ANNEXURE O

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

ERRATUM: kindly note that the posts of Store Assistant (Pharmacy) (X3 Posts) with Ref No: CHBAH 390 and Laundry Worker (Linen Depo) (X1 Post) with Ref No: CHBAH 391 (For Chris Hani Baragwanath Academic Hospital) advertised in Public Service Vacancy Circular No 07 dated 26 February 2021 was advertised with the incorrect salary level and notches. The salary level of the posts has been amended as follows: Laundry Worker (Linen Depo) salary level 02 Notch R102 534 per annum and Store Assistant salary level 02 Notch R102 534 per annum. Applicants who previously applied are encourage to re-apply. The closing date has been extended to 09 April 2021. It is the department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

OTHER POSTS

POST 09/114 : CLINICAL MANAGER (MEDICAL) GRADE1 REF NO: EHD2021/03/11 (X1 POST)
Directorate: Clinical Forensic Medical Services
Re-advertisement. Applicants who previously applied are advised to re-apply as their previous applications will not be considered.

SALARY : Grade 1: R1 173 900 – R1 302 849 per annum (all inclusive – remunerative package)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : MBCchB Degree or MD. Equivalent. Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of 4 years’ appropriate experience as an Independent Medical Officer after registration with the HPCSA as Medical Practitioner. Computer literacy (MS Word, Excel, PowerPoint, Microsoft Teams; Zoom) etc. Communication (written and Verbal). Applicant must be in a possession of a valid South African Driver's license is essential. Sound Knowledge of Clinical Forensic Medical Services Legislations and related Legal and Ethical Practices; PFMA and Public Service Act and Regulations. Good interpersonal Relation, IT, Financial and human resource management skills. Ability to work independently in terms of decision making and problem solving in clinical or administrative scenarios. Sound clinical knowledge and experience in the Clinical Forensic Medical Services. Experience and or a Diploma in Clinical Forensic Medical Services will be an advantage. Ability to work with Clinical Forensic Medical Services Multidisciplinary Team and intersectoral partners relevant to the provision of holistic Clinical Forensic Medical Services. Willingness to manage, train and supervise Clinicians within the District. Willingness to give evidence in court as an Expert / State witness for patients seen or for Clinicians who are no more working in the District if needed by the Magistrate or Judge.

DUTIES : The overall Coordinator / Manager of the Ekurhuleni Clinical Forensic Medical Services. To assist in the management of Commuted Overtime for Doctors in Ekurhuleni CFMS. To assist in the management of Full Time and Sessional District CFMS Clinicians. To coordinate Clinical Forensic Medical Services according to policies and regulations. To provide support for effective and efficient medical service delivery within PHC. To participate in organizing the CME programme for Clinicians within the District. To manage complaints within the Unit and advice the District Management accordingly. To supervise and coordinate the 24 hours clinical forensic Medical Services. To involve in recruitment and placement of Staff within Ekurhuleni District. To provide access to skills development and capacity building opportunities. To work collaboratively in solving problems and generate solutions to common problems within the Department that may be impacting on the performance of the incumbent. To assist the Development of Clinical Care and Guidelines, Protocols and SOP’s and monitor the implementation thereof. To conduct the patients file and patients J88 audit. To maintain the Thuthuzela Care Centre (TCC) status of the two Facilities. Participate in the provision of optimal mental health care at PHC services in the Community Health Centers, clinics and District/Regional hospitals. Participate in 24hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Assist the District Psychiatrist and Head of Clinical Unit in supervising medical officers and nurses. Assist facilities in ensuring that they have adequate and correct medication for service users. Support the training and the CPD/CME activities for
medical officers, nurses, intern, community services doctors and intersectoral partners in the district. Assist the Head of Clinical unit in the development of clinical care and guidelines, protocols and SOP’s and monitor the implementation thereof.

ENQUIRIES
APPLICATIONS
Dr M.E Tipoy Tel No: (011) 876 -1777/ (011) 876 -1802
Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE
No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE
POST 09/115
DENTAL SPECIALIST/SENIOR LECTURER GRADE1/2/3
Directorate: Prosthodontics
SALARY
R1 106 040 – R1 834 890 per annum (All-inclusive package)
CENTRE
University of Pretoria Oral Health Centre
REQUIREMENTS
MChD or an MDent in Prosthodontics, registration with HPCSA as a prosthodontist. Candidates must have experience of teaching and training of undergraduate and postgraduate in both crown and bridge work and removable prosthodontics. Experience with CAD/CAM technology and removable partial denture design. Didactic lecturing experience and evidence of knowledge and application of valid and reliable assessment methods. A record of research in the field. Experience in management and administration. Recommendations: Any additional qualifications current study and supervision of research projects will be advantageous.

DUTIES
The successful candidate will be expected to carry out clinical and didactic teaching of Undergraduate and postgraduate students in fixed and removable prosthodontics, be the course coordinator of a selected year’s programme as dictated by departmental needs. This will involve preparation of lecture schedules, lecturing, participating in on line interactive teaching and learning, setting and marking test, providing remediation, conducting continuous assessment, taking part in partial denture design tutorials, rendering of treatment to patients, administrative duties and undertaking own research.

ENQUIRIES
APPLICATIONS
Prof LM Sykes Tel No: (012) 319 2681
Quoting the relevant reference number. Direct applications to Mrs. I Prinsloo, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001.

NOTE
Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, current registration with HPCSA 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
POST 09/116
MEDICAL SPECIALIST GRADE 1 REF NO: SBAH 21/2021
Directorate: Orthopaedics
SALARY
R1 106 040 per annum plus benefits
CENTRE
Steve Biko Academic Hospital
REQUIREMENTS
Qualifications as a medical specialist. Registered at HPCSA as a Specialist.
DUTIES
Provide and/or supervise clinical care of orthopedic patients at a level of appropriate to the service platform. Teach and examine pre-graduate students in appropriate aspects, teach and supervise post graduate students in orthopaedics. Initiate and participate in research activities and publications accordance with
faculty plans. Manage and perform required administrative academic duties in support of and coordinate with the Head of Department. Render after hours’ clinical services as required.

ENQUIRIES: Prof. MV Ngcelwane Tel No: (012) 354 2851
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE: 30 March 2021
POST 09/117: PRINCIPAL CLINICAL PSYCHOLOGIST REF NO: SBAH 22/2021
Directorate: Psychiatry
SALARY: R1 025 316 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Registration with the HPCSA as a Clinical Psychologist. A minimum of five years’ working experience as a Clinical Psychologist. Good report writing skills, multilingualism, and the ability to communicate with children. Experience in a Psychiatric hospital will be an advantage.
DUTIES: Perform clinical and administrative duties as required by the service delivery needs of the department. Perform service delivery for children in-patients, and out-patients. Consult liaison for adult patients as required. Must be able to oversee the smooth running for both the adult and children in the psychology section. Will be part of the Employee Health and wellness program.
ENQUIRIES: Ms. L.A Nkosi Tel No: (012) 354 1181
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE: 30 March 2021
POST 09/118: DEPUTY MANAGER NURSING REF NO: DMN/01/2021 (X1 POST)
Directorate: Nursing
SALARY: R843 618 – R949 482 per annual
CENTRE: Thelle Mogoerane Regional Hospital
REQUIREMENTS: A basic qualification accredited with the SANC in terms of Government Notice R425 (i.e Diploma/ Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and Degree qualification in Nursing Administration and Nursing Education. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Applicants are expected to submit a certified copy of their current SANC Annual Practicing Certificate. Applicant must be in possession of a valid South African driver’s license, must be able to work under pressure. Understanding the application of the relevant statutes and policies governing Public Service, nursing profession and corporate governance. In-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice 2012/13 – 2016/17. Knowledge and skills: have strong leadership skills, good verbal and written communication skills, sound interpersonal skills, project management skills, financial and human resources management skills. Computer literacy. Ability to work independently, and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Understanding of Performance Management and Development System. Understanding of Strategic Planning, Knowledge of PFMA and Treasury Regulations. Understanding the Application of Batho Pele Principles, Patient’s Rights Charter and Quality Assurance system. Understanding of managing workplace discipline, well developed communication, presentation, negotiations and research skills. Understanding of hospital indicators.
DUTIES: Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Provide professional, technical and management support for the provision of quality patient care through 88 proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and
professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation: (Human, Financial, Physical and Material resources). Provide full-time technical and management support to district and institutions. Implement Batho Pele Principles, Patient’s Rights Charter and Quality Assurance programme. Coordinate nursing related research and development. Support management in enhancing the image of the department and improve the skills and competencies of the nurses. Involvement in the hospital’s quality assurance and quality improvement activities. Manage staff performance and development. Management of nursing projects and participation in hospital projects aimed at enhancing service delivery. Knowledge of monitoring and evaluation or health care indicators for improved outcomes.

ENQUIRIES: Dr. M.M. Malaka Tel No: (011) 891 7318
APPLICATIONS: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main HR Reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a new Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: 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. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE: 26 March 2021
POST 09/119: DEPUTY MANAGER NURSING (LEVEL 1 & 2) REF NO: EHD2021/03/12
Directorate: Health Programmes
Re-advertisement: Applicants who previously applied are advised to re-apply as their previous applications will not be considered.

SALARY: R843 618 per annum (all inclusive remuneration package)
CENTRE: Ekurhuleni Health District
REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least years of the period referred to above must be appropriate/recognizable experience at management level. Current proof of SANC receipt. Qualification in nursing admin or health care system management would be an added advantage, skills, training and competencies required: Knowledge of relevant legislative framework governing the public service. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication and writing skills. Good human relations. Leadership and Management skills. Problem analysis and decision making skills. Demonstrate basic understanding of Human Resource and Financial policies and practices. Demonstrate computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure proper implementation of health programmes in the District. Driver’s license is essential. Experience in PHC services is essential.

DUTIES: Provide guidance and leadership towards the realization of strategic goals and objectives of health programmes within the District. Provide professional, technical and management support for the provision of quality patient care through proper management of health programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies,
programmes, regulations, practices, procedures and standards pertaining to implementation of health programmes in the District. Establish, maintain, and participate in inter professional and multi-disciplinary teamwork that promotes efficient and effective implementation of health programmes across all settings. Ensure effective management, supervision and utilization of human and material resources. Supervise and support all Health Programmes (Youth, Communicable and Non-communicable, Environmental Health, Mother Child Women Health, Health promotion, Nutrition, EPI and COVID-19). Ensure adherence to prescribed nursing policies and procedures. Supervise and ensure the provision of disciplinary and grievance matters. Evaluate and monitor compliance with clinical adherence to National Core standards.

**ENQUIRIES** : Ms. E. Mashego Tel No: (011) 876 -1814

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

**NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1995. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE** : 26 March 2021

**POST 09/120** : PHARMACIST GRADE 1 – GRADE 3 REF NO: EHD2021/03/13 (X2 POSTS)

**Directorate**: Pharmacy

Re- Advertisement: Applicants who previously applied are advised to re-apply as their previous applications will not be considered.

**SALARY** : Grade 1: R693 372 – R735 918 per annum (inclusive remunerative package)

Grade 2: R751 026 – R797 109 per annum (inclusive remunerative package)

Grade3: R821 205 - R871 590 per annum (inclusive remunerative package)

**CENTRE** : Ekurhuleni Health District

**REQUIREMENTS** : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC Registration with the SAPC as a Pharmacist. Current proof of current registration with SAPC. Less than five (5) years appropriate experience after registration as a Pharmacist with the SAPC. **Grade 2**: At least 5 years, but less than 13 years, relevant experience as a Pharmacist. **Grade 3**: 13years and more relevant experience as a Pharmacist.

**DUTIES** : Assist management with overall budget and expenditure monitoring. Monitor ordering patterns. Ensure compliance to District Formulary, EML and National Guidelines. Facilitate rational use of medicines. Ensure registration of selected facilities as Pharmacies with SAPC and be registered as responsible pharmacist with the relevant statutory body. Focus on availability of medicines and communication thereof to relevant stakeholders to ensure minimal impact on patients. Perform all other duties delegated by Supervisor/Manager.

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

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

**NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to...
medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 March 2021

POST 09/121 : ASSISTANT MANAGER NURSING (SPECIALTY UNIT) REF NO: EHD 2021/03/14
Directorate: Primary Health Care

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

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

ENQUIRIES : Ms N.E Ndou Tel No: (011)878 8540
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 March 2021

POST 09/122 : ASSISTANT MANAGER NURSING: SPECIALITY OPERATING THEATRE REF NO: SBAH 24/2021
Directorate: Nursing

SALARY : R614 991 per annum (PN-B4) plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government 425, i.e diploma/degree in Nursing as a professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in relevant
specialty. Degree/diploma in Nursing Management. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Operating Theatre Nursing Science. At least 3 years of the period referred to above must be recognizable experience at management level at a Public Institution. Strong leadership, good communication and sound interpersonal skills are necessary. Valid driver’s license. Service certificate compulsory. South African Nursing Council annual practicing certificate. Computer literacy.

**DUTIES**

Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of Human, Financial and services resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and development of self and subordinates.

**ENQUIRIES**

Mrs. AM Mowayo Tel No: (012) 354 1300

**APPLICATIONS**

Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE**

Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE**

30 March 2021

**POST 09/123**

OPERATIONAL MANAGER NURSING (MOU) REF NO: EHD2021/03/15

**SALARY**

R562 800 – R633 432 per annum

**CENTRE**

Esangweni CHC (NSDR)

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Ms. T.T Zamisa Tel No: (011) 565 – 5160

**APPLICATIONS**

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

**NOTE**

No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept
that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 26 March 2021

POST 09/124: ASSISTANT MANAGER NURSING: GENERAL (NIGHT DUTY) REF NO: AM-TMRH-01

Directorate: Nursing

SALARY: R562 800 – R652 437 per annum plus benefits

CENTRE: Thelle Mogoerane Regional Hospital

REQUIREMENTS: Grade 12 (Standard 10). A 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 and Midwife. A diploma/ degree in Nursing management/ Administration is required. A proof of current registration with the SANC as a Professional Nurse and Midwife. A minimum of Eight (08) years Appropriate/recognizable experience after registration with SANC as a Professional Nurse and Midwife. Three (3) years of experience must be relevant experience at a management level in a public hospital environment. Night duty experience as Operational Manger and experience in Quality Assurance will be added advantage. Knowledge and competencies: Supervisory, problem solving, conflict resolution and interpersonal skills. Good leadership and communication skills. Knowledge of nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies. Ability to plan, organize, lead and co-ordinate quality health services in the department. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and practices. Knowledge of Gauteng department of health service delivery challenges, goals and objectives as stated in the annual performance plan.

DUTIES: Sustain effective management of quality nursing service. Co-ordinate optimal, holistic general and specialized nursing care provided within the set standards and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards, self-development and mentoring of Operational Managers. Maintain & manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the department and have the ability to deal with conflict. Knowledge of DOH policies, develop SOPs and protocol for the department, ensure that the Regulated Norms and Standards are maintained and upheld. Manage the Human Resource and ensure skilling and quality care. Manage the department efficiently and cost effectively. Coordination of effective training and research. Maintain accuracy and integrity in Collation and consolidation of Midnight statistics. Support the Department of Health Strategic Objectives of quality patient care at night. Compile evidence based reports for continuity of patient care for morning reports and handing over. Implement disciplinary and corrective measures to staff working night duty. Implement SOPs for the nursing and Hospital SOPs and maintain evidence based practice. Patient complaints management and resolution of complaints for efficient patient care. Do random patient care satisfaction surveys at night. Random nursing records audits to improve rendering of safe and evidence based quality nursing care. Implement hospital contingency plans per given incident and reports. Coordinate and monitor the operations of non-clinical systems that have direct impact to patient care at night. Monitor the flow of patients from emergency units and provide informed directives for continuity of care without delays. Immediate resolution of patients and public complaints and keep records of all detailed complaints and interventions. Implement complaints and patient safety incidents guidelines at night.

APPLICATIONS: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

ENQUIRIES: Mr M.T.K. Zon di Tel No: (011) 891 7299

NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the
required documents will result in the application not being considered. Proof of experience should be attached. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: 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. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**: 26 March 2021

**POST 09/125**: ASSISTANT MANAGER NURSING REF NO: STDH/00033 (X1 POST)

**Directorate**: Nursing

(Re-Advertisement)

**SALARY**: R562 800 – R652 437 per annum plus benefits

**CENTRE**: Sizwe Tropical Disease Hospital

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

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

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

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

CLOSING DATE: 29 March 2021

POST 09/126: OPERATIONAL MANAGER NURSING SPECIALTY (PN-B3) REF NO: CHBAH 392 (X2 POSTS)

Directorate: Internal medicine

SALARY: R562 800 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. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a specific specialty after obtaining the one (1) year post-basic qualification in Critical Care Nursing Science. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point), Ability to work independently and innovatively. Knowledge of legal prescripts that regulate nursing and health services. Ability to take charge and make appropriate independent decisions. Decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.

DUTIES: Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal frame work. Implement nursing legislation and related frame work and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Be allocated to work night shifts and relieve the supervisor when required. Perform as an operational manager in accordance with the scope or practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implement of National Core Standards Manage and monitor effective utilization and supervision of human, financial and physical resources. Co-ordination and provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other stake holders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in training, research and self-development. Management of personnel performance and review thereof.

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

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 Certified ID document, Certified 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. CBABH 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). CBABH 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 : 09 April 2021

POST 09/127 : OPERATIONAL MANAGER NURSING SPECIALTY (PN-B3) REF NO: CHBAH 393 (X3 POSTS)
Directorate: Paediatrics

SALARY : R562 800 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. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a specific specialty after obtaining the one (1) year post-basic qualification in Paediatric Nursing Science. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of legal prescripts that regulate nursing and health services. Ability to take charge and make appropriate independent decisions. Decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.

DUTIES : Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal frame work. Implement nursing legislation nursing related frame work. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Be allocated to work night shifts and relieve the supervisor when required. Perform as an operational manager in accordance with the scope or practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implement of National Core Standards Manage and monitor effective utilization and supervision of human, financial and physical resources. Co-ordination and provision of effective training and research. Maintain professional growth/ethical

ENQUIRIES: Mr NB Mulaudzi Tel No: (011) 933 0134/9779
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 Certified ID document, Certified 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: 09 April 2021
POST 09/128: CHIEF CLINICAL TECHNOLOGIST GRADE 1-2 REF NO: SBAH 23/2020
Directorate: Critical care

SALARY: R466 119 - R532 959 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: B-Tec in Clinical Technology- Specialized Category in Critical Care. Registration with HPCSA as Clinical Technologist-Specialized Category Critical care. Grade 1: minimum of 3 years’ relevant experience in supervisory position after registration with the HPCSA as Clinical Technologist in Critical care. Grade 2: minimum of 10 years’ relevant experience in supervisory position after registration with the HPCSA Clinical Technology in respect of SA qualified employees. Competencies (knowledge/skills): professional person with leader qualities, integrity and ability to perform under pressure, independently and in a team. Self -driven and results orientated. Good communication, report writing, presentation and interpersonal skills, computer literate, honest, patient, hardworking and reliable. Willingness to train students and present lectures.

DUTIES: Provision of specialized Critical Care diagnostic and investigative services within the Critical Care Unit and according to SBAH’s protocols i.e Mechanical Ventilation, ROTEM, Cellsaving, Administration of Nitric Oxide etc. willing to learn and perform new procedures. Maintain good infection control. Order stock and manage. Schedule staff daily to performing all procedures. Engage in continuous professional Development.

ENQUIRIES: Mr. AM Khomo Tel No: (012) 354 4151
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 30 March 2021

POST 09/129: CONTROL ENGINEERING TECHNICIAN REF NO: CHBAH: 394 (X1 POST)

Directorate: Supply Chain Management

SALARY: R446 202 – R510 189 per annum (all-inclusive package)

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: A degree/National diploma in Engineering or relevant qualification. Registration with Engineering council of South Africa (ECSA). Six (6) years post qualification technical Engineering experience of which 3 years is on supervisory level. Valid driver’s license. Be a member of Clinical Engineering Association of South Africa (CEASA). High level of computer literacy and sound knowledge of Microsoft Office suite of applications is essential. Excellent written and verbal communication skill. Ability to work under pressure and deliver on tight deadlines. Customer care service-oriented skills. Conflict management skills. Knowledge of grievance and disciplinary procedures. Reports writing skills.

DUTIES: Manage and Maintain medical equipment at CHBAH as per the manufacturer’s specifications and Health Technology. Manage and Maintain the medical equipment installed base including Demo and Loan Units Plan and Execute timely equipment services to comply with the manufacturer’s specifications and ensure that the correct service intervals are adhered to Create and maintain a service history database of all service, maintenance and repairs on all medical equipment to ensure that only economically viable equipment is maintained and repaired. Oversee Biomedical technicians and other maintenance staff. Oversee medical equipment contracts and monitor and record turnaround times. Ensure results of all maintenance (reactive and preventive maintenance) are captured accurately on the hospital systems, these entries should include spares used, labour involved, associated costs, tasks performed, actions taken and persons/suppliers involved in accordance with the hospital’s Guidelines and Technical Requirements. Ensure that medical equipment works effectively and safely. Perform in-house preventive maintenance, repairs and installations on all medical equipment where you have received factory training. Coordinate the utilization of technical and financial resources Financial control through proper budgeting and control of outsourced services. Use test equipment to perform inspections and diagnosis equipment failure and be able to differentiate between operational and technical problems. Acceptance of Service Certificates to ensure that equipment returned from service providers has indeed been serviced or repaired, complete with accessories, functioning and ready for use. Ensure commissioning and installation tests are performed prior to acceptance of new, demo and or loan equipment and maintain the necessary documentation. Compile yearly budgets per month for scheduled service and maintenance of equipment. Compile medical equipment replacement schedule and obtain approval from SCM and or Medical Equipment Committee. Conduct six monthly equipment audits to ensure database accuracy and keep an accurate record thereof. Compile weekly, monthly and yearly reports and submit to management. Be available for overtime and be on standby as and when required. Management of staff development and overall supervision. Conduct in-service training and, PMDS. Conflict resolution. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

ENQUIRIES: Ms. T.T. Ravele Tel No: (011) 933 0537

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 will be considered.

NOTE: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is ID document, copies of qualifications from College or University including matric and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.
CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**: 09 April 2021

**POST 09/130**

**MIDDLE MANAGER: ADMINISTRATION REF NO: CHBAH 395 (X1 POST)**

**Directorate**: Logistics (Laundry)

**SALARY**: R376 596 - R454 920 per annum (Level 09) (Plus Benefits)

**CENTRE**: Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**: Grade 12 or equivalent qualification and National Diploma/Degree or equivalent qualification in Public Administration / Management or Business Administration or Production Management with five (5) years’ experience on a supervisory level. Computer literacy (Microsoft Office Suite e.g. Ms Word, Ms Excel and Ms PowerPoint). Experience in laundry services will be advantageous. Must have excellent presentation skills, experience in dealing with the public, ability to communicate well with people at different levels and from diversified backgrounds. The prospective appointee should have sound verbal and written communication skills, sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good interpersonal skills. Basic skills in report writing. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge of the public service regulations, public service act and other relevant procurement, finance and human resource legislation. Experience in training and development plus performance management and development system (PMDS). Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

**DUTIES**: Manage the entire Laundry service function. Manage human resources, finance and procurement with relevant prescripts to improve the laundry service in the following areas: The laundry service production functioning i.e. inbound and outbound production, budget and financial Accounting, Procurement and Stock Management Function, Facility and Assets Management. Manage and supervise human resource functions and ensure compliance with relevant prescripts and mandates of the Department. Compile and coordinate all required reports. Recruitment and Selection and appointment, placements, skills developing, training and development and labour Relations. Development of Staff. Manage performance development of staff. Ensure application of Batho Pele Principles and manage customer care and services. Reporting of sectional activates and collating of statistics for management analysis. Compilation and updating of weekly and monthly reports. Contribute to the departments planning, budgeting and procurement processes as well as monitoring and evaluation. Perform other related duties as assigned by the manager Attend to audit queries and the implementation of the recommendations thereof. Provide training and support to direct reports in the Unit. Manage the Ideal Hospital Framework Advice management and the department on human resource development practices, procedures, guidelines and policies, etc. Adhere to timelines on projects. Monitor and evaluate policy implementation and suggest improvements. Co-ordinate and execute the training and induction of staff in the hospital. Be willing to undergo continuous training and development. Attend and run meetings and training programmes as approved and delegated by the Head of the Directorate. Perform overtime as and when required.

**ENQUIRIES**: Mr L van de Westhuizen Tel No: (011) 933 9819

**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/YYYY). Documents to be attached are Certified ID document, Certified 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 : 09 April 2021

POST 09/131 : PODIATRIST GRADE 1 – GRADE 3 REF NO: EHD2021/03/16 (X1 POST)

Directorate: Rehabilitation

SALARY : Grade 1: R317 976 – R361 872 per annum (Plus benefits)
Grade 2: R372 810 – R426 291 per annum (Plus benefits)
Grade 3: R439 164 – R532 959 per annum (Plus benefits)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Appropriate qualification (degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as an Occupational Therapist. Grade 1: No experience required after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 2: A minimum of 10 years’ relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 3: A minimum of 20 years’ relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. A valid driver’s license is essential.

DUTIES : Render effective patient centered occupational therapy service in a clinic and community setting in adherence to the scope of practice and health protocols. Relieve as and when the need arises, and to work closely with the multidisciplinary team members. Carry out delegated duties. Participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at facility level. Adhere to provincial, District and Clinic policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute to quality management and professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the District. Communicate effectively with all stakeholders. Exercise safeguarding of all consumables and equipment.

ENQUIRIES : Ms A.E Tshivhase Tel No: (011) 876 1776

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

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
CLOSING DATE : 26 March 2021

POST 09/132 : CANDIDATE ENGINEERING TECHNICIAN REF NO: CHBAH: 396 (X1 POST)
Directorate: Supply Chain Management

SALARY : R268 713 – R285 204 per annum (Level 07) (all-inclusive package)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Grade 12, with National Diploma in Engineering or equivalent qualification. Registration with Engineering council of South Africa (ECSA) as Candidate Engineering Technician. Valid driver’s license. No previous experience required. Must be computer literacy (Ms Office). Knowledge of the acts that is governing Clinical Engineering and the ability to interpret them. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle confidentially information. Ability to handle tasks of multidisciplinary nature. Ability to act with tact and discretion and handle conflict. Good telephone etiquette. Must be self-motivated. Ability to work under pressure and ability to process task within set deadlines. Organizing skills, analytical thinking skills, problem solving and interpersonal relationship skills. Ability to maintain discipline. Good office management skills. Ability to work independently and in a team. Must be prepared to engage in intensive labour practices.

DUTIES : Establish and maintain an accurate computerized asset management system. Generate and manage medical equipment replacement plan for all priority 1 and 2 medical equipment for the hospital. Perform first line repairs, modification and installation on equipment, utilizing the necessary test equipment, in accordance with the standard and recommendation of original equipment manufacturers (OEM) and/or governing agencies control and management of maintenance conducted by suppliers and acceptance thereof. Obtain and perform pre-acceptance inspections according emergency care research institute (ECRI) standard on new, demo, and loan equipment. Monitor and report on equipment failure trends and cycle cost. Engagement with end-users regarding functionality of equipment’s, and determine the correct specification and standard of the required equipment as per protocols.

ENQUIRIES : Ms. T.T. Ravele Tel No: (011) 933-0537

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 will be considered.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is ID document, copies of qualifications from College or University including matric and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 09 April 2021

POST 09/133 : SOCIAL WORK GRADE 1 REF NO: SBAH 25/2021
Directorate: Social work department

SALARY : R257 592 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : BA (Social Work). Valid driver’s license. Good communication skills, problem solving skills and Computer skills.

DUTIES : Render health social work services with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programs. Attend to any other matters that could results in, or stem from, social instability in any form. Study, interpret, apply and give information on legislation and policies in the identified work fields to social auxiliary workers,
volunteers and other role players/stakeholders. Perform all the administration functions required of the job complete daily, weekly and statistics, correspondence, compose minutes of meetings as requested and maintain physical and/or electronic records, keep up to date with new developments in the social work and social welfare fields. Social worker grade 1 will be expected to support students’ social workers, and Social Auxiliary Workers. Knowledge and implementation of the supervision policy. Engage in continuous professional development activities.

ENQUIRIES: Ms. HL Sono Tel No: (012) 354 1522/1781
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE: Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 30 March 2021

POST 09/134: ADMINISTRATION OFFICER REF NO: REFS/008273 (X1 POST)
Directorate: Forensic Medical Services

SALARY: R257 508 – R303 339 per annum (Level 07) (plus benefits)
CENTRE: Johannesburg FPS
REQUIREMENTS: Senior Certificate/ Grade 12 with 5 year’s proven relevant experience or National Diploma / Degree in Public Management / Management Assistant with at least 2 year’s relevant experience. Must be computer literate (MS Office). A valid Driving license. Knowledge and understanding of legislative frameworks governing the public services and government transformation policies. Organizational, interpersonal and Communication (writing and verbal) skills. Ability to work under pressure and meet deadlines.

DUTIES: Supervision of subordinates including Performance Management Development and training of staff. Manage and organize the post-mortem administration office to provide efficient and effective administrative service to all stakeholders. Routine administration, systematic organization and monitoring of case admissions and releases. Daily update of relevant registers through MS (Excel) spreadsheets to ensure that statistic is available on a daily/weekly/ monthly basis as requested. Keep records of all unidentified and unclaimed human remains, in addition to all human remains in storage. Manage and keep records of all human remains released. Handle telephone enquiries and interaction with stakeholders such as doctors, SAPS, Funeral undertakers and families as may be required. Compile minutes and avail agendas to committee member when required. The successful candidate will be requested to provide support in HRM, Fleet and asset functions.

ENQUIRIES: Ms. P Mdluli Tel No: (082) 306 3016
APPLICATIONS: must be delivered to:- Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to: Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address or at the Center where the post is allocated.

NOTE: Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority. The department reserve the right to fill or not to fill the advertised post.

CLOSING DATE: 26 March 2021

POST 09/135: SENIOR COMMUNITY LIAISON OFFICER REF NO: SDHS/2021/02/28 (X3 POSTS)
Directorate: Health Promotion

SALARY: R257 508 – R303 339 per annum (Level 07) plus benefits
CENTRE: Sedibeng District Health Services
REQUIREMENT: Grade 12. Tertiary qualification or equivalent with 3 years or more experience in Health Promotion. Computer Literacy – MS Office (Word, Excel, Outlook & PowerPoint. Flexibility and ability to adapt to changes. Coordination and Supervision skills. Good communication skills (written and verbal), strong
interpersonal relationship skills. Experience in working with community structures such as Non-Profit Organizations and NGOs. Ability to liaise with stakeholders within the District. Must have a valid code 8 or 10 driver's license.

**DUTIES**
Provide support and guidance to sub-district health promotion staff for the implementation of National and Provincial priority preventative programmes. Participate in operational planning and implementation of strategies to meet sub-district objectives. Coordinate healthy lifestyle campaigns. Support the implementation of Ideal Clinics. Prepare weekly, monthly and quarterly plans and reports. Ensure quality improvement of the programmes. Coordinate the management of information, education, communication (IEC) material within their sub-district. Assist Disease Outbreak Response Team whenever necessary. Be part of engaging the community on matters relating to. Carry out other relevant duties as may be delegated by the Program Manager. Sign performance contract on an annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District.

**ENQUIRIES**
Ms. D.C Ndhleleni Tel No: (016) 950 6206

**APPLICATIONS**
Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

**NOTE**
The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required by the Department, 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 failure of which your application will not be considered. 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**
26 March 2021

**POST 09/136**
COMMUNICATION OFFICER REF NO: SDHS/2021/02/29 (X1 POST)
Directorate: Chief Director’s Office

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

**CENTRE**
Sedibeng District Health Services

**REQUIREMENTS**
Grade 12. An appropriate recognize three (3) year National Diploma/Degree (NQF6) in Communication, Public Relations, Journalism or Marketing. Relevant experience within the media and communication environment. A Knowledge in the communication fields of public relations, branding, marketing and media. Knowledge and application of policies governing the public service. Good communication (verbal and written), good interpersonal relations, organising and computer skills. Knowledge and experience in media relations, crisis communication management, events management, social media management and stakeholder relations. Ability to work under pressure and meet deadlines. A commitment to government objectives, policies and programmes. Must have a valid code 8 or 10 driver’s license. Must be computer literate (MS Excel and PowerPoint). Excellent time management, presentation, analytical and organizational skills. Good communication skills, verbal and non-verbal, report writing skills, negotiation, team-building, problem solving, conflict resolution) and ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organise and plan.

**DUTIES**
Develop and manage communication strategies and plans to implement internal and external communication systems. Plan, organize, lead, coordinate and control all Communication activities of the District in line with those of Department of Health. Develop and manage relations with District’s key stakeholders. Manage media enquiries as well as write news stories to publish to the mainstream media, District’s newsletters and contribute to the Departmental newsletter. Manage
content on social media platforms. Draft and edit media statements. Do media enquiry responses and media articles. Good understanding and knowledge of communication officer with a sound reference. Manage the Institutions events, marketing and health promotion campaigns and other communication activities in line with the departmental annual health calendar/plan. Enforcement of good behavioural attributes. Provide stakeholder relation support. Advice District Management based on information obtained from various Sources. Promote Health Programmes through promotional material. Perform any other relevant duties as delegated by the manager.

ENQUIRIES : Mr. J. Kubheka Tel No: (016) 950 6000
APPLICATIONS : Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023, Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required by the Department, 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 failure of which your application will not be considered. 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 : 26 March 2021
POST 09/137 : AUXILIARY WORKER REF NO: MSD2021/01/03
Directorate: Pre-pack
SALARY : R257 508 per annum (Level 07) (plus benefits)
CENTRE : Medical Supplies Depot
REQUIREMENTS : Grade 12 National Certificate, Post Basic pharmacist assistant qualification. Proof of registration with the South African pharmacy council as a Post basic pharmacist assistant. Proof of payment of the South African pharmacy council annual fees for the current financial year. An understanding of the Pharmacy Act as well as the Medicines and Related Substances Control Act. Good knowledge of the Good Pharmacy Practice (GPP), as well as the Public Management Act. Must have a minimum of five years’ experience as a Post Basic Pharmacist assistant in warehousing, stock management and distribution.

DUTIES : Supervision of staff and maintaining discipline in the unit. Assist in ensuring that all Acts, rules, regulations, instructions, procedures and policies are adhered to. Assist in ensuring that the unit complies with the GPP and SAHPRA requirements as per the Medicines and Related substances control Act. Ensure that the contracting and performance assessments of staff members are managed and done according to the schedule. Be involved in cyclic stock counts regularly. Manage time and attendance of staff members in the unit. Ensure effective Leave planning for all the staff in the unit. Planning production in the unit and supervision thereof. Collection of statistics and compiling weekly reports. Skills: Good communication (listening, writing and speaking) and Leadership skills. Team building skills are essential. Planning, organizing and delegation skills are key. Ability to work under pressure, be initiative, attention to detail, adaptability and problem-solving. Be open to learning. Professionalism.

ENQUIRIES : Ms S Khosa Tel No: (011) 628 9102
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book. Applicants may alternatively submit by email to msd.vacancies@gauteng.gov.za.
NOTE: A curriculum vitae with a detailed description of duties and the names of two referees, recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.

CLOSING DATE: 26 March 2021

POST 09/138: ADMINISTRATIVE OFFICER-ASSET MANAGEMENT REF NO: EHD2021/03/17
Directorate: Corporate Services

SALARY: R257 508 – R303 339 per annum
CENTRE: Ekurhuleni Health District
REQUIREMENTS: Grade 12 with Accounting as passed subject. Knowledge of the Asset reconciliation (BAS/Asset reconciliation). Computer literacy in Ms Excel, Ms Word and Ms PowerPoint. Ability to work in a team and independently. Good planning, organization, communication skills and record keeping skills. 5 years’ experience in Asset Management. A valid driver’s license is essential.

DUTIES: Compile the Bas/ Asset ware reconciliation. Keeping of records for Assets transferred, Donated and Purchased so that they can be included in the monthly reconciliation report. Record Management of circulars/ memos that are communicated on Asset Management. Management of the District Asset Register. Follow-up tasks that are sent by Asset Manager. Work on any Finance system (BAS, SAP or SRM) when required. Perform all other duties that are delegated by the supervisor/manager.

ENQUIRIES: Mr S. Moloi Tel No: (011) 878 8550

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

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 26 March 2021

POST 09/139: ADMINISTRATIVE OFFICER REF NO: EHD2021/03/18 (X1 POST)
Directorate: Primary Health Care
Re-advertisement. Applicants who previously applied are advised to re-apply as their previous applications will not be considered.

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

DUTIES: Planning and organizing operations of the junior administration clerks and data capturers. Capturing and Management of waiting times of the facility. Compliance to ideal clinic and national core standard. Ensure availability of stationary in the facility. Provide secretariat services for the assistant director. Assist with preparation and coordination of meetings. Ordering of stock and other consumables. Write memos, letters and any other documents as requested by Supervisor. Manage and support staff services in the facility. Monitor the requirements of government vehicles operations and allocate vehicles to officials. Perform all other duties delegated a Supervisor/Manager.

ENQUIRIES: Ms R. Sapie Tel No: (082) 476 6273
APPLICATIONS: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 26 March 2021

POST 09/140: ADMINISTRATION CLERK REF NO: REFS/008256 (X6 POSTS)
Directorate: Forensic Pathology Service

SALARY: R173 703 - R204 612 per annum (plus benefits)

CENTRE: Pretoria FPS (X2 Posts)
Johannesburg (X2 Posts)
Roodepoort (X1 Post)
Germiston (X1 Post)

REQUIREMENTS: Senior certificate/ Grade 12 or National Diploma/ Degree in Public Management, Management Assistant or related qualification. Proven relevant experience in administration clerk will be added advantage. A valid driving license. Must be Computer literate (MS Office) proof required. Good office organisational skills. Communication skills (writing and verbal) fluent in English. Knowledge and understanding legislative frameworks governing the public services. Ability to pay close attention to detail in work/report preparation. Basic bookkeeping, office planning, organisational and archiving skills. Punctuality (time management).

DUTIES: Assist in the management and organization of post- Mortem area and operational office. Provide efficient and effective administration service to all related stakeholder. Systematic organisational and monitoring of human remains admitted and released. Daily updating of relevant registers thought MS (Excel) Spreadsheets to ensure that statistics are available on a daily / weekly/ monthly basis as requested. Records keeping of unidentified and unclaimed human remains, in addition to all remains in storage. Management of the release of human remains by verifying that all funeral undertakers produce or submit valid regulation 363 certificates of competence before the release of human remains. Attend telephone enquiries and interaction with stakeholders such as doctors, SAPS, funeral undertaker and families as may be required. Compile cremation documents. The successful candidate will be requested to assist with HRM, Asset and PM Administration.

ENQUIRIES: Pretoria FPS: Mr. M Fourie Tel No: (082) 306 2975 or Mr. C Chauke Tel No: (082) 306 3005 Johannesburg Ms. P Mdluli Tel No: (082) 306 3016 Roodepoort: Mr. A Stander Tel No: (082) 306 3019 Germiston: Mr. G Mashigo Tel No: (082) 306 3027

APPLICATIONS: must be delivered to:- Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to: Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address or at the Center where the post is allocated.

NOTE: Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.

CLOSING DATE: 26 March 2021
POST 09/141 : ADMINISTRATION CLERK REF NO: REFS/008275 (X2 POSTS)  
Directorate: Forensic Pathology Service  

SALARY : R173 703 - R204 612 per annum (Level 05) (plus benefits)  
CENTRE : Pretoria FPS (X1 Post)  

REQUIREMENTS : Senior certificate/ Grade 12 or National Diploma/ Degree in Public Management, Management Assistant or related qualification. Proven relevant experience in administration will be added advantage. A valid driving license. Must be Computer literate (MS Office). Good office organisational skills. Communication skills (writing and verbal) fluent in English. Ability to pay close attention to detail in work/report preparation. Basic bookkeeping, office planning, organisational & archiving skills. Effective time management.  

DUTIES : Compiling of medico-legal and other official reports. Office and telephone reception services, assist in management of petty cash, compiling of minutes, perform general office administration duties, including basic data recording, preparation and maintenance of case registers, spreadsheet preparation and ledger recording, filing and record-keeping. Coordinate directorate meeting.  

ENQUIRIES : Dr SH Rossouw Tel No: (012) 319 2122 Head Office Ms. Phindile Thango Tel No: (071) 602 1960  
APPLICATONS : must be delivered to:- Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to:- Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address or at the Center where the post is allocated.  

NOTE : Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.  

CLOSING DATE : 26 March 2021  

POST 09/142 : MATERIAL RECORDING CLERK (ASSET AND FLEET) REF NO: REFS/008259 (X1 POST)  
Directorate: Forensic Medical Services  

SALARY : R173 703 - R204 612 per annum (Level 05) (plus benefits)  
CENTRE : Head Office  

REQUIREMENTS : Senior Certificate/ Grade 12 or National Diploma/Degree in Logistics and related qualifications. Relevant experience in fleet and Asset management will be added an advantage. Must be computer literate (MS Office). Proof required. A valid driving license. Good interpersonal relations. Must be able to work under pressure and meet deadline. Be willing to work at mortuary environment.  

DUTIES : Inspect and issue state vehicles in line with fleet management policy and system of Forensic Medical Service. Collect Forensic Medical Service traffic vehicle fine and notices from license department on the monthly basis and hand over to supervisor Assist in supply of diesel for all facility generators from a nearby petrol station or depot. Conduct a daily vehicle spot checks. File trip forms (sheets) in relevant files. Ensure that vehicles are clean. Assist in preparation documents for payment of fleet. Assist in preparation of repairing equipments and follow-up where necessary. Assist in verification of asset and do sport checks in various areas in mortuaries. Compile documentation for transfer / movement of assets and update the system. Ensure and safeguarding of asset documentations and records.  

ENQUIRIES : Mr. S Khumalo Tel No: (079) 523 3813  
APPLICATONS : must be delivered to: Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to: Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address or at the Center where the post is allocated.  

NOTE : Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act
2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority. The department has the right to fill or not to fill advertised post.

**POST 09/143**

**SECRETARY REF NO: REFS/008258**

Directorate: Forensic Pathology Service

**SALARY**

R173 703 - R204 612 per annum (Level 05) (plus benefits)

**CENTRE**

Johannesburg FPS (X1 Post)

**REQUIREMENTS**

Senior certificate/ Grade 12 plus One year typing certificate or National Diploma/ Degree in Management Assistant, Office Administration or related qualification. Proven relevant experience in secretariat will be added advantage. Knowledge of executing secretarial duties, general office administration and documentation management. Ability to organise office duties efficiently and provide excellent customer service. Conceptualise and initiate new innovative approaches to optimise the secretariat services provided to Pathologists and Medical Officers. Must be computer literate (MS Office) proof required. Ability to work under pressure and meet deadlines.

**DUTIES**

Provide a support service to the Forensic Pathology service (FPS), type post-mortem reports for doctor, documents like negligent reports and affidavits, make appointments for doctors with investigating officers and other stakeholders. Receive subpoenas, direct flow of stakeholders having appointment with doctors. Distribute mails and other material as requested by supervisor and managers. Capture general statistics and provide monthly statistics reports on the post-mortem to the Head of Clinical Unit. Act as a receptionist for the doctors and the academic staff at the facility. Handle procurement of stationary and refreshments. Set-up meetings including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items and compile minutes. Communicate and coordinate services within directorate.

**ENQUIRIES**

Johannesburg FPS Ms P Mdluli Tel No: (082) 306 3016

**APPLICATIONS**

must be delivered to:- Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to:- Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address or at the Center where the post is allocated.

**NOTE**

Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority. The department reserve the right to fill and not to fill the advertise post.

**POST 09/144**

**SECRETARY REF NO: SBAH 26/2021**

Directorate: Orthopaedics

**SALARY**

R173 703 per annum plus benefits

**CENTRE**

Steve Biko Academic Hospital

**REQUIREMENTS**

The incumbent must have grade 12 and completed a diploma courses relevant to secretarial work e.g N5, N6 or equivalent Secretarial. Plus 10 years’ experience as a secretary. The incumbent must have experience in working as a Secretary in a clinical academic environment. Computer literacy in Ms Word, Excel, Power point. Must be fully bilingual. Must have secretarial experience, working more than 10 years, be able to prioritize duties, work independently and willing to work after hours when required.

**DUTIES**

manage and organize the functions of the division. Handling and screening of telephone calls, patient enquiries, filing and record keeping, visitors, correspondence, patient reports, duty rosters, statistics. Educational duties are liaison with departments in faculty of Health Science.

**ENQUIRIES**

Prof. MV Ngcelwane Tel No: (012) 354 2851

**APPLICATIONS**

Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 30 March 2021

POST 09/145: SECRETARY REF NO: CHBAH 397 (X1 POST)
Directorate: Intensive Care Unit (ICU)

SALARY: R173 703 – R204 612 per annum (Level 05) (plus benefits)

CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

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

DUTIES: Screen, transfer calls and handle telephonic enquiries as well as other enquiries from internal and external clients. Ensure the effective flow of information and documents to and from the responsible office. Provide administrative support in the office of the Deputy Directors. Ensure safekeeping of all documentation in the office. Compile reports and documents. Administer the in and out flow of correspondence. Office management. Diary management, organize and plan the logistics of meetings. Administer the filing system, typing of correspondence, agendas, submissions, memos and letters. Coordinate and manage meetings, workshops taking minutes during meetings. Collate reports for submission to various management structures and other stakeholders. Ensure that strategic decisions taken in meetings are actioned timeously and followed-up. Arrange refreshments for visitors and other key stakeholders that may engage with the Deputy Director’s office. Receive and direct correspondence to relevant Managers or departments. Create and maintain an appropriate filing system in line with the Departmental Record Management policy framework and the National Archives Act. Typing of confidential reports and develop case summaries, where necessary. Assist with various administrative and secretarial duties as assigned by the Deputy Directors. Maintenance of user-friendly office. Be willing to undergo continuous training and development programmes. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.

ENQUIRIES: Prof LR Mathivha Tel No: (011) 9330270
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 Certified ID document, Certified 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** : 09 April 2021

**POST 09/146** : STAFF NURSE GRADE 1 – (SN-1) REF NO: CHBAH 398 (X25 POSTS)

Directorate: Surgery, Obstetrics & Gynaecology, Medicine & Psychiatry, Paediatric and Clinical Support FBU

**SALARY** : R171 381 - R192 879 per annum (plus benefits)

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

**REQUIREMENTS** : Qualification that allows registration with the South African Nursing Council (SANC) as Staff Nurse. Registration with SANC as Enrolled Nurse and proof of current registration. No experience required after registration with the SANC as Staff Nurse. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Competencies/Knowledge/Skills: Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

**DUTIES** : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development.

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

**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 Certified ID document, Certified 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** : 09 April 2021

**POST 09/147** : STAFF NURSE GRADE 1 (PHC) REF NO: EHD2021/03/20

Directorate: Primary Health Care

**SALARY** : Grade 1: R171 381 – R192 879 per annum (plus benefits)

**CENTRE** : Ekurhuleni Health District (SSDR)
REQUIREMENTS: Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver’s License will be an added advantage.

DUTIES: Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES: Ms N. Ndou Tel No: (011) 878 - 8540

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

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 26 March 2021

POST 09/148: STAFF NURSE GRADE 1 (PHC) REF NO: EHD2021/03/21

Directorate: Primary Health Care

SALARY: Grade 1 R171 381 – R192 879 per annum (plus benefits)

CENTRE: Ekurhuleni Health District (NSDR)

REQUIREMENTS: Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver’s License will be an added advantage.

DUTIES: Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES: Ms G.S Mateza Tel No: (011) 565 - 5160

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

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the
requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 March 2021

POST 09/149 : STAFF NURSE GRADE 1 (PHC) REF NO: EHD2021/03/22
Directorate: Primary Health Care

SALARY : Grade 1 R171 381 – R192 879 per annum (plus benefits)

CENTRE : Ekurhuleni Health District (ESDR)

REQUIREMENTS : Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver’s License will be an added advantage.

DUTIES : Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms J.F Joubert Tel No: (011) 7373 9746

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

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 March 2021

POST 09/150 : HOUSE KEEPER REF NO: SBAH 27/2021
Directorate: Nursing

SALARY : R145 281 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Grade 12 or equivalent. Must be able to read and write. Minimum cleaning experience of 5 years in the cleaning services. Good interpersonal relations and communication skills. Must be able to cope with the physical demands of the position. Be able to work in a team and under pressure. Willing to work shifts, night, weekends and public holidays.

DUTIES : Supervise the work of subordinates and ensure that a high standard of cleanliness is attained in wards, bathrooms, kitchens, sluices, offices, floors and windows. Allocate and delegate duties for household workers, control on/off register, leave forms and evaluate performance of household workers according to PMDS. Supervise serving of meals, tea, coffee and water to the patients. Order, control and supervise cleaning material, waste containers. Clean dirty linen and removal
of medical and general waste from the ward. Report on broken\ missing items and send for repair or service. Asset management. See the linen room, stores and cupboards are locked at all times. Adhere to safety regulations. Perform duties as required per job description, work schedule and delegated duties by Operational Manager.

ENQUIRIES
APPLICATIONS
NOTE
CLOSING DATE
POST 09/151
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
NOTE
CLOSING DATE

ENQUIRIES : Mrs. AM Mowayo Tel No: (012) 354 1300
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE : 30 March 2021
POST 09/151 : NURSING ASSISTANT GRADE 1 (NA 1) REF NO: CHBAH 399 (X11 POSTS)
Directorate: Surgery, Obstetrics & Gynaecology, Medicine & Psychiatry, Paediatric and Clinical Support FBU
SALARY : R132 525 - R149 163 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Qualification that allows registration with the SANC as Nursing Assistant. Registration with the SANC as Nursing Assistant and proof of current registration. No experience required after registration with the SANC as Nursing Assistant. Competencies/Knowledge/Skills: Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
ENQUIRIES : Mr NB Mulaudzi Tel No: (011) 933 0134/9779
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 Certified ID document, certified 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 : 09 April 2021

99
POST 09/152 : NURSING ASSISTANT GRADE 1 REF NO: EHD2021/03/23
Directorate: PHC

SALARY : R132 525 – R149 163 per annum
CENTRE : Ekurhuleni Health District (SSDR)
REQUIREMENTS : Grade 12 Certificate. Qualifications that allows registration with SANC as Enrolled Nursing Assistant. Current registration with SANC as Enrolled Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Knowledge of HIV prevention strategies and management of patients who experienced gender-based violence. Basic HIV training and HIV Counselling and tearing training will be added advantage. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as an Enrolled Nursing Assistant with the SANC.


ENQUIRIES : Ms N. Ndou Tel No: (011) 878 - 8540
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 March 2021

POST 09/153 : CLEANER- REF NO: PWH/CLE/06/21 (X2 POSTS)
Directorate: Cleaning Department

SALARY : R102 534 - R120 780 per annum (plus benefits)
CENTRE : Pretoria West Hospital
REQUIREMENTS : Abet or Grade 10. Basic literacy and numeracy skills, Ability to perform Routine or structured tasks, ability to operate equipment or machines. No Experience needed, good communication and interpersonal skills. Must be willing to work shifts and overtime. Must be willing to assist in other Departments.

DUTIES : Render a cleaning service in the institution. Cleaning of office, wards, Corridors, elevators, bathrooms and toilets. Polishing, dusting and waxing of furniture, floors and doors, sweeping, scrubbing, vacuuming and shampooing of floors, cleaning of walls and windows. Emptying and Cleaning of waste bins. Refilling of hand wash liquid soap, replacing toilet Paper, hand towels and refreshers in bath and rest rooms, Report broken Cleaning machines and equipment after use, Request cleaning materials Damp dusting in the wards/casualty department/out patients of e.g. Hospital beds, lockers, chairs, cardiac trolleys, suction apparatus, curtains Rails, windows seals. Cleaning file holders, hand wash basins, toilets, Bathrooms, sluice room, stoop, dust bins and line them, labelling soiled Linen room. Collect water jugs from patient, wash them, refill with clean Water and take back to patients, cleaning of spills, washing removing empty Boxes from wards. Monitor and record cleanliness of bathrooms and basins regularly on provided checklist. Messenger duties when there is a need in the ward.

ENQUIRIES : Mr. JN Mamaila Tel No: (012) 380 1475
APPLICATIONS: All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent CV specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: If any discrepancies found, services will be terminated with immediate effect. Representivity will receive preference.

CLOSING DATE: 26 March 2021

POST 09/154: LAUNDRY WORKER-REF NO: PWH/LAU/05/21

Directorate: Laundry Department

SALARY: R102 534 - R120 780 per annum (Level 02) (plus benefits)

CENTRE: Pretoria West Hospital

REQUIREMENTS: Minimum Abet or Grade 10. Ability to read and write. No experience needed. Ability to work independently under pressure. Good communication and willing to work in a team. Knowledge of Batho Pele Principles.

DUTIES: Collection of dirty linen from various service points in hospital to linen room. Sorting, counting, and labeling of solid linen. Loading washing machines including blood linen and infectious linen (operating washing and tumble dryer machines). Delivering clean linen from linen bank to patient care service points. Remove windows and beds curtains for washing and re-hanging. Loading and off-loading dirty and clean linen from Masakhane truck. Must be able to perform other laundry related duties and be prepared to work overtime when need arise.

ENQUIRIES: Mr. JN Mamaila Tel No: (012) 380 1475

APPLICATIONS: All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent CV specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: If any discrepancies found, services will be terminated with immediate effect. Representivity will receive preference.

CLOSING DATE: 26 March 2021

POST 09/155: PROFESSIONAL NURSE GRADE 1(SESSION) REF NO: EHD2021/03/19 (X4 POSTS)

Directorate: Quality Assurance

SALARY: R170 per hour

CENTRE: Ekurhuleni Health District

REQUIREMENTS: Basic R425 qualification (i.e diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. Less than 10 years relevant experience after registration as a Professional Nurse with the SANC in General Nursing. Knowledge of customer service, Health Care statutes & health standards, National Core Standards and ideal clinics and hospitals. Driver’s licence is essential.

DUTIES: Monitoring and evaluation of government hospitals and clinics on the National Core Standards and ideal clinics Realisation model. Managing training and retraining of facility staff on new developments related to the National Core Standards. Preparing health care facilities for audits that will be conducted by the National Department of Health. Carry out inspections/audits and re-inspections. Assisting with the development of policies, standard operational procedures and protocols. Assisting hospitals and clinics with the development and implementation of quality improvement plans. Continuous monitoring and evaluation of the implementation of Quality Improvement plans. Complete inspection reports and recommendation. Assist hospitals and clinics with the development and implementation of quality improvement plans. Continuous monitoring and evaluation of the implementation of Quality Improvement plans. Complete inspection reports and recommendation.

ENQUIRIES: Ms B. Peloagae Tel No: (011) 878 8545

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

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant...
council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 March 2021

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS : Please apply online at http://professionaljobcentre.gpg.gov.za
CLOSING DATE : 09 April 2021
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).

MANAGEMENT ECHELON

POST 09/156 : DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: REFS/008265

SALARY : R1 057 326 per annum (All-inclusive Package)
CENTRE : Johannesburg

DUTIES : Manage the administrative processes of acquisition both at the level of Bid Committees and transactional. Develop an appropriate acquisition strategies that will ensure timeous procurement of goods and services. Ensure that the risk profile
of the Department in so far as Supply Chain Management is concerned is adequately managed. Develop system of internal controls that will minimise the occurrence of fraud and corruption. Provide direction and leadership to the Directorate. Ensure strategic alignment between the programmes. This implies having a good understanding of the environment within which the Directorate operates and aspects underlying the work and being able to think analytic and make strategic decisions about work.

ENQUIRIES
Ms K Kunene Tel No: (072) 315 9992

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

APPLICATIONS
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
29 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 cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

POST 09/157
ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: GPT/2021/03/1
Directorate: Financial Governance

SALARY
R376 596 per annum (plus benefits)

CENTRE
Johannesburg

REQUIREMENTS
3- years tertiary qualification (NQF Level 7) as recognised by SAQA in Finance/Auditing or Accounting. 3 – 5 years’ experience in the Accounting or Auditing or Asset Management and/or related field. Knowledge and understanding of PFMA and corresponding Treasury Regulations and asset Management Frameworks. Knowledge and understanding of GRAP, GAAP and/or IFRIS. Advanced excel (VLOOKUP function, Pivot table), PowerPoint and word. Proven experience relating to main objectives/outputs as set out in section C.

DUTIES
To ensure effective and efficient management of assets (immovable, movable and inventory) in the provincial departments and entities. Responsible for implementing, co-ordinating and monitoring the Asset and Inventory Management Strategies and the initiatives in GPG Departments and Entities. Provide continuous technical support on the implementation of the Asset and Inventory framework and
guidelines within GPG Departments and Department Entities. Identify Asset management capacity gaps within GPG Departments and develop strategies to address capacity gaps. Ensure timely and accurate resolution of queries relating to Asset and inventory Management. Improve the asset management function within GPG Departments and Entities by proposing, implementing, and re-engineering asset and inventory management processes and policies. Monitor evaluate and report on compliance with the asset management guidelines and framework. Review of s40 reports and Interim/Annual financial statements of GPG Departments and entities to ensure accurate and correct asset and inventory management information has been properly disclosed.

ENQUIRIES
Ms Tshiamo Sokupha Tel No: (011) 227 9000

POST 09/158
SENIOR COMMUNICATION OFFICER: NEW MEDIA AND COPYWRITE REF NO: GPT/2021/03/2
Directorate: Corporate Services

SALARY
R316 791 per annum (plus benefits)

CENTRE
Johannesburg

REQUIREMENTS
A relevant three-year tertiary qualification i.e. National Diploma or Degree in Journalism/ Public Relations/ Marketing / Communication qualification. Minimum experience in Marketing/Advertising/ Journalism/ PR/Website Management or Strategy. At least 2 years’ experience working in a similar environment.

DUTIES
To Provide and enhance the department’s activities and reputation on all digital platforms and ensure that key deliverables associated with Communications are implemented. Research, creating and writing content for the Department (copywriting). To build and maintain the department’s reputation on social media platforms. Develop and maintain the Department’s internal and external digital platforms. Coordinate and implement activities and key deliverables associated with corporate communication. Provide general communication support including assistance with branding and events.

ENQUIRIES
Baleseng Sedibe Tel No: (011) 227 9000

POST 09/159
PRACTITIONER: EMPLOYEE RELATIONS OFFICER REF NO: GPT: 2021/03/3
Directorate: Corporate Services

SALARY
R257 508 per annum (plus benefits)

CENTRE
Johannesburg

REQUIREMENTS
A relevant three-year tertiary qualification, i.e. National Diploma or Degree in Labour Relation or Human Resources Management. 1-2 years’ experience in a Labour Relations environment.

DUTIES
To provide consultation and admin support before and during grievance and Misconduct cases. Assist with the preliminary investigation. Conduct Labour Relations Training on Misconduct and Grievance management conduct trend analysis on misconduct cases, Provide Administrative support, Attend to Bargaining processes.

ENQUIRIES
Baleseng Sedibe Tel No: (011) 227 9000

POST 09/160
OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: GPT/2021/03/4
Directorate: Corporate Services

SALARY
R257 508 per annum, (plus benefits)

CENTRE
Johannesburg

REQUIREMENTS
3-year tertiary qualifications as recognized by SAQA and SAMTRAC/SHERQ related qualification, 1 – 2 years’ experience in Occupational Health Safety and Injury on Duty.

DUTIES

ENQUIRIES
Ms. Tshiamo Sokupha Tel No: (011) 227 - 9000

POST 09/161
PERSONAL ASSISTANT REF NO: GPT/2021/03/5
Directorate: Provincial Supply Chain Management

SALARY
R257 508 per annum (plus benefits)

CENTRE
Johannesburg

REQUIREMENTS
Matric + Secretarial Diploma or equivalent qualification. 3 – 5 years’ experience in rendering a support service to senior management. Language skills and the ability
to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy.

**DUTIES**: Provides a secretarial/receptionist support service to the Director(s) Renders administrative support services. Provides support to managers regarding meetings. Support the manager with the administration of the manager’s budget. Studies relevant Public, Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES**: Ms. Linda Ninzi Tel No: (011) 227-900

**DEPARTMENT OF SOCIAL DEVELOPMENT**

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

**CLOSING DATE**: 26 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 as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed; certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applicants must take note that due to COVID-19 pandemic, the Gauteng Department of Social Development will conduct interviews virtually in order to comply with Health and Safety Regulations.

**OTHER POSTS**

**POST 09/162**: SOCIAL WORK MANAGER: INTAKE AND FIELD REF NO: SD/2021/03/25

**SALARY**: R794 889 – R1 100 325 per annum (within the OSD Framework)

**CENTRE**: Sedibeng Region


**ENQUIRIES**: Ms L Harmse Tel No: (016) 930 2055 Sedibeng

**APPLICATIONS**: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Sedibeng Region, 3 Moshoeshoe Street, Sebokeng, 1911 for attention Ms L Harmse Tel: 016 930 2055 or post to Private Bag X209, Vanderbijlpark, 1911.

**NOTE**: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 09/163**: ASSISTANT DIRECTOR: NPO MONITORING AND EVALUATION REF NO: SD/2021/03/26

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

**CENTRE**: West Rand Region

**REQUIREMENTS**: A 3-year tertiary qualification (NQF Level 6/7) in Public Management/Monitoring and Evaluation with 3-4 years’ experience administrative environment. A valid Code B driver’s license. Knowledge of Public Sector Finance. Knowledge and understanding of legislative/ Policy frameworks, processes and procedures governing the monitoring and evaluation of NPOs in the Public Sector. Knowledge
and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organisations. Skills and Competencies: Team working, Communication, Interpersonal relations, Planning and co-ordinating skill.

**DUTIES**: Coordination of onsite Monitoring of NPO’s. Coordination of Capacity Building to funded NPO’s. Coordination of reports on funded NPO’s. Coordination of Assessments of NPO’s. Supervision of staff: Develop staff work plan, supervise staff leave plan, supervise staff performance, supervise staff training and development.

**ENQUIRIES**: Mr S Makgorogo Tel No: (011) 950 7700 West Rand Region.

**APPLICATIONS**: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development, West Rand Region, 16 Human Street, SA Dutch Centre, Krugersdorp

**FOR ATTENTION**: Mr S Makgorogo Tel No: (011) 950 7700

**NOTE**: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 09/164**

**ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT REF NO: SD/202/03/27**

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

**CENTRE**: West Rand Region

**REQUIREMENTS**: A 3-year tertiary qualification (NQF Level 6/7) in Finance/Supply Chain Management or equivalent qualification with 3-4 years’ experience in Finance or Supply Chain Management environment in the Public Service. A Valid driver’s license. Knowledge of and understanding of legislative and policy framework regulating Financial Management systems, procedures and processes in the Public Service. Knowledge and understanding of legislative and policy framework regulating Supply Chain Management systems, procedures and processes in the Public Service. Skills and Competencies: Team working, Communication, Interpersonal relations, Planning and co-ordinating skill.


**ENQUIRIES**: Mr S Makgorogo Tel No: (011) 950 7700 West Rand Region.

**APPLICATIONS**: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development, West Rand Region, 16 Human Street, SA Dutch Centre, Krugersdorp

**FOR ATTENTION**: Mr S Makgorogo Tel No: (011) 950 7700

**NOTE**: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 09/165**

**ASSISTANT DIRECTOR: SERVICE POINT REF NO: SD/2021/03/28**

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

**CENTRE**: West Rand Region

**REQUIREMENTS**: A 3-year tertiary qualification (NQF Level 6/7) in Public Management/Monitoring and Evaluation with 3-4 years’ experience in the NPO environment. A valid Code B driver’s license. Knowledge and understanding of legislative/ Policy frameworks, processes and procedures governing the monitoring and evaluation of NPOs in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organisations. Skills and Competencies: Team working, Communication, Interpersonal relations, Planning and co-ordinating skill.

**DUTIES**: Monitoring of administrative support services: monitor the provision of Fleet management services, Human Resource Supply Chain Management services and oversee the provision of switchboard services. Monitoring of Service Delivery Improvement Programme: monitor the implementation of queue marshalling and referral system and monitor the provision of signage to Service Points. Management of Staff: Allocate staff in service points, develop staff performance contracts and conduct quarterly performance reviews, manage staff leave plans and manage staff grievances and disciplinary matters.

**ENQUIRIES**: Mr S Makgorogo Tel No: (011) 950 7700 West Rand Region.
APPLICATIONS: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to: The Gauteng Department of Social Development, West Rand Region, 16 Human Street, SA Dutch Centre, Krugersdorp.

FOR ATTENTION NOTE: Mr S Makgorogo Tel No: (011) 950 7700

NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 09/166: ADMINISTRATIVE OFFICER: FINANCE REF NO: SD/2021/03/30

SALARY: R257 508 per annum plus benefits

CENTRE: Sedibeng Region


DUTIES: Supervise the costing of budget inputs and consolidate budget inputs. Monitor budget and expenditure. Supervise financial administration functions and cashier services. Administer Place of Safety payments and other inter-governmental payment processes. Supervision of finance staff.

ENQUIRIES: Ms L Harmse Tel No: (016) 930 2055 Sedibeng.

APPLICATIONS: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to: The Gauteng Department of Social Development, Sedibeng Region, 3 Moshoeshoe Street, Sebokeng 1911 or post to Private Bag X209, Vanderbijlpark, 1911.

FOR ATTENTION NOTE: Ms Lorna Harmse Tel No: (016) 930 2055

NOTE: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.