ERRATUM: DEPARTMENT OF HEALTH (For Medical Supplies Depot):
kindly note that the post of Assistant Manager with Ref No: MSD2021/0201
advertised in Public Service Vacancy Circular 05 dated 12 February 2021, was
advertised with the wrong salary notch, the correct salary notch is R897 936 –
R1 042 095 per annum (All inclusive remunerative package)

OTHER POSTS

POST 06/147: HEAD CLINICAL UNIT/ASSOCIATE PROFESSOR/SENIOR LECTURER
REF NO: UPOHC/MFOS/0006/2021
Directorate: Maxillo-facial and Oral Surgery

SALARY: R1 728 807 – R1 834 890 per annum (All-inclusive)
CENTRE: University of Pretoria Oral Health Centre
REQUIREMENTS: Appropriate qualification that allows registration with HPCSA as a dental
specialist in a normal specialty or recognized sub-specialty. A minimum of three
years after registration with HPCSA as a dental specialist in a normal dental
specialty or recognised sub-specialty. Recommendations Previous experience
in clinical teaching at post graduate level. Good interpersonal and
communication skills. Exposure to a Maxillofacial and Oral Surgery
subspecialty such as Oncology and Craniofacial Surgery will be an added
advantage.

DUTIES: Co-ordination and active involvement in undergraduate and postgraduate
teaching. Conducting research in the department. Co-ordination of
postgraduate student’s education and their research outputs. Candidate will
participate in patient care, monitoring and evaluation of Oral and Maxillofacial
services. Candidate will be expected to carry out administrative and managerial
duties within the department. Overtime duties are compulsory. Actively involved
in all teaching platforms of the department/ school of dentistry.

ENQUIRIES: Prof M Mabongo Tel No: (012) 319 2678
APPLICATIONS: Quoting the relevant reference number. Direct applications must be delivered
to Ms I Swart, Human Resources Management at Louis Botha A Building,
Room 1-28, Dr Savage Road, Riviera, Pretoria or PO Box 1266, Pretoria, 0001,
Tel No (012) 301 5705.

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

CLOSING DATE: 05 March 2021

POST 06/148: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: TDHS/A/202/18
Directorate: Supply Chain Management
Re-advertisement

SALARY: R733 257 – R863 748 per annum (Level 11)
CENTRE: Tshwane District Health Services
REQUIREMENTS: A recognized 3 years Bachelor’s degree or National Diploma in Public
Management/Supply Chain Management or equivalent qualification with at
least 10 years experience in Supply Chain management of which 5 years must
be on an Assistant Director level. Experience in SCM is a critical requirement.A
valid Driver’s License, knowledge of all Acts governing your work area: Supply
Chain Management practice note, Public note, Public Service Act, 1994,
Preferential procurement Policy Framework Act, Public Finance Management
Act, 1999, Broad Based Black Economic Empowerment Act, Public Finance
Management Act, Treasury Regulations, Supply Chain Management

**DUTIES:**
To manage the provisioning of effective and efficient Demand and Procurement Plans. Supply and Contracts Management Services in the District. Coordinate and consolidate SCM demand plan, monitor the use of Centralized Supplier Database. Facilitate the establishment of BID Committees. Establish Asset Management Committees, develop and monitor District register. Facilitate monthly reconciliation and reporting and develop a credible Loss Control Register. Provide effective and efficient logistics services. Manage District Warehouses. Provide effective and efficient records management and Registry Services in the Unit. Ensure that the team/section produces excellent work in terms of quality/quantity and timelines. Ensure timeously development of job description and implementation of Work Plans. Manage daily employee performance. Ensure timely performance assessment of all subordinates. Ensure Management, and safekeeping of assets.

**ENQUIRIES:**
Mrs L Moru Tel No: (012) 451 9210

**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 not older than 6 months of all required documents must be attached. No copy of a copy. Should you not hear from us within 3 months after the closing date, please conconsider your application unsuccessful. NB: Please note that people who previously applied are encouraged to re-apply.

**CLOSING DATE:**
05 March 2021

**POST 06/149:** AREA MANAGER – ASSISTANT MANAGER (SPECIALTY) REF NO:
REFS/226841 (X1 POST)
Directorate: Johannesburg District Health Services

**SALARY:** R614 991 per annum (Plus Benefits)

**CENTRE:** Sub District D Office – JHB Health District

**REQUIREMENTS:**
A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years; appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management; Leadership, organizational, decision making and problem solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy and a driver’s license will be an added advantage.

**DUTIES:**
To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the facility. Promote patient advocacy and ensure that all clinics adhere to the Batho Pele principles and quality priorities. Be able to develop contacts, build & maintain a network of professional relations in order to enhance service delivery. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facilities. Facilitate provision of a comprehensive package of service at PHC level and ensure that
the unit adheres to the principles of Batho Pele. Ensure effective implementation of service and quality Assurance Program etc. ensure compliance with clinical protocol, norms and standards Compliance requirements and ensure effective achievement on ministerial priorities, ideal clinic compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinics function within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly and annual reports. Manage and implement COVID19 guidelines. General administration duties and management soft skills is mandatory.

ENQUIRIES : Ms. M. Mazibuko Tel No: (011) 984 4120
APPLICATIONS : must be submitted to: JhbHealth.DistrictJobApplications@gauteng.gov.za
NOTE : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Applications received after closing date will not be accepted. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.

CLOSING DATE : 05 March 2021
POST 06/150 : ASSISTANT MANAGER NURSING (SPECIALTY): (PN-B4) REF NO: CHBAH 356 (X1 POST)
Directorate: Orthopaedic
SALARY : R614 991 - R692 166 (per annum)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualifications in Medical and Surgical Nursing Science (Orthopaedic Nursing). At least three (3) years of the period referred to above must be appropriate/recognize experience at management level.
DUTIES : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment).

ENQUIRIES : Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pinville, 1808. No faxed or emailed applications will be considered.
NOTE : Applications must be submitted on a new Z83 form and must completed in full,
obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks - Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE : 05 March 2021

POST 06/151 : OPERATIONAL MANAGER NURSING SPECIALTY: (PN-B3) REF NO: CHBAH 357 (X1 POST)

Directorate: Opthalmology

SALARY : R562 800 - R633 432 per annum

CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing Science (Operating Theatre Nursing). Competencies: Leadership, ward Management/Administration, planning, Organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care.

DUTIES : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework.

ENQUIRIES : Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital.
NOTES

Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

CLOSING DATE

05 March 2021

POST 06/152

OPERATIONAL MANAGER (OPHTHALMOLOGY) REF NO:
ODI/10/02/2021/04

SALARY

R562 800 per annum (plus benefits)

CENTRE

ODI District Hospital

REQUIREMENTS

Basic R425 (i.e. Diploma/Degree in nursing) qualification or equivalent qualification that allows registration with SANC as a Professional Nurse. Diploma/Degree in Nursing Management will be added as an advantage. A post basic nursing qualification in Ophthalmological Nursing Science with a duration of at least 1 year, accredited with SANC. Diploma/ Degree in Nursing Administration will be added as an advantage. Registration with SANC as Professional Nurse. Proof of current registration with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Ophthalmology after obtaining the 1-year post-basic qualification. Knowledge: Knowledge of nursing care processes and procedures, nursing status and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and Safety Act.

DUTIES

Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practices by the nursing team (Unit) in accordance with the scope of practice and nursing standards are determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multidisciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time, and that junior colleagues to ensure proper nursing service unit. Display a concern for patients, promoting advocating facilitating proper
treatment and care including awareness and willingness to respond to patients needs requirements and expectations (Batho Pele). Able to develop contracts, build and maintain a network of professional relations to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. To act on behalf of the area manager and be able to work shifts.

ENQUIRIES : Ms. EP Ntsie Tel No: (012) 725 2304
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

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

CLOSING DATE : 12 March 2021

POST 06/153 : OPERATIONAL MANAGER NURSING (SPECIALITY): (PN-B3) REF NO: CHBAH 358 (X1 POST)
Directorate: Acute Care Surgery Unit

SALARY : R562 800 - R633 432 (per annum)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH
REQUIREMENTS : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing Science (Critical Care - Nursing-General). Competencies/knowledge/skills: Leadership, ward Management/Administration, planning, Organizing, coordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients.

DUTIES : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment.

ENQUIRIES : Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be
immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE : 05 March 2021
POST 06/154 : OPERATIONAL MANAGER SURGICAL WARD REF NO: HRM/2021/03 (X1 POST)
Directorate: Nursing

SALARY : R562 800 – R692 166 per annum (OSD Grading)
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government notice R425 (i.e Diploma/Degree in nursing) or equivalent that allows registration with the SANC as professional nurse. A minimum of seven years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. Sound interpersonal and good communication skills. Regulations and legislative framework. Computer literacy.

DUTIES : Deputize for area Assistant Managers in their absence and take charge of the hospital after hours, at night, during weekends and Public Holidays. Demonstrate basic understanding of Human Resource Policies and practices through effective implementation of PMDS, Disciplinary Code of conduct. Leave management and supply chain management procedures. Ensure effective and efficient coordination and integration of Quality specialized nursing care through compliance to Batho Pele principle.

ENQUIRIES : Ms S Mahlangu Tel No: (012) 841 8363
APPLICATIONS : Applications should be submitted at Mamelodi Regional Hospital, Human Resource Department, 19472 Serapeng Street, Tsamaya Road, Mamelodi
NOTE : The department of health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on Z83 form with a C.V certified copies of ID, SANC and qualifications to be attached certified copies should not be more than 6 months old). Notes: Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and employment verification) successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE : 05 March 2021
POST 06/155 : CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: SDHS/12/02/2021 (X1 POST)
Directorate: X-Ray Department

SALARY : R466 119 – R517 326 per annum (Plus Benefits)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : Recognised National Diploma or Degree in Diagnostic Radiography Qualification proof of original registration & Current registration with HPCSA as an independent Diagnostic Radiographer. Relevant three (3) years’ experience as an independent Diagnostic Radiographer. Experience in supervision of junior staff members. Computer skills, excellent time management skills, business communication skills, report writing and presentation skills, innovative, proactive and initiative in problem solving and decision making. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of
Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge of PFMA and relevant experience in Radiographic procedures, Quality Control and Record keeping processes is essential.

**DUTIES**

Manage the entire Radiography department and associated functions. Participate in providing 24-hour Radiographic services in the Clinic and District. Report to the relevant authority. Advise the management in Radiographic policy planning and implementation for service improvement. To supervise, develop, train and monitor the performance of the junior staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, National Core Standards and Ideal Clinic Realisation and Maintenance framework, Quality Assurance/Control and other Public Service policies and Acts. Manage conflict and implement corrective measures at all times. Strategically coordinate and delegate departmental activities and resources to achieve maximum productivity. Coordinate and Manage the referral pathways across the District. Liaise Radiography service related issues with other stakeholders (internal and external). Manage workflow in the entire department. Ensure timeous submission of monthly cost centre reports, budget expenditure and performance report to the manager. Must be a team player within the Clinic and District. Ensure recommended maintenance of the X-Ray equipment. Attend meetings and CPD trainings as prescribed. Perform and ensure that prescribed SAHPRA Quality Assurance protocols are adhered to. Management of allocated Human, Physical and Financial Resources. Perform any ad-hoc duties allocated by management.

**ENQUIRIES**

Ms. D. Ramoloi Tel No: (016) 950 6002

**APPLICATIONS**

Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.

**NOTE**

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

**CLOSING DATE**

05 March 2021

**POST 06/156**

OPERATIONAL MANAGER (MALE MEDICAL WARD) REF NO: ODI/10/02/2021/03

**SALARY**

R444 276 per annum (plus benefits)

**CENTRE**

ODI District Hospital

**REQUIREMENTS**

Basic R425 (i.e. Diploma/Degree in nursing) qualification or equivalent qualification that allows registration with SANC as a Professional Nurse. Diploma/Degree in Nursing Management will be added as an advantage. Registration with SANC as a Professional Nurse. Proof of current registration with SANC. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse. Knowledge: Knowledge of nursing care processes and procedures, nursing status and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and Safety Act.
DUTIES: Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practices by the nursing team (Unit) in accordance with the scope of practice and nursing standards are determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multidisciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time, and that junior colleagues to ensure proper nursing service unit. Display a concern for patients, promoting advocating facilitating proper treatment and care including awareness and willingness to respond to patients needs requirements and expectations (Batho Pele). Able to develop contracts, build and maintain a network of professional relations to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. To act on behalf of the area manager and be able to work shifts.

ENQUIRIES:

APPLICATIONS:

NOTE:

CLOSING DATE: 12 March 2021

POST 06/157: CLINICAL PROGRAM CO-ORDINATOR (PN-A6) REF NO: CHBAH 359 (X1 POST)
Directorate: Infection Control

SALARY: R444 276 - R500 031 (per annum)

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post basic qualification in Infection Prevention & Control. Current registration with the South African Nursing Council. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES: Demonstrate an in-depth understanding of legislation and ethical practices relating to public service, public health, nursing and other multidisciplinary health professions acts. Ensure that the multidisciplinary team complies to clinical standards and National Core Standards. Promote quality of health services as directed by the scope of practice of nursing and other different professionals. Demonstrate an understanding of HR and financial policies and practices. Supervise and evaluate quality of health services. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Preparedness to work shifts as the need arises. Demonstrate effective communication at all levels of service delivery.

ENQUIRIES:

APPLICATIONS:

NOTE:
obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE : 05 March 2021

POST 06/158 : CLINICAL NURSE PRACTITIONER (PNB1) GRADE 1 REF NO: SDHS/21/02/2021 (X1 POST)
Directorate: Mental Health

SALARY : R383 226 – R444 276 per annum (plus benefits)

CENTRE : Sedibeng District Health Services

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse with Psychiatry. 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). Registration with SANC as a Professional Nurse and proof of current registration. Experience: A minimum of 4 (four) years, appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Driver’s License is essential. Knowledge of relevant Mental Health policies, guidelines and protocols, 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 the Clinics. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Participate in training, research, supervision and management of students and junior nurses. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Take part in health promotion and illness prevention initiatives and assist in their evaluation. Empower individuals, groups and communities in adopting healthy lifestyles and self-care. Conduct support groups for users and family members. Create and maintain a complete and accurate nursing record for individual health care users. Demonstrate effective communication with patients, supervisors and other clinicians, including reports. Sign performance contract on annual basis. Perform any other duties delegated by Supervisor.

ENQUIRIES : Mr. N.A Mbele Tel No: (016) 950 6121

APPLICATIONS : Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand
deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.

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

CLOSING DATE: 05 March 2021

POST 06/159: PROFESSIONAL NURSE (SPECIALITY OPHTHALMOLOGICAL) REF NO: ODI/10/02/2021/01

SALARY: R383 226 per annum (plus benefits)
CENTRE: ODI District Hospital
REQUIREMENTS: Basic R425 (i.e., Diploma/Degree in nursing) qualification or equivalent qualification that allows registration with SANC as a professional Nurse. A post-basic nursing qualification in Ophthalmologcal Nursing Science with a duration of at least 1 year, accredited with the SANC. Registration with the SANC as a professional nurse. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least one year of the period referred above must be appropriate experience in eye services after obtaining one year post basic qualification in Ophthalmic Nursing Science. Certificate in Refraction Services will be added advantage.

DUTIES: Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Preform all ophthalmic nursing practices in accordance with the scope of practice and nursing standards are determined by the relevant health facility. Aimed at improving eye health and elimination of avoidable visual impairment and blindness, screening of all patient performing visual acuity. Assist optometrist with bookings and issuing of assistive devices. Promote eye health by teaching patients about proper eye care techniques. Effective utilization of resources participates in training and research. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisor, and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including awareness and care including willingness to respond to patients need, requirements and expectations (Batho-Pele). Maintain constructive working relations with other stakeholders and multi-disciplinary team.

ENQUIRIES: Ms. EP Ntsie Tel No: (012) 725 2304
APPLICATIONS: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

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

**CLOSING DATE** : 12 March 2021

**POST 06/160** : PROFESSIONAL NURSE (SPECIALTY PAEDIATRIC UNIT) REF NO: ODI/10/02/2021/02

**SALARY** : R383 226 per annum (plus benefits)

**CENTRE** : ODI District Hospital

**REQUIREMENTS** : Basic R425 (i.e., Diploma/Degree in nursing) qualification or equivalent qualification that allows registration with SANC as a professional Nurse. A post-basic nursing qualification in Paediatric Nursing Science with a duration of at least 1 year, accredited with the SANC. Registration with the SANC as a professional nurse. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing.

**DUTIES** : Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform all clinical nursing practices in accordance with the scope of practice and nursing standards are determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multidisciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial, or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting advocating facilitating proper treatment and care including awareness and willingness to respond to patients needs requirements and expectations (Batho Pele). Able to develop contracts, build and maintain a network of professional relations to enhance service delivery.

**ENQUIRIES** : Ms. EP Ntsie Tel No: (012) 725 2304.

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

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

**CLOSING DATE** : 12 March 2021

**POST 06/161** : LECTURER: POST GRADUATE DIPLOMA IN PERI OPERATIVE NURSING PND I/PND II

**PND I/PND II**

Directorate: Nursing Education and Training

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

**CENTRE** : Gauteng College of Nursing (Ga-Rankuwa Campus)

**REQUIREMENTS** : PND I: A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of four (04) years’ appropriate/recognition experience in nursing after registration as a Professional Nurse and Midwife with SANC. Post Basic Qualification Medical and Surgical Nursing Science: Operating Theatre Nursing registered with SANC. Master’s degree in Nursing, Midwifery, or busy studying for Master’s degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver’s licence. PND II: A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC).
as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of fourteen (14) years’ appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in Medical and Surgical Nursing Science: Operating Theatre Nursing registered with SANC. Master’s degree in Nursing or Midwifery or busy studying for Master’s degree in Nursing or Midwifery. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver’s licence.

**DUTIES**
Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students’ competency. Participate in research on Nursing Education. Develop, review and evaluate curricula. Exercise control over student nurses.

**ENQUIRIES**
Ms EM Sibiya Tel No: (012) 560-0448/50

**APPLICATIONS**
All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Campus Building or posted to Private Bag x830 Pretoria 0001 or apply online at www.gautengonline.gov.za

**NOTE**
Applications must be accompanied by a completed Z83, Comprehensive Curriculum Vitae (CV), certified copies of qualifications, Current SANC Annual Practising Certificate, Identity documents, salary advice and a valid driver’s licence. Non-RSA citizens/ permanent Resident permit holders must attach a copy of permanent Residence Permits to the applications. It is the applicant’s responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). Correspondence will be limited to shortlisted Candidates. If you have not been contacted in within three (03) months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants will be subjected to pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment the Employment Equity Plan of the Institution shall inform verification) the employment decision. It is the intension of the institution to promote equity (Race, gender and disability) through filling of this post. The institute on reserves the right not to appoint. NB! For assistance with online applications, please email your query to e-recruitment@gauteng.gov.za

**CLOSING DATE**
12 March 2021

**POST 06/162**
LECTURER: POST GRADUATE DIPLOMA (HEALTH SCIENCE RESEARCH AND HEALTH SCIENCE DYNAMICS) PND I/PND II
 Directorate: Nursing Education and Training

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

**CENTRE**
Gauteng College of Nursing (Ga-Rankuwa Campus)

**REQUIREMENTS**
PND 1: A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of four (04) years’ appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. A Post Basic Qualification in Midwifery and Neonatal Science, Medical and Surgical Nursing Science: Operating Theatre Nursing, Medical and Surgical Nursing Science: Critical Care Nursing-General, Child Nursing Science, Clinical Nursing Science, Health Assessment, Treatment and Care registered with SANC. Master's degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver’s licence. PND II: A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government
notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of fourteen (14) years’ appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year A Post Basic Qualification in Midwifery and Neonatal Science, Medical and Surgical Nursing Science: Operating Theatre Nursing, Medical and Surgical Nursing Science: Critical Care Nursing-General, Child Nursing Science, Clinical Nursing Science, Health Assessment, Treatment and Care registered with SANC. Master’s degree in Nursing or Midwifery. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver’s licence.

**DUTIES**

Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students’ competency. Participate in research on Nursing Education. Develop, review and evaluate curricula. Exercise control over student nurses.

**ENQUIRIES**

Ms EM Sibiya Tel No: (012) 560-0448/50

**APPLICATIONS**

All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Campus Building or posted to Private Bag x830 Pretoria 0001 or apply online at www.gautengonline.gov.za

**NOTE**

Applications must be accompanied by a completed Z83, Comprehensive Curriculum Vitae (CV), certified copies of qualifications, Current SANC Annual Practising Certificate, Identity documents, salary advice and a valid driver’s licence. Non-RSA citizens/ permanent Resident permit holders must attach a copy of permanent Residence Permits to the applications. It is the applicant’s responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). Correspondence will be limited to shortlisted Candidates. If you have not been contacted in within three (03) months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants will be subjected to pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment the Employment Equity Plan of the Institution shall inform verification) the employment decision. It is the intension of the institution to promote equity (Race, gender and disability) through filling of this post. The institution reserves the right not to appoint. NB! For assistance with online applications, please email your query to e-recruitment@gauteng.gov.za

**CLOSING DATE**

12 March 2021

**POST 06/163**

LECTURER: POST GRADUATE DIPLOMA IN MIDWIFERY PNDI/PND II (X1 POST)

Directorate: Nursing Education and Training

**SALARY**

PND I: R383 226 – R444 276 per annum (plus benefits)
PND II: R471 333 – R614 991 per annum (plus benefits)

**CENTRE**

Gauteng College of Nursing (Ga-Rankuwa Campus)

**REQUIREMENTS**

PND 1: A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of four (04) years’ appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. Post Basic Qualification in Midwifery and Neonatal Science registered with SANC. Master’s degree in Nursing, Midwifery, or busy studying for Master’s degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver’s licence. **PND II:** A
Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Proof of current registration with SANC. A minimum of fourteen (14) years’ appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in Midwifery and Neonatal Science registered with SANC. Master’s degree in Nursing, Midwifery, or busy studying for Master’s degree in Nursing or Midwifery. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver’s licence.

**DUTIES**: Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students’ competency. Participate in research on Nursing Education. Develop, review and evaluate curricula. Exercise control over student nurses.

**ENQUIRIES**: Ms EM Sibiya Tel No: (012) 560-0448/50

**APPLICATIONS**: All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Campus Building or posted to Private Bag x830 Pretoria 0001 or apply online at www.gautengonline.gov.za

**NOTE**: Applications must be accompanied by a completed Z83, Comprehensive Curriculum Vitae (CV), certified copies of qualifications, Current SANC Annual Practising Certificate, Identity documents, salary advice and a valid driver’s licence. Non-RSA citizens/permanent Resident permit holders must attach a copy of permanent Residence Permits to the applications. It is the applicant’s responsibility to have foreign qualifications evaluated by South African Qualifications (SAQA). Correspondence will be limited to shortlisted Candidates. If you have not been contacted in within three (03) months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants will be subjected to pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment the Employment Equity Plan of the Institution shall inform verification) the employment decision. It is the intension of the institution to promote equity (Race, gender and disability) through filling of this post. The institution reserves the right not to appoint. NB! For assistance with online applications, please email your query to e-recruitment@gauteng.gov.za

**CLOSING DATE**: 12 March 2021

**POST 06/164** : ASSISTANT DIRECTOR: HUMAN RESOURCES REF NO: HRM/2021/04 (X1 POST)

**CENTRE**: Mamelodi Regional Hospital

**SALARY**: R376 596 per annum (plus benefits)

**REQUIREMENTS**: An appropriate degree or diploma in Human Resource with 5 years relevant Human Resource experience. At least 3 years should be supervisory experience or Grade 12 certificate with 10 years supervisory experience in Human Resource as a HR Generalist. Knowledge and understanding of Public Service of the Persal system. Computer literate. Good written and advanced communication skills. Must have leadership, planning, organising and problem solving skills. Ability to work in a high volume and highly pressurized environment.

**DUTIES**: Lead and manage HR unit. Manage HR budget. Implement and interpretes policies directives and guidelines. Implement and maintain sound quality management system, including applicable legislations, policies, good practice and standard. Manage Recruitment & Selection processes. Provide training, guidance and support to HR staff and line Managers. Approve and quality assure all mandates and transactions related to appointments, transfers,
terminations, salary administration and management of conditions of service etc. Manage OSD appointments. Grade Progression for OSD and non OSD. Ensure that Persal related transactions and mandate Forwarded to Gauteng Department of Finance (GDF) are captured correctly. Manage staff Establishment and post filling. Draw up a Post filling plan. Policy and Procedure on Incapacity leave and Ill Health Retirement (PILIR) Provide strategic and operational Support to staff and line managers. Manage the Performance Management and Development system (PMDS) and the implementation thereof. Manage Labour Relations unit and Training unit. Compile and submit reports or any other HR related submissions. Manage HR related submissions. Manage audit queries. Manage and implement ORWOPS/ORW, Declaration of Financial Disclosures/e-Disclosures. Monitor Overtime and the capture of the authorization for overtime for Nursing, Admin & Support staff. Specimen signatures. Management of the payroll. (ESS & Manual) Develop and monitor Operational Plan for HR. Attend meetings.

ENQUIRIES : Mr MH Hlophe Tel No: (012) 841 8329
APPLICATIONS : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X 0032 P.O Box Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tshamaya Road and Serapeng Street, Mamelodi Regional Hospital.

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be competed fully on a Z83 form, CV, certified copies of all required documents of ID and qualifications not longer than six (6) months. If you did not hear from us within three months, consider your application unsuccessful. The hospital reserved the right to appoint. Successful candidates will be required to go under police clearance and physical verification at home affairs. The specific reference number must be quoted, failure to comply with the instruction will be disqualified applications from processed.

CLOSING DATE : 05 March 2021

POST 06/165 : PHYSIOTHERAPIST GRADE 1 REF NO: CHBAH 360 (X4 POSTS)
Directorate: Physiotherapy

SALARY : R317 976 per annum
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an independent practice Physiotherapist. No experience required after completion of community service in Physiotherapy as required in South Africa. Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Experience in a hospital setting will be an added advantage.

DUTIES : Render effective patient centred physiotherapy service for in- and out-patients in adherence to the physiotherapy scope of practice and health protocols. Carry out delegated duties. Develop protocols and SOP’s in line with the national and provincial strategies and monitor the implementation and compliance thereof in allocated section. Work with colleagues, relieve as and when the need arises, and work closely with the interdisciplinary team members. Perform weekend and public holiday duties in accordance with departmental protocols. Participate in student training, supervision and performance evaluation. Monitor proper utilization of allocated financial and physical resources. 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. Perform record keeping, data collection; assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders.

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

NOTE: Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE: 05 March 2021

POST 06/166: PROFESSIONAL NURSE: GENERAL (GRADE 1) REF NO: SDHS/2302/2021 (X23 POSTS)
Directorate: Mental Health
Re-Advertisement

SALARY: R256 905 – R297 825 per annum (plus benefits)
CENTRE: Sedibeng District Health Services
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 with Psychiatry. Registration with the SANC as Professional Nurse and proof of current registration. Grade 1: less than 10 years relevant experience as a Professional Nurse after registration with SANC. Driver’s license is essential. Current proof of registration with SANC. Interest 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:
Provide quality Mental Health Services within the NGOs and clinics. Conduct assessment audit and support to mental health NGOs and substance abuse centres as required by the department. Identify training needs and develop programme to train NGO managers and care workers. Participate in yearly adjudication of Mental Health NGOs. Utilize human, material and physical resources efficiently and effectively. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Take part in health promotion and illness prevention initiatives and assist in their evaluation. Create and maintain a complete and accurate nursing record for individual health care users. Demonstrate effective communication with patients, supervisors and other clinicians, including reports. Perform administrative functions required of the job. Perform any other duties delegated by Supervisor.

ENQUIRIES: Mr. N.A Mbele Tel No: (016) 950 6121
APPLICATIONS: Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frkie Meyer & Pasteur BLVD.

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

CLOSING DATE: 05 March 2021

POST 06/167: SENIOR ADMINITRATIVE OFFICER REF NO: TDHS/A/2021/19
Directorate: Admin & Logistics
(Re-advertisement)

SALARY: R257 508 – R303 339 per annum (Level 07)

CENTRE: Tshwane District Health Services

REQUIREMENTS: A recognized 3 years Bachelor’s degree or National Diploma in Public Management/Administration or equivalent qualification, business management, MBA qualification will be an added advantage to the applicant. Minimum 3 years experience in general management/supervisory role. Management/leadership skills, ability to interpret and implement policy directives and guidelines of the Gauteng Department of Health. Excellent verbal and written communication skills with good interpersonal skills, negotiation, team building, conflict and problem solving skills. Knowledge and understanding of the PFMA 1999; legislative framework, HR Policies and other relevant statutory prescripts. Prepared to work under pressure and stressful situations. Must have at least code 08 driver’s license. Computer skills (Power point, Excel, Word, Access) and report writing skills.

DUTIES: Supervise the Unit of Admin & logistics which entails record management, transport management, photo copying services, cleaning services for all facilities in the District, Security management, Audit & Risk, also conduct Market Research for SCM analyse all procurement requests and advise management on current market trends. Monitoring of implementation of District Health Plan. Maintain sound financial and budgetary process. Develop a demand plan for the unit. Ensure that there is proper record keeping in all facilities. Staff management and PMDS implementation.

ENQUIRIES: Mrs L Moru Tel No: (012) 451 9210

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 not older than 6 months of all required documents must be attached. No copy of a copy. Should you not hear from us within 3 months after the closing date, please reconsider your application unsuccessful. NB: Please note that people who previously applied are encouraged to re-apply.

CLOSING DATE: 05 March 2021
**POST 06/168** : **ADMINISTRATION OFFICER REF NO: CHBAH 362 (X2 POSTS)**

**Directorate:** Patient Affairs (Linen Depot)

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</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R257 508 – R303 339 per annum (Level 07) (plus benefits)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Chris Hani Baragwanath Academic Hospital (CHBAH)</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Grade 12 with 3-5 years’ experience in Linen Depot or Laundry. Computer literacy (Ms Office Package). Tertiary qualification will be added as advantage. Must have good report writing skills. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure. Problem solving and decision-making skills. Knowledge of regulations and the legislative framework related to Logistics and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Supervisory experience will be an added advantage.</td>
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</table>

**DUTIES**

Supervise, guide, and motivate staff in the unit. Ensure that Subordinates go on training (including in service training). Task and allocate staff reporting to the unit. Train, mentor, equip and communicate to staff at all times. Compile, Records, Analyse and Report linen statistics electronically and manually. Ensure that sorting, counting, removal of soiled linen and delivering of clean linen to all departments within the hospital. Collect all linen within the hospital and from all feeder areas outside the hospital and send it to laundry. Maintain required maximum and minimum linen stock level at linen depots and in the wards. Ensure that clean linen is counted, recorded and dispatched to the departments. Ordering linen, marking of new linen and condemning of linen according to government prescribed procedures. Adherence to government linen management prescript. Ensuring that records for delivered and received linen are kept safe as per TPH65. Organise and perform annual linen stock count. Compile monthly statistics on linen supply flow within the hospital. Be proactive in addressing linen challenges in the wards. Be willing to undergo continuous training and development programmes. Do daily walk-abouts in the hospital wards. Attend meetings and training as approved by supervisor. Swift response to the complaints relating to linen distribution. Conduct Performance Management and Development System (contracting, quarterly reviews and final assessment) for the staff reporting in the unit. Apply disciplinary to the staff. Willing to do any other linen task Apply progressive discipline against your Subordinates when need arises. Attend training and workshops as and when required and/or requested to do so. Perform any reasonable tasks within the directorate as may be required.

**ENQUIRIES**

Ms K.G Tsile Tel No: (011) 933 9090

**APPLICATIONS**

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

**NOTE**

Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification); Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the...
South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE : 05 March 2021

POST 06/169 ADMINISTRATION OFFICER REF NO: CHBAH 363 (X1 POST)

Directorate: Patient Affairs

SALARY : R257 508 – R303 339 per annum (Level 07) (plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS : Grade 12 with 3-5 years’ experience in Patient Affairs or Administration. Computer literacy (Ms Office Package). Tertiary qualification will be added as advantage. Knowledge and understanding of MEDICOM. Must have good report writing skills. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure. Problem solving and decision-making skills. Knowledge of regulations and the legislative framework related to Patient Administration and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Supervisory experience will be an added advantage.

DUTIES : Supervision, monitoring and evaluation of operations in all Patient Administration Units and Records management. Ensure that patients are classified correctly according to UPFS. Adherence to Admission and discharge legislative prescripts. Maintenance and management of good patient record keeping. Issuing records that are requested and expedite the litigation files requested. Ensure that process of Downtime is properly managed and adhered to. Archiving the inactive files and supervising the file flow and ensure at all times files received are tracked in the MEDICOM system and filed correctly in filing room. Be willing to undergo continuous training and development programmes. Conduct daily spot-checks on patient registration. Task and allocate staff reporting to the unit. Train, mentor, equip and communicate to staff at all times. Compile, Records, Analyse and Report linen statistics electronically and manually. Attend meetings and training as approved by supervisor. Swift response to the complaints relating to linen distribution. Conduct Performance Management and Development System (contracting, quarterly reviews and final assessment) for the staff reporting in the unit. Apply disciplinary to the staff. Willing to do any other linen task Apply progressive discipline against your Subordinates when need arises. Attend training and workshops as and when required and/or requested to do so. Perform any reasonable tasks within the directorate as may be required.

ENQUIRIES : Ms S.V Ndou Tel No: (011) 933 8114

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

NOTE : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates.
Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

**CLOSING DATE**: 05 March 2021

**POST 06/170**

**PHARMACIST ASSISTANT POST BASIC REF NO: CHBAH 361 (X6 POSTS)**

**Directorate: Pharmacy**

**SALARY**: R208 383 - R234 738 per annum (Level 06)

**CENTRE**: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**: Qualification of Post-Basic Pharmacist Assistant. Registration with the SAPC as a Qualified Post Basic Pharmacist Assistant. Sound verbal and written communication skills. Sound organisational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Ability to work under pressure and to take initiative and in a team. Knowledge of public service legislation, policies and procedures.

**DUTIES**: Assist with control of stock both ordering, receiving and the distribution of medicines in accordance with the Standard Operating Procedures and legislation. Assist with the compounding, manipulation or preparation of non-sterile or sterile medicine or scheduled substances according to a formula and standard operating procedures approved by the responsible pharmacist; Assist with the manufacturing of non-sterile or sterile medicine or scheduled substances according to a formula and standard operating procedures approved by the responsible pharmacist; The re-packaging of medicine; The distribution and control of stock of Schedule 1 to Schedule 7 medicines or scheduled substances; the ordering of medicine and scheduled substances up to and including Schedule 7 according to an instruction of a person authorised in terms of the Medicines and Related Substances Act, 101 of 1965, To purchase or obtain such medicine or scheduled substances; The reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist; the provision of instructions regarding the correct use of medicine supplied; and the provision of information to individuals in order to promote health. Adhere Good pharmacy practice guidelines as published in the rules of the SAPC. Adhere to time lines. Be willing to undergo continuous training and development programmes. Attend meeting and training as approved by supervisor.

**ENQUIRIES**: Mr. S. Dikgang Tel No: (011) 933 8797/8843/9864

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

**NOTE**: Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be
accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE : 05 March 2021
POST 06/171 : ENROLLED NURSE REF NO: TDH2021/05 (X1 POST)
Directorate: Nursing
SALARY : R171 381 – R242 166 per annum (Plus Benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Qualifications that allows registration with SANC as Staff Nurse. Current registration with SANC as Staff Nurse. Grade 1: Minimum of 2 years appropriate experience after registration as Staff Nurse. Competencies/knowledge: knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal principles. Basic communication skills, interpersonal skills, elementary writing and ability to function as part of a team. Knowledge of Batho Pele principles and Patients’ Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays.
DUTIES : measure, interpret and record vital signs. Give Health Education to patients. Assist Professional Nurse with procedures. Provide elementary Nursing service under the supervision of a Professional Nurse within the scope of practice as defined by the South African Nursing Council. Maintain the code of conduct as required in the Public Service. Perform all duties as delegated by the Supervisor/Manager. Work with other stakeholders and be an advocate for the patient.
ENQUIRIES : Mr Budzwa TF Tel No: (012) 354-7600
APPLICATIONS : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.
CLOSING DATE : 05 March 2021
POST 06/172 : DENTAL ASSISTANT GRADE I OR II REF NO: UPOHC/DA/0007/2021
Directorate: University of Pretoria Oral Health Centre
SALARY : R168 429 – R230 238 per annum (Plus Benefits)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : Grade 12 Certificate or equivalent qualification. Registration with HPCSA as Dental Assistant and proof of current registration. Person Profile: Excellent time management, organizational skills, communication skills. Ability to work in a team and under pressure, self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate and work collaboratively with the multidisciplinary team and other stakeholders. Experience with
Orthodontics procedures and computer literacy will be added advantages. Four (4) years’ experience in dental assisting.

**DUTIES**

**ENQUIRIES**
Mrs GE Khumalo Tel No: (012) 319 2644

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

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

**CLOSING DATE**
05 March 2021

**POST 06/173**
DENTAL ASSISTANT REF NO: SDHS/22/02/2021 (X2 POSTS)
Directorate: Oral Health

**SALARY**
Grade 1: R168 429 – R192 576 per annum (Plus Benefits)

**CENTRE**
Sedibeng Health District

**REQUIREMENTS**
- Grade 12 or equivalent qualification. Dental Assistant certificate from recognized institutions. Qualification as a Dental Assistant, Proof of current registration with HPCSA. Copy of an ID document. All documents are to be certified.

**DUTIES**
- Chairside Assisting - Cleaning and sterilizing of instruments, assist during procedures, Suction during procedures, Mixing of Dental materials, handing of instruments to be used to the clinician.
- Infection Control - Damp dust the surfaces at the start of the day, ensure that the chair and all working surfaces are disinfected before and after each patient, Clean and flush the suction after use, Dispose waste according to the classification. Patient Care - Sit the patient comfortably on the chair, check that the patient can follow and understand the used language, Suction oral cavity to enable the clinician to see during procedures, monitor patients’ movement during and after procedures, assist in giving post-operative instructions.
- Administrative Duties - Receive patients’ files, record in the appropriate book, make appointments for patients, Answer telephone calls, communicate with dental laboratories, assist in admission and transfer of patients, do inventory for dental supplies, Complete the relevant statistics as required by the department, Make requisitions according to the order roster. Relief in other Oral Health facilities.

**ENQUIRIES**
Dr. O. Motloung Tel No: (016) 950 6150

**APPLICATIONS**
- Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.

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

**CLOSING DATE** : 05 March 2021

**POST 06/174**

**FOOD SERVICE AID SUPERVISOR REF NO: CHBAH 364 (X3 POSTS)**

Directorate: Human Nutrition

**SALARY** : R145 281 – R171 138 per annum (Level 4) (plus benefits)

**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS** : Abet, Grade 10 or equivalent where applicable. Certificate in food service/food and beverages or relevant qualification in food service will be added advantage. Knowledge of food service equipment’s and operating instruction. Good verbal and written communication skills. 2 years’ experience in food service/food related sector. Knowledge and understanding of production processes and human nutrition service rendered. Must be able to work shifts, Sundays and public holidays. Awareness of Batho Pele principles and able to work under pressure. Must have problem solving, planning, supervisory, decision making and organising skills. Ability to apply disciplinary measures and work under pressure without supervision. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.

**DUTIES** : Supervision of food service personnel and all daily food service process. Knowledge and supervision of food service process. Personal assistance and performing of assigned VIP functions. Report all faulty equipment’s to food service managers. Be responsible for all allocated resources to your section. To adhere to all food service policies and procedures. Be prepared to relieve in all food service areas when required. Be willing to undergo continuous training and development programs. Order stock on a VA2 monthly. Receive and issue stock using FIFO and LIFO methods. Monitor leave forms for all the subordinates. Assistance with and applying disciplinary procedures (including writing of reports). Monitor production process, functions, operation of equipment, hygiene and safety, flow of work, meal serving, meal survey, plate waste and distribution system. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

**ENQUIRIES** : Ms L Hlongwa Tel No: (011) 933 9423

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

**NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the
South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

**CLOSING DATE**: 05 March 2021

**POST 06/175**

**DRIVER REF NO**: CHBAH 365 (X2 POSTS)

**Directorate**: Logistics

**SALARY**: R122-595 - R144-411 per annum (Level 03)

**CENTRE**: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**: Abet Level 4 or Grade 10. Code 10/C1 drivers licence (must be 3 years and older) with valid PDP drivers permit. 3 years' experience in driving. Basic knowledge of the legislative framework and processes related to handling of vehicles in government. Ability to handle conflict. Must be prepared to engage in intensive labour practices. Ability to work under pressure. Ability to work independently as in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Good customer skills and competencies. Knowledge of Labour Relations processes. Must be prepared to work shifts which includes, fixed, after hours, night duty, weekends and public holidays. Knowledge of the Batho Pele Principals. Applicant should be prepared to undergo drivers testing and medical surveillance as an inherent job requirement.

**DUTIES**: Execute all authorized transportation trips of patients, staff, records, linen to relevant destinations. Check the level and condition of fuel, water, oil and tires every time before driving a vehicle. Complete the vehicle inspection form after checking vehicle for any problems (e.g. dents and scratches) and report dents and scratches on vehicles. Report and complete the accident report when involved in a motor vehicle accident immediately. Report minor and major defects on the vehicle to supervisor. Responsible for safekeeping of vehicle keys, while vehicles are in use. Responsible for spare wheel, jack and all other tools in vehicle. Ensure that the vehicle is clean and in a good condition before handing back the keys at the end of the shift. Comply with the Occupational Health and Safety Act prescriptions and procedures at all times. Complete vehicle lock book as prescribed by legislations. Attend to enquiries in a professional manner and give guidance and advice. Promote the safekeeping of the vehicles from damages. Comply with the rotation roster. Adhere to all legal instructions given to you written or verbally by a senior staff member. Adhere to time lines. Attend meetings and training as approved by the supervisor. Comply with the Performance Management and Development System (PMDS). Transporting of patients to various hospitals and/or internal hospital trips.

**ENQUIRIES**: Ms J. van Rensburg Tel No: (011) 933 8756

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

**NOTE**: Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not
being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks - Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE : 05 March 2021

POST 06/176 : CLEANER (X3 POSTS)
Directorate: Support Directorate

SALARY : R102 534 – R120 780 per annum (plus benefits)
CENTRE : Gauteng College of Nursing (Ga-Rankuwa Campus)
REQUIREMENTS : Grade 10 or ABET Certificate. Grade 12/ National Senior certificate will be an added advantage. Ability to operate cleaning equipment and machines. Ability to work under pressure. Must have good communication skills both verbal and written, good interpersonal relations and a team player.

DUTIES : Cleaning of offices, kitchens, boardrooms and classrooms, dusting and waxing of office furniture, sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirty bins and basins. Collecting and removing of waste papers freshening the office areas. Safekeeping of kitchen utensils. Refilling hand wash liquid soap, toilet papers, hand towels and refreshers. Cleaning and take care of cleaning equipment’s. Storing and safeguarding cleaning materials and cleaning equipment’s. Relieving each other as and when required. Preparing and serving of breakfast/Lunch for college committee meetings such as College Council, Senate etc. when so required by the management of the college. Washing of college utensils daily. Opening of offices and classrooms in the morning and closing at the end of business. Requisition of cleaning materials through the supervisor.

ENQUIRIES : Ms E M Sibiya Tel: No: (012) 560-0448/50
APPLICATIONS : All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Campus Building or posted to Private Bag x830 Pretoria 0001 or apply online at www.gautengonline.gov.za.

NOTE : Applications must be accompanied by a completed Z83, Comprehensive Curriculum Vitae (CV), certified copies of qualifications, Identity documents, salary advice and a valid driver’s licence. Non-RSA citizens/ permanent Resident permit holders must attach a copy of permanent Residence Permits to the applications. It is the applicant’s responsibility to have foreign qualifications evaluated by South African Qualifications (SAQA). Correspondence will be limited to shortlisted Candidates. If you have not been contacted in within three (03) months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants will be subjected to pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) the employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intension of the institution to promote equity (Race, gender and disability) through filling of this post. The institution reserves the right not to appoint. NB!! For assistance with online applications please email your query to e-recruitment@gauteng.gov.za. NB! One of the post is a re-advertisement those that previously applied are
encouraged to apply for the aforementioned posts.

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE : 12 March 2021

CLOSING DATE : 12 March 2021 No late applications will be considered.
NOTE : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at http://professionaljobcentre.gpg.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 06/177 : ASSISTANT DIRECTOR: MONITORING & EVALUATIONS REF NO: REFS/007592
SALARY : R376 596 per annum
CENTRE : Johannesburg
REQUIREMENTS : A Matric plus an appropriate 3-year accredited Bachelor’s Degree/National Diploma in Social and/or Economic Sciences/Development studies, Monitoring and Evaluation/ Statistics and Research/Public and Development management/ Public Policy. Minimum of 2 - 3 years’ relevant experience. A valid driver’s license. Knowledge and experience in project management, database management and analysis software packages such as MS Access, Excel etc. Ability to customize and generate reports to meet user needs; extensive experience in conducting social research (minimum two years) from both public and or private sector. Analytical capability, good communication and presentation skills. Knowledge and experience in contract management. Good stakeholder liaison, coordination and problem-solving skills. Good computer skills, good interpersonal relationships. Ability to work under pressure.
ENQUIRIES : Ms. M Tshabalala Tel No: (063) 691 4046
APPLICATIONS : Please apply online at http://professionaljobcentre.gpg.gov.za

POST 06/178 : SERVICE LEVEL MANAGER: ICT OPERATIONS REF NO: REFS/007931
SALARY : R376 596 per annum
CENTRE : Johannesburg
REQUIREMENTS : A Matric plus National Diploma/Degree in Computing or ICT related field, coupled with a minimum of 4 years’ extensive experience in Service Level Management function. Minimum ITIL Version 3 Intermediate level certification or higher, OR an ITIL Service Delivery qualification or higher is compulsory. Other ICT Industry specific qualifications will be an advantage. Competencies: Understanding of different project management principles. Knowledge of relevant legislation and Public Service Regulations. Knowledge of SLAs. Management information knowledge. Attributes: Project management methodologies, Stakeholder relationship management, Customer...
management, Results/ quality management, Innovation/ continuous improvement, Problem solving skills, Analytical, Negotiation skills, Decision making, Communication skills and Initiative.

**DUTIES**

Negotiates, agrees and maintains SLA’s with internal and external stakeholders and 3rd parties. Negotiates and agrees with both the internal customer and ICT on any Service Level Requirements (SLR’s) for any proposed new/developing services. Analyses and reviews service performance against SLAs and OLAs. Produces regular reports on service performance and achievement to the internal customer and the Director: ICT. Organizes and maintains the regular Service Level review process. Initiates any actions required to maintain or improve service levels. Conducts annual (as appropriate) reviews of the Service Level process and negotiates, agrees and controls any amendments necessary. Ensure that services are delivered in accordance with legislation, industry best practice, effective processes/mechanisms and organization policies. Provide and improve relationship and communication with the business and customers. Ensure that specific and measurable targets are developed for all ICT services. Monitor and improve customer satisfaction with the quality of service delivered. Ensure that the D: ICT and the customers have a clear and unambiguous expectation of the level of service to be delivered. Designing SLA frameworks. Conduct customer satisfaction surveys. Log calls with external service providers when service is unavailable. Training of personnel on relevant Departmental IT systems, applications and procedures. Manage service desk and produce incidents reports. Monitor the IT service delivery team, taking responsibility for service desk, desktops and desktop application support. Ensure SLA’s are achieved and client expectations are met. To provide reports to agreed schedule or on request, including management and account performance reports. Attend client service reviews meetings, areas covered will include performance reports, service improvements, quality and processes. Develop and facilitate workshops and training courses. Ensure that all co-workers in projects understand and follow all procedures they are involved with SLM practices. Re-engineer the service desk according to industry best practices utilizing the ITIL framework. Provide monthly reporting on key critical areas of the service desk in terms of performance, workload, resource workload distribution and SLA achievement. Tracking and documentation of jobs using the Service Desk tool.

**ENQUIRIES**

Ms. A Mogaswa Tel No: (072) 313 8052

**APPLICATIONS**

Please apply online at http://professionaljobcentre.gpg.gov.za

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**OFFICE OF THE PREMIER**

*It is the department’s intention to promote equity by achieving all numeric targets as contained in the Department’s Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, males of all races are encouraged to apply.*

**APPLICATIONS**

Applications may be directed to: The Director: Internal Human Resources Management, Ms Merles Mothlabane, Office of the Premier, 65 Ntemi Piliso Street, Turbine Hall, Johannesburg 2001 online at www.gautengonline.gov.za (GPG professional job centre) (Please do not send applications to 30 Simmonds street)

**CLOSING DATE**

05 March 2021

**NOTE**

Applications must be submitted on the new Z83 Form available on www.dpsa.gov.za, accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers. A relationship with reference. Reference checks will be done on nominated candidate(s). Note: Failure to submit these documents will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS
posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest.

MANAGEMENT ECHELON

POST 06/179 : DIRECTOR: FINANCIAL ACCOUNTING REF NO: 007971

SALARY : R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF level 7 qualification in Accounting, Honours Degree in Accounting or CTA with completed CA Articles. 5 years’ experience as a Deputy Director in the related field. Public Service experience. Demonstrable knowledge of the PFMA, Treasury Regulations, Modified Cash Standards and all other related legislative pieces. Understanding of the Supply Chain Management and budget processes. Good planning organizing, problem solving and decision-making skills. Strong strategic Leadership, policy analysis, project management and people management competencies.

DUTIES : Manage and monitor debts, petty cash, and the payments to suppliers. Review and sign off the monthly bank reconciliation. Ensure compliance to subsistence and travel advances policy. Ensure advances are in line with the DPSA rate. Ensure that necessary journals are processed before month end and year end closure. Monitor debt write off journals processed by Treasury. Review and approve accruals and payable not recognised reports. Review consultant reports and ensure that is accurately reported on the annual report. Monitor section 40 reports and ensure that they are approved and submitted to treasury within the required timeframe. Draft an action plan for preparation of interim and annual financial statements. Ensure interim and annual financial statements are prepared and submitted to Treasury and Auditor General within the required timeframe. Manage audit processes and provide management responses to the findings raised by the auditors. Ensure that financial statement reported on the annual report are final, audited financial statements. Manage human resources and maintain discipline. Manage training and development of personnel according to agreed interventions.

ENQUIRIES : Ms Gugulethu Mdhluli Tel No: (011) 355 6178

OTHER POST

POST 06/180 : ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: 008037

SALARY : R376 596 – R443 601 per annum
CENTRE : Johannesburg
REQUIREMENTS : A degree in Social Sciences. 3 5 years’ experience as a Senior Practitioner within the Employee Health and Wellness (EHW) field. Knowledge and understanding of the Employee Health and Wellness strategic framework for the Public Service, Knowledge of the Occupational Health and Safety Act, 1993 (Act 85 of 1993). Must have people skills, must have the ability to interpret and apply legislation, policies and strategies. Functional knowledge of mainstreaming HIV and AIDS. Knowledge in the management of injury on duty. Knowledge of the PILIR. Excellent communication (verbal and written) skills. Competencies: Knowledge and application of Employee Health and Wellness Counselling skills, Report writing, Program design and implementation skills, good presentation skills, assessment/diagnostic skills, problem solving, project management, analytical skills, innovative, quality orientated, computer literacy, knowledge and understanding of relevant legislations and their alignment to
DUTIES

Coordinate the Employee Health and Wellness Programme in line with the overall Strategy of the Office of the Premier. Develop, implement and review the Employee Health and Wellness Programme Policies and Strategies. Coordinate the implementation of wellness programmes, projects and interventions. Liaise with relevant external parties for referrals and identify appropriate institutions that will assist staff. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programmes to enhance the health and wellness of employees and the organization. Advise management regarding the trends that could influence overall work performance as a result of social malfunctioning. Provide the facilitation of onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service or lifestyle development interventions e.g. health screenings, Stress management Workshops, Relationships Management Workshops or training, financial management and Debt control. Oversee the functioning of the gymnasium and other physical and recreational activities. Promote and facilitate the implementations of OHS in terms of establishment of committees and regular safety audits, Monitor, evaluate and report to all stakeholders to ensure continuous improvement of the Employee Health and Wellness Programme in the Office of the Premier. Analyse and evaluate data and communicate information, statistics and results to various stakeholders and management. Manage the Office of the Premier’s HIV/AIDS Workplace Programme.

ENQUIRIES

Ms Zandile Ntshalintshali
Tel No: (011) 355 6427

APPLICATIONS

Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. 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: www.thensg.gov.za

CLOSING DATE

05 March 2021

NOTE

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filing / not to fill a vacancy that was advertised during any stage of the recruitment process.
OTHER POSTS

POST 06/181 : DEPUTY DIRECTOR: MONITORING AND REPORTING REF NO: GPT/2021/2/1
Directorate: Provincial Supply Chain Management

SALARY : R733 257 per annum (All-inclusive Package)
CENTRE : Johannesburg
REQUIREMENTS : A 3 year tertiary qualification Degree (NQF level 7 as recognised by SAQA) in Public Administration/Management, Social Science (Research & Sociology), accounting/Finance.
DUTIES : Render strategic support with the operations within the Office of the Deputy Director-General: Provincial Supply Chain Management, Manage the flow of documentation (incoming and outgoing) by ensuring that all submissions, memorandums, correspondence, reports are scrutinised, Coordinate the consolidation of the Branch’s strategic, business, operational plans as well as monitor the performance and report on (quarterly, bi-annually, annually) thereof, Administratively manage meetings, recordings of minutes and ensure that all decisions taken are communicated to relevant role players and follow up on progress, Liaise with the internal and external stakeholders on behalf of the Deputy Director General, Ensure the creation of coherence and synergy across all functional areas. Provide support in managing all resources (human, financial, assets) within the office of the Deputy Director-General, Assist with the execution of the strategic objectives of the component in respect of performance output. Render support and take the lead in monthly stakeholder meetings.
ENQUIRIES : Mr. Robert Tsotetsi Tel No: (011) 227-9000

POST 06/182 : ASSISTANT DIRECTOR: SAFETY AND SECURITY REF NO: GPT/2021/2/2
Directorate: Security and Auxiliary Services

SALARY : R376 596 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus 3-year relevant tertiary qualification, (NQF Level 6) related to security as recognized by SAQA, minimum of 3 years’ experience in the security field; SSA Security Management Course will be an added advantage. It will be required for the applicant to have a valid driver’s license; be registered with Private Security Industry Regulatory Authority(PSIRA) (exception will be given to applicants from Law Enforcement Departments including: SAPS, Metro Police, Defence, Correctional Services and SSA, however, the successful applicant will be required to register with PSIRA within 12 months of occupation of the post).Skills And Knowledge: Knowledge of Ms. Office; MISS; MPSS; Control of Access to Public Premises and Vehicle Act 53 of 1985; Protection of Personal Information Act; Criminal Procedure Act 51 of 1977; Communication skills (both verbal and report writing); Presentation skills and Investigation skills.
DUTIES : Assist the Deputy Director in the management of the departmental security section and include the following: Ensure the application of security policy and the plan; Continuously identify risks and threats to the security of the department, evaluate security measures and contingency plans in light thereof and advise management accordingly; Manage investigation of all crimes and incidents in the department; Manage and monitor the implementation of SLA's/projects and provide accurate and timeous management reports. Implement the vetting strategy as outlined by SSA/DPSA National Vetting Strategy; Ensure applications of Technical Surveillance Measures (TSCM) are conducted as required; Ensure the compliance of Minimum Information Security Standards (MISS) / Minimum Physical Security Standards within the Department (MPSS)
ENQUIRIES : Baleseng Sedibe Tel No: (011 227 9000

POST 06/183 : SENIOR COMMUNICATION OFFICER: STAKEHOLDER RELATIONS AND OUTREACH PROGRAMME REF NO: GPT/2021/2/3
Directorate: Corporate Communication

SALARY : R316 791 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year National Diploma in Public Relations qualifications, -2 years'
A Degree in Communication or previous experience in the field of stakeholder management will be an added advantage. Good communication skills, good telephone etiquette, written communication skills. Knowledge on the relevant legislation/policies/prescripts and procedures.

**DUTIES**: To provide stakeholder relation support by development of guest lists attending internal and external forums. To promote GPT by attending road shows, outreach programmes, campaigns and exhibitions, internal and external forums. Creating the awareness about the services of the department by distributing GPT publications.

**ENQUIRIES**: Baleseng Sedibe, Tel No: (011) 227 9000

**POST 06/184**: HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: GPT/2021/02/4 (X2 POSTS)
Directorate: Corporate Services

**SALARY**: R257 508 per annum (plus benefits)

**CENTRE**: Johannesburg

**REQUIREMENTS**: A relevant three-year tertiary, National Diploma or Degree in Human Resource Management, Management of Training or Public Administration, 1-years HRD experience. Understanding HR legislations. Knowledge of research, Project Management and sound writing and facilitation skills.

**DUTIES**: To provide administrative and co-ordination support of the training and development function within the department. Plans, organises and monitor course conducted for staff in Gauteng Treasury. Advises Directors regarding training opportunities including AET programme. Evaluates and co-ordinates the purchase and delivery of training programmes. Oversees training records and draw up training reports. Assist in bursary administration and administer stats. Assist quarterly and monthly HRD report. Co-ordinates training facilities communicates training to all relevant parties using different mediums. Act as a liaison person between the business units and other stakeholders. Facilitate the appointment of Interns, Learnership and related youth development programmes.

**ENQUIRIES**: Baleseng Sedibe, Tel No: (011) 227 9000

**POST 06/185**: PRACTITIONER: PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEM REF NO: GPT/2021/02/5
Directorate: Corporate Services

**SALARY**: R257 508 per annum (plus benefits)

**CENTRE**: Johannesburg

**REQUIREMENTS**: A relevant three-year tertiary qualification, National Diploma or Degree in Human Resources Management/ Human Resources Development/ Public Management. 1-2 years’ experience in PMDS administrative environment.


**ENQUIRIES**: Baleseng Sedibe Tel No: (011) 227 9000

**POST 06/186**: PRACTITIONER: ACCOUNTS PAYABLE REF NO: GPT/2021/02/6
Directorate: Financial Governance

**SALARY**: R257 508 per annum (plus benefits)

**CENTRE**: Johannesburg

**REQUIREMENTS**: A three-year tertiary qualification/National Diploma in Finance. 1 – 2 years’ experience in the Finance or related field. Driver’s licence is a must.

**DUTIES**: Attend to queries on the query management system and maintain effective customer relationships. Manage monthly reconciliation of P-Card statements for allocated sites. Provide training and support of all P-Card users. Coordinate Supplier P-Card sessions, on boarding of P-Card compliant suppliers and quality assuring of P-Card inventories. Maintenance of effective relationships with customers of allocated P-Card sites. Timeous processing of all payments of Non-Migrated functions.
ENQUIRIES : Baleseng Sedibe Tel No: (011) 227 9000

POST 06/187 : SUPERVISOR: CLEANERS REF NO: GPT/2021/2/7 (X2 POSTS)
Directorate: Security and Auxiliary Services

SALARY : R145 281 per annum (plus benefits)
CENTRE : Johannesburg

DUTIES : Oversee cleaning services of offices, corridors, general kitchens, restrooms, elevators and boardrooms; Manage and ensure the maintenance of cleaning materials and equipment’s; Ensure maintenance and replacement of cleaning machines and equipment: Make a requisition and issue cleaning materials: Supervise cleaners; Perform administrative and related functions. Provide guidance and advice to cleaners. Develop and update the cleaning roster.

ENQUIRIES : Baleseng Sedibe Tel No: (011 227 9000

POST 06/188 : CLEANERS REF NO: GPT/2021/2/8 (X6 POSTS)
Directorate: Security and Auxiliary Services

SALARY : R102 532 per annum (plus benefits)
CENTRE : Johannesburg

DUTIES : Assist the Deputy Director in the management of the departmental security section and include the following: - Provision of cleaning services; Cleaning of Offices, Corridors, Elevators and Boardrooms by: Dusting and waxing office furniture, Sweeping, scrubbing and waxing of floors, vacuuming and shampooing floors, Cleaning walls, windows and doors, Emptying and cleaning of dirty bins, Collect and removing of waste papers, Freshen the office areas. Clean general kitchens by: Cleaning of basins, wash and keep stock of kitchen utensils. Cleaning the restrooms by: Refilling hand wash and liquid soap, Replace toilet papers, hand towels and refreshers, Empty and wash waste bins. Keep and maintain cleaning materials and equipment, Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum cleaners etc.) and equipment after use. Request cleaning materials.

ENQUIRIES : Baleseng Sedibe Tel No: (011 227 9000
APPLICATIONS: To Be Posted To: The Chief Director, Human Resource Management and Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 14th Floor North Tower, Natalia 330 Langalibalele Street, Pietermaritzburg.

FOR ATTENTION: Mr LA Nyilenda

CLOSING DATE: 12 March 2021 (Applications received after this date will not be accepted).

NOTE: To Applicants: Applications must be submitted on the Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV together with originally certified copies of qualifications, driver’s licence and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from the NIA on the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection committee will recommend the candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 06/189: CHIEF DIRECTOR: DISASTER MANAGEMENT REF NO: 1/2021 (DM)

Chief Directorate: Disaster Management

SALARY: R1 251 183 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

CENTRE: Pietermaritzburg

REQUIREMENTS: The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Disaster Management/ Development Studies or a related qualification coupled with 5 years’ experience at a senior management level in the Public or Municipal Sector. Furthermore the recommended candidate will be required to produce his/her Nyukela SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge and understanding of relevant legislation & policies, Knowledge of interpretation of relevant and related legislation, Knowledge of service delivery policy and structure & functioning of government, Awareness & understanding of the service delivery environment, Knowledge of project management, Awareness and understanding of the cultural climate within the Public Service, Team development, decision making and problem solving skills, Public participation skills, Good communication skills (written and verbal), Computer literacy in MS Office, A valid code 8 driving licence.

DUTIES: The successful candidate will be required to co-ordinate and manage all matters within the Province of KwaZulu-Natal pertaining and related to disaster management with the following key responsibilities:- Manage the implementation of the Disaster Management Act, Act No.57 of 2002, Facilitate and institutionalize integrated and uniform disaster management in the
Province, Provide support mechanisms i.r.o. disaster management to municipalities, Monitor and evaluate disaster management programmes, Render programme manager functions.

ENQUIRIES : Ms B Mgutshini at Tel No: (033) 8975672

OTHER POST

POST 06/190 : ENGINEER: WATER REF NO: 1/2021 (MID) (X2 POSTS)
Chief Directorate: Municipal Infrastructure
Directorate: Infrastructure Development
Re-advertised. All applicants who applied previously must re-apply if they wish their applications to be considered.

SALARY : R718 059 – R1 090 458 per annum (OSD)
CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Engineering or a related qualification coupled with 3 years post qualification engineering experience and a valid code 8 driving license. Registration with ECSA as a Professional Engineer is a prerequisite. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- A sound knowledge and understanding of policy analysis, Knowledge of legislation (MPRA, MFMA, Municipal Systems Act), Knowledge of engineering design and analysis, Knowledge of research and development, Knowledge of computer-aided engineering applications, Knowledge of legal compliance, Knowledge of technical report writing, Ability to create a high performance culture, Good professional judgement, Decision making and team leadership skills, Conflict management, problem solving and analysis skills, Planning, organising and presentation skills, Innovation, analytical and creativity skills, Self management and financial management skills, Customer focus and responsiveness skills, People and change management skills, Programme and project management skills, Information management and reporting skills, Good communication skills (verbal & written), Computer literacy in MS Office.

DUTIES : Key Responsibilities: The successful candidate will be required to perform all aspects of varied innovative and complex engineering and facilitate municipal infrastructure development programmes and projects with the following key responsibilities:- Design new systems to solve practical engineering challenges, improve efficiency and enhance safety, Conduct research and development, Perform office administration and budget planning, Manage the effective utilization of resources.

ENQUIRIES : Ms B Mgutshini at Tel No: (033) 8975672

DEPARTMENT OF HEALTH
“This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.”

OTHER POSTS

POST 06/191 : MANAGER MEDICAL SERVICES REF NO: GJGM 26 /2020 (X1 POST)
Component: Medical Management Services
Re – Advertised

SALARY : R1 173 900 per annum, all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance
CENTRE : General Justice Gizenga Mpanza Regional Hospital

REQUIREMENTS : A tertiary qualification (MBCHB or equivalent, Plus Proof of Current Registration as a Medical Practitioner, Plus Full registration with the Health Professionals Council as a Medical Practitioner, Plus. A minimum of 8 years appropriate experience after registration with HPCSA as a Medical Practitioner of which 2 years must be in a Supervisory/Management capacity. Plus certificate of Service Endorsed by Human Resource department. Knowledge, Skills and Experience Required Knowledge of current health and Public service legislation and policies. Sound clinical knowledge, experience in the respective disciplines. Excellent human relation, communication skills, leadership and team building skills. Ability to develop and monitor policies. Computer Literacy. Sound negotiation, planning, organizing, decision making and conflict management skills. Knowledge and experience in the District Health System.
The incumbent of the post is to assist the Senior Manager: Medical Services in the following areas; Develop and managing a system for dealing with medico legal claims. Ensure the provision of protocols and guidelines to the Medical and Allied Professions team. Formulate policies and procedures for clinical services and ensure that they are in accordance with the current statutory regulations and guidelines. Provide leadership, management and support to all Custer Managers, Clinical Heads, Clinical Managers, Pharmacy, Allied Health professionals and all staff under their supervision. Conduct service assessment and implement quality improvement programmes. Lead Clinical Governance functions within the Institution. Laisse with other stakeholders within and outside Department of Health such as Chief Specialists, other Hospital Management teams, the District Office and Medical School in medical and management issues. Ensure optimal use of resources, both human resources and financial resources. Ensure continuous monitoring of morbidity and mortality through clinical audits. Ensure that cost-effective service delivery is maintained within the hospital procedures and policies. Develop Integrated Primary Health Care support and outreach services in Kwa-Dukuza Sub District. Improve Clinical Quality and Patient Satisfaction. Establish multi-disciplinary teams and improve competencies of Health Care Workers. Participate in Senior Management and Strategic activities. Perform compulsory commuted overtime in line with hospital needs.

Applications to be forwarded to: Human Resources Department The Human resource manager, Stanger Hospital, Private Bag x10609, Stanger 4450

The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM 26/2020. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post on & King Shaka Street

05 March 2021

R857 559 per annum- Grade 1 Plus 12% Inhospitable Allowance Benefits: 13th Cheque, home owners allowance and Medical aid (inclusive package), (Employee must meet prescribed policy requirements)

GJGM Regional Hospital - Stanger

A three year National Diploma or B-Tech degree in Diagnostic Radiography. Proof of current registration 2021 with Health Professions Council of South Africa (HPCSA) as a Radiographer. A minimum of 3 years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer. Certificates of service endorsed and stamped by HR department from previous employers must be attached. Non-South African citizen applicants-a VALID Work Permit in conformance with HR Circular 49/2008 obtainable from any government department and an Endorsement Certificate from FWMP. Recommendations: 3 years appropriate experience as Assistant Director-Radiographer will be an added advantage. Knowledge, Skills, Training And Competencies: - Sound knowledge of Radiography procedures and equipment. Sound knowledge of radiation control and safety. Sound knowledge of Quality

**DUTIES:**

To execute radiography management duties, functions and responsibilities to the best quality and within applicable legislation. Manage and provide high quality radiography and ultrasound service according to patient needs. Give expert advice of a professional/specialist nature in diagnostic imaging. Provide a consultative radiography service to health professional & patients. Plan own work and administer work procedures to meet the objectives for the department ensuring efficient service delivery. Monitor and evaluate the radiographic services to comply with the valid standards and indicators. Develop protocols to ensure that the radiographic services to comply with the radiation control legislation. Implement Radiography Inspection services. Make recommendations with regards to policies’ strategies for the effective functioning of the X-Ray department. To formulate policies relating to safety standards within the X-Ray department. Solve complex professional and management problems and policy issues by exercising sound judgement on the best possible outcome. Manage the allocated budget and implement the financial management system for the X-ray Department. Encourage a multidisciplinary approach by fostering close working relationships with other departments. Promote a work environment conducive to development and learning for radiographers, student radiographers and other radiography staff. Delegated, authorise and supervise work of personnel in the area of responsibility whilst providing support and guidance. Establish and maintain internal control and report systems for timeous communication of decisions and policies. Execute all clinical procedures competently to prevent complications. Participate in outreach programme. Promote good health practices and ensure optimal patient care. Participate in Quality Assurance and Quality Improvement programmes, in-service training and National Core Standards. Perform Employee Performance Management and Development (EPMDS) of junior staff as required.

**ENQUIRIES:**

Dr. G Lopez (Senior Medical Manager - Acting CEO) Tel No: (032) 437 6001

**APPLICATIONS:**

Applications to be forwarded to Mr. Seelan Govender: Human Resources Department, The Human Resource Manager, GJGM Hospital, Private Bag x10609, Stanger 4450.

**NOTE:**

Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website - www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 01/2017.NB: Failure to comply with the above instructions will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

**CLOSING DATE:**

05 March 2021

**POST 06/193:**

MEDICAL OFFICER GRADE 1-3 REF NO: PMMH/MO/O&G 01/21 (X4 POSTS)

**SALARY:**

Grade 1: R821 205 – R884 670 per annum
Grade 2: R938 964 – R1 026 693 per annum
Grade 3: R1 089 693 – R1 362 366 per annum

(All-inclusive packages) consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits: In-Hospitable Area Allowance (18% of basic salary); Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into a
performance contract for compulsory commuted overtime.

CENTRE: Prince Mshiyeni Memorial Hospital

REQUIREMENTS: MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Proof of current registration as a Medical Practitioner with HPCSA.

Experience: Medical Officer Grade 1: No experience required the appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Medical Officer Grade 2: 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Medical Officer Grade 3: 10 years registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA).

Knowledge, Skills, Training and Competencies: Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain Ability to teach; guide junior staff within the department.

DUTIES: To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to Obstetrics and Gynaecology. Ability to deal with all emergencies. Knowledge of ethical medical practice. Assist and participate with clinical audits; participate in academic meetings. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.

ENQUIRIES: Dr NR Maharaj Tel No: (083) 797 8111 or Tel No: (031) 907 8111

APPLICATIONS: To be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital, Private Bag X07 Mobeni, 4060.

FOR ATTENTION: Mrs J Murugan

NOTE: The following are encouraged to apply Persons with disabilities, the following are encouraged to apply: Persons with disabilities, African Male, Coloured Male, White Female/Male.

CLOSING DATE: 05 March 2021

POST 06/194 ASSISTANT MANAGER NURSING: PRIMARY HEALTH CARE REF NO: PSH 06/21 (X1 POST)

SALARY: R614 991 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements).

CENTRE: Port Shepstone Regional Hospital Umzumbe South

REQUIREMENTS: Senior Certificate / Matric / Grade 12 Diploma/Degree in General Nursing and Midwifery 1 year post basic qualification in Primary Health Care Current registration with SANC for 2021 A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional with
SANC in General Nursing and midwifery. At least 6 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care At least three years (3) of the period mentioned above must be experience in Nursing Management Valid driver's licence N.B: (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience).Knowledge, Skills And Experience Demonstrate an in depth knowledge and understanding of nursing legislative and related legal and ethical nursing practice and how this impacts on service delivery Demonstrate an in depth knowledge and understanding of HR policies and procedures, PFMA and legislative framework governing the Public Service Computer literacy, SANC Rules and regulations and Scope of Practice Supervisory and analytical thinking skills Human Resource Management policies, guidelines prescripts. Sound knowledge of Labour Relations Act.

DUTIES: Responsibilities / Kra’s: Ensure the effective and efficient utilization of Human, Financial and material resources by implementing and monitoring Cost Containment Plan of the District Audit clinical records by identification of risks / gaps, develop action plans ensure implementation and monitor progress Demonstrate effective communication with public, supervisors and Health professional Ensure that the priority Programmes are implemented and monitored, and concise reports are provided to the Deputy District Director PHC monthly and when required Ensure Quality Improvement and Infection Prevention and Control Projects are developed, Implemented and monitored to improve standards Coordinate Operational Sukuma Sakhe activities in your catchment area Develop and implement PHC (including community – based services) considering the disease profile. Provincial and District priorities in your catchment in collaboration with all role players Provide comprehensive verifiable information on progress Ensure implementation of Ideal Clinic and ICRM in the Sub District Ensure that disciplinary measures are implemented according to Labour Relations Act Analyse Health policies and Programmes with a view to develop customized implementation strategies to guide the Primary Health Care Service providers in the stated norms, standards and targets To give expert advice to management on Issues relating to PHC services in the Sub District.

ENQUIRIES: Ms BO Mavundla Tel No: (039) 688 3003
APPLICATIONS: Application should be submitted for attention: Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240.
FOR ATTENTION: Mr. ZM Zulu
NOTE: Directions To Candidates: Application for employment (Z83). Certified copy of Identity document. Certified copy of Matric, qualification. Certified copy of Post Basic in Primary Health Care qualification/equivalent. Certified copy of SANC Registration. SANC annual registration. Detailed Curriculum vitae. NB: Application form (Z83) and C.V. with certified copies of ID, educational qualifications. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verification

CLOSING DATE: 05 March 2021 at 16h00
POST 06/195: ASSISTANT MANAGER NURSING SPECIALTY MCWH REF NO: AMN MCWH 1/2021 (X 1 POST)

SALARY: R614 991 - R692 166 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.

CENTRE: Eshowe District Hospital

REQUIREMENTS: Senior certificate/Grade 12 or equivalent qualification. Diploma/Degree in General Nursing and Midwifery. One year post Basic Diploma in Advanced midwifery and Neonatal Nursing Science. Current registration with SANC as General Nurse and midwife. A minimum of 10 years appropriate/recognisable experience after registration as a Professional Nurse with SANC in General nursing. At least 6 years of the period above must be recognizable experience
after obtaining one year post Basic qualification in advanced midwifery and Neonatal Nursing Science. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Recommendations: Diploma/degree in Nursing Management, Computer literacy with proficiency in MS office software application. Knowledge, skills, training and competencies required: Financial management, leadership, organizational, decision making and problem solving skills, Knowledge of public service policies and other health related prescripts, Sound knowledge of code of conduct, Good interpersonal skills, Human Resource management and Labour Relations Act, knowledge of public services acts, regulations and policies, knowledge and experience in implementation of Batho Pele principles, patient’s right charter and code of conduct, knowledge on SANC rules and regulations.

DUTIES:
Provide effective management and professional leadership in the specialized units. Ensure implementation of maternal and child health care programmes, e.g. PMTCT, MBFI, PPiP, KINC, NEPOC, etc. Ensure implementation of operational imperatives set by the District as per Health policies and programmes. Ensure cost effective and appropriate management of resources. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele. Ensure staff development, implementation and evaluation of EPMDs in line with departmental prescripts. Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Resolve conflicts, oversee disciplinary and grievance matters including monitoring and managing absenteeism. Provide leadership in the implementation of the National Core Standards. Ensure quality Data Management.

ENQUIRIES:
Nursing Manager: DR FN Dube Tel No: (035) 4734500

APPLICATIONS:
Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. Mrs GZ Dube: Human Resource Manager

FOR ATTENTION:
Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. “People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).”

CLOSING DATE:
05 March 2021

POST 06/196:
OPERATIONAL MANAGER NURSING (PHC) REF NO: GAM CHC 01/2021

SALARY:
R562 800 – R633 432 per annum. Other Benefit(s) 13th Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements) 12% rural allowance

CENTRE:
Gamalakhe CHC- Mvutshini Clinic

REQUIREMENTS:
Senior Certificate / Matric Degree/ Diploma in General nursing and Midwifery that allows registration with SANC as a Professional Nurse. A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care. Proof of
current registration with SANC (2021 receipt) Experience A minimum of 09 years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed and stamped by Human Resource Department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Skills: Knowledge of SANC Rules and Regulations Knowledge of Legislative Framework and Departmental precepts Leadership, organizational, Decision making, problem solving and interpersonal skills Basic financial management skills Knowledge of Human Resource Management Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player role. Communication skills and decision making skills. Leadership and supervisory skills.

**DUTIES**

Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resource and Financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at unit level to ensure good nursing care by nursing team. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the facility. Display concern for patients, advocating and facilitating proper treatment and care and ensuring that the facility adheres to the principle of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits and drawing quality improvement plans for the facility and ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan. Ensure quality data collection, validation and verification is done as per guidelines. Exercising control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure complaints management and work towards reducing them. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.

**ENQUIRIES**

Mrs. N.O Ndwendwe Tel No: (039) 318 1113

**APPLICATIONS**

All Applications Should Be Forwarded To: The HR Manager Gamalakhe Community Health Centre Private Bag X 709 Gamalakhe, 4249

**FOR ATTENTION**

Human Resource Department

**CLOSING DATE**

05 March 2021

**POST 06/197**

OPERATIONAL MANAGER – NURSING (SPEC)

**SALARY**

Grade A: R562 800 – R633 432 per annum

Umphumulo Hospital – Paediatric Ward

**CENTRE**

Diploma/Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse. Current (2021) council receipt. A post basic nursing qualification in Child Nursing Science accredited with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience as a Professional Nurse of which at least five (5) years must be appropriate/recognizable experience in paediatrics after obtaining the post basic qualification of Child Nursing Science. Proof of previous and current work experience (Certificate is of service) endorsed and stamped by HR must be attached. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with
the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.

**DUTIES**

Provide effective management and professional leadership. Implement maternal and child health care programmes, e.g. PMTCT, MBFI, IMCI, CHIPP, KINC, IYCF, etc. Participate in perinatal mortality meetings. Ensure that the unit complies with national core standards. Ensure the provision of accurate statistical information for data management. Ensure that there is constant monitoring and evaluation of the key child indicators of the unit and maintenance of appropriate statistics. Assist with planning, organizing and monitoring of the objectives of the specialized unit. Monitor and evaluate staff performance. Support and mentor junior staff and students. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Maintain accurate and complete patient records. Ensure proper utilization of resources and exercise care over government property. Ensure control of discipline, dealing with grievances and labour relation issues in terms of laid down policies/procedures.

**ENQUIRIES**

Mrs. J. M. Ndlovu Tel No: (032) 4814199

**APPLICATIONS**

Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

**FOR ATTENTION**

Mr S. M. Naidoo

**NOTE**

Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions wills results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE**

12 March 2021

**POST 06/198**

ASD: MEDICAL TECHNOLOGY GRADE 1 (LAB MANAGER) REF NO: MCP/ASDLAB02/2021 (X1 POST)

**SALARY**

R517 326 per annum. Other Benefits: 13th cheque, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

**CENTRE**

Malaria Control Centre

**REQUIREMENTS**

For The Above Post:- Grade 12, Computer literacy & National Diploma in Medical Technology, Registration with HPCSA, 3 – 5 years’ laboratory environment Supervisory Experience Knowledge, Skills, Training And Competencies Required:- Computer Literacy: MS Office Software Applications, Knowledge of relevant acts and regulations inclusive of PFMA and Treasury Regulations, Interpret and implement policies and procedures. Provide advice, direction and guidance on laboratory related services, Principles and practices
of laboratory regulation, Labour Relations, Occupational Health & Safety and Quality Assurance, Functions and regulations applicable to the area of operation, Ability to exercise good judgement and discretion in applying and interpreting departmental policies and procedures, Computer literacy, communication, driving, presentation, decision making, Sound analytical thinking, interpersonal relations.

DUTIES:
Maintain adequate availability and efficient utilization of staff in the laboratory, Analyze both internal and external Quality Control Programme to assist the laboratory to among other things, maintain acceptable turnaround time, Co-ordinate and manage the examination and process all microscopic material and specimens e.g. different types of malaria parasites, Check, edit and sign for results carried out by malaria control medical technicians, Compile and interpret daily and after hours statistical data.

ENQUIRIES:
Mr. TE Raswiswi Tel No: (033) 940 2450: Provincial Program Manager

APPLICATIONS:
Please forward applications quoting reference number to: The Human Resources Manager, Malaria Control Programme, Private Bag X 002, Jozini, 3969 OR hand deliver to 304 Nsinde Road Jozini Malaria Control Programme, HR Department.

NOTE:
Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za. Certified copies of ID, Std 10 certificate, educational qualifications, where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful, NB: African Females Are Encouraged to apply as per Employment Equity Target

CLOSING DATE:
05 March 2021

POST 06/199:
OPERATIONAL MANAGER (GENERAL) - (NIGHT SERVICES) REF NO: STC 05/2021 (X 1 POST)

SALARY:
R444 276per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to employee meeting prescribed requirements) plus 8% Rural Allowance.

CENTRE:
St Chads CHC

REQUIREMENTS:
Grade 12(Standard 10).Basic R425 qualification (degree / Diploma) in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. Minimum of 9 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Proof current and previous experience. Certificate of service of service endorse by HR. Certified copy of current registration (2021) with South African Nursing Council. Recommendation: Nursing administration. Computer literacy. Knowledge; Skills; Training; And Competence: Knowledge of nursing care processes and procedure; nursing statutes; and other relevant legal framework. Knowledge of policy directive information the provision of Primary Health Care. Good verbal and written communication .Decision making and problem solving skills. Conflict management and problem solving skills. Project management skills.

DUTIES:
Co-ordinate all services on night duty, Identify and prevent risks from reoccurring. Ensure record keeping and reporting. Provide comprehensive; quality nursing care to patients/clients in a cost effective manner. Assist in planning; organizing and monitoring of objectives of the CHC. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Work as part of multidisciplinary team to ensure good service delivery. Ensure compliance with all National; Provincial and professional rules and regulations and other prescripts in order to render as safe patient service and improve client satisfaction. Carry out EPMDs evaluation of staff; formulate training programs and participate in the training orientation and development of staff. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the section.
and give guidance. Provide for a safe; therapeutic and hygienic environment. Ability to recognize medical, surgical and obstetric emergencies and refer appropriately. Analyse the operational imperatives set in the National PHC package service and ensure that all programmes are in place and indicators meet the targets. Participate in health promotion, disease prevention and support Sukuma Sakhe initiatives. Ensure establishment of highly motivated; well developed and adequate Health Care workforce provide guidance and apply consequence management where possible, promote Nursing Ethics and Professionalism. Provision of quality comprehensive patient care in line with Ideal Clinic; Realization NHI; IPC, Norms and Standards and Batho Pele Principles. Ensure data and night stat proper management. Hours Of Duty: 40 hours per week.

ENQUIRIES : Mrs C.I. Ndlovu Tel No: (036) 6379600
APPLICATIONS : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950 Ladysmith 3370, Or Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
FOR ATTENTION : Mr S.D. Mdletshe
NOTE : Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A).Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC).Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE : 10 March 2021
POST 06/200 : OPERATIONAL MANAGER NURSING GENERAL UNIT GRADE 1: REF NO: OPM GEN 2/2021 (X1 POST)
SALARY : Grade 1: R444 276 - R500 031.per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.
CENTRE REQUIREMENTS : Eshowe District Hospital
Basic R425 qualification i.e. Degree/Diploma in Nursing. Current registration with South African Nursing Council as a Professional Nurse with midwifery, Experience: minimum of 7 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing with midwifery. NB: Certificate of service from previous employers is compulsory. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, skills, training and competencies required: Knowledge of nursing care policies and procedures, nursing statutory regulation and guidelines and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele Principles, Public Service Regulation and Grievance Procedures, Good communication, report writing, facilitation, leadership, organizational, decision making and problem solving skills. Financial Management. Computer skills.
DUTIES: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele. Improve Hospital efficiencies. Assist with the management of the transformation process and change within the units to ensure that the objectives of the institution are met. Deputise the Assistant Nursing Manager. Provide day and night services.

ENQUIRIES: Nursing Manager: DR FN Dube-Mathonsi Tel No: (035)4734500

APPLICATIONS: Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION: Mrs GZ Dube: Human Resource Manager

NOTE: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. *People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE: 05 March 2021

POST 06/2021

PROFESSIONAL NURSE—SPECIALITY STREAM REF NO: MURCH 01/2021 (X1 POST)

SALARY: Grade 1: R383 226 per annum
Garde 2: R471 333 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

CENTRE: Murchison Hospital (Maternity)

REQUIREMENTS: Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science, Current Registration with SANC as General Nurse and Midwife. Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional with SANC in general nursing and Midwifery Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Midwifery, of which at least 10 years must be appropriate/recognizable experience Maternity services, after obtaining the one year post basic qualification in the relevant speciality. Current SANC receipt_previous work experience/Certificate of service endorsed by your Human Resource Department (to be attached to application) Knowledge, Skills And Competencies Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations

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Knowledge of Batho Pele Principles and patients’ rights charter.

**DUTIES**
Must be able to handle obstetric and emergencies and high risk conditions To execute duties and functions with proficiency within prescript of applicable legislation Provision of quality patient care through setting of standards, policies and procedures To participate in quality improvement programmes and clinical audits Uphold Batho Pele and patients’ rights principles Provide a safe, therapeutic environment as laid down by the Nursing act Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labor relations issues Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols Assist with performance reviews i.e. EPMDS as well as student progress reports Show understanding of Perinatal Problem Identification Analyze reports and utilize the information to improve the health status of women Ensure the implementation of saving mothers, saving babies recommendation Ensure the implementation of Antenatal and post-natal policy including PMTCT.

**ENQUIRIES**
Mrs. CN Mkhwanazi Tel No: (039) 6877311 ext. 127

**APPLICATIONS**
All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital

**NOTE**
The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 16/2019 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

**CLOSING DATE**
05 March 2021

**POST 06/202**
CLINICAL NURSE PRACTITIONER GR 1, 2 REF NO: GAM CHC 2 /2021

**SALARY**
Grade 1: R383 226 per annum  
Grade 2: R471 333 per annum  
Other Benefits 13th Cheque Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements) 12 % rural allowance Uniform allowance

**CENTRE**
Gamalakhe CHC-MOPD

**REQUIREMENTS**
Senior Certificate / Matric Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Current Registration with SANC (2021 Receipt) Previous and current proof of experience endorsed by Human Resource must be attached (with complete dates, months and year) Experience:-Grade 1 A minimum of 4 years appropriate/recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing. Grade 2 A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills And Competencies Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients’ Rights Charter, Labour Relations Act,
Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.

**DUTIES**: Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Promote scientific quality nursing care by functioning as a therapeutic team, coordinating between CHC and community and preventing medico-legal hazards. Encourage research by assisting in departmental projects and always ensuring that the community needs, are taken into account. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Maintain client satisfaction through quality services, innovation and professional nursing care by holding Batho Pele principles and standards set by the accreditation. Participate in clinical records audits, Conduct outreach services to improve health outcomes. Ensure proper utilization and management of resources and integration of health services. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO’s, other governmental departments. Advocate Nursing Professionalism and Ethics.

**ENQUIRIES**: MS GB Tshiseka Tel No: (039)318 1113

**APPLICATIONS**: All Applications Should Be Forwarded To: The HR Manager Gamalakhe Community Health Centre Private Bag X 709 Gamalakhe, 4249

**FOR ATTENTION**: Human Resource Department)

**CLOSING DATE**: 05 March 2021

**POST 06/203**: PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/THEATRE) REF NO: PMMH/PN/OT/01/21 (X2 POSTS)

**SALARY**: Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Other Benefits Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional): In- hospital Area Allowance (8% of basic salary)

**CENTRE**: Prince Mshiyeni Memorial Hospital

**REQUIREMENTS**: Professional Nurse Grade 1 Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the ‘South African Nursing Council’ (SANC) as a Professional Nurse. A post basic qualification in ‘Operating Theatre Nursing Science’, with duration of at least 1 year, accredited with the SANC. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2021) Experience: a minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2 Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with the ‘South African Nursing Council’ (SANC) as a Professional Nurse. A post basic qualification in ‘Operating Theatre Nursing Science’, with duration of at least 1 year, accredited with the SANC. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2021) Experience: a minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Operating theatre) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required:
Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele) demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.

**DUTIES**
- Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho Pele). Work as part of a multidisciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

**CENTRE**
- Prince Mshiyeni Memorial Hospital – Emergency and Trauma

**REQUIREMENTS**
- Appointment and Experience: Professional Nurse **Grade 1**
  - Appointment Requirements: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the ‘South African Nursing Council’ (SANC) as a Professional Nurse. A post basic qualification in ‘Medical and Surgical nursing science/Critical nursing’, with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2021) Experience: a minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2**
  - Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the ‘South African Nursing Council’ (SANC) as a Professional Nurse. A post basic qualification in ‘Medical and Surgical Nursing Science/Critical care’, with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2021) Experience: a minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the Specific specialty (i.e. Emergency and Trauma) after obtaining the 1-year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment - one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele).

**SALARY**
- Grade 1: R383 226 – R444 276 per annum
- Grade 2: R471 333 – R579 696 per annum
- Other Benefits: Home Owner Allowance (conditions apply) 13th Cheque
- (conditions apply) Medical Aid (Optional): In-hospital Area Allowance (8% of basic salary)

**APPLICATIONS**
- Ms TN Khumalo Tel No: (031)907 8263
- All applications to be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X 07; Mobeni; 4060
- Mrs J Murugan
- For Attention: The following are encouraged to apply: Persons with disabilities, African Male, Coloured Female/Male, Indian Male, and White Female/Male
- Closing Date: 05 March 2021

**POSTS**
- PROFESSIONAL NURSE (SPECIALTY- EMERGENCY AND TRAUMA) GRADE 1/2 REF NO: PMMH/PN/ET/01/21 (X2 POSTS)
expectations (Batho Pele) demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.

**DUTIES**

Key Performance Areas: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multidisciplinary team to ensure good nursing care that is cost effective, equitable and efficient.

**ENQUIRIES**

Ms AD Mhlongo Tel No: (031) 907 8203

**APPLICATIONS**

All applications to be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X O7; Mobeni; 4060

**FOR ATTENTION NOTE**

Please note that due to financial constraints, there will be no payment of S&T Claims. The following are encouraged to apply: Persons with disabilities, African Male, Coloured Female/Male, Indian Male, White Female/Male NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

**CLOSING DATE**

05 March 2021

**POST 06/205**

SENIOR SUPPLY MANAGEMENT OFFICER REF NO: HRM 17/2021 (X1)

POST

Directorate: Supply Chain Management

**SALARY**

R316 791 – R373 167 per annum Plus 13th Cheque, Medical AID, Housing Allowance (Employee must meet prescribed requirements).

**CENTRE REQUIREMENTS**

Degree/National Diploma in Financial Management/Public Management/Accounting/Supply Chain Management PLUS 3-5 year experience in Supply Chain Management. Competencies: Computer literacy with proficiency in Microsoft Office software applications, MS Word and Excel, Experience in dealing with different components (Demand, Logistics, Warehouse, Acquisition, Assets) of Supply Chain Management, Knowledge of computerized LOGIS Stores System, Valid code EB Drivers Licenses (code 08) Knowledge, Skills, Training and Competencies Required:

Possess knowledge of legislative prescripts governing the Public Service eg. P.F.M.A. Treasury Regulations, and related acts, Strong, Knowledge of Supply Chain Management practices, directives, regulations and legislation, Knowledge of Labour Relations, Strong leadership, good decision making and problem solving skills, Aptitude for audit type activities, Possess good conflict skills, Possess high level of integrity and professionalism, Ability to organize, plan duties, work under pressure and conduct in service training. Have the ability to prioritize issues and other work related matters and to comply with time frames set, Good written, verbal communication and interpersonal skills.

**DUTIES**

Overall supervision of the Supply Chain Management Section, Sit on various committees: Cash Flow, Equipment, Management, Disposal, Bid Committees, Attend site inspection meetings, Deal with all aspects of payment of accounts, check/update payment register, check/update follow up registers, check order books, check/update filing of relevant documents in all components, deal with queries and follow ups, monitor period of delivery of goods, Conduct internal audits on a monthly basis in all components (Demand, Logistics, Warehouse and Acquisition). Ensure adequate availability of stock in stores at all times, Provide assistance with the analysis of nature of goods and service that must be procured and based on the supplier analysis, Identify the optimal acquisition process to be followed in terms of preferential policy imperatives of the department, Ensure invitation of quotations/bids are in line with the SCM practices, directives, regulations and legislation, Check all adverts for correctness before placing on the notice board in the Government Gazette, Ensure proper contract management and monitor performance of suppliers, Ensure compliance in the Receipt and handling of offers from Suppliers (Opening of tenders), Attend to all appeals received from suppliers/Provincial treasury, Compile and submit monthly returns and reports to Head Office, Contract register, Irregular expenditure etc., Train, develop, motivate and monitor staff performance in line with EPMD, Identify risks and develop
quality improvement strategies.

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<tr>
<th>ENQUIRIES</th>
<th>APPLICATIONS</th>
<th>NOTE</th>
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<tr>
<td>Mrs. B.G. Anderson Tel No: (031) 360 3903</td>
<td>All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.</td>
<td>An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a>. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&amp;T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.</td>
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<tr>
<td>05 March 2021</td>
<td>SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: MCP/SYST02/2021 (X1 POST)</td>
<td>CLOSING DATE: 05 March 2021</td>
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<td>05 March 2021</td>
<td>SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: MCP/SYST02/2021 (X1 POST)</td>
<td>POST 06/206:</td>
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<td>R316 791 per annum (Level 08)</td>
<td>Malaria Control Programme</td>
<td>SALARY:</td>
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<td>Senior Certificate / STD 10/ Grade12, Diploma/ Degree in Public Administration / Public Management, 3-5 years appropriate/recognizable operational experience in various System Management environment. Proof of current and previous work experience endorsed and stamped by Human Resource (Certificate of service record) must be attached. Knowledge, Skills, Attributes And Abilities: Computer Literacy: MS Office Software Applications, Knowledge of relevant acts and regulations inclusive of PFMA and Treasury Regulations, Ability to make independent decisions, Conflict Resolution and Negotiating skills, Ability to prioritize issues and other work related matters and to comply with time frames, Proven initiative, decisiveness, dedication and the ability to acquire new knowledge swiftly, Knowledge of modern office procedures, practices, and equipment, Knowledge of the functions, organizations and regulations, which operate within the System Management, Ability to exercise good judgment and discretion in applying and interpreting departmental policies and procedures, Ability to establish and maintain effective working relationships with departmental officials and employees.</td>
<td>CENTRE REQUIREMENTS:</td>
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<td>Oversee the maintenance, storage and proper management of documentation and information to enable the efficient tracing, retrieval and filing thereof for Malaria Programme Components, Manage telecommunication services for Malaria Programme Components inclusive of repair and maintenance of telephone infrastructure and the administration of Telkom telephone account, Oversee the administration of institutional fleet, Ensure that the Malaria Programme Complex is properly maintained and neat and orderly at all times by managing the maintenance and cleaning of the complex according to predetermined standards, Administer Service Level Agreement with the various stakeholders and service providers, Ensure effective and efficient building access management and resource security arrangements for the Malaria Programme Complex.</td>
<td>DUTIES:</td>
<td></td>
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<tr>
<td>Mr. TE Raswiswi Tel No: (033) 9402450</td>
<td>Malaria Control Programme, Private Bag X 002, Jozini, 3969 OR hand deliver to 304 Nsinde Road Jozini Malaria Control Programme,</td>
<td>ENQUIRIES:</td>
</tr>
<tr>
<td>Please forward applications quoting reference number to: The Human Resources Manager, Malaria Control Programme, Private Bag X 002, Jozini, 3969 OR hand deliver to 304 Nsinde Road Jozini Malaria Control Programme,</td>
<td>APPLICATIONS:</td>
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HR Department.

NOTE: Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za. Certified copies of ID, Std 10 certificate, educational qualifications, where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/ verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful, NB: African Females Are Encouraged to apply as per Employment Equity Target.

CLOSING DATE: 05 March 2021

POST 06/207: PARAMEDIC REF NO: EMS UGU 03/2021
Emergency Care Practitioner with Critical Care Certificate (CCA)

SALARY:
Grade 1: R254 382 per annum
Grade 2: R318 042 per annum
Grade 3: R392 151 per annum
Grade 4: R461 940 per annum

CENTRE REQUIREMENTS:
EMS UGU District

Grade 1 - Requires a CCA qualification plus registration with HPCSA as a paramedic. No experience required. Grade 2: Requires a CCA qualification plus registration with HPCSA as a paramedic plus Seven (7) years’ experience after registration with the HPCSA as a paramedic (CCA). Grade 3: - Requires a CCA qualification plus registration with HPCSA as a paramedic plus Fourteen (14) years’ experience after registration with the HPCSA as a paramedic (CCA). Grade 4 Requires a CCA qualification plus registration with HPCSA as a paramedic plus Twenty four (24) years’ experience after registration with the HPCSA as a paramedic (CCA).

Emergency Care Practitioner With National Diploma - Grade 2: Requires a National Diploma and registration with HPCSA as a paramedic. No experience required. Grade 3: Requires a National Diploma and registration with HPCSA as a paramedic plus seven (7) years’ experience after registration with the HPCSA as a paramedic (CCA). Grade 4: Requires a National Diploma and registration with HPCSA as a paramedic plus seventeen (17) years’ experience after registration with the HPCSA as a paramedic (CCA).

Emergency Care Practitioner with (B Tech Degree) - Grade 3: Requires a B Tech Degree qualification and registration with HPCSA as an Emergency Care Practitioner (ECP). Grade 4: Requires a B Tech Degree qualification and registration with HPCSA as an Emergency Care Practitioner (ECP) plus (10) years’ experience after registration with HPCSA as ECP.

Grade 12 Certificate; Critical Care Advanced Certificate (CCA); Unendorsed drivers licence (C1) with professional driving permit (receipt of renewal not accepted); Registration with HPCSA as paramedic; Proof of current registration with the HPCSA (Valid card will be accepted, deposit slip will not be accepted).

Knowledge, Skills, Training And Competencies Required: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services, and will be responsible to provide pre-hospital treatment within the scope of practice and transport emergencies to an appropriate health facility in order to minimize the loss of lives, and as such the ideal candidates must:-

Possess knowledge of Advanced Life Support Protocols; Have understanding of EMS and its line of business; Possess knowledge of Rules and Regulations of Road Traffic Ordinance; Have the ability to implement emergency procedures; Possess good communication skills and interpersonal relations.

Have Practical Patient Management skills.

DUTIES: Maintain vehicle and medical equipment check the allocated vehicle and equipment and complete the check list; Wash, clean and disinfect the interior/exterior of the vehicle; Treat and transport patients to hospital from scene in accordance with the Advanced life support protocols; Change and replenish surgical sundries and medical-gases and ensure that all items are used before expiry date; Maintain the vehicle in a clean condition and good working order all times; Use all equipment and government property as per laid
down policies and procedures; Maintain best clinical practices in accordance
with quality standards and maintaining Continuous Professional Development
(CPD); Assistant in maintaining a clean and tidy base; Complete and submit all
appropriate paperwork to the shift leader before the termination of the shift;
Hand over the vehicle and equipment to the next shift/relevant authority fully
replenished, clean and in good working order; Abide by the Standing
Operational Procedures of EMS; Maintain accurate and reliable records at all
times; Perform over time duties in accordance with EMS Policy when required;
Provide orientation and supervised training with regard to ALS. Actively
participate in training and quality assurance programs.

ENQUIRIES:
APPLICATIONS:
FOR ATTENTION:
CLOSING DATE:
POST 06/208:

SUPPLY CHAIN CLERK (SUPERVISOR) REF NO: HRM 16/2021 (X1 POST)
Directorate: Warehouse and Logistic Management

SALARY:
CENTRE:
REQUIREMENTS:
DUTIES:
ENQUIRIES:
APPLICATIONS:
NOTE:

R257 508 – R303 339 per annum, Plus 13th Cheque, Medical Aid, Housing
Allowance (Employee must meet prescribed requirements)

King Edward VIII Hospital (KEH)

Senior Certificate (Grade 12 or equivalent), 3-5 years clerical/administrative
experience within SCM component Recommendation: Computer Literacy with
proficiency in Microsoft Office software applications, MS Word and Excel, At
least 1 year Supervisory experience in SCM, Undendorsed code driver’s
licence Knowledge, Skills, Training and Competencies Required: Possess
knowledge of legislative prescripts governing the Public Service eg. P.F.M.A,
Treasury Regulations, and related acts, Good verbal and written
communication skills, Possess technical knowledge of Supply Chain
Management practices, directives, regulations and legislation, Sound
knowledge of Warehouse/Logistic Management including stock taking, Ability
to work under pressure and team player, Good organizational, planning, and
team building skills, Ability to uphold confidentiality, Ability to plan, organize and
meet deadlines.

Oversee overall logistics issues and inventory control management, Planning
and assigning work to staff, Develop and implement standard of performance
in Logistics, Responsible for replenishing and issuing stock, Compile and
submit required monthly reports (accruals, stock taking) etc, Conduct monthly
and quarterly stock take and meet deadline, Attend to Audit queries timeously
and implement improvement plans, Implement risk management to avoid fraud
and corruption, Manage contracts and orders, Monitor staff performance
through EPMDS, Follow up on outstanding orders, Monitor stock expiry to
minimize losses, Management of critical stock for the wards and departments.

All applications must be addressed to the Human Resources Manager, and
should be placed in the red application box situated next to the ATM in the
Admin building or posted to Private Bag X02, Congella, 4013

An Application for Employment Form (Z83) must be completed and forwarded.
This is obtainable from any Public Service Department or from the website
www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational
qualifications, certificates of service and professional registration certificates
(not copies of certified copies) and proof of current registration must be
submitted together with your CV. Original signed letter from your current
employer, confirming current and appropriate work experience related to the
requirements and recommendations of the advert. People with disabilities
should feel free to apply for the posts. The reference number must be indicated
in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note
that failure to comply with the above instructions will disqualify applicants.
Please note that the selected candidate will be subjected to a pre-employment
screening and verification process including a CIPC (Companies Intellectual
Property Commission) screening. Due to the large number of applications we
receive, receipt of applications will not be acknowledged. Should you not be
advised within 60 days of the closing date, kindly consider your application as
unsuccessful. Please Note That Due To Financial Constraints, There Will Be
No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative
action employer whose aim is to promote representatively in all levels of all
CLOSING DATE : 05 March 2021

POST 06/209 : EMERGENCY CARE OFFICER GRADE 3 REF NO: EMS UGU 02/2021 (X2 POSTS)

SALARY : R169 176 per annum
CENTRE : EMS UGU District
REQUIREMENTS : Grade 12 Certificate with science subjects; Intermediate Life Support Certificate (AEA); Registration with the health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant; Proof of current registration with the HPCSA (Valid card will be accepted, deposit slip will not be accepted); Unendorsed drivers license (C1) with professional driving permit (receipt of renewal not accepted).

Knowledge, Skills, Training and Competencies Required: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services, and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life support and transport patients to an appropriate health facility in order to minimize the loss of lives. The ideal candidates must: - Possess knowledge of Intermediate Life Support Protocols; Have understanding of EMS and its line of business; Possess knowledge of basic Medical Rescue; Possess knowledge of Rules and Regulations of Road Traffic Ordinance; Possess good communication skills; Have Practical Patient Management skills; Have the ability to implement emergency procedures; Have the ability to work under pressure; Be able to operate in any EMS environment i.e Emergency Ambulances, Obstetrics ambulance, inter-facility; Ambulances, communication centres, Rescue or Patient Transport Services as per the allocation or deployment by the management of EMS; Be flexible to be deployed to any shift as per the service delivery needs; Be available for disaster relief emergency deployments nationally and for internationally.

DUTIES : Treat, stabilize and transport patients according to the scope of practice of the intermediate Life Support as per the HPCSA Protocols; Respond to all calls as dispatched by the Communication center or requested by other medical professionals to assist with intermediate Life Support of treatment; Maintain best clinical practices in accordance with quality standards and maintaining Continuous Professional Development (CPD); Maintain vehicle and medical equipment check the allocated vehicle and equipment and complete the check list, report all losses, damages discrepancies, deficiencies to the Shift Leader; Wash, Clean and disinfect the interior/exterior of the emergency vehicles and maintain the vehicle in a clean condition and good working order at all times; Change and replenish surgical sundries and medical-gases and ensure that all items are used before expiry date; Assistant in maintaining a clean and tidy base; Use all government property i.e. medical equipment, other equipment, Vehicle and building as per government policies and procedures; Complete and submit all appropriate paperwork to the shift leader before the termination of the shift or as required; Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order; Abide by the Standing Operational Procedures of EMS; Maintain accurate and reliable records at all times; Perform overtime duties in accordance with EMS Policy; Actively participate in training and quality assurance programs.

ENQUIRIES : Mr S.P. Gumede Tel No: (039) 688 3619
APPLICATIONS : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240.
FOR ATTENTION : Human Resource Manager
CLOSING DATE : 05 March 2021

POST 06/210 : EMERGENCY CARE OFFICER GRADE 1 REF NO: EMS UGU 01/2021

SALARY : R143 613 per annum
CENTRE : EMS UGU District
REQUIREMENTS : Grade 12 Certificate; Basic Ambulance Assistant Certificate (BAA); Registration with the health Professions Council of South Africa (HPCSA) as a Basic Ambulance assistant; Proof of current registration with the HPCSA (Valid card will be accepted, deposit slip will not be accepted); Unendorsed drivers license (C1) with professional driving permit (receipt of renewal not accepted).
Recommendation: Grade 12 certificate with Science subject/s. Knowledge, Skills, Training And Competencies Required: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services, and will be responsible to provide pre-hospital treatment within the scope of Basic Life support and transport patients to an appropriate health facility in order to minimize the loss of lives. The ideal candidate must:- Possess knowledge of Basic Life Support Protocols; Have understanding of EMS and its line of business; Possess knowledge of Basic medical rescue; Possess knowledge of Rules and Regulations of Road Traffic Ordinance; Possess good communication skills; Have Practical Patient Management skills; Have the ability to implement emergency procedures; Have the ability to work under pressure; Be able to operate in any EMS environment i.e. Emergency Ambulances, Obstetric Ambulance, inter-facility ambulances, communication centres, Rescue or Patient, Transport Services as per the allocation or deployment by the management of EMS; Be flexible to be deployed to any shift as per service delivery needs; Be available for Disaster Relief Emergency deployments nationally and/or internationally.

**DUTIES**
- Treat, stabilize and transport patients according to the scope of practice of the Basic Ambulance Assistant as per the HPCSA protocols; Respond to all calls as dispatched by the communication centre or requested by other medical professionals to assist with Ambulance duties; Maintain best clinical practices in accordance with quality standards and maintaining Continuous Professional Development; Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages discrepancies, deficiencies to the shift leader; Wash, clean and disinfect the interior/ exterior of the emergency vehicle and maintain the vehicle in a clean condition and good working order at all times; Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date; Assistant in maintaining a clean and tidy base; Use all government property i.e medical equipment, other equipment, vehicles and buildings as per government policies and procedures; Complete and submit all appropriate paperwork to the shift leader before the termination of the shift or as required; Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order; Abide by the Standing Operational Procedures of EMS; Maintain accurate and reliable records at all times; Perform over time duties in accordance with EMS Policy; Actively participate in training and quality assurance programs.

**ENQUIRIES**
- Mr S.P. Gumede Tel No: (039) 688 3619

**APPLICATIONS**
- Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240

**FOR ATTENTION**
- Human Resource Manager

**CLOSING DATE**
- 05 March 2021