ANNEXURE H

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

OTHER POSTS

POST 03/50: CLINICAL PSYCHOLOGIST GRADE 1 REF NO: TDHS/A/2021/01
Directorate: Psychology

SALARY: Grade 1: R713 361 per annum (all-inclusive remuneration package)

CENTRE: Bronkhorstspruit Hospital

REQUIREMENTS: The candidate must have a master’s Degree in Clinical Psychology and current registration with the Health Professions Council of South Africa (HPCSA) in the appropriate category. Broad experience working in a psychiatric setting is required. Knowledge of and experience in working with a wide range of patients, and particularly with children, adolescents, and their families and/or caregiving organization is necessary. In-depth knowledge of and experience with complex trauma as well as psychopathology within individuals and within systems is required. Experience in psychometric assessment, different forms of individual and group therapy, and parent counselling is necessary. Supervising, lecturing and training skills are also required. The candidate must be abreast of the Mental Health Care Act and the Children’s Act and other laws and policies pertaining to the field and have a sound knowledge of professional ethics. The candidate must be computer literate and in possession of a valid driver’s license.

DUTIES: Psychometric evaluation and the provision of suitable therapeutic modalities and interventions. The training and supervision of psychology interns, psychiatric registrars, medical students, and nursing staff. The candidate will work within – and at times lead – a multidisciplinary team. The candidate will assist in coordinating, developing and promoting service delivery where relevant in the hospital. The candidate will collaborate with and participate in Hospital Committees and the broader academic circuit. They will also serve as a joint appointee of the Department of Psychiatry, University of the Witwatersrand, and participate in the teaching and training of various categories of undergraduate and postgraduate students and health professionals. They will be expected to attend and participate in 134 ward rounds and meetings. The candidate will need to have knowledge of the local mental health care environment and the ability to identify, implement and provide outreach services to the surrounding community.

ENQUIRIES: Mr. Oupa Nama Tel No: (012) 451 9265

APPLICATIONS: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception or 01 Barney Hurwitz Avenue, Bronkhorstspruit District Hospital, Bronkhorstspruit, 1020.

NOTE: Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.

CLOSING DATE: 12 February 2021

POST 03/51: AREA MANAGER (PNB-4) REF NO: TDHS/A/2021/02 (X1 POST)
Directorate: Tshwane Sub-District 2, 3 & 4

SALARY: R614 991 - R692 166 per annum (Plus Benefits)

CENTRE: Tshwane Health District Services

REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC plus A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA. Current registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in
General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level.

Other Skills/Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and nursing profession. Knowledge of the Performance Management and Development System. Knowledge and application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients’ rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Facilitation and co-ordination skills. Problem solving, planning and organizing skills. Computer literacy and report writing skills. NB!! Shortlisted Candidates will be assessed for computer competency

Other Skills / Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and nursing profession. Knowledge of the Performance Management and Development System. Knowledge and application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients’ rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Computer literacy and report writing skills. Facilitation and co-ordination skills. Problem solving, planning and organizing skills.

**DUTIES**

Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance Plan targets are met by: Providing comprehensive District Health Services ranging from nursing services in mental health, maternal & child health, in-and out-patients, occupational, infection, environmental, rehabilitative, quality assurance and any associated care as may be deemed fit by the relevant authority(ies). Implement Batho-Pele principles, Patient Rights Charter. Ensure implementation of Quality Assurance determinations, including Ideal Health Facility Realization Programme and Office of the Health Standards Compliance prescripts. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Manage the development, implementation and updating of relevant Standard Operating Procedures. Ensure effective and efficient management of all resources. Promote practice and compliance with ethical and professional expectations. Operate and manage relevant District Health Information Management Systems (DHIMS). Liaise the Sub-District, District and all other essential stake-holders.

**ENQUIRIES**

Mr. SR Makua Tel No: (012) 451 9121 / 079 872 6077

**APPLICATIONS**

Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE**

Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy. A practical test and/or competency assessment where relevant, relating to key areas of knowledge and skills may form part of the selection process for this position.

**CLOSING DATE**

12 February 2021

**POST 03/52**

OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2021/03 (X1 POST)

Directorate: Nursing

**SALARY**

R562 800 – R633 432 per annum (Plus Benefits)

**CENTRE**

Tshwane Health District – Ramotse Clinic

**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 a professional nurse plus a post basic nursing qualification (PHC), with duration of at least 1 year accredited with SANC in terms government notice no 212 plus A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services
Management obtained from a recognized and registered tertiary institution and similarly, recognized by SAQA. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management. Computer literacy in at least (MS Word, Excel, Power-point & Outlook). A valid driver’s license is essential. Demonstrate knowledge of legislations relevant to health care services.

DUTIES: Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele principles and Patient’s rights. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Extensive knowledge and application/execution of amongst others, the following legislation: Nursing, Labour, Basic Conditions of Employment & PFMA. Use of technology to communicate (i.e. analyse data, documents, compile necessary reports, identify gaps and take remedial steps as well as overall Monitoring & Evaluation. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement and sustain Ideal Health Facility Realization programme. Possess computer literacy skills and extensive competency in report writing skills.

ENQUIRIES: Mr. SR Makua Tel No: (079) 872 6077

APPLICATIONS: documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lilian Ngoyi Street, Pretoria, 0001.

NOTE: NB!! Shortlisted Candidates will be assessed for computer competency. Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE: 12 February 2021

POST 03/53: ASSISTANT DIRECTOR: RADIOGRAPHER REF NO: TDHS/A/2021/14 (X1 POST)

Directorate: X-Ray

SALARY: R517 326 – R574 158 per annum (Plus benefits) (including benefits)

CENTRE: Tshwane District Health Services

REQUIREMENTS: National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African HPCSA) in Radiography. Minimum of eight (8) years experiences as a Diagnostic Radiographer of which five ((5) years must be appropriate Managerial/supervisor. Current registration with HPCSA for 2019/2020. Knowledge, skills, training and competencies required. Sound knowledge of specialized and general radiography protocols and equipment. Comprehensive knowledge of radiation protection legislation. Knowledge of OHS Act and other relevant Health Acts. Sound knowledge of radiography Quality Assurance programme. Knowledge of relevant Public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms. Word, Ms. Excel). Compliance with budgeting, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Sound planning and organizational skills regarding resources, Finance 47 and HR matters. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.

DUTIES: Support the Radiographer Supervisor to meet the objective of the department. Manage subcomponent by supervising the staff, performing relevant administrative functions, chairing meetings. Render effective patient centered Radiography service for in-and out-patient in adherence to the scope of practice and health protocols. Ensure efficient and effective control and use of all equipment, assets and resource including consumable and staff belonging of the cost center. Develop, implement and monitor policies and procedures to ensure the effective and efficient functioning of the department. Ensure Diagnostic services comply with relevant standard, legislation and current government initiatives to improve health services. Manage the quality assurance programmes as required by radiation control directorate and department of Health. Provide clinical training and supervision to junior and
students radiographers and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. Encourage a multidisciplinary approach by fostering close working relationship with other departments to render quality services. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES
: Mr. Mokhopa Tel No: (012) 451 9107

APPLICATIONS
: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE
: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE
: 12 February 2021

POST 03/54
: CHIEF OCCUPATIONAL THERAPIST REF NO: TDHS/A/2021/04

Directorate: District Health Services - Rehabilitation

SALARY
: Grade 1: R466 119 per annum plus service benefits
Grade 2: R532 959 per annum plus service benefits

CENTRE
: Tshwane District Health Services

REQUIREMENTS
: Appropriate degree in Occupational Therapy, Current registration with HPCSA,
Grade 1: Minimum of 10 years’ experience working as an Occupational Therapist after registering with HPCSA, Relevant experience in management of personnel and financial management. Valid code 8/10 driver’s license.

Grade 2: Minimum of 5 years’ experience working as a Chief Occupational Therapist after registering with HPCSA. Relevant experience in management of personnel and financial management. Valid code 8/10 driver’s license. Other Skills: Knowledge of working in the community-based setting, computer literate, good Communication skills, interpersonal skills. Knowledge in relevant policies, protocols and guidelines. Must be Proactive, innovative and a team player.

DUTIES
: Render occupational therapy service in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng department of Health. Provide overall management, supervision and control of allocated staff servicing Tshwane District area to ensure smooth service delivery. Implement and contribute to the proper utilization of allocated financial and physical resources. Compile monthly, quarterly and annual rehab team reports, stats, and other administrative duties for rehab unit and submit to the rehab sub-district coordinator. Establish good working relationship with other stake holders within the district e.g Mental Health, NGO’s, Organizations for people with disabilities etc. Provide community-based Rehabilitation with the focus on Health promotion, prevention and community interventions. Participate in continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plans. Attend management meetings and Rehab forums. Perform all other allocate duties as delegated by Supervisor/Manager.

ENQUIRIES
: Mr Lawrence Shirimane Tel No: (012) 451 9026 / 071 673 6793

APPLICATIONS
: Application documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lilian Ngoyi Street, Pretoria, 0001.

NOTE
: Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE
: 12 February 2021
POST 03/55: CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: TDHS/A/2021/15 (X8 POSTS)
Directorate: X-Ray

SALARY: Grade1: R466 119 – R517 326 per annum (including benefits)

CENTRE: Tshwane District Health Services

REQUIREMENTS: National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Radiography. Minimum of 5 (five) years experiences as a Diagnostic Radiographer after registration with the Health Professions Council of South Africa. Current registration with HPCSA for 2020/2021. Experience in Digital Radiography and hands-on experience on Radiology Specialties in a Tertiary Institution: Knowledge of relevant Public service regulations, legislation, policies, acts and procedures. Computer literacy (MS Word, Ms. Excel). Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.

DUTIES: Render effective patient centered Radiography service for in-and out-patient in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in providing 24-hours radiography services in the hospital. Report to the Assistant Director: Radiography. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Perform record keeping, data collection; assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research project of the department. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES: Mr. Mokhopa Tel No: (012) 451 9107

APPLICATIONS: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE: 12 February 2021

POST 03/56: PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIVES) REF NO: TDHS/A/2021/06 (X6 POSTS)
Directorate: PHC

SALARY: Grade 1: R383 226 – R579 696 per annum. plus benefits

CENTRE: Tshwane District Health Services Sub-district 5,6,7

REQUIREMENTS: Matric/Grade12 and Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (Advanced midwifery and Neonatal nursing science) accredited with SANC in terms government notice no 212, with proof of current registration. Other Skills/ Requirements: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC. At least 1 year of the 4 years must be experience in a maternity unit. Must be willing to work shifts (Day and night)
DUTIES: Provide optimal and holistic specialized nursing care in accordance with the set standards and professional/legal framework. Execute duties and functions of an advanced midwife with proficiency in support of the aims and strategic objectives of the institution and within the prescripts of all applicable legislation. Maintain clinical competence and uphold principles of nursing care within the legal requirements. Participate in institutional and cluster perinatal morbidity and mortality meetings. Provide holistic nursing care to patients in a midwife obstetric unit in a cost effective, efficient and equitable manner. Lead a team of midwives and ensure ongoing education and staff training in PMTCT, BFHI, ESMOE, etc. Maintain accurate and complete patient records. Ability to work independently in all sections of the unit. Ensure implementation of maternity and neonatal guidelines and protocols. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality rates. Ensure and oversee the effective utilization of resources. Ensure the implementation of the National Regulated norms and standards and Batho Pele principles. Act as shift leader in the unit in absence of the unit manager and ensure compliance to professional and ethical practice. Demonstrate effective communication with patients, supervisors and other clinicians, including report. Participate in training, research, supervision and management of students and junior nurses.

ENQUIRIES: Dr. Mpho Moshime-Shabangu Tel No: (012) 451 9004
APPLICATIONS: Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE: Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

CLOSING DATE: 12 February 2021

POST 03/57: PROFESSIONAL NURSE SPECIALTY THEATER REF NO: TDHS/A/2021/07 (X1 POST)
Directorate: Nursing

SALARY: Grade 1: R383 226 - R444 276 per annum
CENTRE: Bronkhorstspruit Hospital
REQUIREMENTS: Basic qualification accredited with SANC. Registration with the South African Nursing Council and have valid SANC Receipt. The incumbent must have a post basic nursing qualification with the duration of at least 1 year accredited with SANC. At least 5 years of the period referred to must be appropriate/recognizable experience after obtaining the post basic qualification in relevant specialty. Valid South African ID/ and valid passport. Computer literacy. Knowledge of all legislation relevant to health care service.

DUTIES: The incumbent will work under direct supervision of the operational manager in his/ her area of allocation. The provision of nursing care according to the scope of practice of nurses for his/her category will be his/her responsibility. Adherence to the principles of nursing practice according to the scope of practice, all quality assurance standards as well as set rules and standards of nursing in his/ her area. Promotion of professionalism and leading by example by all times. Co-ordination of activities of other health team members. The incumbent will be a shift leader to the nursing team and relieving of the operational manger. Ensuring that all quality assurance standards and other health mandates are implemented during his/ her shift.

ENQUIRIES: Mr. Oupa Nama Tel No: (012) 451 9265
APPLICATIONS: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception or 01 Barney Hurwitz Avenue, Bronkhorstspruit District Hospital, Bronkhorstspruit, 1020.

NOTE: A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You must be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of
1993. Shortlisted candidates will be subjected to a physical interview and 149 practical skills assessments. No telephonic interview will be allowed. No faxed or emailed application will be considered.

CLOSING DATE : 12 February 2021

POST 03/58 : RADIOGRAPHER REF NO: TDHS/A/2021/16 (X83 POSTS)
Directorate: X-Ray

SALARY : Grade1: R317 976 - R361 872 per annum (including benefits)
CENTRE : Tshwane District Health Services
REQUIREMENTS : Three (3) years degree/diploma in diagnostic radiography (B.Rad/Nat Rad diploma). Proof of registration as independent practitioner and current registration as diagnostic radiographer. A minimum of three (3) years appropriate experience in diagnostic radiography after registering with HPCSA as independent practitioner must be post community service as required by the professional council and no experience is required. Excellent time management skills, written and verbal communication skills and report writing. Good interpersonal skills. Knowledge of public service legislations, 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.

DUTIES : Provide and participate in 24 hrs. High quality radiographic service and ultrasound services. Supervise community service workers and participate departmental quality assurance. Participate and facilitate in CPD as required by the HPCSA. Adhere to Batho Pele principles. National core standards, quality assurance and other public service policies and acts. Carry out duties delegated by the departmental management. Must be a team player within the department institution.

ENQUIRIES : Mr. Mokhopa Tel No: (012) 451 9107
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE : 12 February 2021

POST 03/59 : DIETICIAN REF NO: TDHS/A/2021/08
Directorate: Food Service Unit

SALARY : Grade 1: R317 976 per annum (plus benefits)
CENTRE : Bronkhorstspruit Hospital
REQUIREMENTS : BSc in Dietetics and registration with HPCSA as Dietician and Completion of Community Service year as required. Leadership skills, good communication skills, problem solving and conflict resolution.


ENQUIRIES : E Mr. Oupa Nama Tel No: (012) 451 9265
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception or 01 Barney Hurwitz Avenue, Bronkhorstspruit District Hospital, Bronkhorstspruit, 1020.
NOTE: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE: 12 February 2021

POST 03/60: PHYSIOTHERAPIST REF NO: TDHS/A/2021/09
Directorate: District Health Services – Bronkhorstspruit Hospital

SALARY: Grade 1: R317 976 per annum (Plus benefits)

CENTRE: Bronkhorstspruit Hospital

REQUIREMENTS: Bsc Physiotherapy degree/equivalent and experience of one-year post community service. Certificate of registration with HPCSA and current registration with HPCSA. Sound knowledge of clinical theory and practice, ethical professional conduct of physiotherapist at hospital setting. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Must be computer literate.

DUTIES: To provide Quality and effective Physiotherapy treatment to patients. To perform administration functions including legible, appropriate record keeping and assets securing. Facilitate health awareness campaigns. Participate in monthly ward rotation. Participate in mentorship of community service, students and scholars. To adhere to department and national core standards.

ENQUIRIES: Mr. Oupa Nama Tel No: (012) 451 9265

APPLICATIONS: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception or 01 Barney Hurwitz Avenue, Bronkhorstspruit District Hospital, Bronkhorstspruit 1020

NOTE: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE: 12 February 2021

POST 03/61: SOCIAL WORKER GRADE 1 REF NO: HRM 3/2021 (X1 POST)
Directorate: Social Work

SALARY: R257 592 - R298 614 per annum (Plus Benefits)

CENTRE: Sterkfontein Psychiatric Hospital

REQUIREMENTS: A Recognized four-year degree in social work. Registration with the SA Council for Social Services Profession and the proof of current registration. Knowledge/Experience regarding Health Care Social Work will be an added advantage. Applicant must be able to function within a multi-disciplinary team. Applicant be willing to rotate between different wards in the hospital. A driver's license is compulsory.

DUTIES: Render comprehensive health care Social Work Services incorporating case and group work to patients and their next of kin. Render Social Work Service in a mental health setting. Participate in community work and projects when needed. You would be required to act as a link between the patient and relevant community resources. Function as a member of a multi-disciplinary team. Administrative accountability through keeping statistics and effective record keeping as prescribed. Liaison and networking with community resources. Study, interpret and apply relevant legislation, policies and protocols, engage in communion’s profession development activities. You will be required to attend ward rounds, conduct home visits, as sees home circumstances and provide feedback to the multi-disciplinary team. Must demonstrate basic computer literacy as a support tool to enhance service delivery. Must demonstrate Social Work values and the Principles of Human Right and Social Justice. Must have a basic understanding of the Mental Health Care Act.

ENQUIRIES: Ms. R. Reddy Tel No: (011) 951-8298

APPLICATIONS: Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE: Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE: 12 February 2021 Time: 12h00
POST 03/62: COMMUNITY LIAISON OFFICER REF NO: TDHS/A/2021/10 (X2 POSTS)

Directorate: HIV/AIDS/STI & TB (HAST)

SALARY: R257 508 – R303 339 per annum (plus benefits)

CENTRE: Tshwane District Health Services

REQUIREMENTS: A degree in Health and Social Science. A minimum of 3 years working experience within the HAST environment. Good communication skills. Computer literacy. Ability to function under pressure. A valid Driver’s license.

DUTIES: Provide technical support and mentoring for facility-based community Health Workers (CHWs) and those placed at DoH funded NPO’s (HTS and Hospices). Ensure that allocated targets are met. Liaise with WBCT teams’ 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 Program meet the set objectives. Coordinate and conduct outreach campaigns according to the health calendar in collaboration with other 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 Tshwane Sub-Districts. Monitor and conduct support visits to DoH funded HTS NPO’s on monitoring of budget and program compliance. Compile and submit reports (monthly, quarterly and annually) for the HTS, HTA, NPO Claim and Monitoring tool reports. Identify training needs for CHWs. Conduct in-service training to capacitate CHWs. Lead and form NPO forum meeting at a sub-district level.

ENQUIRIES: Mrs W Moripe Tel No: (012) 451 9022 / 9043

APPLICATIONS: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, 1st Floor Reception.

NOTE: Application must be submitted on Z83 form, obtainable from any Public Service Departments. Certified copies of all required documents must be attached. No copy of copy.

CLOSING DATE: 12 February 2021

POST 03/63: RISK MANAGEMENT OFFICER REF NO: HRM 3/2021 (X1 POST)

Directorate: Risk Management and Internal Control

SALARY: R257 508 per annum (Level 07) (Plus Benefits)

CENTRE: Sterkfontein Hospital

REQUIREMENTS: Grade 12 and National Diploma NQF 6/Degree NQF6/7 IN Internal Auditing, Accounting or Finance with one (1) year experience in the relevant field, or Grade 12 with three to five (3-5) years’ experience in the relevant field. Knowledge and understanding of the Public Finance Management Act, Treasury Practice Notes, Supply Chain Management. Knowledge of auditing standards. Computer literacy (MS Office-Excel, Word and PowerPoint). Good Communication Skills both written and verbal, Good Interpersonal relation skills.

DUTIES: Coordinate and facilitate the Audit process both External and Internal. Track, update and monitor audit action plans. Scheduling of entry meetings. Conduct regular internal control assessment in all units. Conduct and consolidate quarterly Key control in all units and report to management. Strengthen the institutional administrative capacity by proving information, guidance, assistance and training on Internal Control Assist management to collate and consolidate documentation in preparation for the Audit Committee Meetings from relevant managers. Assist management in reviewing administrative procedure, internal controls throughout the institution. Examining all findings and recommendations by the Internal Audit and Auditor General relating to control and necessary, intervening to ensure prompt implementation of corrective measures.

ENQUIRIES: Mr. B.H. Shuping Tel No: (011) 951-8349

APPLICATIONS: Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE: Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE: 12 February 2021 Time: 12H00
POST 03/64 : ADMIN OFFICER FMU REF NO: HRM 2/2021 (X1 POST)
Directorate: Administration

SALARY : R257 508 per annum (Level 07) (Plus Benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Grade 12 with a minimum of 3 years’ experience in a Facility Department or Degree/Diploma in Facility/Building/Project Management with a minimum of 2 years’ experience in Facility Management. Driver’s Licence. Knowledge of PFMA, OHSA, GIAMA, and Government Policies which include SCM processes and any other prescripts. Knowledge of e-Maintenance System, Building Maintenance and Regulations. Computer skills, planning and organising skills, problem solving and coordinating skills. Supervision skills, Communication skills (written and verbal) and the ability to work under pressure.

DUTIES : Implement Policy guidelines, norms and Standards according to regulatory frameworks. Conduct Building Inspections. Ensure maintenance of statutory services. Manage onsite contractors and liaison with all stakeholders. Ensure equipment are fully functional i.e. Main Kitchen equipment, air conditioning, fire equipment and etc. Verify calls logged on E-maintenance System. Scrutinize/verify specifications from DID and report any findings to FMU Manager. Implement maintenance Policy. Order day to day maintenance material. Draft specifications for small works in accordance to client’s request. Supervise staff and handle administration functions within the Unit inclusive of Grounds Division. Attend meetings, compile reports, motivations and submissions. Compile action plans for all FMU related findings.

ENQUIRIES : Mr. K. Modisane Tel No: (011) 951-8252
APPLICATIONS : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
NOTE : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
CLOSING DATE : 12 February 2021 Time: 12H00

POST 03/65 : OCCUPATIONAL THERAPY ASSISTANT/TECHNICIAN (OTA/OTT) REF NO: TDHS/A/2021/12
Directorate: District Health Services - Rehabilitation

SALARY : Grade 1: R210 567 per annum (plus benefits)
CENTRE : Tshwane District Health Services
REQUIREMENTS : Diploma in OTA/OTT. Current Registration with the Health Professional Council of South Africa as an Occupational Therapy Technician/Assistant. Valid driver’s licence. Grade 2: 5 years’ experience working as Occupational Therapy Assistant/Technician. A valid code 8/10 drivers licence. Other Skills: Excellent communication skills, verbal and written. Good interpersonal relations.

DUTIES : Rendering Occupational Therapy Assistant/Technician services in the district under the supervision of an Occupational Therapist that complies with norms and standards as indicated by the Health Department. Provide community Occupational therapy assistant/technician services with the focus on health promotion, prevention and intervention. Issuing of wheelchairs. Participate in outreach/home visits and campaigns, ECI screening and treatment. Work in multidisciplinary team within the primary health care or community health care facilities. The candidate must have better understanding of quality assurance audit tools, national rehabilitation policy and National Core Standards. Complete stats and annual and monthly reports. Attend and participate in monthly Occupational therapy meetings, CPD presentations as well as other meetings held within the clinic or other stakeholders.

ENQUIRIES : Mr Lawrence Shirimane Tel No: (012) 451 9026/071 673 6793
APPLICATIONS : Application documents must be submitted to Tshwane District Health Services, Fedsure building, 268 Lillian Ngoyi street, Pretoria.
NOTE : Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached. No copy of a copy.
CLOSING DATE : 12 February 2021
ARTISAN REF NO: TDHS/A/2021/13

SALARY: R173 703 per annum (plus benefits)

CENTRE: Bronkhorstspruit Hospital

REQUIREMENTS:
Grade 10 or equivalent qualifications. An appropriate Trade Test Certificate. 2 years’ experience A Valid Driver’s License. The offer is based on recognition of experience after Trade Test certificate (Proof of recognized experience must be attached). Knowledge of Public Service Regulations, Occupational Health and Safety Act of 1993 and other relevant Legislations. Skills planning and organizing, verbal and written communication and computer literacy skills. Supervising skills. Advance analytical thinking, interpretation and decision-making skills.

DUTIES:
Administer safe keeping of relevant technical documentation, undertaking job assessments. Perform specific task as required by the hospital. Determine material requirements. Validate availability of tools and material before commencing. Validate that job requisitions are signed off and handed back. Ensure that areas where to work has been carried out are left clean. Keeping record of the job cards and follows up on outstanding work. Report on schedules. Make inputs to specifications. Draw up maintenance schedules. Record keeping of maintenance schedules. Provide support to Tradesman Aid. Undertake research and literature studies. Apply research findings in the work environment. Assist with budgeting and expenditure control. Apply code of conduct. Supervising and training subordinates.

ENQUIRIES:
Mr. Oupa Nama Tel No: (012) 451 9265

APPLICATIONS:
Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception or 01 Barney Hurwitz Avenue, Bronkhorstspruit District Hospital, Bronkhorstspruit 1020

NOTE:
Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE:
12 February 2021

ASSISTANT MANAGER NURSING REF NO: STDH/00033 (X1 POST)

Directorate: Nursing

SALARY: R173 703 – R204 612 per annum plus benefits

CENTRE: Sizwe Tropical Disease Hospital

REQUIREMENTS:
Grade 12/Standard 10. Basic Qualification in terms of Government Notice 425 i.e. Degree/Diploma in General Nursing or equivalent qualification that allows registration with SANC. Minimum of eight (8) years recognized experience in general Nursing after registration with SANC as a professional Nurse. At least 3 years of the period referred to the above must be recognizable experience at management level. Experience in quality improvement of clinical services and Quality Assurance environment. Qualification/certificate in Quality Management will be an added advantage. Strategic planning, project management, policy analysis and development, financial management. Computer literacy. A valid Driver’s license. Comprehensive knowledge and understanding of National Health Act, Norms and Standards, Ideal Clinic Systems, Quality Assurance Framework, Accreditation and Certification Systems, Infection Prevention Control standards and Assessment Methods. Quality Assurance and Quality Improvement Initiatives, Health Information System’s and Indicator Development, Relevant legislation, Risk Management. Conceptual, analytical and creative thinking, evidence-based report writing. Exceptional analytical and interpretation skills. Innovative and self-driven. The ability to work under pressure and meet deadlines. Excellent planning and organizing skills. A high level of ethical conduct and integrity. Good presentation skills. Project Management skills as well as report writing skills, people management skills, intersectoral collaboration and engagement with the internal and external stakeholders.

DUTIES:
Ensure quality in the institution including undertaking quality improvement activities. Develop strategies/plans, provide leadership in the development of quality improvement plans and Standard Operating Procedures (SOP). Provide strategic leadership for the Quality Directorate in the institution towards the realization of the set strategic goals and objectives. Coordinates, investigation, management and reporting of complaints and patients Safety Incidences in the institution. Ensure compliance to IHRM in the institution and
implementation thereof. Participate in Ethics committee and facilitate trainings on Quality assurance and professional code of conduct. Participate clinical audit. Serve on institutional committee for selected institutional clinical audit projects, PSI, DPOS and PEC. Coordinate provision of and compliance to National and Provincial Clinical Guidelines. Provide initiative to improve Clients satisfaction, Advocate for and ensure the promotion of Quality Assurance activities. Monitor the implementation of policies, protocols, guidelines, programmes, practices and procedures pertaining to Quality Improvement Plans and SOP’s. Collate and analyze data to establish trends and patterns in health care effectiveness. Utilize information technology and other management information systems to manage Quality Assurance and improve service delivery. Support the institution efforts towards reducing the transmission of COVID -19. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Market and coordinate Service Excellence Awards for the institution. Conduct patient Experience of Care Surveys and share results with relevant stakeholders. Ensure that monthly internal audits are conducted in clinical areas and compliance with Norms and Standards. Participate in some Hospital committees as delegated.

ENQUIRIES

APPLICATIONS

Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

NOTE

To be submitted on a NEW completed and signed Z83 form, certified copies of qualifications and ID not older than six months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE

12 February 2021

POST 03/68

ADMINISTRATION CLERK REF NO: STDH/00034 (X1 POST)

Directorate: Nursing Administration

SALARY

R173 703 – R204 612 per annum plus benefits

CENTRE

Sizwe Tropical Disease Hospital

REQUIREMENTS

Grade 12 or equivalent. Computer literacy certificate. Qualification in Office Administration or Public Management and experience in administration environment will be an added advantage. Excellent telephone etiquette and interpersonal skills. Knowledge on minutes taking and document management skills. Basic knowledge of financial and costing management or administration, report writing skills, stock control and management. Knowledge of policies, procedures and Acts of public service administration Must be able to work with the public and other stakeholders, internally and externally. High level of reliability, confidentiality and professionalism. Must be willing to rotate and able to work under pressure. Must be able to perform record management and document electronic filing.

DUTIES

Administration procedures related to Nursing administration. Registration and release of documents from the office. Ensure effective and correct flow of information and documents to and from the responsible office. Perform all relevant administration duties allocated by the manager. Provide administrative support in the clinical and nursing department. Compile, type and distribute correspondence, reports and documents. Attend meetings and take minutes as approved by the manager. Receive and consolidate reports from various clinical and Nursing departments. Screen and transfer telephone calls and handle enquiries from internal and external clients.
vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE : 12 February 2021

POST 03/69 : STAFF NURSE REF NO: STDH/00035 (X2 POSTS)
Directorate: Nursing

SALARY : R171 381 – R192 879 per annum plus benefits
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 12/Matric with two year Enrolled Nurse certificate that allows registration with the South African Nursing Council (SANC) as Enrolled nurse. Proof of current registration with the South African Nursing Council as Enrolled Nurse. Experience as a Nurse will be an added advantage. Good communication skills, basic writing skills, ability and good interpersonal skills. Knowledge of nursing care processes and procedures, Quality assurance, patients experience of care, patients’ safety, infection control and other relevant legal frame works e.g. Ideal Hospital Realization. Good ethical practice and caring attitude.

DUTIES : Ensure safe and effective clinical nursing practice. Ensure effective implementation of Standard Operating Procedure (SOP) to ensure rendering Quality Nursing Care to patients. Ensure that the Nursing Standards are upheld and maintained. Ensure effective communication according to hierarchy. Ensure optimal utilization of resources. Demonstrate basic understanding of nursing procedures. Demonstrate basic understanding of the legislative framework protocols, policies governing the Public Service. Ensure that the national core standards (Ideal Hospital Realization) are maintained and upheld. Maintain professional growth /ethical standards and self-development.

ENQUIRIES : Ms BM Rikhotso Tel No: (011) 531 – 4304/ 4302
APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE : To be submitted on a NEW completed and signed Z83 form, certified copies of qualifications and ID not older than six months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE : 12 February 2021

POST 03/70 : ENROLLED NURSE REF NO: HRM 4/2021 (X3 POSTS)
Directorate: Nursing Services

SALARY : R171 381 - R192 879 per annum (Plus Benefits)
CENTRE : Sterkfontein Psychiatric Hospital
REQUIREMENTS : Grade 12 or equivalent qualification. Certificate as Enrolled Nurse. Current registration with the South African Nursing Council. Must have passion for nursing Psychiatric patients. Ability to be a team player, good interpersonal and communication skills. Able to handle pressure. Knowledge of the Nursing Act, National Core Standards, Ideal Hospital Framework, and Public Service Regulation, Patients’ Rights Charter, Batho Pele Principles and other legislative frame. Working with psychiatric patients will be an added advantage.

DUTIES : Assist with activities of daily living (maintain hygiene, provide nutrition, and assist with mobility and elimination processes). Provide elementary clinical care. Measure, interprets and record vital signs, administration of oral medical and injections under direct Supervision of a Registered Nurse. Escort patient for clinical investigations when required. Conduct health education and other group activities for patients. Participate in Infection Prevention and control activities and other Hospital Committees. Report and record patient incidents as per Hospital Protocols. Maintain professional conduct as required by the Public Service Code of Conduct and SANC. Attend in Service Training as required. Relieve in other wards, when necessary.

ENQUIRIES : Ms. M. Sono Tel No: (011) 951-8202
APPLICATIONS : Sterkfontein Psychiatric 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: 12 February 2021 Time: 12H00

POST 03/71: HEALTH PROMOTER MAMELODI UBUNTU CLINIC AND SOSHANGUVE CHC 3 REF NO: TDHS/A/2021/14 (X2 POSTS)
Directorate: Health Promotion

SALARY: R145 281 - R171 138 per annum (Level 04)
CENTRE: Tshwane District Health Services
REQUIREMENTS: Grade 12 with proven community work experience. Valid drivers license. Other Skills / Requirements: The candidate should be an excellent communicator and public speaker. Should be able to speak the local languages. Be able to write reports.

DUTIES: Give health education and public talks at a Health Facility and in various community settings e.g. Schools, churches and community halls. Facilitate community dialogues on healthy lifestyles. Establish physical activity groups in the community. Implement community projects and campaigns. The candidate should be willing to work on public holidays, weekends and after hours.

ENQUIRIES: Mr. M. Masubelele Tel No: (012) 451 9047
APPLICATIONS: Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE: 12 February 2021

POST 03/72: ENROLLED NURSING ASSISTANT GRADE 1 REF NO: HRM 1/2021
Directorate: Nursing Services

SALARY: R132 525 - R149 163 per annum (Plus Benefits)
CENTRE: Sterkfontein Psychiatric Hospital
REQUIREMENTS: Grade 12, or equivalent qualification. Certificate as Enrolled Nursing Assistant and current registration with the South African Nursing Council (SANC). Passion for working with mentally ill patients. Ability to work within a team and independently. Good interpersonal and communication skills. Knowledge of National Core Standards, Public Service Regulations, Batho-Pele Principles, Regulation and Patients’ Rights Charter. Previous Psychiatric experience will be an added advantage.

DUTIES: Provide elementary Nursing Care by assisting patients with activities of daily living: i.e. maintaining good hygiene, nutrition, maintaining good sleep, measure and record vital signs. Assist with the preparation of patients, diagnostic, surgical, and other medical procure, Escort patients for clinical procedures. Participate in the Health Education groups and other Multi-disciplinary team programs as delegated by the Supervisor. Maintain Professional Conduct as required by the Public Service Code of Conduct and S.A.N.C. Attend In-Service Training and self-development Courses. Participate in Hospital committees as required. Report and record of activities as per Nursing Prescripts. Preferably male Nurses of any race, to meet equity and address the needs of the patients.

ENQUIRIES: Ms. M.M. Sono Tel No: (011) 951-8202
APPLICATIONS: 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: 12 February 2021 Time: 12H00

POST 03/73: LAUNDRY AID REF NO: ODI/19/01/2021/01

SALARY: R102 534. per annum (plus benefits)
CENTRE: Odi District Hospital
REQUIREMENTS: Grade 9 or Abet level 4 with 2 years’ experience working in the hospital laundry, ability to read and write, Good communication skill, ability to work under
pressure, be able to work shifts including weekends and public holidays. Motivation must be attached as proof of working experience.

DUTIES: Sorting, counting of soiled linen and clean linen, offloading and loading of the truck, preparation of washing, ironing, folding of linen, collecting and delivering of clean linen to the different wards including stock taking, cleaning of laundry surface and working area by following standard operating procedure. Ensure that laundry equipment’s and adequate suppliers are properly maintained, and any other duties as delegated by the supervisor. Adhere to Occupational Health and Safety requirements.

ENQUIRIES: Ms. Dantjie Karabo Tel No: (012) 725 2442

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 updated 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: 12 February 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. Christinah Molubi Tel No: 011 355 2606

CLOSING DATE: 12 February 2021

MANAGEMENT ECHELON

POST 03/74: CHIEF DIRECTOR: CORPORATE SERVICES REF NO: REF/007824

Directorate: Corporate Services

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

CENTRE: Johannesburg


DUTIES: Identify support and develop strategies that will promote improvement of Human Resource Management successfully. Effectively manage human resource Directorate. Interact with the relevant chief directors and directors, departments, public and private stakeholders regarding the improvement of Human Resource Management. Identify support and develop strategies that will promote improvement of Information Communication Management Services successfully. Manage the provision of legal advice services. Ensure goals and objectives of Communication Services are reached with quality service and economically. Formulate communication strategies. Determine the most effective work procedures and methods to achieve the Directorate’s goals and objectives. Monitor the implementation of office administration and facilities. Ensure effective allocation and utilization of resources of security, office administration and auxiliary services Directorate.

ENQUIRIES: Ms. Christinah Molubi Tel No: 011 355 2606

NOTE: To access the SMS pre-entry certificate course and for further details, please click on the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. For more information regarding the course please visit the NSG website: https://www.thensg.gov.za. 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 03/75 : CHIEF DIRECTOR: CORRIDOR COORDINATION REF NO: REFS/007831
Directorate: Corridor Coordination

SALARY : R1 251 183 – R1 495 956 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An undergraduate qualification in General Management / Public Management / Human Resource Management (NQF Level 7) as recognized by SAQA. SMS Pre-entry Certificate. 5 years’ experience in a Strategic Management environment at a senior management level in the Corporate Service environment in the Public Service. A valid driver’s license. Knowledge: Detailed understanding of Operations Management, Social Cohesion and Nation Building and Inter-Governmental Relations. Knowledge of wide range of work procedures and or processes such as Public Sector operations, Strategy Partnerships, IDP processes, Service Delivery Models, Drafting of service level agreements (SLA), Memorandum of understanding (MOU). Skills: Decision making, Leadership, Negotiations, Financial management, Planning and organizing, People management, Problem and conflict management, Stakeholder management, Verbal and written communication, Report writing, Relationship management, People management, Project management.
DUTIES : Identify support and develop strategies that will promote improvement of service delivery within the Arts and Culture and Sport and Recreation core programmes in communities, successfully. Manage the implementation of sport development and talent identification and sport and community recreation programmes Implementation of school sport, arts and culture programmes. Manage activities that promote social cohesion and stakeholder liaison and technical inter-governmental relations in the Corridors. Provide regular reports to line and strategic managers. Monitor heritage and museums structures. Formulate, identify support and develop strategies that will promote improvement. Formulate partnerships with Municipalities.

ENQUIRIES : Ms. Christinah Molubi Tel No: 011 355 2606
NOTE : To access the SMS pre-entry certificate course and for further details, please click on the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. For more information regarding the course please visit the NSG website: https://www.thensg.gov.za. 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 03/76 : DIRECTOR: RISK AND INTEGRITY MANAGEMENT REF NO: REFS/007826
Directorate: Risk and Integrity Management

SALARY : R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
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. Monitor implementation of internal audits, auditing systems contributing to the improvement of departmental operational management tools by assessing audit outcomes. Oversee the implementation of business continuity plan.

Establish and maintain integrity management services.

ENQUIRIES: Ms. Christinah Molubi Tel No: 011 355 2606

NOTE: To access the SMS pre-entry certificate course and for further details, please click on the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. For more information regarding the course please visit the NSG website: https://www.thensg.gov.za. 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 03/77: DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: REFS/007827

Directorate: Human Capital Management

SALARY: R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package)

CENTRE: Johannesburg


DUTIES: Develop and implement policies, procedures and guidelines to ensure effective and compliance HRM, HRD, EHWP and ER processes. Develop and implement human resources strategy. Monitor organizational functionality and effective changes where necessary. Render advice to management on HIV/AIDS and EAP trends within the Department. Develop, implement and coordinate employee wellness programs including HIV / AIDS. Implement capacity development programs including induction and orientation program. Effective co-ordination and implementation of performance management system. Implement learnership and internship program. Develop and implement Human Resource Delegations. Develop an effective retention strategy. Manage the organizational design of the Department.

ENQUIRIES: Ms. Christinah Molubi Tel No: 011 355 2606

NOTE: To access the SMS pre-entry certificate course and for further details, please click on the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. For more information regarding the course please visit the NSG website: https://www.thensg.gov.za. 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

POST 03/78: SENIOR LEGAL ADMINISTRATIVE OFFICER: MR-6 (OSD) REF NO: REFS/007828

Directorate: Legal Support Services

SALARY: R763 212 - R1 140 828 per annum (all-inclusive package)

CENTRE: Johannesburg

REQUIREMENTS: The successful candidate should have a Matric plus Bachelor’s Degree in Law (NQF Level 7) / LLB Degree or equivalent qualification in Law and must be admitted to practice as an advocate or attorney. At least 8 years post qualification legal experience. Valid driver’s license. Knowledge: Public Service Act; Public Finance Management Act; Promotion of Administrative Justice Act; Promotion of Access to information Act; Knowledge of SACR related
legislations administered by the department and its entities and their application to the SACR; Understanding of South African laws and regulations; Knowledge of and exposure to constitutional law, administrative law, and other laws applicable in the Public Service environment. Skills: Excellent communication (written and verbal); Excellent interpersonal skills; Exceptional organizing and planning skills; Ability to work independently; Excellent time management; Innovative; Problem solving, and results orientated; Attention to detail and computer literacy.

**DUTIES**

Provide accurate and easily comprehensive legal comparative studies of policies; Facilitate co-operation in the domain of regulatory policy making, with the state law advisor office, entities, industry stakeholders. Provide legal advice in order to raise legal issues, in particular for the Department / Government. Represent legal interested the department in the fields of copyright, intellectual property. Monitor legislature processes affecting the department. Attend hearings, committee discussions and other events at the Gauteng Legislature. Draft legal opinion and legal policy reports; Liaise with SACR entities, State Law Advisor office and partner departments and organizations on SACR legal matters; Draft and edit regulatory policy documents for the Department. Conduct legal and regulatory policy research; Analyze proposed regulatory policies and evaluate the effects and validity of existing policies and report findings in relation to current and future policy outcomes of the Department.

**ENQUIRIES**

Ms. Christinah Molubi Tel No: 011 355 2606