

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za/> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House and Applications must be submitted on a Z83, obtainable from any public service department or from website which must be completed in full. Candidates must attach their 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.
- FOR ATTENTION** : Ms Thilivhali Mashau Tel No: (011) 240 3096 – Recruitment
- CLOSING DATE** : 28 December 2020, 16h00. No late applications will be considered.
- NOTE** : For assistance with online applications, visit the following centres: 78 Fox Street, Marshalltown or Thusong Centre next to Home Affairs in Maponya Mall. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department 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. It is the applicant's responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. Preference will be given to women and people with disabilities. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

MANAGEMENT ECHELON

- POST 28/108** : **CHIEF DIRECTOR SUPPORT SERVICES REF NO: REFS/007463**
- SALARY** : R1 251 183 - R1 495 956 per annum (All-inclusive salary package).
- CENTRE** : Johannesburg (Head Office)
- REQUIREMENTS** : Grade 12 plus an undergraduate qualification (NQF level 7) in Human Resource Management/ Industrial Psychology/Public Administration as recognised by SAQA. A minimum of 5 years proven experience in a senior managerial position. A valid driver's licence. Competencies: Strategic Capacity and Leadership skills, People Management, Empowerment and Integrity, Financial Management, Change Management, Programme and project Management. Technical Competencies: Advanced financial and analytical skills and innovativeness. Adequate financial management and extensive knowledge of Supply Chain Management in the Public Service. Strong managerial and communication skills (written and verbal). Thorough knowledge of the Financial Prescripts of the Public Service and Supply Chain Management. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.
- DUTIES** : Oversee the provision of effective human resource administration to the department. Manage human resource planning and employment equity services. Manage and facilitate the provisioning of employee relations services. Manage organisational development and service delivery improvement. Oversee the provision of human resource development. Manage coordination and facilitation of performance management and development programmes. Manage and facilitate the provision of employee health wellness and programmes. Manage skills development, facilitation and training services. Facilitate the mainstreaming of Youth, Women, PWD, Military Veterans, elderly people and LGBTIQ+ programmes in the department. Capacitate vulnerable groups on self-sufficiency and economic growth. Ensure that related National and Provincial policy are implemented in the Department. Facilitate the developmental implementation of intervention strategies, programs and practices to meet National and Provincial targets.

Oversee and ensure provision of coaching, disciplining and mentoring of staff to improve performance. Manage the performance of staff and ensure assessment of their performance. Consolidate and manage budget in the directorate. Authorise, control and monitor the budget and expenditure. Ensure and manage the compilation of various reports and statistics for the section. Manage leave in the chief directorate.

ENQUIRIES : Ms. Gugu Nevondo Tel No: 011 240 3090

POST 28/109 : **DIRECTOR: CORPORATE LEGAL REF NO: REFS/007464**

SALARY : R1 057 326 - R1 245 495 per annum (All-inclusive salary package).
CENTRE : Johannesburg (Head Office)

REQUIREMENTS : Grade 12 plus an undergraduate qualification (NQF level 7) in Legal/ Law (LLB) or relevant qualifications as recognised by SAQA. 5 years proven experience in a middle/ senior managerial level. A valid driver's licence. Competencies: Strategic Capacity and Leadership skills, People Management, Empowerment and Integrity, Financial Management, Change Management, Programme and project Management. Technical Competencies: Advanced financial and analytical skills and innovativeness. Adequate financial management and extensive knowledge of Supply Chain Management in the Public Service. Strong managerial and communication skills (written and verbal). Thorough knowledge of the Financial Prescripts of the Public Service and Supply Chain Management. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

DUTIES : Ensure department's legal capacity is strengthened to provide effective legal advice and opinion. Oversee and manage a detailed legal analysis of contracts. Oversee and ensure smooth and effective legal advice and support to management. Advise & ensure compliance by the Department to international organization's requirements. Monitor the implementation of & provide advice on the interpretation and application of all pieces of legislation. Manage legal resource center & legal information management. Maintain an effective statutory support service. Ensure legal research and opinion drafting. Formulate legal opinions & provide legal advice and support to management. Assess and ensure department's legal capacity is strengthen during negotiations on agreements, contract and litigations. Manage and ensure quality legislation within the department. Manage legal work in accordance with national laws and Constitution. Manage the developing of sound policies, legal document, contracts, etc. i.e. legal support in relation to policy formulation and decision-making. Assist in the preparation of cabinet memoranda. Ensure the development, implementation and monitoring of legal policies and regulations in line with national policies. Monitor the implementation of legal risk management guidelines. Manage all litigations for the department. Monitor legislative developments locally and internationally in order to assist the department. Assist in the prosecution of transgression of public service laws which impacts on service delivery. Ensure compliance and advocate for legislation, regulations, acts & policies. Manage investigation projects on fraud and corrupt business and provide strategic directions. Manage and ensure proper implementation of budget by monitoring, projection and reporting of expenditure. Consolidate budget and ensure proper spending in line with strategic objectives. Ensure optimal utilization and functionality of equipment/ assets. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of employees in the directorate. Enhance and maintain employee motivation.

ENQUIRIES : Ms. Gugu Nevondo Tel No: 011 240 3090

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the post of Assistant Director: Finance (**For Heidelberg Hospital**) advertised in Public Service Vacancy Circular 25 dated 30 October 2020, The Requirements have been amended as follows: (1) NQF Level 7 (Bachelor's degree/ Advance Diploma) in Finance. 3 -5 years' experience in Finance, at least 3 years' experience in a hospital environment in Finance which

will be an added advantage. Good Leadership skills. Computer Literacy. Knowledge of relevant Acts (PFMA, SCM Treasury Regulations) and Systems (SAP, BAS, MEDSAS, SCM). Problem solving and planning skills. Good numeracy, computer literacy, language, accounting/Finance/ Audit skills. The closing date has been extended to 31 December 2020. Kindly note that the post of Assistant Manager Nursing Specialty Stream, Directorate: Nursing Division Paediatric/Midwifery and Neonatal with Ref No: AMNS-PMN/CMJAH/2020 (**For Charlotte Maxeke Johannesburg Academic Hospital**) advertised in Public Service Vacancy Circular 26 dated 13 November 2020, the directorate and requirements of the post has been amended as follows: Directorate: Child Nursing, Requirements: Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Child Nursing. Have 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 Child Nursing qualification. At least 3 years of the period must be appropriate at management level. Computer literacy will be added advantage. People who applied are encouraged to re-apply, the closing date has been extended to the 04 January 2021.

OTHER POSTS

- POST 28/110** : **HEAD OF CLINICAL UNIT REF NO: CHBAH 342 (X1 POST)**
 Directorate: Diagnostic Radiology
- SALARY** : R1 728 807 per annum
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Specialist: Diagnostic Radiology. Registration with the HPCSA as Medical Specialist Diagnostic Radiology and proof of current registration. A minimum of 3 years: appropriate experience in Diagnostic Radiology after registration with the HPCSA as Medical Specialist: Diagnostic Radiology. Sound knowledge of government regulations, policies and acts. The ability to interpreted and implement policies. Administrative and management knowledge. Project management skills. Teambuilding, people and interpersonal relations skills. Communication skills (verbal and written) Organizational, problem-solving and interventional skills. Highly motivated and enthusiastic to contribute to the radiology care and services. The ability to work under pressure, lead transformational change in a complex environment and the ability to manage change in the department.
- DUTIES** : Manage and run the Paediatric Radiology unit in the Radiology Department at CHBAH. Perform clinical duties in areas of personal special interest and expertise. Ensure that clinical services are provided. Active participation in administrative duties of the department which include planning, budgeting, PMDS, student assessments. Comply with the Performance and development System (Contracting, quarterly reviews and final assessments). To collaborate and assist the HOD's of Radiology Department in other institutions and the Cluster Hospitals whenever needed, in service delivery, teaching and training as an outreach programme. Ensure that appropriate, ethical and quality research is performed in the department as part of a wider agenda to explore improvements in health care in the Chris Hani Baragwanath area and South Africa as a whole with publication of the results in peer-reviewed scientific journals. As part of the university's responsibility, sufficient and quality teaching must be provided to undergraduates (medical students) and postgraduates (Registrars and Fellows). Teach students in areas of personal special interest and expertise. Participate in the Radiology examinations of the College of Medicine South Africa. Ensure the employment of the previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Perform commuted overtime as per departmental requirement. Contribute to Radiology planning, budgeting and procurement processes as well as monitoring and evaluation.
- ENQUIRIES** : Ms.Tshidi Mokebe & Ms. Zukiswa Malunga Tel No: (011) 933 8414/0193

- 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 a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached 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 (the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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 a 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 disabilities are encouraged to apply.
- CLOSING DATE** : 08 January 2021
- POST 28/111** : **HEAD OF CLINICAL UNIT – PSYCHIATRY REF NO: TEMBI/2020/HOU/01**
Directorate: Medical
- SALARY** : R1 728 807 – R 1 834 890 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 a medical specialist in psychiatry. Master of Medicine in Psychiatry (MMed Psych) and / or a Fellowship of the College of Psychiatrists of South Africa (FCPsych SA) equivalent academic degree that allows for supervising a minimum of MMed-level research. A minimum of 5 completed years of appropriate experience as a specialist psychiatrist after registration with the HPCSA is mandatory. The ability to teach, train, do research and supervise research for academic degree purposes. The experience in teaching and training of undergraduate medical students and postgraduate students and other health professions including: medical interns, and other categories of health care workers.
- DUTIES** : The post is a joint appointment between Tembisa hospital and the School of Medicine of the University of Pretoria and will be considered for academic promotion where applicable. Management: To lead the department in the provision of clinical care to mental health care users, teaching and learning of under- and post-graduate students, conduct research and perform the required administrative processes to ensure that the department is meeting these needs. Clinical service delivery: The evaluation, management, care, treatment and rehabilitation of mental health care users in an acute psychiatric unit in a general hospital setting, as well as outreach services where appropriate. To ensure that patient care is promoted to meet the national core standards for health, Batho Pele Principles and the Mental Health Care Act, 17 of 2002, and other relevant medico-legal regulations, aligning the needs of the population served with facilities in the hospital. Supervision of a

multidisciplinary group of mental health providers and other relevant staff members; Manage own service delivery; Assess and ensure good quality of clinical service delivery; Manage and run the Specialist Psychiatry Outpatients Clinic; Lead the Multidisciplinary ward rounds for in patients; Consultations for patients outside the Psychiatry unit; Review and audit patients' medical records. Provision of teaching and learning: to ensure that both under- and post-graduate students are taught the required skills and are provided with opportunities to learn in a safe environment. Conduct appropriate research: Develop own research interests and publish appropriately; Support postgraduate students with research projects. Administration: Perform administrative tasks related to student training and development; Perform administrative tasks related to patient management and address complaints; Contribute to electronic databases for research purposes; Attend scheduled meetings with hospital management; Help coordinating duty lists and staff allocation in the department; Ensure recruitment and retention of staff. Assist in coordination of academic programs; Liaise with other departments within the hospital and with other hospitals where required.

- ENQUIRIES** : Dr S. P. Mbeleki Tel No: (011) 923-2053
- APPLICATIONS** : Applications to be addressed to: Tembisa Provincial Tertiary Hospital through Email only at: TembisaHR4.HRM@gauteng.gov.za
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department 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.
- CLOSING DATE** : 04 January 2020
- POST 28/112** : **HEAD CLINICAL UNIT: HEAD OF DEPARTMENT/SENIOR LECTURER/ADJUNCT PROFESSOR/ASSOCIATE PROFESSOR/PROFESSOR**
REF NO: UPOHC/DMS/0002/2020
 Directorate: Dental Management Sciences
- SALARY** : R1 728 807 – R1 834 890 per annum (All inclusive package)
- CENTRE** : University of Pretoria Oral Health Centre
- REQUIREMENTS** : A BChD or equivalent qualification. Registration with the HPCSA in the category Independent Practice. A Master's degree in Dentistry/Management. At least three (3) years' experience of academic Dentistry. Experience in dental practice management, leadership, comprehensive patient care. A proven activity in research. Recommendations: A PhD qualification.
- DUTIES** : The strategic, academic and operational management of the Department of Dental Management Sciences. Overseeing and guidance of teaching & learning, research at under- and postgraduate level (BChD/ BOH/ Master's /PhD programs) as well as service rendering in the department. Maintaining the Department's research profile. Fulfilling and active role as academic leader of the discipline at national and international level. Management of departmental financial budgets and providing leadership to personnel. Participation in wider School/Faculty activities including School/ Faculty Committees etc.
- ENQUIRIES** : Prof SL Shangase Tel No: 012 319 2327
- 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 : 08 January 2021

POST 28/113 : **CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: HRM 21/2020 (X1 POST)**
Directorate: Medical

SALARY : R1 173 900 per annum (TCE Package)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. A minimum of 3 years appropriate experience as Medical Officer after Registration with the HPCSA as Medical Practitioner. A qualification in Health Management will be an added advantage. Computer literate and a valid Driver's licence.

DUTIES : Reporting directly to the Chief Executive Officer. Act as overall Manager of Clinical Units and Allied staff. Participate in developing and implementing Operational Plans (including cost containment strategies) on laboratory services and average length of stay including down referrals. 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 Patient outcome. Ensure adherence to relevant Health and Public Legislation including Patient Charter and Batho Pele Principles. Ensure compliance to the Ideal Hospital Framework and Six Ministerial Key Responsibilities. Manage efficiencies and reduce waiting times for forensic waiting list of observandi and state patients. Development of Training Programme for a Psychiatric Speciality Hospital. Manage resources (Physical, Human and Finances).

ENQUIRIES : Mr. M.J. Mapunya Tel No: (011) 951-8257
APPLICATIONS : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications. Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE : 05 January 2020, Time: 12H00

POST 28/114 : **DENTAL SPECIALIST/SENIOR LECTURER GRADE 1-3 REF NO: UPOHC/MFOS/0003/2020**
Directorate: Maxillo Facial and Oral Surgery

SALARY : R1 106 040 – R1 834 890 per annum (All- inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : A MChD or MDent in Maxillo-Facial and Oral Surgery. Currently registered at the HPCSA as a Dental Specialist (Independent Practice) in the field of Maxillo-Facial and Oral Surgeon. Recommendations: The following will be added advantages. Experience in teaching and training of undergraduate and postgraduate students. Experience in module/ course management/ coordination. Additional training/ qualification in highly specialized areas in the field. A proven record of research activity.

DUTIES : Service delivery and patient care. Undergraduate and postgraduate teaching. Continued research in Maxillo-Facial and Oral Surgery. Exercise control over all functions and personnel under his/her supervision in conjunction with the supervisor.

ENQUIRIES : Prof M Mabongo Tel No: 012 319 2678
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.
08 January 2021

CLOSING DATE

:

POST 28/115

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DEPUTY DIRECTOR PHARMACY REF NO: DDP/12/CMJAH/2020
Directorate: Pharmacy Department

SALARY

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R1 026 693 per annum

CENTRE

:

Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

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Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Registration with SAPC as Pharmacist and proof of current registration. 7 years' appropriate experience after registration as Pharmacist. In-depth knowledge of the National Drug Policy, all pharmacy legislation, the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act and other legislation applicable to the public sector. Sound knowledge of Government regulations and policies. Computer literacy (Ms Word, Ms Excel, PowerPoint) Ability to implement policies. Administrative and management skills. Team building and people skills. Sound interpersonal relations. Sound communication skills (both verbal and written). Good planning and organizational skills. Good problem solving and interventional skills. Thorough knowledge and Understanding of the procurement procedure. Ability to work under pressure. Must be highly motivated and enthusiastic to contribute to pharmaceutical services in the public sector. Qualification in management and project management will be an added advantage.

DUTIES

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Unit manager within the Pharmacy. Supervision of in-patients and Out-patients sections of the Pharmacy, including all the satellites of the pharmacy. Perform duties assigned by management. Deputize for the managers when necessary. Be self-motivated. Ability to act with tact and discretion. Ability to work as a member for a multidisciplinary team. Be involved with continuous improvement projects to address service delivery challenges (. i.e. CCMDD, Rx Solution, Lean System). Supervision of work teams in the pharmacy. Gather and analyse statistical data for forward planning. Registered as a tutor for training. Prepare relevant reports. Prepared to work after hours when required. Evaluation of the patient's medicine-related needs by determining the indication, safety and effectiveness of the therapy. Dispensing of any medicine or scheduled substance on a prescription of a person authorised to prescribe medicine. Furnishing of information and advice to any person with regards to the use of the medicine. Ensure adherence to hospital and provincial drug formularies, PFMA, Ideal hospital framework, budget control and avoid wasteful and fruitless expenditure. Comply with the Standard Operating Procedures and statutory regulations such as the GGP, GMP and PFMA incl. Cost containment, provide comprehensive patient counselling and liaise with medical /nursing staff on patient problem regarding in appropriate handling and use of medication. Monitor treatment outcomes, recording scheduled substances in registers, monitoring adherence and appropriate use of chronic. Ensure thermo-labile products are stored and handled according to manufacturer's recommendations. Consulting medical offers to ensure compliance of standards treatment guidelines and EML. Provide in-house training, promoting the rational medicine use principles, monitoring availability of essential medicines, compounding medicine according to formulae. Compliance to SOP's. Mentoring and tutoring of Interns and Pharmacist Assistants. Supervising pharmacist assistants on dispensing activities. Placing orders and follow up on back orders. Supervising pharmacist assistants on stock orders receiving, and storage procedures. Promote Public Health. Conduct cyclic and bi-annual stock counts. Comply with the six ministerial quality priorities and Batho Pele Principles. Ensure safe keeping and security of stock, preventing losses, theft and expiring stock. The provision of extended hours, and on-call services according to the needs of the institution. Perform any other duty within the scope of practise. Compliance to ideal hospital framework and the NHI as applicable to Pharmacy. Ensure that section 21 medicines procedures are followed properly by health professionals and schedule 6 drug register is balanced after every issue and quarterly as per regulations governing prescriptions. Good written and communication skills, supervisory,

		planning and organizing skills. Support the Pharmacy managers in effective administration of the pharmacy.
<u>ENQUIRIES</u>	:	Ms. O.I Ubogu Tel No: 011 488 3225
<u>APPLICATIONS</u>	:	Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (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. Suitable candidates will have to disclose his / her financial interest. 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. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
<u>CLOSING DATE</u>	:	04 January 2021
<u>POST 28/116</u>	:	<u>DEPUTY MANAGER NURSING REF NO: JUB33/2020</u> Directorate: Health (Nursing)
<u>SALARY</u>	:	R843 618 per annum
<u>CENTRE</u>	:	Jubilee District Hospital
<u>REQUIREMENTS</u>	:	Diploma/Degree that allows registration with SANC as a professional nurse. A Diploma/Degree in nursing administration will be an added advantage. A post graduate degree in nursing will be added advantage. A minimum of 9 years appropriate /recognizable experience in nursing as a Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Other Requirements: A certified copy of current SANC receipt. Knowledge of the relevant legislative framework governing the practice of nursing. Good communication (verbal and written);interpersonal relations ; Report writing ;Facilitation; Co-ordination;Liaison;Leadership;Decisio-making;Analytical;Problemsolving ;Negotiation ;Planning and organizing and changing management skills. Ability to network and manage information. Computer literate. Ability to work under pressure.
<u>DUTIES</u>	:	Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing programmes. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation i.e. Human, Financial, Physical and Material resources.
<u>ENQUIRIES</u>	:	Dr Olebogeng Modise Tel No: (012) 717 9336
<u>APPLICATIONS</u>	:	Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
<u>NOTE</u>	:	Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications

received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE

: 08 January 2021

POST 28/117

: **DEPUTY MANAGER NURSING PN A8 REF NO: PHOLO 2020/11/02**

Directorate: Nursing

SALARY

: R843 618 - R949 482 per annum (All-inclusive package)

CENTRE

: Pholosong Hospital

REQUIREMENTS

: A Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with SANC as Professional Nurse and (proof of current registration must be attached). A minimum of 9 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate /recognizable experience for at management level. Applicant must be in a possession of a valid driver's license. Competencies: Computer literacy (Ms Word, Ms Excel), Knowledge of the application of Health and Public Service Related Acts and Ethical Nursing Practices. Ability to implement nursing norms, standards, practices and indicators for quality nursing practice. Good communication and interpersonal skills. Demonstrate basic understanding of Human Resources, disciplinary procedures as well as financial and Supply Chain Management policies, guidelines and practices. Project management, team building skills, problem solving- and interventional skills. Ability to conduct and prepare training and presentations. Must be able to work under pressure. Strong leadership, Ability to work under pressure. (Computer and Personality test will be evaluated).

DUTIES

: Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and, management support for the provision of quality patient care. Promote nursing ethos and professionalism. Develop and monitor the implementation of policies, procedures, norms and standards pertaining to nursing care. Establish a multidisciplinary teamwork towards the promotion of the efficient and effective services delivery. Establish norms and standards for nursing practice and monitor compliance. Improve the skills and competencies of the nurses. Involvement in the hospital quality assurance and quality improvement activities. Problem solving and decision making. Effective management, utilization and supervision of human, material and financial resources. Manage staff performance and development. Manage nursing and hospital projects.

ENQUIRIES

: Dr A. Mthunzi Tel No: (011) 812 5163

APPLICATIONS

: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

NOTE

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

CLOSING DATE : 08 January 2021

POST 28/118 : **PN-A8 DEPUTY MANAGER NURSING LEVEL 1 & 2 HOSPITAL REF NO: SBAH 73/2020**
Directorate: Quality Assurance

SALARY : R843 618 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Minimum qualifications: Grade 12. Basic qualification accredited with the South African Nursing Council (SANC) in terms of Government Notice 425.i.e. diploma/degree in Nursing as a Professional Nurse. A minimum of 9 (nine) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Minimum of 3 years of experience working in Quality Assurance management only. Computer literate. Must have strong written and oral abilities. Leadership skills are necessary for motivating and directing staff and overseeing projects. Have proof reading skills to ensure all materials, specialty data and of high-quality and accurate. Generate reports and be able to make a presentation. Complete knowledge of the National Core Standard for Health Establishment. Excellent interpersonal relationships. Fair knowledge of relevant laws of the country. A valid driver's license. Current South African Nursing Council annual practicing certificate. Service certificate compulsory.

DUTIES : Facilitate development of hospital's Quality Assurance Operational policies and SOP's. Train employees in implementing all Quality Assurance standards, and ensure all employees are following guidelines for Quality Assurance follow-up procedures. Service quality by implementing process controls, data analysis and measurement devices. Leads in ensuring that the hospital is accredited in accordance with the Office Standards compliance on National Core Standards, six priorities and Ideal hospital framework for Health Establishment. Ensure that the quality of care is maintained by conducting inspections and performing audits. Responsible for bringing any quality issues to the attention of senior management as soon as they are identified. Develops and administers the quality education process formulation of senior management as soon as they are identified. Develops and administers the quality education process formulating quality improvement programs for the hospitals. Writing reports, survey and quality audits for management or the Department of Health. Actively support and participate in Quality Management System training programs and other quality related training. Recommends quality tools and techniques to be used in measuring the hospital's quality performance and variations, and solving quality problems. Establish criteria for quality reviews. Reviews non-conformances, corrective actions, observations, and patients complaints for respective trends, and recommendation for changes and/or processes.

ENQUIRIES : Dr. MP Mathebula Chief Executive Officer: Steve Biko Academic Hospital Tel No: (012) 354 2222

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

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

CLOSING DATE : 30 December 2020

POST 28/119 : **REGISTRAR (DENTAL) MAXILLOFACIAL AND ORAL SURGERY**
Directorate: Maxillofacial and Oral Surgery

SALARY : R821 205 per annum, plus benefits
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Registration with HPCSA as Dentist in the category of Independent Practice. A minimum of two (2) years' experience as a Dentist excluding Community Service. Service in the public service, ATLS, Basic surgical skills, Primary exams and exposure to Maxillofacial and Oral Surgery will serve as an advantage.

		Postgraduate qualification in MFOS (MSc Dent or PDD-minor oral surgery) will be an added advantage.
<u>DUTIES</u>	:	Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in Maxillofacial Oral and Surgery. This requires treatment of variety of patients in oral and craniofacial rehabilitation, carry out and present a research report, assist with training of undergraduate students and involvement in the administrative duties of the department.
<u>ENQUIRIES</u>	:	HR Manager- Mr. P.F Monama Tel No: (011) 481- 2099 Pulankana.Monama@gauteng.gov.za
<u>APPLICATIONS</u>	:	Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.
<u>NOTE</u>	:	Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates and proof of current registration with HPCSA. Applications without proof of the necessary documents will be disqualified.
<u>CLOSING DATE</u>	:	28 December 2020
<u>POST 28/120</u>	:	<u>DENTIST GRADE 1/2/3 (GENERAL DENTAL PRACTICE) REF NO: DENTGDP10/20</u> Directorate: General Dental Practice
<u>SALARY CENTRE REQUIREMENTS</u>	:	R797 109 – R1 089 693 per annum, excluding commuted Wits Oral Health Centre Registration with HPCSA as Dentist in category independent practice. Minimum of five years' appropriate experience as a Dentist preferably in a Public Sector environment. MSc Dent Degree/equivalent or postgraduate qualification in Health is an added advantage.
<u>DUTIES</u>	:	Dentist will be responsible for clinical services, teaching, research and trainings, participation in all departmental activities and related administration.
<u>ENQUIRIES</u>	:	HR Manager- Mr. P.F Monama Tel No: 011 481- 2099 Pulankana.Monama@gauteng.gov.za
<u>APPLICATIONS</u>	:	Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.
<u>NOTE</u>	:	Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.
<u>CLOSING DATE</u>	:	28 December 2020
<u>POST 28/121</u>	:	<u>DENTIST/ LECTURER GRADE 1-3 REF NO: UPOHC/ MFOS/0004/2020</u> Directorate: Periodontics and Oral Medicine
<u>SALARY CENTRE REQUIREMENTS</u>	:	R797 109 – R1 362 366 per annum (All- inclusive package) University of Pretoria Oral Health Centre BChD qualification. Registration with the HPCSA as a Dentist in the category independent practice. Recommendations: An additional qualification. An experience in teaching and clinical supervision of students. A track record in research activity.
<u>DUTIES</u>	:	The successful candidate will be expected to carry out clinical and didactic teaching and training to undergraduate students predominantly in periodontics; set clinical and theoretic assessments for undergraduate students; rendering of treatment to patients; administrative duties as agreed upon by the Head of Department; undertake research and provide service to patients at the HIV clinic at Kalafong Hospital in Pretoria.
<u>ENQUIRIES</u>	:	Prof RAG Khammissa Tel No: (012) 319 2328/2651

- 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** : 08 January 2021
- POST 28/122** : **PHARMACIST GRADE 1 REF NO: EHD2020/11/03 (X2 POSTS)**
Directorate: Pharmacy
Re- Advertisement
- SALARY** : Grade 1: R693 372 – R735 918 per annum (Plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC Registration with the SAPC as a Pharmacist and proof of current registration. Less than five (5) years appropriate experience after registration as a Pharmacist with the SAPC.
- DUTIES** : Assist management with overall budget and expenditure monitoring. To receive and process orders for two depots and selected clinics. Do follow-ups on outstanding orders and communicate to all stakeholders. To communicate with MSD regarding dues out reports and availability of alternatives. Monitor ordering patterns to avoid duplication of procurement. Ensure compliance to District Formulary, EML and National Guidelines. Facilitate rational use of medicines. Focus on availability of medicines and communication thereof to relevant stakeholders to ensure minimal impact on patients. Perform all other duties delegated by Supervisor/Manager.
- ENQUIRIES** : Ms. T. Burisch Tel No: (011) 878 - 8500
APPLICATIONS : 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** : 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. 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 December 2020
- POST 28/123** : **PN-B4 ASSISTANT MANAGER NURSING: SPECIALTY PAEDIATRIC REF NO: SBAH 31/2020**
Directorate: Nursing
- SALARY** : R614 991 per annum plus benefits
CENTRE : Steve Biko Academic Hospital

<u>REQUIREMENTS</u>	:	Requirements: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in relevant specialty. Degree/diploma in Nursing Management A minimum of 10 years appropriate \ recognizable experience in nursing after registration as a Professional nurse with the South African Nursing Council 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 Child Nursing Science. At least 3 years of the period referred to above must be appropriate recognizable experience at management level at Public Institution. Strong leadership, good communication and sound interpersonal skills are necessary. Valid driver's license. Service certificates compulsory .South African Nursing Council annual practicing certificate. Computer literacy.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care provided within set standards and a professional /legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth\ethical standards and development of self and subordinates.
<u>ENQUIRIES</u>	:	Mrs. AM Mowayo Tel No: (012) 354 1300
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/124</u>	:	<u>PN-B3 OPERATIONAL MANAGER: ORTHOPAEDIC REF NO: SBAH 43/2020</u> Directorate: Nursing
<u>SALARY</u>	:	R562 800 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 i.e. Diploma/degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year Diploma in medical and surgical nursing science Orthopaedic Nursing. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional nurse with the South African nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Orthopaedic nursing. Diploma/degree in Nursing Management will be an added advantage. Service certificates are compulsory. South African Nursing council annual practicing certificate. Strong leadership, good communication and sound interpersonal skills are necessary, computer literate. Verified proof of experience. A Valid driver's license.
<u>DUTIES</u>	:	Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional /legal framework. Manage effectively the utilization and supervision of Human, Financial and services resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and development of self and subordinates.
<u>ENQUIRIES</u>	:	Mrs. AM Mowayo Tel No: (012) 354 1300
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020

<u>POST 28/125</u>	:	<u>ASSISTANT MANAGER NURSING (PN-A7) REF NO: AMN/CARLT/11/2020 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R562 800 – R652 437 per annum (Plus Benefits)
<u>CENTRE</u>	:	Carletonville Hospital
<u>REQUIREMENTS</u>	:	Basic R425 /R683 (diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a professional Nurse and Qualification in Nursing Administration. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general Nursing. At least 3 years of the period referred to above must be appropriate recognizable experience at management level. Strong leadership skills, good communication and sound interpersonal relationships are necessary. Understanding of National Core Standards, PFMA, Ideal Hospital Realization and Maintenance Framework and other relevant legislative framework, National Strategic Plan for Nursing Education, Training and Practice. Competencies: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that clinical nursing practice by the nursing team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards determined relevant health facility. Demonstrate a basic understanding of HR, financial policies and practices including legislative framework governing the public service. Work effectively and amicably at management level with persons of diverse intellectual, cultural, racial and religious differences. Ability to direct multi-disciplinary team to ensure good nursing care at ward level. Able to manage own work and that of units reporting to the post, and ensure appropriate interventions to enhance nursing services. Able to develop and maintain a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that Batho Pele Principles are adhered to. Demonstrate the required computer literacy to adequately manage information according to the requirements of the facility.
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Facilitate and oversee the development of operational/business plans to give strategic guidelines. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Effective Management of Human Resource. Provision of effective support to nursing service: do relief duties (calls) as required by the service. Monitor and ensure proper utilization of financial and physical resources. Maintain professional/ethical standards and self-development, promoting the image of the nursing profession and the hospital. Ensure implementation and promotion of Quality Assurance, Infection Prevention and Control and Health and Safety Principles.
<u>ENQUIRIES</u>	:	Mr.T Moeketsi Tel No: (018) 788 1704)
<u>APPLICATIONS</u>	:	Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private bag x 2023, Carletonville, 2500.
<u>NOTE</u>	:	The employer reserves the right to fill or not fill the post .People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified Copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification.
<u>CLOSING DATE</u>	:	29 December 2020

POST 28/126 : **OPERATIONAL MANAGER NURSING (SPECIALITY – ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE) PNB3 REF NO OMN/SPEC/CARLT/11/2020 (X1 POST)**
Directorate: Nursing

SALARY : R562 800 – R633 432 per annum (Plus Benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic diploma in Advanced Midwifery and Neonatal Nursing Science with a duration of at least 1 year accredited with the SANC in terms of Government Notice No R212 and Qualification in Nursing Administration. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Strong leadership skills, good communication and sound interpersonal relationships are necessary. Demonstrate the required computer literacy to adequately manage information according to the requirements of the facility. Knowledge of PPIP Software Manual. Understanding of National Core Standards, PFMA, Ideal Hospital Realization and Maintenance Framework, National Strategic Plan for Nursing Education, Training and Practice and other relevant legislative framework.

DUTIES : Coordination of optimal, holistic specialised nursing care provided within set standards of a professional/ legal framework. Provide comprehensive Mother, Women, Child and Neonatal Services. Conduct periodic audits and develop quality improvement plans. Effectively manage the utilisation and supervision of human, financial and material resources. Co-ordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth, ethical standards, and self-development. Ensure implementation and promotion of Quality Assurance (complaints and patient safety management), Infection Prevention and Control and Health and Safety principles. Promote quality of nursing care as directed by the National core standards & Ideal Hospital Realization and Maintenance Framework. Coordinate and organize departmental quality improvement meetings (Perinatal Problem Identification Programme, morbidity and mortality).

ENQUIRIES : Mr.T Moeketsi Tel No: (018) 788 1704
APPLICATIONS : Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private bag x 2023, Carletonville, 2500

NOTE : The employer reserves the right to fill or not fill the post .People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified Copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification.

CLOSING DATE : 29 December 2020

POST 28/127 : **OPERATIONAL MANAGER NURSING (PHC) CHRONIC STREAM REF NO: 2020/11/10**
Directorate: PHC

SALARY : R562 800 – R633 432 per annum
CENTRE : Esangweni CHC (NSDR)
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy.

		A valid Driver's license. Knowledge of all Legislation relevant to Health Care Services.
<u>DUTIES</u>	:	Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.
<u>ENQUIRIES</u>	:	Ms G.S Mateza Tel No: (011) 565 – 5163
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	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 . 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.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/128</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2020/11/11</u> Directorate: PHC
<u>SALARY</u>	:	R562 800 – R633 432 per annum
<u>CENTRE</u>	:	Winnie Mandela CLINIC (NSDR)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver's license. Knowledge of all Legislation relevant to Health Care Services.
<u>DUTIES</u>	:	Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure

proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.

**ENQUIRIES
APPLICATIONS**

: Ms G.S Mateza Tel No: (011) 565 – 5163
: 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. 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 December 2020

POST 28/129

: **OPERATIONAL MANAGER NURSING (MOU) REF NO: EHD2020/12/01**
Directorate: PHC

**SALARY
CENTRE
REQUIREMENTS**

: R562 800 – R633 432 per annum
: Ethafeni Clinic (NSDR)
: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Midwifery and Neonatal Nursing Science). Computer literacy. A valid Driver's license. Knowledge of all Legislation relevant to Health Care Services.

DUTIES

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

		Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.
<u>ENQUIRIES</u>	:	Ms G.S Mateza Tel No: (011) 565 5163
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	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 . 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.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/130</u>	:	<u>ASSISTANT DIRECTOR: RADIOGRAPHY REF NO: EHD2020/12/16 (X1 POST)</u> Directorate: Rehabilitation Re-Advertisement Applicants who previously applied are advised to re-apply as their previous applications will not be considered
<u>SALARY</u>	:	R517 326 per annum
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	A recognized National Diploma or bachelor's degree in Diagnostic Radiography qualification that allows for required registration with the Health Professions Council of South Africa (HPCSA). A minimum of eight (8) years appropriate experience in Diagnostic Radiography in clinical setting, of which five (5) years must be of appropriate managerial/supervisory experience/ as a Chief Radiographer after registration with HPCSA as an independent practitioner. Proof of original registration and current registration with the HPCSA as an independent practitioner. A post-graduate qualification in Management will be an added advantage. Computer literacy and associated software programs. Valid Driver's license. Knowledge of PFMA, Public Service legislations, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge of legal compliance requirements for the safe use of Hazardous substance in all spheres of Radiography and OHS Act. Knowledge of HIM Policy, National Core Standards, Quality Assurance programme and Strategic Management. Knowledge and experience of Supply Chain Management Processes, Finance management and Human Resource issues. Computer skills, excellent time management skills, written and verbal business skills, report writing and presentation skills. Be proactive and initiative in problem solving and decision making. Must demonstrate honesty, integrity, high work ethic and ability to work independently and in a team. Good interpersonal skills, strategic planning and leadership skills. Ability to develop the standard of the profession in all spheres related.
<u>DUTIES</u>	:	Manage the Radiography services in District and sub-regions in the District. Assist and support the Radiography supervisors at all levels of care in the District. Develop and monitor implementation strategies of relevant policies and guidelines. Conduct training needs analysis and workshops for all the professionals. Facilitate the CPD programmes as per year planner and as needs arises. Conduct Quality Assurance assessments in various institutions/facilities to ensure compliance to safety regulations and quality assurance for Radiography, accreditation standards, equipment. Conduct support visits to the various facilities for guidance and service delivery monitoring. Drive innovation and integration of services across all levels of care. Foster partnership with HPCSA, SAHPRA/RCD & other relevant statutory

bodies for service delivery efficiency and patient safety. Monitor the Radiation Compliance rate continuously and provide assistance through use of PIDS reports. Work with other Directorates such as HRD & HRD for training related matters. Encourage, facilitate and monitor Research and Development within the District. Facilitate and Coordinate the readiness for student training. Coordinate and manage procurement processes for equipment and consumables. Perform ad-hoc duties allocated by management team. Coordinate and manage the referral pathways across the District. Must be a team player within the Clinic and District. Ensure recommended maintenance of the X-Ray equipment in all facilities. Conduct and attend relevant meetings and trainings as prescribed. Perform and ensure that prescribed SAHPRA Quality Assurance protocols are adhered to. Management of allocated Human, Physical and Financial Resources in the District. Liaise Radiography service-related issues with other stakeholders (internal and external). Ensure timeous submission of monthly cost centre reports, budget expenditure and performance report to the relevant authorities.

**ENQUIRIES
APPLICATIONS**

: Dr EM Tipoy Tel No: (011) 876 1802
 : 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. 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 December 2020

POST 28/131

: **CHIEF CLINICAL TECHNOLOGIST REF NO: SBAH 78/2020**
 Directorate: Critical Care

**SALARY
CENTRE
REQUIREMENTS**

: R466 119 per annum plus benefits
 : Steve Biko Academic Hospital
 : B-Tech in Clinical Technology – Specialized Category Critical Care. Registration with HPCSA as a Clinical Technologist – Specialized Category Critical Care. Grade 1: Minimum of 3 years relevant experience in supervisory position after registration with the HPCSA as Clinical Technologist in Critical Care. Grade 2: Minimum of 10 years relevant experience in supervisory position after registration with the HPCSA as Clinical Technology in respect of SA qualified employees. Competencies (knowledge/skills): Professional person with leader qualities, integrity and ability to perform under pressure, independently and in a team. Self-driven and result orientated. Good Communication, report writing, presentation and interpersonal skills. Computer literate, honest, patient, hardworking and reliable.

DUTIES

: Provision of specialized critical care diagnostic and investigative Services with the critical care unit and according to SBAH's protocols i.e Mechanical Ventilation, ROTEM, Cellsaving, Administration of Nitric Oxide etc. Willing to learn and perform new procedures. Maintaining a development training plan for students. Teach and perform practical assignments for students. Monitor and maintain equipment. Maintain good infection control. Order stock and manage. Schedule staff daily to perform all procedures. Engage In Continuous Professional Development.

**ENQUIRIES
APPLICATIONS**

: Dr. J Mangwane Tel No: (012) 354 2810
 : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications and Certificate of registration with HPCSA as a clinical Technologist – Specialized category Critical care. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

CLOSING DATE : 30 December 2020

POST 28/132 : **OPERATIONAL MANAGER NURSING (GENERAL UNIT) PN A5 GRADE 1**
REFS: OPM/CCTC/01/10/2020 (X2 POSTS)
 Directorate: Nursing

SALARY : R444 276 per annum
CENTRE : Cullinan Care and Rehabilitation Centre
REQUIREMENTS : Qualification: Basic Nursing Diploma/Degree or equivalent qualification that allows registration with the SANC as a Professional Nurse and Degree or Diploma in Nursing Management A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing (R425). Experience or qualification in psychiatric nursing having in-depth knowledge and understanding of Mental Health Care Act No 17 of 2002 to create and maintain a working inter-professional and multi-disciplinary relationship within nursing and internal and external stakeholders. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Knowledge of the Constitution of South Africa, statutory body requirements as well as relevant legislative framework governing the practice of nursing and midwifery. Knowledge of the general Public Service Administrative policies that have relevance to nursing practice, Labour Relations and Employment Equity issues that have bearing on the practice of nursing. Knowledge of the Public Finance Management Act (PFMA).

DUTIES : Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as required. Ensures implementation of programs relevant to the area of speciality. Serves in quality improvement, IPC and Health and Safety committees. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : T. L. Moloi Tel No: (012) 7347015
APPLICATIONS : may be hand delivered to Cullinan Care and Rehabilitation Centre or be posted at Private Bag X 1005, Cullinan, 1000 or Zonderwater Road, Cullinan, 1000.

CLOSING DATE : 04 January 2021

POST 28/133 : **OPERATIONAL MANAGER NURSING GRADE 1 GENERAL UNIT:**
NEUROSURGERY WARD REF NO: SBAH 79/2020
 Directorate: Nursing

SALARY : R444 276 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e diploma\ degree in Nursing as a Professional Nurse. A minimum of 7 years appropriate\ recognizable experience in nursing after

registration as a Professional Nurse with SANC in General Nursing. Diploma\ Degree in nursing management will be an added advantage. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificates compulsory. SANC annual practicing certificate. Valid driver's license.

DUTIES : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal healthcare and rehabilitation of patients. Maintain constrictive working relationships with nursing and other stake holders i.e inter-professional, inter-sectoral and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Maintain professional growth \ ethical standards and development of self and subordinates.

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

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.

CLOSING DATE : 30 December 2020

POST 28/134 : **OPERATIONAL MANAGER NURSING GR 1: (GENERAL) TB (PN-A5) REF NO: OMN/TB/CARLT/11/2020 (X1 POST)**
 Directorate: Nursing

SALARY : R444 276 – R500 031 per annum (Plus Benefits)
CENTRE : Carletonville Hospital

REQUIREMENTS : Basic R425/R683 qualification i.e. Diploma/ Degree in General, Psychiatry, Community and Midwife/ Diploma in General Nursing. Proof of current registration with the SANC as professional nurse. A minimum of 7 years appropriate /recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Basic computer skills. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Able to develop contracts, build and maintain networks of professional relations in order to enhance service delivery. Demonstrate basic computer skills. Display strong leadership abilities, problem solving skills and knowledgeable in legal requirements in public health care sector. Ability to take charge and make appropriate independent decisions. Research skills to advise Hospital Management. Training in Basic TB management, MDR-TB and NIMART will be an added advantage.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing care as directed by the professional scope practice and nursing standards as determined by the facility. Facilitate and oversee the development of operational/business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management of TB ward. Work as part of the multidisciplinary team to ensure good nursing care. Facilitate, coordinate and implement national, provincial and regional legislation regarding TB, HIV and AIDS and MDR-TB management. Monitor and review TB, HIV and AIDS and MDR-TB guidelines and protocols. Monitor utilization of Financial and Human resources. Participate in TB screening activities. Conduct periodic audits (e.g. adherence to TB management protocols) and develop quality improvement plans. Notification of notifiable conditions. Maintain professional/ethical standards and self-development, promoting the image of the nursing profession and the hospital. Provision of effective support to nursing service: do relief duties (calls) as required by the service.

ENQUIRIES : Mr.T Moeketsi Tel No: (018) 788 1704

- APPLICATIONS** : Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private bag x 2023, Carletonville, 2500.
- NOTE** : The employer reserves the right to fill or not fill the post .People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified Copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification.
- CLOSING DATE** : 29 December 2020
- POST 28/135** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: EHD2020/11/15 (X1 POST)**
Directorate: Primary Health Care
Re-Advertisement Applicants who previously applied are advised to re-apply as their previous applications will not be considered
- 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). Driver's license and computer literacy are essential.
- 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. 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 December 2020

POST 28/136 : **CLINICAL NURSE PRACTITIONER PNB1 (PHC SPECIALTY) REF NO: 2020/11/16 (X4 POSTS)**
Directorate: Hast

SALARY : R383 226 per annum (plus benefits)

CENTRE : Sedibeng District Health Services

REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic nursing qualification, with a duration of at least 1 year, accredited with SANC in terms of Government Notice No R48. Registration with SANC as a Professional Nurse and proof of current registration. Experience: A minimum of 4 (four) years, appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Additional requirement is NIMART training with experience in ART patients management including knowledge in the HAST 90-90-90 strategy. Person Profile: Excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.

DUTIES : Demonstrate an understanding of nursing legislation and related frameworks. Perform clinical nursing practices and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Display a concern for patients promoting advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, Strengthening of National Core Standards and Ideal Clinic. Ensure promotion of Employee Value Proposition.

ENQUIRIES : Ms. D. Poee Tel No: (016) 950 6008

APPLICATIONS : Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at Cnr. Frikkie Meyer & Pasteur Blvd, At designated recruitment boxes.

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/ fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid.

CLOSING DATE : 08 January 2021

POST 28/137 : **ASSISTANT DIRECTOR: FINANCE REF NO: ODI/27/11/2020/01**

SALARY : R376 596 per annum (plus benefits)

CENTRE : Odi District Hospital

REQUIREMENTS : A three- years National Diploma/ Degree in Finance Management/ Accounting/Internal Auditing or Cost Management with at least a minimum of five years relevant experience in a financial management of which three years must be as Finance Controller/ Senior State Accountant/ State Accountant or equivalent in Finance Accounting within the Public Sector. Knowledge of PFMA, Treasury regulation and relevant finance policies, prescripts, protocols and guidelines. In depth knowledge of Basic Accounting Transversal system such as BAS, SAP, SRM, MEDSAS, PAAB, MEDICOM, VULINDLELA etc. Computer literacy and in-depth knowledge of MS Word, Excel and PowerPoint. Good communication skills, interpersonal skills, problem solving skills and organising skills. Valid driver's licence required. Must have ability to plan, organise, implement, monitor, evaluate, analyse and execute corrective measures. Able to meet commitments and produce results as per required timeframe. Willingness to work irregular hours when required.

DUTIES : Lead, monitor and manage the Finance Department (budget, expenditure, Revenue and Cashiers sections). Compilation of Multiyear Budget, MTEF, AENE, ENE, Shifting of funds and budget controlling. Ensure that conditional grants budget is spent according to Business Plan. Render advice on cost containment in relation to expenditure trends and compile expenditure reports. Monitor the policy and legislative framework to ensure there is audit compliance and cognisance is taken of new development. Develop and maintain Standard Operation Procedures and processes. Optimise revenue collection and effective debt management. Ensure reconciliation of Stand-alone/ Transversal system (BAS/SAP/PERSAL/MEDSAS and PAAB) and including reconciliation of suppliers and Petty cash are performed on monthly basis. Ensure that payment of Compensation of employees, Goods and Services, Transfers, Machinery & Equipment and reporting are efficiently and effectively performed. Facilitate payment of service providers within the required timeframe. Provide financial administration and accounting services (Ledgers/Journals, Accounting and reporting). Provide and guidance to end users and relevant stakeholder on Budget, Revenue and Expenditure procedures. Implement effective human resources and general administrative management within finance for optimal management of subordinates. Serve on relevant statutory committees as required. Develop and implement relevant strategic and operation plans with monitoring and evaluation to achieve hospital objectives. Attend weekly and monthly EXCO meetings. Prepare and submit consolidated monthly, quarterly and annual reports to the CEO. Maintain ethical and procedural conduct.

ENQUIRIES : Mr. A Musie Tel. No: (012) 725 2308

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

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

CLOSING DATE : 08 January 2021

POST 28/138 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: TEMBI/2020/AD/02**

Directorate: Supply Chain

SALARY : R376 596 - R443 601 per annum (Level 09) (plus benefits)

CENTRE : Tembisa Provincial Tertiary Hospital

REQUIREMENTS : An appropriate recognized Degree in Supply Chain Management/ Purchasing Management / Logistics Management. A minimum of 5 years' experience in Supply Chain Management of which 3 years should be in supervisory level. Knowledge and understanding of the PFMA, PPPFA, Treasury Regulations and Supply Chain Management Framework Act as well as BBBEE Act. Strong analytical skills, good

interpersonal skills, excellent verbal and written communication. Strategic leadership skills, change management, HR management planning, organizing customer care management skills. Computer literacy, good problem-solving skills, experience in Department of Health will be an added advantage.

DUTIES : Conduct a team that render services in all elements of Supply Chain Management. Conduct needs and industrial analysis. To ensure that requisitions are linked to the budget and the strategic objectives. Compile demand/ procurement plans. Participate in committees within the hospital. Ensure compliance with the National Core Standard. Ensure compliance to 30 days payment and assist the hospital to acquire a clean audit. Ensure compliance to SCM regulations. Develop and maintain good relationship with suppliers.

ENQUIRIES : Mr. L.H Mojela, Tel No: (011) 923- 2221

APPLICATIONS : 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 attach your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Suitable candidates will be subjected to personnel suitability checks (criminal record check, qualification/study verification and credit check). Successful candidates will undergo a medical screening test. Applications to be addressed to: Tembisa Provincial Tertiary Hospital, Through Email Only At: TembisaHR1.HR@gauteng.gov.za

NOTE : Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&T claims

CLOSING DATE : 04 January 2020

POST 28/139 : **ASSISTANT DIRECTOR SUPPLY CHAIN MANAGER REF NO: ODI/27/11/2020/02**

SALARY : R376 596 per annum (plus benefits)

CENTRE : Odi District Hospital

REQUIREMENTS : A recognized 3-years Bachelor Degree/Diploma in Supply Chain Management/Public Management/Finance Management. Five (5) years related supply chain experience at supervisory/management level 7 or 8 in the supply chain environment. A valid driver's license. Knowledge of all legislation and prescripts governing your work area, including but not limited to the following: Public Finance Management Act, 1999, Treasury Regulations, Supply Chain Management Act, Broad Based Economic Empowerment Act, Supply Chain Management Framework, Procurement Directive and Procedures, Government Budget Procedures, knowledge of government procurement policies and procedures, Advance computer literacy in MS office packages (MS Word, Excel and PowerPoint). The SAP & SRM system, 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. The presentation and report writing skills. Computer literate. Must be able to function and contribute in a team towards the achievement of the Hospital goals and targets.

DUTIES : Oversee and manage the supply chain and asset functions. Provision of an effective comprehensive Supply Chain Management service in the hospital. Manage the functional operation of the Acquisition Management Unit. Manage the process of bid evaluation, bid adjudication, and bid specification in the hospital. Perform strategic and annual supply chain demand management planning and ensure that the demand of the end users is met. Monitor and review the demand management activities in line with the demand plan budget. Implement and review effective logistical and disposal management systems. Ensure effective asset management and safekeeping of assets by implementing and maintaining asset management systems policies. Facilitate monthly reconciliations and reporting Provision of effective fleet management and registry services. Management of stock keeping functions within the institutions within the institution. Ensure an effective stock flow system within the institution. Ensure that official within Logistics

		management and warehouse is sufficiently trained on supply chain management system. Manage and supervise employees to ensure an effective and acquisition management service and undertake all administrative functions required with regards to financial and human resource administration. Sign performance contract on annual basis. Participate Employee Value Proposition. Perform any other duties delegated by the Accounting Officer (CEO).
<u>ENQUIRIES</u>	:	Mr. A.Musie Tel No: (012) 725 2308
<u>APPLICATIONS</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/140</u>	:	<u>SPEECH THERAPIST AND AUDIOLOGY REF NO: EHD2020/12/15 (X1 POST)</u> Directorate: Rehabilitation
<u>SALARY</u>	:	R317 976.per annum
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Degree in Speech Therapy and Audiology. Knowledge in community-based Rehabilitation (CBR) and Primary Health care services. Valid registration with HPCSA. Ability to be able to work within a multidisciplinary team approach. Problem solving skills. Report writing skills. Driver's license will be an advantage.
<u>DUTIES</u>	:	Assess and treat patients who require speech therapy and audiology services. Do outreach to the surrounding clinics in the area of responsibility. Conduct home visits where required. Issue assistive devices (as per speech therapy and audiology needs identified). Compile detailed individual speech therapy and audiology monthly report and stats at the end of the month. Do outreach to the surrounding NGO's and screening for ECI (Early childhood intervention). Participate in promotion and prevention activities within the District. Participate in continuous professional development activities
<u>ENQUIRIES</u>	:	Ms A Tshivhase Tel No: (011) 876 1776
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	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 . 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.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/141</u>	:	<u>PHYSIOTHERAPIST PRODUCTION GRADE 1-3 REF NO: SBAH 80/2020 (X2 POSTS)</u> Directorate: Physiotherapy
<u>SALARY</u>	:	R317 976- R439 164 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	B.sc Physiotherapy or equivalent qualification. Proof of registration with HPCSA as an independent Physiotherapy practitioner. (Original and Current). Ability to work in a multidisciplinary team. Creativity and analytical skills.

<u>DUTIES</u>	:	Render Physiotherapy services in allocated areas. Participate in departmental Continued Professional Developmental activities. Monitor proper utilization of allocated financial, human and physical resources as outlined by departmental and national, policies. Coordinate training of students. Coordinate and ensure the promotion and marketing of Physiotherapy services in the organization. Develop operational standard procedures in line with the national and provincial strategies and monitor the implementation thereof.
<u>ENQUIRIES</u>	:	Mrs. Neo Pebane Tel No: (012) 354 1652
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/142</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 REF NO: SBAH 81/2020</u> Directorate: Reproductive Biology
<u>SALARY</u>	:	R317 976 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	A B-Tech Degree in Clinical Technology (Reproductive Biology) with independent practice registration at the HPCSA as Clinical Technologist (Reproductive Biology). Trained in performing assisted reproduction procedures and handling of relevant equipment. Experience in theoretical and practical training of all laboratory will be an advantage. Excellence interpersonal and communication skills.
<u>DUTIES</u>	:	the candidate must be able to demonstrate a working knowledge in the field of human assisted reproduction technology (ART). The candidate will be expected to partake in procedures including (i) human embryo culture (conventional culture and time-lapse culture), micromanipulation, use and maintenance of equipment, database use and upkeep (including SARA/NARA) and semen decontamination; (ii) assist in the practical and theoretical training of embryology interns according to HPCSA regulations and (iii) meet milestone targets, with detailed attention to time management and multi-tasking.
<u>ENQUIRIES</u>	:	Prof. C Huyser Tel No: (012) 354 2061/2208
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/143</u>	:	<u>OCCUPATIONAL THERAPIST REF NO: ODI/27/11/2020/03 (X1 POST)</u>
<u>SALARY</u>	:	R317 976 – R361 872 per annum (plus benefits)
<u>CENTRE</u>	:	Odi District Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with HPCSA as Occupational Therapist. Current registration with HPCSA as Occupational Therapist.
<u>DUTIES</u>	:	Provide effective Occupational Therapist services for patient's external stakeholders. In adherence to scope of practice assessing, diagnosis and treating patient within a multidisciplinary team. Planning and problem solving appropriately. Provide counselling to patients, family and care giving, selecting, issuing and training in the appropriate use of assistive devices.
<u>ENQUIRIES</u>	:	Dr. Motsepe RT Tel No: (012) 725 2436/2439
<u>APPLICATIONS</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190.
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	08 January 2021

- POST 28/144** : **DIAGNOSTIC RADIOGRAPHER 1 REF NO: 2020/11/17 (X26 POSTS)**
 Directorate: X-Ray Department
 Re-advert Applicants who previously applied are advised to re-apply as their previous applicants will not be considered.
- SALARY** : R317 976 per annum
CENTRE : Sedibeng District Health Services
REQUIREMENTS : National Diploma or Degree in Diagnostic Radiography Qualification. Proof of original registration & Current registration with HPCSA as an independent diagnostic radiographer. No experience required after registration with the HPCSA as an independent Diagnostic Radiographer. Must have completed community service as per requirements of the professional body (where applicable). Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential. Willingness to rotate within the district as and when required. Be prepared to rotate as per district needs.
- DUTIES** : Participate in providing 24-hour Radiographic services in the CHC and District. Be part of the stand-by allocation or roster. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal Clinic Realisation and Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management. Must be a team player within the Department and Institution/District. Perform and ensure that prescribed Quality Assurance/Control protocols are adhered to. Perform any ad-hoc duties allocated by Management. Be actively involved in in-service training and CPD activities.
- ENQUIRIES** : Ms. M Madolo Tel No: (016) 950 6010
APPLICATIONS : Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at Cnr. Frikkie Meyer & Pasteur Blvd, at designated recruitment boxes.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates may be requested to rotate within Sedibeng facilities.
- CLOSING DATE** : 08 January 2021
- POST 28/145** : **SOCIAL WORKER REF NO: CHBAH 343 (X1 POST)**
 Directorate: Palliative Care
- SALARY** : R257 592 - R298 614 per annum

**CENTRE
REQUIREMENTS**

: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Appropriate qualification that allows registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Registration with the SACSSP as Social Worker and proof of current registration. Grade 1: No experience required after registration with the SACSSP as Social Worker. (Less one year from experience for candidates appointed from outside the public service after complying with registration. Computer literacy (Ms. Word, Ms. Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills. Computer Literate. Valid Driver's License. Training and experience in Palliative Care setting will be an advantage, Time Management, Conflict Management, Problem Solving skill, probing skills, Team Player, Ability to Multi task, Ability to delegate and follow up, Empathy, Compassion, Understanding, Approachable, Ability to manage stress, Networking ability Training and experience in Palliative Care setting will be an advantage, Time Management, Conflict Management, Problem Solving skill, probing skills, Team Player, Ability to Multi task, Ability to delegate and follow up, Empathy, Compassion, Understanding, Approachable, Ability to manage stress and Networking ability

DUTIES

: To render health care social work services to palliative care patients through the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social wellbeing and improve quality of life of patients and their families. Social work services will be rendered in the Palliative Care Department, wards and outpatient departments as required. Must have knowledge and understanding of Human behaviour and social systems. Must be able to intervene at the points where people interact with their environment in order to promote social well-being. Must be able to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Must understand and be able to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Must be able to work effectively within teams including social work teams and multi-disciplinary teams. Must be able to work effectively, co-operatively, amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work. Must demonstrate basic computer literacy as a support tool to enhance service delivery. Must demonstrate compassion, be able to respect and build positive relationships with clients and colleagues. Must demonstrate an understanding of social work policies, legislation and related legal and ethical social work practices. (For example and not limited to, Mental Health Act of 2017, Children's No 38 of 2005, Domestic Violence Act No 61 of 2003)

**ENQUIRIES
NOTE**

: Dr Mpho Ratshikana Tel No: (011) 933 0051
: 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 email or faxed will be accepted. Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached 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, (the Department shall reserve the right to conduct verification beyond names provided, where necessary) identity verification, qualifications verification, criminal record checks, credit/financial

stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

- CLOSING DATE** : 08 January 2021
- POST 28/146** : **SENIOR COMMUNITY LIAISON OFFICER REF NO: EHD2020/12/17 (X1 POST)**
Directorate: HAST
- SALARY** : R257 508 – R303 339 per annum
CENTRE : Ekurhuleni Health District
REQUIREMENT : Diploma/Degree in health-related field/equivalent qualification. The candidate should have 2 or more years post qualification experience. Computer literacy. Extensive knowledge on HIV and AIDS, STI is strongly recommended. Managerial and networking skills are recommended. Flexibility and ability to adapt to changes. Experience in NPO sector will be an advantage. Good co-ordination skills (verbal and written). A valid driver's license is essential.
- DUTIES** : Provide technical support and mentoring for facility-based Community Care Workers (CCW's) and those placed at DoH funded NPO's (HTS, WBOT and Hospice). Ensure that allocated targets are met. Liaise with WBOT team leaders at sub district level. Ensure counselling complies with quality assurance protocols (RTCQI) Proficiency Testing and facility accreditation. Maintain a good relationship between intergovernmental departments and District support partners to ensure that the HAST Programme meet the set objectives. Coordinate and conduct outreach campaigns according to the health calendar in collaboration with the intergovernmental departments, NPO's, Private sectors and CBO's. Coordinate the implementation of NSP 2017 – 2022 and HTS policy including VMMC, TB/HIV collaboration, HTA and adherence clubs. Monitor and strengthen condom distribution in all Primary Distribution sites (PDSs) within SDDR. Monitor and conduct support visits to DoH funded HTS NPO's on monitoring of budget and program compliance. Compile and submit monthly, quarterly and annually reports. Identify training needs for CHW's. Conduct in-service training to capacitate CHW's. Lead and form NPO's forum meeting at a sub district level.
- ENQUIRIES** : Ms S.A Motloung Tel No: (011) 876 1820
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. 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 December 2020

<u>POST 28/147</u>	:	<u>ADMINISTRATION OFFICER (CLEANING) REF NO: SBAB 82/2020</u> Directorate: Administration & Logistics
<u>SALARY</u>	:	R275 508 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade twelve 12 and a minimum of 10 years proven experience in a form hospital environment. Work accurately under pressure. Cleaning related qualification will be an added advantage. Evidence of computer literacy skills and knowledge programs, MS Word, Excel, PowerPoint and outlook. Strong management abilities. Planning, organizing and coordinating. Conflict management, problem solving, negotiation skills and innovative. Good customer relations and people management skills, have good verbal and written communication skills.
<u>DUTIES</u>	:	The incumbent will be required to render cleaning supervisory work and general clerical support, manage all resources (Human resources and assets). Provide advice to floor supervisors. Compile daily statistics and monthly audits. Facilitate training and development of workers. Manage and ensure compliance with the following policies. Human resources, Labour Relations, Quality Assurance, Infection Prevention and Control and Occupational Health and Safety. Manage the performance of workers and other duties.
<u>ENQUIRIES</u>	:	Mr. MF Monama Tel No: (012) 354 1421
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/148</u>	:	<u>COMPUTER TECHNOLOGIST REF NO: CHBAH 344 (X2 POSTS)</u> Directorate: Information Communication and Technology
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Minimum requirement Grade 12 plus National Diploma in Information Technology or A+/N+/MCSE/ITIL or ICT certificate NQF level 6. A minimum of 1-year experience in Health Department Information communication and Technology. Competencies: Technical (desktop/laptop and server) support and network support (data and voice). Experience in dealing with public. Ability to communicate well with people at different levels and from diversified backgrounds. Sound verbal and written communication skills. Sound knowledge of Windows platform. (Windows OS, Ms. Office Suite). Sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative and work independently. Ability to work independently and in a team. Knowledge of public service legislation, policies and procedures. Knowledge and experience in Health Information System will an added advantage.
<u>DUTIES</u>	:	New installation of ICT devices to comply with GPG Standards that includes servers, workstations, laptops, tablets, and printers. Provide first line technical and system support Ability to create and configure user accounts. Provide first line support and escalate where necessary. Attend to logged calls are attended to timeously, provide report. Conduct end user training. Trace and resolve tele faults. Provide first line telephone infrastructure support. Ensure 24/7 365 days' support. Standby. Provide system support and configure (HIS/RX, /IVS/VDI and Citrix). Maintain and configure hardware, telecommunications systems and ensure effective information security; Perform daily backup/archives; Manage the network, server and desktop environment to ensure required capacity and security. Attend to enquiries in a professional manner and give guidance and advice. Adhere to time lines. Be willing to undergo continuous training and development programmes. Attend meeting 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.

**ENQUIRIES
APPLICATIONS**

: Mr. E Mphahlele Tel No: (011) 933 9037
: 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 a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached 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,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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 disabilities are encouraged to apply.

CLOSING DATE

: 08 January 2021

POST 28/149

NETWORK TECHNOLOGIST REF NO: CHBAH 345 (X2 POSTS)

Directorate: Information Communication and Technology

**SALARY
CENTRE
REQUIREMENTS**

: R257 508 - R303 339 per annum
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Minimum requirement Grade 12 plus A+ and N+ (version 220-901-902) or MCSE or CCNA or CCNP or NQF level 6 and above IT program/s registered with SITA. A minimum of 1-year practical experience, working on network support. A valid driver's license will be an added advantage. To work standby: after hours, weekends and public holidays. The prospective appointee should have good troubleshooting skill, good communication, telephone etiquette, good report writing skill. Sound interpersonal relationship, ability to multitask, mentorship, planning, organizing and problem-solving skills. Ability to manage a high value goods, services and equipment budget. Experience in a Public Sector Hospital environment will be an added advantage.

DUTIES

: Installation of new data and telephone points to comply with GPG Standards. Repairing cables and network points. Creating new fly-leads or patch-leads. Trace faults on different cables media that is: UTP Ethernet, Fiber and telephone cables. Must be able to work with various network switches, access points, routers, PABX. Must be able to work with analogy, digital telephones and IP phones. The environment of work includes working in rough terrains that is; in ceilings, roof's tops and aerially on external pole lines. Diagnose faults on network switches, access points and PABX. Trouble shooting of faulty extension lines and telephone

instruments. Attend site briefing meetings with network contractors. Render a first-class level of customer service ensuring that all customers/end-users are treated efficiently and effectively. Attend to all logged calls and close the calls on time. Expected to submit Weekly and monthly reports.

**ENQUIRIES
APPLICATIONS**

: Mr VT Mnguni Tel No: (011) 933 9038
: 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 a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached 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, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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 disabilities are encouraged to apply.

CLOSING DATE

: 08 January 2021

POST 28/150

: **DATA TECHNOLOGIST REF NO: CHBAH 346 (X1 POST)**
Directorate: Information Communication and Technology

**SALARY
CENTRE
REQUIREMENTS**

: R257 508 - R303 339 per annum
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Minimum requirement Grade 12 plus National Diploma in Information Technology or NQF level 6 System Support. A minimum of more 1-year practical experience in the Public Service ICT, working on ICT systems support and database support. A valid driver's license will be added advantage. Medicom System knowledge will be an added advantage. The prospective appointee should have good troubleshooting skill, good communication, telephone etiquette, good report writing skill. Sound interpersonal relationship, ability to multitask, mentorship, planning, organizing and problem-solving skills. Ability to manage a high value goods, services and equipment budget. Experience in a Public Sector Hospital environment will be an added advantage.

DUTIES

: New installation of ICT devices to comply with GPG Standards that includes servers, workstations, laptops, tablets, and printers. Provide first line technical and system support. Conduct and support Health Information Systems and Data Management trainings. Provide 24-hour system support. Diagnose and resolve software incidents including operating systems (Windows) and across a range of software applications. Support Medicom System, MS- Office Packages example 365, RX-Solution, DHIS. Resolve incidents in different transversal applications:

(Persal, CITRIX, SRM, BAS, BAUD etc.) and general in-house applications. Install and update software of all systems. Administrate users accounts on Health Systems database. To work standby: after hours, weekends and public holidays Render a first-class level of customer service ensuring that all customers/end-users are treated efficiently and effectively. Attend to all logged calls and close the calls on time.

**ENQUIRIES
APPLICATIONS**

: Mr T Mohale Tel No: (011) 933 9392
: 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 a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached 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, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance be 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 disabilities are encouraged to apply.

CLOSING DATE

: 08 January 2021

POST 28/151

OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: CHBAH 347 (X5 POSTS)

Directorate: Employee Wellness Program

**SALARY
CENTRE
REQUIREMENTS**

: R257 508 – R303 339 (per annum)
Chris Hani Baragwanath Academic Hospital (CHBAH)
A Bachelor's Degree / National Diploma in Occupational Health and Safety or equivalent NQF level 6 qualification with 360 credits in Environmental Health / Safety Management qualification in Occupational. At least 3 – 5 years' experience in Occupational Health and Safety setting in private or public sector. A valid licence and Computer literacy (Ms Office, Excel, PowerPoint). Ability to communicate well with people at different levels and backgrounds. Sound Organization skills. Good telephone etiquette and interpersonal skills. Must be able to work under pressure and to take initiative. Ability to organize and plan. Knowledge of the Occupational Health and Safety Act 85 of 1993. Knowledge of Basic Conditions of Employment Act 75 of 1997; Directive on the determination of Leave of Absence in the Public Service 2009 as amended; Compensation of Occupational Disease Act 130 of 1993; Employee Health Wellness Framework 2008 as well as HIV & AIDS and STI National Health Strategic plan 2012 – 2016. Knowledge of Labour relations Act 103 of 1994; Ottawa charter for Health promotion 21 of 1986 and Minimum Information

and Security Standards (MISS). Quality assurance, National Core Standards, Health and Safety and Infection Control principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES : Provide a Comprehensive Occupational Health and Safety Services as required by OHS Act no 85 of 1993, COID Act no. 130 of 1993. Coordinate safety, health, environment, risk ad quality training. Ensure that all staff have access to (SHERQ policies and conduct health safety (Inspection). Coordinate the establishment of and functioning of the safety committees. Ensure and maintain proper record keeping. Collaborate with other areas of specialisation within the department to ensure departmental programmes are aligned with the relevant legislation. Implement and monitor adherence to National Core standards (norms and standards). Submission of weekly reports on risks and interventions. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.

ENQUIRIES : Mr. V Adoons Tel No: (011) 933 8885

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 a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached 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, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance be 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 disabilities are encouraged to apply.

CLOSING DATE : 08 January 2021

POST 28/152 : **AUXILLARY MANAGER REF NO: ODI/07/12/2020/01**

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

CENTRE : Odi District Hospital

REQUIREMENTS : Grade12 certificate with 10 years' experience in Cleaning, Food Service and Laundry Supervision in the hospital environment or National Diploma in Public Administration with 5 years' experience as a Laundry, Cleaning and Food Service Supervisor. Computer literacy or Certificate with practical knowledge of Microsoft programs (Word, Excel and Internet). Must possess the ability to plan, organize, supervise, inspect and evaluate work of subordinates. Knowledge of OHS and infection Control. Motivate must be attached as proof of working experience.

- DUTIES** : Managing of Cleaning, Laundry and Food Service Departments. Ensure cleaning schedule and checklists are available and implemented. Ensure compliance to National Core Standards. Leave management. Oversee counting, sorting, disposal, ironing, packing, delivery and collecting of linen to and from the wards. Ensure the availability of clean linen in coordination with all stakeholders. Visits all wards to assess stock levels. Attend meetings and give feedback. Knowledge of colour coding of laundry bags. Management of performance and development of staff. Make rounds and inspections to ensure that Cleaning Food Service and Laundry personnel are performing the required duties. Ensure appropriate Cleaning, Food Service and Laundry procedures are adhered to and quality control measures are continually maintained. Strengthen Cleaning, Food Service and Laundry standards and infection control. Be actively involved in budgetary control and saving measures. Apply disciplinary measures when necessary. Order, receive and distribute, materials and equipment of both Cleaning, Food Service, Laundry Departments. Take responsibility of waste management in collaboration with Infection Control Officer. Recommend discipline and implement appropriate procedures, perform any other Lawful/Legal instructions delegated by Supervisor.
- ENQUIRIES** : Mr Maluleke Tel No: (012) 725 2312
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
- NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than six months old.
- CLOSING DATE** : 29 January 2021
- POST 28/153** : **PROFESSIONAL NURSE GRADE 1 REF NO: EHD2020/11/12 (X10 POSTS)**
(3 Months Contract)
Directorate: PHC
- SALARY** : R256 905 – R297 825 per annum
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. Grade 1: less than 10 years relevant experience as a Professional Nurse after registration with SANC Driver's license is essential. Current proof of registration with SANC.
- DUTIES** : Order, interpret and evaluate diagnostic tests to identify and assess patients conditions. Assess and evaluate patients' needs for and responses to, care rendered. Apply sound nursing judgment in patient care management decisions. Implement physicians orders, administer medications, start IVs, perform as ordered. Draw a Nursing care plan. Collaborate with the nursing team to create a plan of care for all patients.
- ENQUIRIES** : Ms E. Mashigo Tel No: (011) 876 1814
- 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. 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 December 2020

POST 28/154 : **PROFESSIONAL NURSE GRADE 1: MATERNITY (PN-A2) REF NO: PN/MATERNITY/CARLT/11/2020 (X2 POSTS)**
Directorate: Nursing

SALARY : R256 905 – R297 825 per annum (Plus Benefits)

CENTRE : Carletonville Hospital

REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425/equivalent qualification that allows registration with the South African Nursing Council (SANC) as a midwife/accoucheur. Registration certificate with the SANC as Professional Nurse and proof of current practicing certificate. Competencies: Leadership, Management and Communication skills. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele Principles). Ability to take charge and make appropriate independent decisions. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Knowledge of grievance and disciplinary procedure. Knowledge of infection prevention and control and occupational health and safety practices. Understanding of National Core Standards and, Ideal Hospital Realization and Maintenance Framework.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the facility. Promote quality of nursing care. Work as part of the multidisciplinary team to ensure quality nursing care. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care, utilization of human, material and physical resources. Provide direction and supervision for implementation, monitoring and evaluation of nursing care plan (clinical practice/quality nursing care). Submit reports and statistics Implement and promote Quality Assurance, Infection Prevention and Control and Occupational Health and Safety principles. Work shifts and in different wards as per service delivery needs. Maintain professional, ethical standards and self-development, promoting the image of the nursing profession and the hospital.

ENQUIRIES : Mr.T Moeketsi Tel No: (018) 788 1704

APPLICATIONS : Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private bag x 2023, Carletonville, 2500.

NOTE : The employer reserves the right to fill or not fill the post .People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified Copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification.

CLOSING DATE : 29 December 2020

POST 28/155 : **ADMINISTRATION CLERK REF NO: AC/IMU/12/CMJAH2020**
Directorate: Information Management Unit

SALARY : R 173 703 per annum (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Grade 10 or equivalent or a Grade 12 or equivalent. Knowledge of a limited range of work procedures and elementary clerical duties such as; Administration. Data capturing, Administration procedures relating to specific working environment including norms and standards. Reporting procedures. How to do basic research/gather information. Knowledge of DHMIS Policy, Batho Pele and Six Ministerial priorities. Skills: Mathematical skills, Organising. Ability to perform routine task. Ability to operate computer (Microsoft Package. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: A minimum of 1-year experience in Information Management. Experience in the use of MEDICOM or PAAB system.

DUTIES : The incumbent will be responsible for accurate capturing of daily, weekly and monthly data. Follow up on data reconciliation process and provide feedback for corrections. Perform other administrative duties. Ensure proper filling system. Run system reports. Administer the departmental data related requests.

ENQUIRIES : Ms. J. Mokgaotsi Tel No: 011 488 4527

APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (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. Suitable candidates will have to disclose his / her financial interest. 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. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

CLOSING DATE : 04 January 2021

POST 28/156 : **ADMINISTRATION CLERK REF NO: AC/QA/12/CMJAH2020**
Directorate: Quality Assurance Department

SALARY : R173 703 per annum (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Grade 10 or equivalent / Grade 12 or equivalent. Knowledge: A range of work procedures such as, Data capturing, Administration procedures relating to working environment including norms and standards, Batho Pele Principles. Skills Administration Skills Reporting procedures. How to do basic research/gather information. Computer Literacy: (MS Suit). Ability to handle stressful environment. Office Organizations Skills. General filing including electronic filing skills. Conflict Management and people skills. Ability to perform routine tasks. Basic interpersonal relationship. Problem solving. The following will be an added advantage: Grade 12 or equivalent qualification with 2 to 5 years' experience / Grade 10 qualification with 0 to 2 years' experience. Certificate or Diploma in Office Management and related qualification will be added advantage. A minimum of one (1) year experience in office management.

DUTIES : Manage administration functions of the quality assurance office: manage all incoming and outgoing correspondence; arranging meetings and appointments, take minutes of meetings etc. Use computer skills for filling, statistics and database. General typing, making photocopies, ordering and maintaining stationery and equipment. Organizational storing paper, documents and computer information.

ENQUIRIES : Ms M. Mthezuka-Kganakga Tel No: 011 488 4600

APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (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. Suitable candidates will have to disclose his / her financial interest. 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. White Males and females, Coloured Males and females, Indian Males and Females, African Males and females are encouraged to apply.

CLOSING DATE : 04 January 2021

POST 28/157 : **REGISTRY CLERK REF NO: RC/12/CMJAH2020**
Directorate: Logistics

SALARY : R173 703 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 10 or equivalent or a Grade 12 or equivalent. Knowledge: Knowledge of a limited range of work procedures and elementary clerical duties such as; Registry services. Electronic filling, Administration procedures relating to specific working environment including norms and standards. Planning and or organising. Reporting procedures. How to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Skills: Organising. Ability to perform routine task. Be prepared to rotate and work shifts. Ability to operate computer (Microsoft Package), Computer course or certificate or computer as subject. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: Able to work as a team player and ability to work independently. Knowledge of Batho -Pele principles and six ministerial priorities. Qualification / Training in Records Management will be serve as added advantage.

DUTIES : Keep records in accordance with the Records management policy and National Archives Act prescripts. Make photocopies of document for authorized employees and the relevant departments in the hospital. Process applications for parking by employees. Send out circulars and notices to employees using messenger services or electronically by way of computers. Ensure that the Registry Office Machinery is maintained and in good working order. Receive inbound mail/ articles and send out outbound mail/ articles in accordance with the Department of Health Registry Procedure Manual. Ensure that the franking machine is always reset with the correct postage tariffs for the year. Keep accurate records of important documents physically or electronically and statistical data will be used in monthly reports

ENQUIRIES : Mr. S. Sithole Tel No: 011 488 3757
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (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. Suitable candidates will have to disclose his / her financial interest. 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. Coloured Males and females, Indian Males and Females, White Males and females are encouraged to apply.

CLOSING DATE : 04 January 2021

POST 28/158 : **DATA CAPTURE REF NO: DCQA/12/CMJAH2020**
Directorate: Quality Assurance Department

SALARY : R173 703 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : A Grade 12 or equivalent qualification / Grade 10 or equivalent qualification. Knowledge: A range of work procedures such as, Data capturing, Administration procedures relating to working environment including norms and standards, Batho Pele Principles. Skills Administration Skills Reporting procedures. How to do basic research/gather information. Computer Literacy: (MS Suit). Ability to handle

stressful environment. Office Organizations Skills. General filing including electronic filing skills. Conflict Management and people skills. Ability to perform routine tasks. Basic interpersonal relationship. Problem solving. The following will be an added advantage: Grade 12 or equivalent qualification with 2 to 5 years' experience / Grade 10 qualification with 0 to 2 years' experience. Certificate or Diploma in Office Management and related qualification will be added advantage. A minimum of one (1) year experience in office management.

DUTIES : Data capturing functions of the quality assurance office; use computer skills for recording, organizing, storing, and retrieving information. Filing, statistics, and database. Organizational storage of paper, documents, and computer information. Compiling and providing reports weekly, monthly, quarterly, and annually. Analyse data and report discrepancies. Coordinate responses for audit request and assist in audits and data collection.

ENQUIRIES : Ms M. Mthezuka-Kganakga Tel No: 011 488 4600
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (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. Suitable candidates will have to disclose his / her financial interest. 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. African Males and females, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply. 04 January 2021

CLOSING DATE : 04 January 2021

POST 28/159 : **COMMUNICATION OFFICER REF NO: CHBAH 348 (X1 POST)**
 Directorate: Communication and Media Liaison

SALARY : R173 703 – R204 612 per annum (Level 05) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Grade 12 or equivalent. Computer literacy (Ms Office). Ability to handle conflicts. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organise 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. Good customer skills and competencies. Knowledge of various media platforms. Knowledge of the Batho Pele Principles. Experience in office administration or communication will be added advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES : Screen, transfer calls and handles telephonic as well as other enquiries from internal and external clients. Ensure the effective flow of information and documents to and from responsible office. Provide administration support in the office of the Deputy Director. Ensure safe keeping of all documentation in the office. Draft documents as required. Compile type and distribute correspondence, reports and documents. Administer the in and out flow of correspondence. Administer the filling system, typing of correspondence, agendas, reports, submission, memos and letters. Coordinate and manage meetings, workshops, taking minutes during minutes. Assist with various administrative and secretarial duties as assigned by the Deputy Director. Attend meetings and training as approved by supervisor. Maintenance of user-friendly office. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.

ENQUIRIES : Mr. N Mazibuko Tel No: (011) 8433/ 8124
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main

NOTE

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 a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached 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 (the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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 disabilities are encouraged to apply.

CLOSING DATE

: 08 January 2021

POST 28/160

: **SECRETARY REF NO: CHBAH 349 (X1 POST)**

Directorate: Obstetrics and Gynaecology

SALARY

: R173 703 – R204 612 per annum (plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital (OBST & GYNAE)

REQUIREMENTS

: Grade 12 with no experience. Computer literacy (MS Office). Ability to communicate well with people at different levels and from different backgrounds. Sound organization skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Minute taking and document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative and work independently. 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. Ability to act with tact and discretion. Must be self-motivated. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo speed test and Medical surveillance as an inherent job requirement.

DUTIES

: Screen, transfer calls and handle telephonic as well as other enquire from internal and external clients. Ensure the effective flow of information and documents to and from the responsible office. Provide administrative support in the office of the Head of Department. Ensure safekeeping of all documentation in the office. Draft documents as required. Compile, type and distribute correspondence, reports and documents Administer the in and out flow of correspondence. Administer the filing system, typing of correspondence, agendas, reports, submissions, memos and letters. Coordinate and manage meetings, workshops taking minutes during meetings. Assist with various administrative and secretarial duties as assigned by the Head of Department. Take minutes of meetings. Maintenance of user-friendly office. Be willing to undergo continuous training and development programmes.

Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.

**ENQUIRIES
APPLICATIONS**

: Professor Y Adams Tel No: (011) 933 8156
: 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 a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached 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 (the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance be 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 disabilities are encouraged to apply.

CLOSING DATE

: 08 January 2021

POST 28/161

: **REGISTRY CLERK REF NO: SBAH 83/2020**
Directorate: Patient Administration

**SALARY
CENTRE
REQUIREMENTS**

: R173 703 per annum plus benefits
: Steve Biko Academic Hospital
: Grade 12 or equivalent qualification. Admin related qualification will be an advantage. Evidence of computer literacy skills and knowledge of programs: MS Word, Excel, PowerPoint and outlook. Must be computer literate and well number orientated. Be prepared to rotate and act as a reliever. Medicom and hospital registry background will be an added advantage. Be able to work independently and under pressure. Good interpersonal and strong communication skills. Must be in good health and able to do physical hard work. Must be able to function well in a team.

DUTIES

: Accurate numerical sorting and filling of patient file and documentation. Drawing of files for Wards, Clinics, Billing section, Patient Report Office, Auditors etc. File tracking and checking movement history of patients on the Medicom system. Efficient handling of queries. Daily checking of files for misfiles. Regular removal of inactive files according to prescribed policies and moving of files around. Performing other tasks as allocated by the supervisor.

**ENQUIRIES
APPLICATIONS**

: Mr. MF Monama Tel No: (012) 354 1421
: Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 30 December 2020

POST 28/162 : **SUPERVISOR CLEANING REF NO: SMUSC01/20**
Directorate: Support Services

SALARY : R173 703 per annum
CENTRE : SMU Oral-Health Centre
REQUIREMENTS : Grade 12 or equivalent qualification. A minimum of five (5) years' experience as a cleaner in public service environment. Experience and knowledge to operate cleaning equipment and machinery. Good interpersonal and communication skills. Ability to work under pressure. Supervise cleaners on their day to day.

DUTIES : Monitor and evaluate the work performance of cleaners. Ensure adequate supply of all cleaning materials and cleaning equipment (machines). Complete ordering request forms on time to avoid running out of stock. Manage risk in terms of assets and inventory control for cleaning section. Allocate personnel accordingly and monitor their attendance, good conduct and maintain discipline. Apply necessary disciplinary measures in the event of wrong doing. Ensure that all areas are cleaned at all times. Provide guidance, assistance and training to cleaners. Manage employee's performance evaluations (PMDS). Perform all administrative related functions.

ENQUIRIES : Mr HH Hadebe Tel No: (012) 521 4914
APPLICATIONS : Direct applications must be delivered to SMU OHC Human Resource Department, (Att: Mrs I Makgatho), Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Persons with disabilities encourages to apply.

NOTE : Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form 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. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE : 28 December 2020

POST 28/163 : **IT TECHNICIAN REF NO: 3/4/2/2/12 (X1 POST)**
Directorate: Nursing Education and Training

SALARY : R173 703 – R204 612 per annum (Level 05) (plus benefits)
CENTRE : Ann Latsky Campus
REQUIREMENTS : Grade 12 with A+ N+ or IT Technical Support Certificate, Diploma in Information Technology will be an added advantage with 1- 2 years' experience in desktop support. Knowledge and experience on LAN and WAN support, experience in supporting BAS, PERSAL, SAP, SRM and Microsoft packages. Ability to work under pressure, possess good problem solving and analytical skills. Be client orientated and customer focused.

DUTIES : Ensure continuous functioning of the LAN and WAN, resolve connectivity issues, provide technical support and maintain desktop and other peripherals in the organization. Install and maintain computer hardware, software and configure network devices, internet and Email accounts for all users. Attend to end-user requests and provide 1st line support, ensure network connectivity of transversal systems i.e. BAS, SAP, PERSAL, and SRM. Record keeping, provide specifications for (IT) information technology equipment. Perform any other task/job deemed appropriate and assigned by supervisor/Manager.

ENQUIRIES : For further information regarding the post, please contact: Ms. A. van As at Tel No: (011) 644-8917

APPLICATIONS : Physical address No 37 Plunkett Avenue, Hurst Hill, Johannesburg, Postal address P/Bag 40, Auckland Park, 2006.

- NOTE** : Applications must be submitted on a Z83 form with your signed C. V. Certified copies of your I.D document and qualifications. State all your competencies, trainings and knowledge in your signed C.V. Certification stamp must not be over six (6) months on the day of submitting the application. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. Certified copy of I.D. document, (smart card I.D. must be copied on both sides) and qualifications. 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. 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. People with disabilities are encouraged to apply. If you do not hear from us in three months' time from the date of closure please consider your application as unsuccessful.
- CLOSING DATE** : 04 January 2021
- POST 28/164** : **STAFF NURSE GRADE 1(PHC) REF NO: EHD2020/11/13 (X5 POSTS)**
(3 Months Contract)
Directorate: Primary Health Care
- SALARY** : Grade 1: R171 381 – R192 879 per annum (plus benefits)
CENTRE : Ekurhuleni Health District (SSDR)
REQUIREMENTS : Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients' Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver's License will be an added advantage.
- DUTIES** : Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.
- ENQUIRIES** : Ms E. Mashigo Tel No: (011) 876 – 1815
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. 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 December 2020

POST 28/165 : **DENTAL ASSISTANT GRADE 1 REF NO: EHD2020/11/14 (X2 POSTS)**
Directorate: Oral Health

SALARY : R168 429 – R192 576 per annum
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Grade 12 or equivalent qualification, Dental Assistant certificate from recognized institutions, registration with HPCSA, proof of current registration with the HPCSA, copy of an ID document. A driver's license will be an added advantage. All documents are to be certified.

DUTIES : The incumbent should have knowledge of dental assisting including infection and prevention control, chair side assisting (four-handed dentistry), maintaining of equipment, stock control, knowledge of materials and instruments and conducting inventory. The person will work in the dental surgery in clinics, mobiles, correctional services, institutions and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. The person will also be doing relief duties in other clinics, prisons, mobile and institutions. He or she will be assisting the oral hygienist at schools as well as in the clinics. The person will also be rotating within the sub-districts.

ENQUIRIES : Mr L.B Mudau Tel No: (011) 876-1759
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. 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 December 2020

POST 28/166 : **CLEANING SUPERVISOR REF NO: CS/12/CMJAH2020**
Directorate: Logistics

SALARY : R145 281 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : NQF Level 3 qualification, Grade 10 or ABET Level 4. Between five to ten years (5 – 10) experience as a Cleaner. Knowledge: of working procedure such as cleaning equipment's, working environment. Skills: Basic numeracy, literacy, good communication, sound human relation, ability to perform routine tasks and Basic interpersonal relationship. Have ability to liaise with stake holders. Be prepared to work under pressure and be able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labour. It is a legal requirement that employees wear protective clothing. Cleaning equipment.

DUTIES : To monitor cleaning activities ensuring quality service delivery. Be able to follow disciplinary procedures when needed. Manage absenteeism. Complete Performance Management and Development System (PMDS) for staff. Be able to perform the needed Administration duties as required. Give daily reports and stock control to ensure quality service delivery.

ENQUIRIES : Ms. J. Schlebusch Tel No: 011 488 4022
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (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. Suitable candidates will have to disclose his / her financial interest. 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. Coloured Males and female, Indian Males and Females, White Males and females are encouraged to apply.

CLOSING DATE : 04 January 2021

POST 28/167 : **DATA CAPTURER REF NO: ODI/27/11/2020/04**
Re-advertisement: all candidates who meet the requirements and who were previously applied are encouraged to re-apply.

SALARY : R145 281 per annum (Level 04) (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Candidate must be in a possession of Grade 12/Matric certificate. Minimum of 2 years Data experience in Health environment. Minimum of 2years WEB-DHIS Data capturing experience, WEBDHIS certificate is compulsory, A valid driver's license. Ability to extract (NIDS) data from Gauteng Department of Health database. Basic skills in data analysis, report writing skill, presentation and information management.

DUTIES : Collect, collation, capturing and extraction of data for reporting. Effective SOP implementation to improve data quality & completeness, Communicate with and guide data clerk on NIDS. Ensure that mid-night census corresponds with all patient's registers daily. Verify submitted data with data sources on daily, weekly and monthly bases. Prepare monthly and quarterly reports. Capturing of quality clients data & management: Capturing data on the computer (Excel Database, Web-DHIS & Easy count). Effective SOP implementation to improve data quality and completeness. Daily filing (storage) of data and information sheets. Prepare and ensure occurrence of Health Information monthly meetings. NB! All shortlisted candidates will be subjected to mandatory competency test.

ENQUIRIES : Mr. N Setheni Tel No: (012) 725 2489
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 : must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed). Certified copies should not be more that than six months old.

CLOSING DATE : 08 January 2021

POST 28/168 : **DRIVER REF NO: SBAH 84/2020**
Directorate: Administration & Logistics

SALARY : R145 281 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Minimum Grade 10 or equivalent with 2 years' experience in driving. A valid driver's license and a professional drivers permit (PDP). Good communication skills (verbal and written), problem solving skills and knowledge of transport policy. Ability to read road maps, able to work in a team, committed and have a good customer care attitude. Must be prepared to work shifts and under pressure.

DUTIES : Transportation of patients, staff and goods. Daily inspection of allocated government vehicles. Report accidents and identify defects (minor / major) to the supervisor. Completion of trip authorities and lo books as prescribed by legislation before undertaking any trip. Take vehicles for licensing and servicing. Safe keeping

	:	of service of books of vehicle and other accessories. Keep vehicles clean and in good condition.
<u>ENQUIRIES</u>	:	Mr. MF Monama Tel No: (012) 354 1421
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/169</u>	:	<u>NURSING ASSISTANT GRADE 1 REF NO: EHD2020/12/03 (X10 POSTS)</u> (3 Months Contract) Directorate: PHC
<u>SALARY</u>	:	R132 525 – R149 163 per annum
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Qualifications that allows registration with SANC as Enrolled Nursing Assistant. Current registration with SANC as Enrolled Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients' Rights Charter. Knowledge of HIV prevention strategies and management of patients who experienced gender-based violence. Basic HIV training and HIV Counselling and tearing training will be added advantage. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Enrolled Nursing Assistant with the SANC.
<u>DUTIES</u>	:	Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self – development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager within scope of practise.
<u>ENQUIRIES</u>	:	Ms E. Mashigo Tel No: (011) 876-1814
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	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 . 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.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/170</u>	:	<u>NURSING ASSISTANT GRADE 1 REF NO: EHD2020/11/08 (X1 POST)</u> Directorate: Clinical Forensic Medical Services
<u>SALARY</u>	:	R132 525 – R149 163 per annum
<u>CENTRE</u>	:	Thelle Mogoerane Sinakekelwe Thuthuzela Care Centre

- REQUIREMENTS** : Grade 12 Certificate. Qualifications that allows registration with SANC as Enrolled Nursing Assistant. Current registration with SANC as Enrolled Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients' Rights Charter. Knowledge of HIV prevention strategies and management of patients who experienced gender-based violence. Basic HIV training and HIV Counselling and tearing training will be added advantage. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Enrolled Nursing Assistant with the SANC.
- DUTIES** : Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self – development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Counselling patients who experienced GBV. Pre and post counselling including testing for HIV. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager within scope of practise. Raise awareness about GBV.
- ENQUIRIES** : Ms A. Mabunda Tel No: (011) 876-1794
- 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. 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 December 2020
- POST 28/171** : **PHARMACY ASSISTANT (BASIC) REF NO: PAB/12/CMJAH2020**
Directorate: Pharmacy Department
- SALARY** : Grade 1: R123 000 per annum
Grade 2: R166 689 per annum
Grade 3: R196 338 per annum
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : **Grade 1:** as required by the training facility and the SAPC registration with the SAPC to study towards a basic Pharmacist Assistant qualification. No experience required. **Grade 2:** as required by the training facility and the SAPC, a basic Pharmacist Assistant qualification that allows for registration with SAPC as Pharmacist Assistant (Basic). Registration with the SAPC as Pharmacy Assistant (Basic) or registration with the SAPC for study towards a Post-Basic Pharmacist Assistant qualification. No experience required after registration with SAPC as Pharmacist Assistant (Basic). **Grade 3:** as required by the training facility and the SAPC, a basic Pharmacist Assistant qualification that allows for registration with SAPC as Pharmacist Assistant (Basic). Registration with the SAPC as Pharmacy Assistant (Basic) or registration with the SAPC for study towards a Post-Basic Pharmacist Assistant qualification. No experience required after registration with SAPC as Pharmacist Assistant (Basic).

<u>DUTIES</u>	:	Assist the Pharmacy team in running of the Pharmacy including all the 4 satellite pharmacies on the premises. Assist with the control of stock both in ordering, receiving and distribution of finished product of schedule 1 to schedule 5 in accordance with the standard operating procedure and legislation. To assist with the compounding, manipulation or preparation of non -sterile medicine or schedule substances according to a formulae and standard treatment guidelines approved by the responsible Pharmacist. To record all transactions in accordance to the standard operating procedure, Good pharmacy practice as published in the rules of the council must be adhered to at all times. Implementation of the standard operating procedure, good pharmacy practice, norms and standards, Implement and maintain security measures. Ensure proper drug supply management. Contribute to pharmacy planning. Actively participate in administrative duties of the pharmacy. Perform duties assigned by supervisors. Maintain quality standards and other departmental policies.
<u>ENQUIRIES</u>	:	Ms. Abiola Animashahun Tel No: 011 488 3926
<u>APPLICATIONS</u>	:	Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (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. Suitable candidates will have to disclose his / her financial interest. 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. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
<u>CLOSING DATE</u>	:	04 January 2021
<u>POST 28/172</u>	:	<u>SPECIALIZED AUXILIARY WORKER – (MORTUARY) REF NO: SBAH 85/2020</u> Directorate: Administration & Logistics
<u>SALARY</u>	:	R122 595 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Minimum Grade 10 or equivalent qualification, evidence of working in mortuary services. / Driver's license with Public drivers Permit (PDP). Must have sound and communication skills and a caring attitude toward patients, staff members and external clients. Be able to work independently and under pressure. Physical capable to fit and move bodies and waste buckets.
<u>DUTIES</u>	:	Escort/ accompany patients from reception to various sections, between wards and to and from vehicles. Load and offload patients. Render assistance to nursing with transfer of patients to bed/trolleys and vice versa. Display caring, friendly, courteous attitude to all patients. Transport corpses to the mortuary, together with the files and complete the mortuary register. Filling of daily work activities in potters control sheet. Perform other duties as allocated by the supervisor.
<u>ENQUIRIES</u>	:	Mr. MF Monama Tel No: (012) 354 1421
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020

POST 28/173 : **CLEANER REF NO: CLNR/12//CMJAH2020**
Directorate: Logistics

SALARY : R102 532 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Qualifications: ABET Certificate. No experience required. Knowledge: of working procedure such as cleaning equipment's, working environment. Skills: Basic numeracy, literacy, good communication, sound human relation, ability to perform routine tasks and Basic interpersonal relationship. Have ability to liaise with stake holders. Be prepared to work under pressure and be able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labour. It is a legal requirement that employees wear protective clothing. Cleaning equipment.

DUTIES : Cleaning of floors, doors, walls, windows, beds, bed lockers, steps, etc. Performing all gives indoors and out door cleaning duties. Work with cleaning equipment given like polisher machines. Use cleaning chemicals accordingly. Assist with extra duties as given by supervisor

ENQUIRIES : Ms. J. Schlebusch Tel No: 011 488 4022
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address 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. Suitable candidates will have to disclose his / her financial interest. 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. Suitable candidates will have to disclose his / her financial interest. 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 Females are encouraged to apply.

CLOSING DATE : 04 January 2021

POST 28/174 : **CLEANER REF NO: SBAH 86/2020 (X4 POSTS)**
Directorate: Administration & Logistics

SALARY : R102 534 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Minimum Grade 10 or equivalent qualification. Cleaning experience will be an added advantage. Knowledge of occupational health and safety and infection prevention and control. Must be able to work in a team and under pressure. Must be able to work shifts and rotate to other sections.

DUTIES : Washing of walls and damp dusting, cleaning of air conditioner vents, windows and entrance. Cleaning of body fluids on floors, scrubbing of staircases. Cleaning of toilets and polishing of vinyl flooring daily. Maslin sweeping of floors daily, strip and seal vinyl flooring, cleaning of domes / glass domes. Removal of medical and general waste to maintain storage. Careful use of polisher machine and other equipment, washing of equipment after use. Replace of toilet / roller paper and refill soap dispensers consistently throughout the shift updating toilet check list daily.

ENQUIRIES : Mr. MF Monama Tel No: (012) 354 1421
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 30 December 2020

POST 28/175 : **MESSENGER REF NO: SBAH 87/2020 (X3 POSTS)**
 Directorate: Administration & Logistics

SALARY : R102 534 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Minimum Grade 10 or equivalent. Knowledge of post messenger activities will be an added advantage. Good communication skills (verbal and written). Knowledge of customer service, self-driven and motivated. Must be able to read, write and work in a team. Must be prepared to work shift.

DUTIES : Responsible for distribution of mail, Circulars, internal notices and documents. Collection of blood specimen, drug books, theatre lists and files from wards to patient accounts. Perform routine messenger tasks as directed by the supervisor.

ENQUIRIES : Mr. MF Monama Tel No: (012) 354 1421
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 30 December 2020

POST 28/176 : **LAUNDRY WORKER REF NO: SBAH 88/2020**
 Directorate: Administration and Logistics

SALARY : R102 534 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Minimum Grade 10 or equivalent. Knowledge of laundry / linen services and sewing will be an added advantage. Good communication and willing to work in a team, Knowledge of Batho Pele Principles. Must be able to do work of a physical nature. Willingness to work shift.

DUTIES : Collection of dirty linen bags from different sections of the hospital. Deliver bags containing soiled linen to the sorting area of the dirty linen section. Tying labelling of dirty linen bags. Operate the rinsing machines, sorting and packing the linen in the linen bank. Loading and offloading of clean linen from laundry trucks. Hanging curtains in wards, report broken or damaged curtain rails and mend torn linen. Partake in linen inventory counting and cleaning of linen trolleys. Assist in other linen section duties per request of supervisors. Execute illegal instructions by supervisor / management.

ENQUIRIES : Mr. MF Monama Tel No: (012) 354 1421
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 30 December 2020

POST 28/177 : **FOOD SERVICE AID REF NO: SBAH 89/2020**
 Directorate: Administration & Logistics

SALARY : R102 534 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Minimum Grade 10 or equivalent qualification. Relevant exposure in hygiene, safety and cooking will be an added advantage. Good communication and willing to work in a team, Knowledge of Batho Pele Principles. Must be able to do work of a physical nature. Willingness to work shifts as well as public holidays.

DUTIES : perform routine tasks in the food service unit and operate machinery. Perform general cleaning tasks as assigned to ensure hygiene and safety standard are maintained in the unit (washing of pots, floors, equipment, drains and grids). Taking out dustbins and waste and cleaning of dustbins. Washing of dishes (pots, crockery and cutlery). Unpacking and packing of provisions into fridges and freezers. Cleaning of fridges, freezers and storage areas. Preparation of patient meals

(normal and special diets). Preparation of meals and decorations for functions. Dishing of patient meals according to guidelines. Adhere to set policies and guidelines regulating food services. Rotate work as a reliever in the unit.

ENQUIRIES : Mr. MF Monama Tel No: (012) 354 1421
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE : must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
CLOSING DATE : 30 December 2020

POST 28/178 : **SECURITY GUARD REF NO: SBAH 90/2020**
Directorate: Administration & Logistics

SALARY : R102 534 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Abet Level 4, Grade 10 or equivalent qualification with minimum 10 years' experience in hospital security environment. Grade 12 certificate plus 5 years' experience in security environment is an advantage. Grade C security certificate. Current registration with PSIRA. Ability to work under pressure, conflict resolution and negotiation skills, report writing skills, knowledge of security, labour relations and other legislation applicable to security including MPSS. Knowledge of Batho Pele Principles. Knowledge of criminal procedure act 51 of 1977. Knowledge of fire arm control act. Knowledge of Health and Safety Act and fire prevention. Willingness to work shifts and extended hours.

DUTIES : Access control (emergency arears, management square and others). Assist and supervise at parking (searching, disk checking) assist in restraining of violent patients at different wards. Report all security breaches to the supervisor and make all occurrence book entries. Report all defects on OHS and FMU. Fire prevention escorting of visitors and fetching them from home if absconded. Guarding and managing of waiting areas, clamping of vehicles parked in unauthorized parking. Investigate matters reported to you by staff members and give feedback to them. To work shifts and sometimes abnormal hours. Monitor state vehicles and report any faults. Make verbal and written reports on all incidents happening at posts. Traffic control around receiving area/transit, perform any duties delegated by supervisor.

ENQUIRIES : Mr. MF Monama Tel No: 012 354 1421
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 30 December 2020

POST 28/179 : **OPERATOR (PHOTOCOPIER) REF NO: 3/4/2/2/10 (X1 POST)**
Directorate: Nursing Education and Training

SALARY : R102 534 – R120 780 (Level 02) (plus benefits)
CENTRE : Ann Latsky Campus
REQUIREMENTS : Grade 10 Certificate or equivalent qualifications (ABET). Good Interpersonal Skills. At least one (1) year experience in operating a photocopy machine in the work environment. Excellent Communication Skills (Verbal and written). Ability to work under pressure. Sound interpersonal relations and good customer care. Ability to maintain confidentiality. Valid driver's license.

DUTIES : Responsibilities shall include but are not limited to the following: Manage and operate photocopy machines. Binding and laminating of documents. Provide counter services and attend to counter queries. Maintain an organized work environment. Report any malfunctioning of photocopier machine. Arrange for servicing and general maintenance of the machines. Make requisition for

- photocopying materials. Participate in activities in the information management department.
- ENQUIRIES** : For further information regarding the post, please contact: Ms. A. van As at Tel No: (011) 644-8917
- APPLICATIONS** : must be submitted on a Z83 form with your signed C. V. certified copies of your I.D, driver's license and attached qualifications. Physical address No 37 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address P/Bag 40, Auckland Park, 2006.
- NOTE** : State all your competencies, trainings and knowledge in your signed C.V. Certification stamp must not be over six (6) months on the day of submitting the application. Certified copy of I.D document, (smart card I.D must be copied on both sides), qualifications and driver's license. The successful candidates will be subjected to security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates and also the pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. People with disabilities are encouraged to apply. If you do not hear from us in three months' time from the date of closure please consider your application as unsuccessful.
- CLOSING DATE** : 04 January 2021

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

- APPLICATIONS** : Applicants who experience difficulty in applying online can apply using Z83 form and attach CV and certified copies of qualifications, ID and submit to 35 Rissik Street, Surrey House, Johannesburg, 2000. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.
- FOR ATTENTION** : Ms. Patricia Ndawo Tel No: 011 355 281
- CLOSING DATE** : 05 January 2021

MANAGEMENT ECHELON

- POST 28/180** : **CHIEF FINANCIAL OFFICER REF NO: REFS/007437**
Directorate: Office of the Chief Financial Officer
- SALARY** : R1 251 183 per annum (all-inclusive remuneration package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : The successful candidate should have a bachelor's degree or equivalent (SAQA NQF 7) tertiary qualification in commerce. 5 years' experience on the level of a Senior Management in a financial environment. Extensive knowledge of the financial and related prescripts of the Public Service, costing methodologies and performance measurement. Sound knowledge of accounting procedures and requirements. Ability to develop, interpret and implement accounting policies and regulations. Working knowledge of GRAP, BAS, PFMA and MTEF. Proven strategic leadership and business partnering skills, problem solving, decision making, communication and analytical skills. Knowledge of the Department's constitutional mandate and its relationship with National and other stakeholders. Sound interpersonal relations. Computer literacy. A valid driver's license is essential.
- DUTIES** : Provide strategic leadership, information and advice to the Accounting Officer in relation to financial matters. Establish and maintain effective and transparent systems of financial management, risk management, internal control, budgeting administration, asset management and supply chain management. Ensuring compliance with the legislative framework of the Government. Prepare and provide financial reports and Annual Financial Statements required in terms of Public Service Statutory Framework. Support the Accounting Officer (Head of Department) and other senior managers in the execution of their functions in terms of the PFMA and other related legislation. Assist the Accounting Officer on finance related matters, including all processes in the budget cycle of the Department, costing of the departmental business plans, monitoring and evaluation of expenditure and leading performance audits on all budget objectives. Provide financial information and expenditure reports to management. Develop and

implement financial management strategies to ensure the long –term sustainability of the Department. Represent the Department in all matters relating to financial management and budget administration in the Department. Compile all necessary responses pertaining to the Audit General and other queries on financial matters. Carry out any other responsibilities and duties as determined by the Accounting Officer.

**ENQUIRIES
NOTE**

: Ms. Patricia Ndawo Tel No: (011) 355 2861
: All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance

POST 28/181

: **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: REFS/007438**
Directorate: Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R1 057 326 per annum (all-inclusive remuneration package)
: Johannesburg
: An undergraduate qualification in Supply Chain Management or SAQA recognized Bachelor's Degree or equivalent (SAQA NQF 7) in Public Management/Administration, Logistics/Purchasing Management Minimum of 5 (five) years' experience at middle/senior management level, three (3) years of functional experience in a Supply Chain Management unit within the public sector environment. A valid driver's license. Knowledge: Extensive knowledge and experience in government procurement legislation, regulations and policies, PFMA, Treasury Regulations Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment and Strategy and the Gauteng Township Economy Revitalization Strategy. Extensive experience in all facets of Supply Chain Management (Demand, Acquisition, Logistics, Disposal Supply Chain Management Performance and Risk Management) development of policies, and strategies in market research and strategic sourcing. SKILLS: Ability to work in a diverse team, strategic thinking and leadership qualities, project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management, service delivery innovation, problem solving, people management and empowerment, client orientation and customer focus, communication, honesty and integrity, report writing, numerical, computer literate (Microsoft Office Suite, SAP & SRM preferable), teamwork, decision making, leadership, negotiations, planning and organizing, stakeholder management, verbal and written communication, report writing, relationship management, customer service, good communication, conflict management, quality orientated, decisive and confident, the ideal candidate will be able to keep abreast of market trends, with strong administrative, analytical, , cultural diversity management skills ability to work under pressure and meet demanding deadlines that require interventions after hours.

DUTIES

: Monitoring the development and implementation of Risk Management Policy, Management of Anti-corruption and Ethics Management, Ensure Implementation of the Fraud and Prevention plan. Manage the development and implementation of the Risk Management implementation plan. Manage the Coordination and facilitation of internal and external audit process. Oversee the implementation of business continuity plan.

**ENQUIRIES
NOTE**

: Ms. Patricia Ndawo Tel No: (011) 355 2861
: All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance

OTHER POST

<u>POST 28/182</u>	:	<u>PERSONAL ASSISTANT REF NO: REFS/007439</u> Directorate: Office of the Head of Department
<u>SALARY</u>	:	R275 508 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Appropriate Secretarial Diploma or relevant qualification (Preferably Accounting or Finance). 3-5 years' experience in rendering support to Senior Management. A valid code B drivers' license. Knowledge in the relevant legislation/ policies/ prescripts and procedures in the public services Computer competency (MS Word, Excel, Outlook, PowerPoint and emails). Job related skills: communication skills (Written and Verbal), facilitation skills and report writing skills. Problem solving and decision making. Interpersonal relations, professional telephone manner, organisational skills and ability to multitask. Inherent requirements: service delivery and client orientation, time management and ability to work long hours. Confidentiality and high-level reliability, confident and independent. Integrity and honesty. Ability to work under pressure and to tight deadlines. Document analysis, planning and organising. Ability to act with tact, discretion and confidentiality.
<u>DUTIES</u>	:	Provide administrative and secretarial support: ensure the effective flow of information and document to and from the office of the Head of Department, ensure safekeeping of all documentation in the office of the Head of Department, scrutinize routine submissions/ reports and make notes and /or recommendations for the Head of Department. Ensure that travel arrangements are well coordinated, schedule and manage appointments. Prepare correspondence and other information as requested. Provide logistical support services: record minutes/ decisions and communicate to relevant role players, prepare briefing notes for the Head of Department, coordinate logistical arrangements for meeting when required. Administer the budget of the office of the Chief Directorate: collect and coordinate all documents in relation to the budget of the Unit and keep record of expenditure commitments. Provide general support services: prepare documents for meetings hosted and/ or attended by the Head of Department circulate documents to other meeting participants and provide secretarial support for the Head of Departments meetings. Perform any other administrative duties required by the Head of Department follow up on behalf of the Head of Department regarding on the implementation of meeting resolutions and other decisions.
<u>ENQUIRIES</u>	:	Ms. Vivien Khanye Tel No: (011) 355 2720