ANNEXURE I

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

OTHER POSTS

POST 04/95 : HEAD CLINICAL UNIT GRADE 1
Directorate: Integrated Clinical Dentistry

SALARY : R1 728 807 – R1 834 890 per annum (all inclusive)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Current registration with HPCSA, as a Specialist with MDent degree in Prosthodontics and a minimum of 3 years’ appropriate experience as Dental Specialist in Prosthodontics after registration with the HPCSA. Proven work experience in teaching and training of undergraduate and postgraduate (MDent and other master’s students) students, particular in Integrated Training of Dental students in Clinical and Theoretical Subjects. Working experience in Integrated Curriculum Development, Curriculum Assessment Curriculum Monitoring and Evaluation. Experience in Academic, Clinical Administration and Management at Senior Managerial Level. Experience in Research including publications atleast has published 5 articles in Peer Review DHET Accredited Journals. Presentation of Papers /Abstracts at Conferences. At least presented 2 papers international/Local Conferences.


ENQUIRIES : Prof SJH Hendricks Tel No: (012) 521 4800
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to SMU SOHS Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Pretoria, 0001. The Institution reserves the right to not to make any appointment. Persons with disabilities are encouraged to apply.

FOR ATTENTION : Ms Pretty Rangoato
NOTE : Kindly attach certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. 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 encouraged to apply. Note: Additional, the level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.

CLOSING DATE : 19 February 2021

POST 04/96 : MEDICAL SPECIALIST – GRADE 1 REF NO: EHD2021/02/01 (X1 POST)
Directorate: Mental Health
Re-Advertisement

SALARY : Grade 1: R1 106 040 - R1 173 900 per annum (all-inclusive remuneration package)
CENTRE : Ekurhuleni District Health
REQUIREMENTS : MBBCh / MBChB plus FC Psych or MMed (Psychiatry). Registration with HPCSA as medical specialist and proof of current registration. Appropriate experience in Clinical Psychiatry and Mental Health. Grade 1: Less than 5 year appropriate experience as a medical Specialist after registration with the HPCSA as Medical specialist in a normal Speciality. Driver’s License is essential.

DUTIES : Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the District including assessment, treatment and monitoring of psychiatric patients. Development and implementation of evidence–based clinical protocols and guidelines. Partake in clinical audits. Implement and monitor
adherence to national core standard (norms and standards). Rendering of afterhours services including weekends (commuted overtime). Provide outreach to facilities/services in the catchment area including, but not restricted, to participation in the multidisciplinary team discussions of patients in surrounding hospitals’ psychiatric wards and provision of mental health care and support to patients in those wards. Completion of relevant medico-legal documents timeously and reduce medical litigation by exercising good clinical ethos. Liaise with referral centers for patients who need further care and investigations. Training of undergraduate students and other health care professionals. Supervision and training of Psychiatric registrars and medical officers. Represent the University of Wits’ Department of Psychiatry in hospital and university committees. Initiate own research and supervision of postgraduate research. Assist the Ekurhuleni Mental Health Care Unit address issues of equity and quality of services in previously disadvantaged areas. Assist the Ekurhuleni Mental Health Care Unit participate in the development of a comprehensive mental health service at all levels of care in the District so as to ensure that mental health services are available and accessible to the community as close to their homes as possible. Adopt and implement the principles of Batho Pele.

ENQUIRIES

APPLICATIONS

ENQUIRIES : Dr K.S Maaroganye Tel No: (011) 876 1717/063 607 3796
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

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

CLOSING DATE : 19 February 2021

POST 04/97

POST 04/97 : MEDICAL SPECIALIST GRADE 1 – GRADE 3 REF NO: EHD2021/02/02 (X1 POST)
Directorate: Family Medicine
Re-Advertisement

SALARY

SALARY : Grade 1: R1 106 040 - R1 173 900 per annum (all-inclusive remuneration package

CENTRE

CENTRE : Ekurhuleni Health District

REQUIREMENTS

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Family Physician (medical specialist). Grade 1 less than 5 year appropriate experience as a medical Specialist after registration with the HPCSA as Medical specialist in a normal Speciality. Current proof of registration with the HPCSA as a medical practitioner. Postgraduate degree in family medicine (MMed. fammed). Basic medical degree (MBCHB or equivalent). Teaching experience. Experience in health management, transformation and willingness to make a difference in the district health services. Joint appointment with department of Family Medicine University of the Witwatersrand (Wits) as a lecturer. Driver’s License is essential. Recommendations: Experience in district health service and general medical/family practice, PHC, HAST, EBM and current protocols. Clinical skills in terms of consultation, history taking, examination, clinical assessment, management procedures. Professional attitude, communication skills, ethics in relation to patients/families/community, referrals, consent for treatment, management, team work ability, medical records keeping. Willingness to
work/participate in outreach programmes in any PHC facility in the district service.

**DUTIES**

Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervising health care professionals through integrated programmes. Participate in 24-hour PHC services including Medico-legal and EMS. Improve clinical skills, protocols & guidelines usage and referrals in accordance with National and Provincial strategy. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the provision of CPD/CME activities for medical officers, nurses, interns and community service doctors in the district. Support/participate in the development of district research projects.

**ENQUIRIES**

Dr S Agbo. Tel No: (011) 878 8548 / Cell: 079 877 4845

**APPLICATIONS**

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

**NOTE**

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**

19 February 2021

**POST 04/98**

**MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2021/02/03 (X2 POSTS)**

Directorate: Mental Health
Re-Advertise

**SALARY**

Grade 1: R821 205 - R884 670 per annum (All inclusive remunerative package)
Grade 2: R938 964 - R1 026 693 per annum (All inclusive remunerative package)
Grade 3: R1 089 693 - R1 362 366 per annum (All inclusive remunerative package)

**CENTRE**

Ekurhulenu Health District

**REQUIREMENTS**

Basic medical degree (MBBCH or equivalent) and currently registered with the Health Professionals Council of South Africa (HPCSA) as a Medical practitioner. Post graduate diploma/degree in Mental Health/Psychiatry or relevant additional experience working in Mental Health /Psychiatry will be an advantage. **Grade 1:** Less than 5 years appropriate experience as a Medical Officer after registration with HPCSA. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Officer after registration with HPCSA. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Officer after registration with HPCSA. Driver’s License is essential. Recommendations: Experience working in district health services (including in clinics). Experience in general medical practice, mental health care, PHC, HAST, EBM and use of current clinical protocols. Requisite clinical skills include consultation, history taking, examination, clinical assessment, management procedures and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, team work ability, good medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service. Competency Profile: Appropriate treatment of mental health conditions to prevent relapse. Ability to refer patients, make recommendations, provide
DUTIES
Support the provision of PHC services in the Community Health Centers, clinics and District hospitals within the district health services (DHS) by providing optimal mental health care, mentoring and supervision of health care professionals through integrated approach programmes. Participate in 24hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Give caregivers skills to manage patients optimally. Assist the facility in ensuring that it has adequate and correct medication for service users. Support the development of the Mental Health/Psychiatry in the district and participate in academic teaching and learning Mental Health, Family medicine & PHC units in the district. Support the training and the CPD/CME activities for nurses, intern and community services doctors in the district. Support/participate in the development of district research projects. Perform any other duties delegated by Supervisor/Manager.

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
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
19 February 2021

POST 04/99
ASSISTANT DIRECTOR THERAPEUTIC, DIAGNOSTIC AND OTHER RELATED ALLIED HEALTH PROFESSIONALS GRADE 1 REF NO: EHD2021/02/04 (X1 POST)
Directorate: Rehabilitation

REQUIREMENTS
A bachelor’s degree or equivalent qualification in Speech and Audiology, Speech Therapy, Optometry, Physiotherapy, Occupational Therapy, Podiatry. Appropriate Qualification/BSc. degree in Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Therapy or Audiology / both (dual) which allows you to register with HPCSA or relevant professional body. Approximately 8 years’ experience as independent practitioner of which 5 years must be appropriate experience in management (Chief/ Therapeutic Coordinator). Good communication, report writing and problem-solving skills. Valid registration with HPCSA or relevant professional body. Knowledge in the relevant policies, protocols and guidelines. Relevant experience in management and Primary Health Care services. Valid driver’s license is essential. Must possess ability to work under pressure. Computer literacy (power point and Microsoft excel). Must be proactive, innovative and independent leader. Driver’s License is essential.

DUTIES
Provide leadership at Ekurhuleni Health District and management of Allied Rehabilitation Services. Give input and ensure adherence to District, provincial
and national legislation. Implement and contribute to the proper utilization of allocated financial and physical resources. Submission of weekly, monthly, quarterly and annual Rehab reports, stats and other administrative duties to District and Provincial managers for Rehab services. Establish good working relationship with other stakeholders within the District E.g. Mental Health, NGO's, Organisation for People with Disability, etc. Coordinate and ensure health promotion, prevention and community intervention activities are rendered in the District. Ensure continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plan for the rehab unit. Attend all relevant meetings at District and Provincial levels. Provide support to the Sub District Rehab services.

ENQUIRIES
Dr M.E Tipoy Tel No: (011) 876 1802

APPLICATIONS
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
19 February 2021

POST 04/100
PROFESSIONAL NURSE (ADVANCED MIDWIFERY AND NEONATAL)
REF NO: EHD2021/02/05
Directorate: Primary Health Care

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

CENTRE
Ekurhuleni Health District (NSDR)

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 (Advanced Midwifery and Neonatology. Grade 1: less than 09 years relevant experience as a Specialty Nursing after registration with SANC. Grade 2: At least 10 years but less than 19 years relevant experience as a Professional Nurse after registration with SANC.

DUTIES
Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal frame work. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards. Knowledge of all relevant mother and child policies, guidelines and protocols. Perform any other duties delegated by Supervisor.

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
19 February 2021

POST 04/101
PROFESSIONAL NURSE (ADVANCED MIDWIFERY AND NEONATAL)
REF NO: EHD2021/02/06
Directorate: Primary Health Care

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

CENTRE
Ekurhuleni Health District (ESDR)

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 (Advanced Midwifery and Neonatology Grade 1: less than 09 years relevant experience as a Specialty Nursing after registration with SANC. Grade 2: At least 10 years but less than 19 years relevant experience as a Professional Nurse after registration with SANC.

DUTIES
Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal frame work. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards. Knowledge of all relevant mother and child policies, guidelines and protocols. Perform any other duties delegated by Supervisor.

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
19 February 2021

POST 04/102
PROFESSIONAL NURSE (ADVANCED MIDWIFERY AND NEONATAL)
REF NO: EHD2021/02/07
Directorate: Primary Health Care

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

CENTRE
Ekurhuleni health district (SSDR)
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 (Advanced Midwifery and Neonatology Grade 1: less than 09 years relevant experience as a Specialty Nursing after registration with SANC. Grade 2: At least 10 years but less than 19 years relevant experience as a Professional Nurse after registration with SANC.

DUTIES

Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal frame work. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards. Knowledge of all relevant mother and child policies, guidelines and protocols. Perform any other duties delegated by Supervisor.

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

19 February 2021

POST 04/103

PROFESSIONAL NURSE (SPECIALITY NURSING) PAEDIATRICS REF NO: REFS / 007513 (X1 POST)

Directorate: Human Resource Management

SALARY

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

CENTRE

Sebokeng Hospital

REQUIREMENTS

Basic R425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Registration with SANC as Professional Nurse and proof of current registration. A post basic nursing qualification with duration of at least 1 year, accredited with the SANC as a specialty in Paediatric. A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Less 1 year form experience for candidates appointed from outside the Public Service after complying with registration requirements.

DUTIES

Provision of quality clinical nursing care in area of specialty within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.

ENQUIRIES

Deputy Director S.J.K. Sejeng Tel No: (016) 930 3302

APPLICATIONS

Applications should be posted to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng. Online applications cannot be accommodated due to system challenges.

NOTE

Applications must be submitted on Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. The completed documents and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID document (no copies of certified
copies allowed. Certification should not be more than 6 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE: 19 February 2021

POST 04/104: PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFERY) REF NO: PWH/PNS/03/21
Directorate: Nursing Department

SALARY: R383 226 – R444 276 per annum (plus benefits)
CENTRE: Pretoria West District Hospital
REQUIREMENTS: Grade 12 with basic R425 (diploma/degree in nursing) accredited with SANC in terms of Government Notice 425 or equivalent qualification that allows registration with SANC as Professional Nurse. Post Basic Nursing Qualification (Advanced Midwifery and Neonatal Nursing Science) accredited with SANC in terms of Notice no: 212, with proof of current registration. A minimum of four (4) years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC. At least one (1) year of the four (4) years must be experience in Maternity Unit. Must be willing to work shifts (Day and night). Competencies: Understanding of performance management development system and training, Quality Assurance and management of workplace discipline. Ensuring that Batho Pele Principles are adhered to. Good verbal and written communication skills.

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 an 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: Ms. NL Madiba Tel No: (012) 380 1206
APPLICATIONS: All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
NOTE: Applications must be 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 CV specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: If any discrepancies found, services will be terminated with immediate effect.

CLOSING DATE: 19 February 2021

POST 04/105: CLINICAL NURSE PRACTITIONER (PHC) REF NO: EHD2021/02/08
Directorate: Primary Health Care

SALARY: Grade 1: R383 226 – R444 276 per annum (plus benefits)
Grade 2: R471 333 - R579 696 per annum (plus benefits)
CENTRE: Ekurhuleni Health District (NSDR)
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 year’s relevant experience as a Clinical Nurse Practitioner after registration with SANC.

DUTIES: Provision of optimal holistic specialized nursing clinical care with set standards and within a professional/legal frame work. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards.

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: 19 February 2021

POST 04/106: CLINICAL NURSE PRACTITIONER (PHC) REF NO: EHD2021/02/09

Directorate: Primary Health Care

SALARY: Grade 1: R338 226 – R444 276 per annum (plus benefits)
Grade 2: R471 333 – R579 696 per annum (plus benefits)

CENTRE: Ekurhuleni Health District (ESDR)

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 year’s relevant experience as a Clinical Nurse Practitioner after registration with SANC.

DUTIES: Provision of optimal holistic specialized nursing clinical care with set standards and within a professional/legal frame work. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards.

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: 19 February 2021

POST 04/107: CLINICAL NURSE PRACTITIONER (PHC) REF NO: EHD2021/02/10
Directorate: Primary Health Care

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

CENTRE:
Ekurhuleni Health District (SSDR)

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 year’s relevant experience as a Clinical Nurse Practitioner after registration with SANC.

DUTIES:
Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal frame work. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards.

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: 19 February 2021

POST 04/108: PROFESSIONAL NURSE (PSYCHIATRY NURSING) REF NO: EHD2021/02/11
Directorate: Mental Health
Re-advertisement

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 (Post- Basic Psychiatry Nursing Science). **Grade 1**: less than 09 years relevant experience as a Specialty Nursing after registration with SANC. **Grade 2**: At least 10 years but less than 19 years relevant experience as a as a Specialty Nursing after registration with SANC. Driver's License is essential.


ENQUIRIES: Ms J. Jallal Tel No: (011) 876 1717

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: 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: 19 February 2021

POST 04/109: LECTURER PND 1/2 PROFESSIONAL NURSE – SIMULATION AND SKILLS LABORATORY REF NO: L/S/S/02/2021 (X1 POST)

Directorate: Nursing Education and Training

SALARY: PND1: R383 226 per annum (plus benefits)  
PND2: R471 333 per annum (plus benefits)

CENTRE: Rahima Moosa Campus

REQUIREMENTS: PND1 minimum of 4 years appropriate/recognizable Nursing experience after being registered as a Professional Nurse. PND2 minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience in Nursing Education. Have the following qualifications: Grade 12, Diploma or degree in General Nursing and Midwifery or R.425; Degree in Nursing Education and Nursing Administration; Diploma in Critical Care OR Operating Theatre OR Trauma and Emergency. Have a minimum of 2 years appropriate clinical experience in one of the clinical specialities. Clinical teaching or Nursing Education experience will be an added advantage. Registered with the SANC. Have proof of Computer literacy (Word, PowerPoint, Excel). Have a code 8 Drivers' License. Excellent communication skills. Excellent mechanical/technical skills to competently maintain and use equipment in a simulation and skills laboratory. Familiarity with physiological monitoring systems, infant incubators, ventilators, and other common medical device systems.

DUTIES: Oversee the functioning and scheduling of the Skills Labs and the High-Tech Simulation Lab. Collaborate with lecturers to provide for consistent and relevant student learning experiences to meet their programme and clinical objectives. Design, develop, implement and evaluate scenarios, simulated
learning activities and educational material for all programmes in collaboration with the lecturers. Maintain and operate the simulation lab to include troubleshooting and working with information technology personnel, etc. Provide simulation training and practice for lecturers. Assist lecturers with skills and simulation activities and in establishing and revising the critical elements for performing clinical skills. Ensure supervision of students in the lab, maintaining safe practices and abiding by all established policies and procedures for the lab. Contribute to the evaluation of students during skills and simulation activities. Provide assistance to students upon referral for remediation. Maintain appropriate inventory of supplies, linen and equipment for each lab and foster use of same in a fiscally responsible manner. Monitor and perform routine minor maintenance and repair on all lab equipment, to ensure all equipment is maintained in good working order. Support the development of the programmes objectives, curriculum, policies, and assure fulfilment of standards of the SANC and CHE. Develop and implement policies and guidelines for the labs. Maintain a policies and procedures manual for the labs. Maintain supervised scheduled lab hours as necessary according to student schedules. Maintenance of records. Provide input for budget preparation regarding equipment, supplies and materials. Have and implement a sound knowledge of all applicable current legislation. Continuing education in Nursing education as well as own speciality. Comply with Infection Prevention and Control measures as well as OHS.

ENQUIRIES: Mrs J Gassi Tel No: (011) 247-3345-3300, Mr AT Tsoke Tel No: 011 247 3321

APPLICATIONS: All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109 Human Resource Department

NOTE: All applications must be submitted with new Z83 form CV and certified copied should not be older than six months State all your competencies, training and knowledge in your CV. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNPC). Incomplete applications or applications received after the closing date will not be considered.

CLOSING DATE: 19 February 2021 at 12:00

POST 04/110: DIETICIAN GRADE 1 REF NO: EHD2021/02/12 (X2 POSTS)

Directorate: Mental Health
Re-Advertisement

SALARY: R317 592 per annum (plus Benefits)

CENTRE: Ekurhuleni Health District

REQUIREMENTS: Four year degree in Dietetics. Registration with the Health Professional Council of Southern African as a Dietician (proof of current registration must be attached). Experience in community mental will be an advantage. Knowledge and experience in nutrition and implementation of INP. Good communication skills (verbal and written), computer skills (e.g. Microsoft Office etc.), good interpersonal skills and human resource management skills. Ability to work independently and in a team, in changing environment and under pressure. Good financial management skills and knowledge of PFMA. Knowledge of mental health legislations and related legal and ethical practices. Must have a valid driver’s license.

DUTIES: General nutritional management for mental health care users. And other patients in the allocated facilities. Provide technical support and training for the successful implementation of INP. Implement and monitor nutrition and mental health related policies, protocols and guideline. Monitor nutrition and mental health indicators and produce quality reports for the allocated mental health NGOs and clinics. Order and maintain adequate supplies of nutritional stock and ensure effective stock control measures. Participate in planning, implementation, monitoring and evaluation of the programme according to prescribed policies, protocols and guidelines. Collaborate with relevant
programmes, departments and stakeholders for mental health and nutrition activities. Provide support to District Mental Health and Nutrition Managers and other mental health and nutrition related activities.

ENQUIRIES : Dr K S Maaroganye Tel No: (063) 607 3796
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 : 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 : 19 February 2021
POST 04/111 : OCCUPATIONAL THERAPISTS GRADE 1 REF NO: EHD2021/02/13 (X6 POSTS)
Directorate: Mental Health
Re-Advertisement

SALARY : R317 592 per annum (plus Benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENT : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Occupational Therapist. Registration with the HPCSA (current proof of registration must be attached). One year relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Experience in community service mental health OT services will be an advantage. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public service Act and Regulations. Good communication, interpersonal, Computer literacy, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Knowledge of various physical conditions and their impact on function, experience in running psychosocial groups, problem-solving capacities, and seating (intermediate and advance recommended). Driver’s License is essential.

DUTIES : Provision of Occupational Therapy service to all users, as well as designated outreach areas per schedule to comply with the Norms and standards of the Department. Work within multidisciplinary team. Assessment for issuing of assistive devices. Conduct assessment audits to all licensed NGOs quarterly. Ability to identify training needs then train NGO managers and care givers. Participate in health promotion, disability awareness campaigns as per health calendar. Administration submission of monthly statistics, records of assessments and escalate to management early, attends meetings and give feedback. Ability to collaborate with other stake holders in the community.

ENQUIRIES : Dr K. Maaroganye Tel No: (011) 876 1717
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 : 19 February 2021

POST 04/112 : SOCIAL WORKER -GRADE 1 REF NO: EHD2021/02/14 (X9 POSTS)
Directorate: Mental Health
Re-Advertisement

SALARY : R257 592 – R298 614 per annum (plus Benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Bachelor's Degree in Social work. Registration with the South African Council for Social Service Professions (SACSSP) as a Social worker. Registration with the SACSSP (proof of current registration to be attached). The applicant to have less than 10 year's relevant experience as a Social Worker. Applicant must be in possession of a valid South African driver's license. Knowledge of Mental Health legislation and related legal and ethical practices, PFMA and Public Service Act and Regulations. Good communication, interpersonal, computer literacy, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills.

DUTIES : Provision of Social work services regarding care, support and development of vulnerable individuals, groups, families and communities through relevant Programs. To render designated outreach service as well as participate in Crises intervention within the District. Conduct assessment audits and support to all licensed NGOs and Substance abuse Centre's. Participate in yearly Adjudication for non-compliant NGOs. To perform administrative functions required of the job. Ensure regular Mental Health training in the facilities within the District. Participate in admissions, transfers and placements of users to relevant institutions for rehabilitation, treatment and care.

ENQUIRIES : Dr K S Maaroganye Tel No : (063) 607 3796
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 : 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 : 19 February 2021

POST 04/113 : ADMINISTRATIVE OFFICER REF NO: EHD2021/02/16 (X1 POST)
Directorate: Primary Health Care

SALARY : R257 508 - R303 339 per annum (plus benefits)
CENTRE : Ekurhuleni Health District Brakpan and Benoni Clinic
REQUIREMENTS : Grade 12 Certificate or equivalent qualification with minimum of 5 years’ experience in patient administration or National diploma/degree in
administration with 3 years’ experience in patient administration. Must have knowledge in record keeping and filling. Good communication skills. Computer certificate is essential. Driver’s license is essential.

**DUTIES**
Perform administrative duties, relating to client’s records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting times in the facility. Compliance to ideal clinic and national core standard. Ensure availability of stationary in the facility. Provide secretariat services in the facility. Assist with preparations and retrieval of booked clients’ files for facilitation of booking system. Ordering of stock and other consumables. Write memos, letters and any other documents as requested by Supervisor. Manage and support staff services in the facility. Perform all other duties delegated a Supervisor/Manager.

**ENQUIRIES**
Ms. R. Sapie Tel No: (082) 476 6273

**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**
19 February 2021

**POST 04/114**
ADMINISTRATIVE OFFICER REF NO: EHD2021/02/17 (X1 POST)
Directorate: Primary Health Care
Re-Advertisement

**SALARY**
R257 508 - R303 339 per annum (plus benefits)

**CENTRE**
Ekurhuleni Health District

**REQUIREMENTS**
Grade 12 Certificate or equivalent qualification with minimum of 5 years’ experience in administration/office management. Knowledge of office management, computer literacy is essential. Good communication skills, decision making, planning, organizing and facilitating skills. Good interpersonal skills, report writing skill. Knowledge and understanding of legal framework of mental health services and PFMA. Ability to work independently, under pressure and in a team situation. Driver’s license is essential.

**DUTIES**
Recording of documentation in accordance with guidelines and instructions. Support the team to audit and verify users at respective NGO’s. Assisting new NGO to comply with departmental SLA and PFMA. Write basic submission, memo’s, minutes and reports. Record keeping. Liaise between queries from dr’s clinics or NGO’s to H.O.U and Coordinators. Assist HOD with doctors RWOPS, Travel claims and PMDS submission. Perform all other duties delegated by Supervisor/Manager.

**ENQUIRIES**
Ms J. Jallal Tel No: (011) 876 – 1717

**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**
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 : 19 February 2021

POST 04/115 : COMMUNICATION OFFICER REF NO: EHD2021/02/18 (X1 POST)
Directorate: Chief Director’s Office

SALARY : R257 508 – R303 339 per annum

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Grade 12 / Matric certificate. A three-year Bachelor’s Degree/National Diploma/equivalent NQF 6 in Communication, Public Relations, Journalism or marketing. At least five (3) years relevant experience in the government communication field. Knowledge in the communication fields of public relations, branding, marketing and media. Knowledge and application of policies governing the public service. Good communication (verbal and written), good interpersonal relations, organising and computer skills. Knowledge and experience in media relations, crisis communication management, events management, social media management and stakeholder relations. Ability to work under pressure and meet deadlines. A commitment to government objectives, policies and programmes. Must have a valid code 8 or 10 driver’s license. Must be computer literate (MS Excel and PowerPoint). Excellent time management, presentation, analytical and organizational skills. Good communication skills (verbal and non-verbal, report writing skills, negotiation, team building, problem solving, conflict resolution) and ability to work under pressure.

DUTIES : Develop and manage communication strategies and plans to implement internal and external communication systems. Develop and manage relations with District’s key publics/stakeholders. Manage media enquiries as well as write news stories to publish to the mainstream media and District’s and or departmental newsletter. Manage content on social media platforms. Draft and edit media statements, media enquiries responses and media articles. Manage the Institutions events, marketing and health promotion campaigns and other communication activities in line with the departmental annual health calendar. Perform any other relevant duties as delegated by the manager.

ENQUIRIES : Ms D. De Beer Tel No: (011) 878 8503

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 : 19 February 2021

POST 04/116 : PROFESSIONAL NURSE GRADE 1 – GRADE 3 REF NO: EHD2021/02/15 (X44 POSTS)
Directorate: Mental Health Services

SALARY : Grade 1: R256 905 – R297 825 per annum (plus benefits)
Grade 2: R315 963 – R362 865 per annum (plus benefits)
Grade 3: R383 226 – R485 475 per annum (plus benefits)

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. Current proof of registration with SANC. 
- Grade 1: Less than 10 years relevant experience after registration as Professional Nurse. 
- Grade 2: At least 10 years, but less than 20 years, relevant experience after registration as professional nurse. 
- Grade 3: 20 years and more relevant experience after registration as professional Nurse. 
- Driver’s license is essential. Experience in mental health, knowledge of legislations and related legal and ethical practices, PFMA, Public Service Act and Regulations. Good communication, interpersonal, computer literate, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills.

DUTIES:
- Providing quality Mental Health Services within a Clinic and NGOs. Providing educational Services. Providing Administration and management of human resources. Adherence to professional standards. Ensure availability of medical supplies.

ENQUIRIES:
Ms J. Jallal Tel No: (011) 876 1717

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: 19 February 2021

POST 04/117: OCCUPATIONAL THERAPY TECHNICIAN GRADE 1 REF NO: EHD2021/02/19 (X5 POSTS)
Directorate: Mental Health Services

SALARY:
R210 567 – R240 762 per annum

CENTRE:
Ekurhuleni Health District

REQUIREMENTS:
- Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as Occupational Therapy Technician. HPCSA registration certificate and current proof of registration with HPCSA as an Occupational Therapy Technician. Valid driver’s license is essential. Less than 10 years relevant experience after obtaining an appropriate qualification. Experience in community service mental health OT services will be an advantage. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public service Act and Regulations. Good communication, interpersonal, Computer literacy, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Knowledge of various physical conditions and their impact on function, experience in running psychosocial groups, problem-solving capacities and seating (intermediate and advance recommended)

DUTIES:
- Provision of Occupational Therapy service to all users, as well as designated outreach areas per schedule to comply with the Norms and standards of the Department. Work within multidisciplinary team. Assessment for issuing of assistive devices. Conduct assessment audits to all licensed NGOs quarterly.
Ability to identify training needs then train NGO managers and care givers. Participate in health promotion, disability awareness campaigns as per health calendar. Administration submission of monthly statistics, records of assessments and escalate to management early, attends meetings and give feedback. Ability to collaborate with other stake holders in the community.

**ENQUIRIES**
Ms J. Jallal Tel No: (011) 876 - 1717

**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**
19 February 2021

**POST 04/118**
**PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO:**
EHD2021/02/20

**Directorate:** Nigel Pharmacy

**SALARY**
Grade 1: R208 383 – R234 738 per annum (Plus benefits)

**CENTRE**
Ekurhuleni Health District

**REQUIREMENTS**
Appropriate Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post-Basic) Registration with the South African Pharmacy Council (SAPC) as a Post-Basic Pharmacist Assistant Proof of payment for current annual fees. Less than five (5) years appropriate experience after registration as a Pharmacist Assistant (Post Basic) with the SAPC.

**DUTIES**

**ENQUIRIES**
Ms. T. Burisch Tel No: (011) 878 – 8500

**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**
19 February 2021
POST 04/119  :  ENROLLED NURSE REF NO: E/N/02/2021 (X1 POST)
Directorate: Nursing Education

SALARY  :  R171 381 – R242 166 per annum
CENTRE  :  Rahima Moosa Nursing Campus
REQUIREMENTS  :  Grade 12 certificate. Qualifications that allow registration with SANC as a Staff Nurse (Enrolled Nurse). Current registration with SANC as an Enrolled Nurse. Grade 1: Minimum of 2 years appropriate Experience after registration as an Enrolled Nurse within an ICU or Operating Theatre. Competencies/Knowledge: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal principles. Knowledge of the care of equipment e.g. ventilators, monitors, intubation equipment, nursing equipment. Knowledge of hygiene and disinfection practices. Good communication skills, interpersonal skills, elementary Writing skills and ability to function as part of a team. Basic computer skills will be an added advantage.

DUTIES  :  Work under supervision as part of the team responsible for the simulation and skills labs. Plan and implement with the supervisor and lecturers for students to utilize the simulation and skills labs. Implement hygiene and disinfection processes to ensure the simulation and skills labs are maintained appropriately and safely. Ensure that all equipment is cleaned and ready for use by the lecturers and students. Implement processes for the storage and control of all equipment, linen and supplies. Plan with the supervisor for the maintenance and repair of equipment and machinery. Work with the ICT to prepare the skills and simulation labs for training. Maintain safe practices and abide by all established policies and procedures for the lab.

ENQUIRIES  :  Mrs J Gassiep Tel No: (011) 247-3345-3300, Mr AT Tsoke Tel No: 011 247 3321
APPLICATIONS  :  All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109 Human Resource Department.

NOTE  :  All applications must be submitted with new Z83 form CV and certified copied should not be older than six months State all your competencies, training and knowledge in your CV. Driver’s license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.

CLOSING DATE  :  19 February 2021 at 12:00

POST 04/120  :  AUXILIARY WORKER (MORTUARY) REF NO: AWM/CMJAH/2021
Directorate: Logistics

SALARY  :  R102 534.per annum (plus benefits)
CENTRE  :  Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS  :  A minimum of ABET qualification or grade 10 qualification or equivalent qualification. Knowledge: of a limited range of working procedure in respect of Mortuary Services working environment and elementary duties such as: equipment, cleaning, health and safety measures, planning and organising. Skills. Be able to read and write. Basic numeracy, literacy, good communication skills, Problem solving skills. Ability to perform routine tasks and Basic interpersonal relationship skills. Be prepared to work under pressure and 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. The following will be an added advantage: Grade 12 with 2- 5 years’ experience in mortuary services, Knowledge of Batho Pele principles, Six Ministerial Priorities and driver’s license.

Assist undertakers to remove the bodies from the fridges or storage room. Clean mortuary pans and equipment using chemicals. Assist FPS to identify and remove corpses from storage room. Assist the appointed undertaker to identify and remove bodies from the fridges for pauper’s burial. Check room temperatures in the cold storage regularly. Adhere to internal working procedures and policies. Wear PPE at all times. Take instructions from the supervisor.

**ENQUIRIES**
Mrs. P. Maruping Tel No: (011) 488 3915

**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 Females, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

**CLOSING DATE**
19 February 2021

**POST 04/121**
LAUNDRY WORKER REF NO: LW2/ CMJAH/2021

**CENTRE**
Johannesburg Provincial Laundry

**REQUIREMENTS**
A minimum of ABET qualification or grade 10 qualification or equivalent qualification. Knowledge: of a limited range of handling of laundry equipment, working procedure in respect of laundry working environment and elementary duties such as: courier service, planning and organising skills: Basic numeracy, literacy, good communication, ability to perform routine tasks and Basic interpersonal relationship skills. Be prepared to work under pressure and 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.

**DUTIES**
To collect, sort and count soiled and clean linen. Wash, iron, press, fold, pack, and dispatch linen back to clients. Clean working and surrounding areas. Assist in other areas when needed.

**ENQUIRIES**
Mr. HP. Van Zyl Tel No: (011) 484 2627

**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**
19 February 2021