for reporting. Ensure that the primary sources of data are available and ready for audit. Conduct rapid data quality on registers and ensure data quality improvement plans are developed and implemented to address poor data quality. Escalate poor quality data challenges to the supervisor. Perform any delegated tasks. Comply with Performance Management and Development System. Perform any other delegated tasks.

**ENQUIRIES** : Ms R Letsoalo Tel No. (011) 933-9043  
**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. 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). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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** : 30 October 2020

**POST 24/225** : **ADMINISTRATION CLERK (STUDENT AFFAIRS) REF NO: 3/4/2/2/4 (X1 POST)**  
Directorate: Nursing Education and Training

**SALARY** : R173 703 – R204 612 (Level 05) (plus benefits)  
**CENTRE** : Ann Latsky Campus  
**REQUIREMENTS** : Grade 12 Certificate (Senior Certificate). Good Interpersonal Skills. Excellent Communication Skills (Verbal and written) Evidence of

- computer literacy skills such as MS Excel; MS Word; MS Outlook; Problem Solving Skills; Ability to work in a team and Independently. Knowledge of regulations and other legislative framework. Knowledge of learner management information systems. A valid driver's license.
- DUTIES** : Responsibilities shall include but are not limited to the following: Program administration. Administration of accommodation for students. Administration of the placement of students. Application of higher education administrative processes. Data capturing and utilisation of the learner management information systems. Administration and management of theoretical and work integrated learning student records. Application of legislation and policies related to administrative processes as well information security measures.
- ENQUIRIES** : For further information regarding the post, please contact: Ms. A. van As at Tel No: (011) 644-8917
- APPLICATIONS** : Applications must be submitted on a Z83 form with your C. V. certified copies of your I.D, Receipt and attached Qualifications. Physical address No 1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address P/Bag X40, Auckland Park.
- NOTE** : State all your competencies, trainings and knowledge in your C.V. Certification stamp must not be over six (6) months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. If you do not hear from us in three months' time from the date of closure, please consider your application as unsuccessful.
- CLOSING DATE** : 30 October 2020
- POST 24/226** : **STORES ASSISTANT REF NO: CHBAH: 332 (X3 POSTS)**  
Directorate: Supply Chain Management (Main Warehouse)
- SALARY** : R102 534 – R120 780 per annum (Level 02) (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Grade 10 or Standard 8 or ABET certificate level 4. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of the Batho Pele Principles and Knowledge of Labour Relations processes. Rotation in various area of the Warehouse and other functions of SCM. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** : Collect all assets around the hospital for Disposals or Transfers. Deliveries of stock to end users. Cleaning and packaging of stock in the shelves at the Warehouse. Cleaning of sub- store rooms. Ensure that Assets and stock is packed neatly at stores. Assist during asset verification. Ensuring that transfer documents are signed by end user. Collecting, delivering, cleaning and striping of all assets around the hospital. Delivering repaired /upholstered items back to the wards and section. Carrying out any lawful and reasonable instruction as instructed by the supervisors. 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

**ENQUIRIES  
APPLICATIONS**

Management and Development System (Contracting, quarterly reviews and final assessment).

Mrs S Taljaard Tel No: (011) 933 8756

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

**NOTE**

Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. 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). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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**

30 October 2020

**POST 24/227**

**CLEANER REF NO: CHBAH: 333 (X15 POSTS)**

Directorate: Logistics (Cleaning)

**SALARY  
CENTRE  
REQUIREMENTS**

R102 534 – R120 780 per annum (Level 02) (plus benefits)

Chris Hani Baragwanath Academic Hospital

Adult Education and Training (AET) Level 4 or equivalent (Grade 9). Basic understanding of Policies (Batho Pele Principles, Patients Right Charter, Occupational Health and Safety, Six Priorities and National Core Standards). Physical ability to operate heavy duty cleaning machines and ability to perform duties that requires moving heavy equipment. Ability to work under pressure. Knowledge of cleaning procedures and basic knowledge of the health systems. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature and work independently and in a team. Knowledge of Labour Relations processes. Must be prepared to engage in intensive labour practices. High level of reliability. Good customer skills and competencies. Ability to handle information confidentially. Must be able to work under pressure and to take initiative. Be prepared to rotate within the scope of work. Must be prepared to work shifts which includes, fixed, after hours, night duty, weekends and public holidays. Experience in cleaning will be an added advantage. Applicants should be prepared to undergo medical surveillance as an inherent job requirement.

|  |   |  |
|--|---|--|
| <b><u>DUTIES</u></b>                             | : | Cleaning of floors (sweep, mop and buffing with cleaning machine). Cleaning of walls, windows, doors, window frames, bathrooms, toilets, dusting etc. cleaning corridors, public toilets, offices, clinics, entrances, stairs, fire escapes, lifts, passages, waiting areas and carpets. Clean body fluids (urine, blood & faeces) and vomit. Removal of general and medical waste. Cleaning bins and flattening of cardboard boxes. Adhere to the Healthcare waste management policy and infection control prescripts. Operate heavy duty cleaning machines. Provide a clean and hygienic environment. Clean outside (surrounding outside the door of the Ward) by sweeping, picking up papers, cigarette stumps and other objects daily. Report broken cleaning machines and equipment to Supervisor. Cleaning of equipment and machines daily after use and store it in a safe secured and lockable area. Wear protective clothing (gloves, mask, goggles and disposal apron) at all times. Completion of daily work activities on cleaning check lists for toilets and Wards/Departments. Comply with the Occupational Health and Safety Act (OHSA). Perform other duties as allocated by the supervisor. 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, quarterly reviews and final assessment).   |
| <b><u>ENQUIRIES<br/>APPLICATIONS</u></b>         | : | Ms J van Rensburg Tel No: (011) 933 8756   |
| <b><u>NOTE</u></b>                               | : | 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. Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . 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 are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. 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). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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. |
| <b><u>CLOSING DATE</u></b>                       | : | 30 October 2020  |
| <b><u>POST 24/228</u></b>                        | : | <b><u>PROPERTY CARE TAKER REF NO: ODI/08/10/2020/01</u></b>  |
| <b><u>SALARY<br/>CENTRE<br/>REQUIREMENTS</u></b> | : | R102 534 per annum (plus benefits)<br>ODI District Hospital<br>Grade 09 or Abet Level 4 with one year hospital experience in informal cleaning environment/ground. Physically strong and healthy status. Ability to cope with the physical demands of the post and under various weather conditions. Ability to work in a team and under pressure. Rotation to   |

- different relevant areas when need arises. Good interpersonal and communication skills, positive attitude and innovations in gardening.
- DUTIES** : Maintenance and development of hospital grounds and garden. Cleaning the surroundings. Prepare soil for planting, maintenance of trees, flowers, shrubs and plants. Watering of gardens, maintain/clean parking area and pathways. Moving of assets e.g. furniture when delegated. Take care of gardens machinery and equipment's. Remove refuse and collection of medical boxes in wards. Execute any other duties delegated by supervisors.
- ENQUIRIES** : Mrs.A.C Ramolumisi Tel No: (012) 725 2439
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
- NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recent CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certified copies should not be more than six months old.
- CLOSING DATE** : 30 October 2020

**OFFICE OF THE PREMIER**

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

- APPLICATIONS** : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntemi Piliso Street, Newtown, Johannesburg, 2001 or online on [www.gautengonline.gov.za](http://www.gautengonline.gov.za) (Please do not send applications to 30 Simmonds street)
- CLOSING DATE** : 30 October 2020
- NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. NB. Requirement for all posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course,



endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Gauteng Office of the Premier reserves the right to cancel the filling / not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

#### **MANAGEMENT ECHELON**

**POST 24/229** : **CHIEF DIRECTOR: EXECUTIVE COUNCIL CLUSTER SUPPORT REF NO: REFS/006603**

**SALARY CENTRE** : R1 251 183 – R1 495 956 per annum (all-inclusive remuneration package)  
**REQUIREMENTS** : Johannesburg

Matric Certificate, An NQF 7 qualification or An Honours Degree in Social, Political or Economic Sciences. An LLB Degree / Master's Degree would be an added advantage. Advanced knowledge in policy analysis, research and report writing. 5 to 10 years' experience in a senior management position in the Public or Legislative Sector. Thorough understanding of government's different policy-making processes; strategies, and programmes including locating departmental policies in National, Provincial and Local Government levels. Provide agile leadership on current affairs; the analysis of the political economy and socio-economic trends in relation to the Gauteng MTSF. Exceptional management skills coupled with strategic capability and leadership skills. Good communication, problem solving, planning, coordination and research skills.

**DUTIES** : Provide strategic research, policy formulation policy analysis and advice to the Executive Council; its technical and sub-committee structures and to all GPG Departments. Develop Executive Council, Technical agendas in line with National MTSF priorities; the GGT2030 plan and inter-related policy outcome frameworks. Coordinate and lead GPG Department submissions into the Executive Council and Legislature systems. Ensure inter-departmental collaboration on submissions into the Executive Council system. Provide strategic policy support to the Chairpersons of the Executive Council system. Develop an Annual Executive Council programme, Executive Council briefing notes, quarterly analytical reports in line with the Annual Executive Council programme. Support the work of the Leader of Government Business in the Legislature and in the Executive Council and develop related cabinet submissions. Build communities of practice both inter and intra-departmentally; manage quarterly Executive Council Forums and Parliamentary Liaison Officer Forums. Effective management of the performance of the Chief Directorate.

**ENQUIRES** : Ms Khanyisile Mafiri Tel No: (011) 355 6060

**POST 24/230** : **DIRECTOR: LEADER OF GOVERNMENT BUSINESS AND GOVERNANCE & PLANNING REF NO: REFS/006604**  
 Directorate: Leader of Government Business

**SALARY CENTRE** : R1 057 326 - R1 245 495 per annum (all-inclusive remuneration package)  
**REQUIREMENTS** : Johannesburg

Matric Certificate, An NQF 7 qualification in Social Sciences. An Honours Degree in Social Sciences or LLB Degree / Master's Degree would be an added advantage. Advanced knowledge in policy analysis, research and report writing. 5 to 10 years' experience in a middle management position in the Public or Legislative Sector. Good communication, problem solving, planning, coordination, strategic capability and leadership skills.

**DUTIES** : Provide strategic and technical support to the Leader of Government Business for Legislature programming, petitions and committee meetings. Track Legislature Questions and the management thereof in relation to

PAIA and public communication. Provide research, strategic analysis and advice to the Executive Council and its sub-committees. Develop memoranda for consideration by the Executive Council in relation to the Legislature and NCOP programmes. Provide technical policy and strategic support to GPG departments and to the Executive Council's Governance and Planning technical and sub-committee structures in relation to the Executive Council system and Government Business in the Legislature.

**ENQUIRIES** : Ms Zandile Ntshalintshali Tel No: (011) 355 6427

#### **OTHER POST**

**POST 24/231** : **DEPUTY DIRECTOR: ETHICS AND ANTI-CORRUPTION REF NO: 006623**

Directorate: Ethics and Anti-Corruption

**SALARY CENTRE** : R733 257 – R863 748 per annum (all-inclusive remuneration package)  
: Johannesburg

**REQUIREMENTS** : Matric Certificate, An NQF 7 qualification in Social Sciences, Public Administration and Business Management. 3 to 4 years' experience in a junior management position in Public Sector environment. Good written communication, Policy writing, Research, Advocacy and Presentation skills. Knowledge in GPG policies and programmes, existing legislation and policy frameworks informing the scope of work, international instruments and SADC agreements within which our mandate are premised, HR legislative prescripts and frameworks.

**DUTIES** : Ensure the implementation of anti-corruption in GPG. Provide updates on progress in respect of Integrity Management Framework, Integrity Management Policy and Anti-Corruption Strategy. Development of stakeholder engagement programme for GPG. Support the implementation of the integrity management programmes in the Gauteng City Region. Conduct research as per the Senior Management's requests. Analyse and coordinate National Anti-Corruption Hotline (NACH), Gauteng Ethics Hotline and forensic investigation reports. Manage the Gauteng Ethics Hotline. Support the Premier in championing the campaign against corruption and fraud. Coordinate continuous training and education programme for GPG in respect of ethics, anti-corruption, fraud and disclosure of information. Ensure the sitting of four (4) Provincial Anti-Corruption Coordinating Committee (PACCC) meetings. Ensure the sitting of four (4) Provincial Anti-Corruption Coordinating Committee (PACCC) meetings. Support the Chief Director: Integrity Management in providing effective Secretariat to the Gauteng Ethics Advisory Council. Support the promotion of the Code of Conduct for the Public Service within GPG departments. Prepare minutes, action plans and follow-up on commitments and deliverables.

**ENQUIRIES** : Ms Phelisa Khuzwayo Tel No: (011) 355 6730

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

***It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Mr Hayden Pillay. All applicants is also encouraged to number the pages of their CV and the attached certified documents***

**APPLICATIONS** : can be delivered to- The Gauteng Department of Social Development. Head Office, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000 or posted to The Gauteng Department of Social Development, 69 Commissioner Street, Private Bag X35, Johannesburg, 2000

**FOR ATTENTION** : Mr O Mkhabela Tel No: (011) 355 7937 The Department reserves the right to fill or not to fill this position(s).

**CLOSING DATE** : 30 October 2020  
**NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Social Development will conduct interviews virtually in order to comply with Health and Safety Regulations.

**OTHER POST**

**POST 24/232** : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: SD/2020/10/04**

**SALARY** : R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)

**CENTRE REQUIREMENTS** : Johannesburg Head Office: Office of the MEC  
: three-year tertiary qualification in Office Administrations or equivalent qualification in administration. 3-5 years administrative experience. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Valid driver's license (code B). Skills and Competencies: Honesty and Integrity, innovative individual, through to details. Team working, interpersonal relations, analytical, report writing, planning and co-ordinating, workflow coordination, strategic capability & leadership, programme and project management, financial Management, problem solving & analysis, people management and Empowerment, Governance s. A valid driver's license is required.

**DUTIES** : Provide administrative support and receptionist services in the office of the executive authority. Provide registry support services in the office of the executive authority. Provide messenger and driver services in the office of the executive authority. Provide logistical support for meetings to the executive authority.

**ENQUIRIES** : Mr O Mkhabela Tel No: (011) 355 7937 – Johannesburg Head Office