ANNEXURE N

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION

APPLICATIONS:
District Tswane North (TN): Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria Postal Address: Private Bag X945, Pretoria, 0001. Enquiries Rejoice Manamela Tel No: (012) 543 4313

CLOSING DATE: 09 April 2021

NOTE: It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on New Z83 form, obtainable from any public service department or on internet at www.dpsa.gov.za/documents, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. Suitable candidates will be subjected to personnel suitability checks (positive identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.

OTHER POSTS

POST 10/85: SENIOR LEGAL ADMIN OFFICER (MR6) REF NO: HO2021/03/190
Directorate: Legal Services
SALARY: R473 820 - R1 140 828 per annum (salary to be determined in accordance with experience as per OSD determination).
CENTRE: Head Office, Johannesburg
REQUIREMENTS: An appropriate Degree in LLB plus minimum of 8 years post-qualification Legal experience. Admission as an Attorney or Advocate will be an added advantage. Knowledge and understanding of the Public Service legislative framework and Education laws, as well as drafting and interpretation of legislation and Contracts. Knowledge of South African Constitutional Law and Promotion of Administrative Justice Act is imperative. The ability to work long hours and under pressure. A valid driver’s license. Skills: Interpretation of statute skills, research skills, legislative drafting and formulation skills. Good verbal and legal writing skills. Good communication (both written and verbal) as well as interpersonal skills. Well-developed analytical skills.
DUTIES: Coordinate responses to Chapter 9 institutions. Represent the Department in all hearings conducted by Chapter 9 institutions. Draft reports and analysis on all chapter 9 institutions investigations. Research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Attend to drafting of Provincial Laws, Regulations, contracts, statutory appeals and vetting of circulars. Provide legal advisory services to the Department. Ensure compliance with legislation. Attend to queries regarding the departmental policies. Communicate with relevant stakeholders on matters relating to education attend to assigned duties from the Director.
ENQUIRIES: Adv. EN Mashigo Tel No: (011) 355 0147

POST 10/86: ASSISTANT DIRECTOR: PROVISIONING AND ADMINISTRATION FOR INSITUTIONS REF NO: TN2021/03/191
Sub- Directorate: Finance and Administration
SALARY: R376 596 per annum
CENTRE: Tshwane North District
REQUIREMENTS:
An appropriate 3 year National Diploma/Degree qualification in Financial Management, Accounting, Public Finance, Cost and Management Accounting plus a minimum of 3-5 years relevant working experience. Applicant must be 3 years on supervisory level in the financial management environment. Procurement directives (Supply chain management manual), Treasury Regulations, PFMA and SASA. Administration procedures relating to specific working environment, including norms and standards for school funding. Planning and organizing, Computer literacy, Client service, Compilation of Management reports, Interpersonal relations, Problem Solving, to maintain discipline in resolving conflict, Ability to perform ad-hoc task. Knowledge of PMDS process. Ability to communicate with team members. Valid driver's license.

DUTIES:
Ensure effective financial management in all schools (POS, LSEN & Subsidized, Independent schools). Implement SASA, Independent Schools Regulations, DBE Circulars (M1, M3, M4) and other relevant finance prescripts and ensure compliance by schools thereof. Ensure that schools possess effective control systems and approved finance policies and guidelines. Ensure effective maintenance of financial records by Institutions and data through utilization of financial management systems and/or other Third-Party Systems. Monitor all funds received and spent by the Institutions (e.g. grants, school fees, donations, fund raising, and any other revenue generated by schools). Coordinate and conduct financial management training and workshop sessions to all respective Institutions. Conduct inspections and advise schools on financial management matters. Ensure submission of financial statements by schools in accordance with regulated timeframes. Coordinate and facilitate the preparation, collection and analysis of reports (i.e. monthly expenditure reports, bank reconciliation statement from schools and relevant internal reports). Provide support to schools with the breakdown of transfer of subsidies and related revenues. Ensure the reconciliation of budget vs payments as per final resource allocation. Coordinate and facilitate the receipt and distribution of Statement of Payments made to schools in relation to subsidies. Implement Circular 45 of 2003, Public Benefit Organizations, and School Fee Exemption in schools. Ensure monitoring of all public schools’ Municipal and Eskom accounts. Coordinate and facilitate the submission of monthly reconciliations for section 21 schools' municipal payments to Head Office. Ensure intervention on schools’ non-compliance to municipal obligations (e.g. arrangement of payment plan with Municipality). Ensure compliance in terms of asset management process at Public Schools within the District. Ensure compliance at schools with regards to asset management prescripts (i.e. policy, processes, and procedures) of the Department. Coordinate ordering of school furniture (i.e. learner furniture, ICT and other related assets). Ensure effective maintenance of Theft and Loss Register by schools and conducting of stocktaking by schools and provide report thereof. Ensure the effective, efficient and economic utilization of allocated resources. Compile and submit Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff. Supervise the staff.

ENQUIRIES:
Ms Rejoice Manamela Tel No: (012) 543 4313

POST 10/87:
SENIOR PERSONNEL PRACTITIONER: HRD (X2 POSTS)
Sub-Directorate: THRS
Section: PMDS

SALARY: R316 791 per annum
CENTRE: Sedibeng East District
Ref No: SE2021/03/192

REQUIREMENTS:
DUTIES: Co-ordinate and Implement Training and Development of all office based and public-school staff members. Coordinate training for staff in line with skills development plan by working together with District Skills Development Coordinating Team in addressing staff training needs. Consolidate costing of identified training programmes against allocated training budget. Monitor and evaluate the impact of training provided by obtaining feedback from delegates and their immediate supervisors. Coordinate Learnership and Internship programmes. Facilitate the implementation of Learnership and Internship, experiential learning and Work Integrated Learning (WIL) programmes aimed at assisting unemployed youth to gain workplace experience. Facilitate the orientation and induction programmes for new Learners and Interns. Coordinate internal staff induction and orientation programmes. Coordinate and facilitate Compulsory Induction Programme.

ENQUIRIES: Ms. N Xawuka Tel No: (016) 440 1717 (SE)  
Mr Xolani Kheswa (ES) Tel No: (011) 389 6062

POST 10/88: PERSONAL ASSISTANT REF NO: HO2021/03/194  
Directorate: Financial Statements, Salaries and Bookkeeping

SALARY: R257 508 per annum
CENTRE: Head Office, Johannesburg

REQUIREMENTS: Grade 12 plus Secretarial/ Office Management certificate/Diploma with minimum 3 years’ experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES: Overall management of the office administration functions Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director’s budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES: Ms Winny Radzilani Tel No: (011) 843 6540  
Ms Sylvia Mtshali Tel No: (011) 355 6280  
Ms Gugulethu Mdhluli Tel No: (011) 355 6178

DEPARTMENT OF HEALTH

OTHER POSTS

POST 10/89: CLINICAL MANAGER (MEDICAL) REF NO: HRM/2021/10 (X1 POST)  
Directorate: Clinical Services

SALARY: R1 173 900 - R1 302 849 per annum (OSD Grading)
CENTRE: Mamelodi Regional Hospital

REQUIREMENTS: National Senior Certificate and MBCHB/MBBCH qualification that allows registration with the HPCSA as a Medical Practitioner and proof of current registration. A minimum of six (6) year experience as a Medical Practitioner after registration with HPCSA as Medical Practitioner. Hospital Management qualification will be an added advantage. Good communication skills, leadership and writing skills.

DUTIES: Overall clinical leadership and management of allocated cluster of departments. Offers a comprehensive quality level hospital services to patients. Optimally supervise departments, mentor and coach junior medical staff. Support District Health Service. Participate and network with other hospitals and in the comprehensive clinical services regarding patients care
and treatment. Lead and drive CPD and M&M programmes. Implement cost containment measures, analyse budget and ensure effective and efficient use of resources. Conduct patient redress and compile reports for medico legal cases. Monitor commuted overtime and ensure adherence to RWOPS Policy. Maintain discipline and deal with grievances and labour relations issues in terms of laid down policies and procedures. NB Commuted overtime is compulsory.

ENQUIRIES: Dr N Soe Tel No: (012) 841 8302/8306
APPLICATIONS: should be submitted at Mamelodi Regional Hospital, Human Resource Department, 19472 Serapeng Street, Tsamaya Road, Mamelodi

NOTE: The department of health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on Z83 form with a C.V certified copies of ID, SANC and qualifications to be attached certified copies should not be longer than 6 months. Notes: Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and employment verification) successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE: 06 April 2021

POST 10/90: MEDICAL SPECIALIST GRADE 1 REF NO: SBAH 28/2021
Directorate: Neurology

SALARY: R1 106 040 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Qualifications as a Medical Specialist in Neurology MBChB /MBBCh, Fcneurology or MMED. Registration with HPCSA as a Medical Specialist in Neurology.
DUTIES: The successful candidate will be expected to care for all patients with neurological problems in the outpatient and inpatients units. The candidate is expected to perform after hour duties. This is a joint post and it includes teaching of under and post graduate students. The candidate is expected to participate in departmental research projects.

ENQUIRIES: Prof. M Kakaza Tel No: 012 354 1082
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: 06 April 2021

POST 10/91: MEDICAL SPECIALIST GRADE 1 REF NO: SBAH 29/2021
Directorate: Paediatric (Cardiology)

SALARY: R1 106 040 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Registration as a Specialist Paediatrician for independent practice. Experience in Paediatric Cardiology. FCPaed/MMed (Paediatrics), Certificate Paediatric Cardiology.
DUTIES: Candidates will deliver patient care and service, mainly but not exclusively in Paediatric Cardiology, including after hours and night duty overtime work, as allocated by the Head of the Department.

ENQUIRIES: Prof RJ Green Tel No: (012) 354 5276
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: 06 April 2021

POST 10/92: MEDICAL REGISTRAR REF NO: SBAH 30/2021
Directorate: Neurology

SALARY: R821 205 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
**REQUIREMENTS**

Registration with the HPCSA as a Medical Practitioner. MBChB/ MBBCh. Experience in Neurology would be advantageous. Neurology Primaries are a strong recommendation. After hours’ duties are mandatory.

**DUTIES**

- Render clinical services-care of inpatient and outpatients in the department.
- The incumbent will have to attend to consultations from other departments.
- Show academic progression and participate in all academic activities.
- Complete a research dissertation within 4 years. Supervision of undergraduate students and junior colleagues. Registrars are expected to rotate in Kalafong and 1 Military hospital.

**ENQUIRIES**

Prof M Kakaza Tel No: (012) 354 1082

**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**

06 April 2021

**POST 10/93**

**REGISTRAR (DENTAL) MAXILLOFACIAL AND ORAL SURGERY**

**Directorate:** Maxillofacial and Oral Surgery

**SALARY**

R821 205 per annum, excl commuted overtime

**CENTRE**

Wits Oral Health Centre

**REQUIREMENTS**

Registration with HPCSA as Dentist in the category of Independent Practice. A minimum of two (2) years’ experience as a Dentist excluding Community Service. Service in the public service, ATLS, Basic surgical skills, Primary exams and exposure to Maxillofacial and Oral Surgery will serve as an advantage. Postgraduate qualification in MFOS (MSc Dent or PDD-minor oral surgery) will be an added advantage.

**DUTIES**

- Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in Maxillofacial Oral and Surgery. This requires treatment of variety of patients in oral and craniofacial rehabilitation, carry out and present a research report, assist with training of undergraduate students and involvement in the administrative duties of the department.

**ENQUIRIES**

HR Manager- Mr. P.F Monama Tel No: (011) 481- 2099

**APPLICATIONS**

Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.

**NOTE**

Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates and proof of current registration with HPCSA. Applications without proof of the necessary documents will be disqualified.

**CLOSING DATE**

06 April 2021

**POST 10/94**

**MEDICAL OFFICER GRADE 1 ACCIDENT AND EMERGENCY UNIT REF NO: REFS/006538 (X1 POST)**

**Directorate:** Office of Clinical Manager

**SALARY**

R821 205 - R884 670 per annum (plus benefits)

**CENTRE**

Dr Yusuf Dadoo Hospital Province: Gauteng

**REQUIREMENTS**

- Appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Registration with HPCSA as a Medical Practitioner and proof of current registration. 0-5 years’ experience after registration with HPCSA as a Medical Practitioner. Experience in casualty, ATLS, ACLS, PALS will be an added advantage.

**DUTIES**

- Efficient and effective assessment and treatment of medical, surgical, paediatric and maternal emergencies. To make appropriate admissions, discharges and referrals to high levels of care for continuum of care. To refer patients to allied health care practitioners. To treat patients with ethical decision, Batho Pele Principles, Human Rights and Patient Rights charter and to uphold confidentiality. To adhere to the professional Ethics and code of conduct. To participate in the commuted overtime. To plan, organise work and implement the quality and safety improvement programmes. To attend continuous professional development meetings. To attend Morbidity and Mortality meetings. To be rotated through different units of the Hospital.
according to the needs of the hospital. To supervise and train junior Medical Officers, Medical Interns, Students and Nurses.

ENQUIRIES : Dr JC Moundzika (Acting Clinical Manager) Tel No: (011) 951 6181

APPLICATIONS : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

NOTE : Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications, HPCSA registration as a Medical Practitioner and proof of current registration. Failure to do so will lead to disqualification of application.

CLOSING DATE : 09 April 2021

POST 10/95 : MEDICAL OFFICER- PSYCHIATRY REF NO: RRFS/008363 (X2 POSTS)
Directorate: Mental Health Care

SALARY : R821 205 per annum plus benefits

CENTRE : Helen Joseph Hospital

REQUIREMENTS : Appropriate qualification which allows registration as a medical practitioner with the Health Professions Council of South Africa (HPCSA). Current registration with the HPCSA as a medical practitioner. Previous experience in psychiatry (minimum 6 months) or a Diploma in Mental Health. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedures pertaining to mental health care users. Computer literacy. A valid driver’s license.

DUTIES : General Adult Psychiatry: The provision of care, treatment and rehabilitation to mental health care users within the framework of the Mental Health Care Act (No 17 of 2002); involvement in other general psychiatry work as needed. Teaching and training of medical students, and as other personnel (e.g. nurses, etc. To always maintain professional and ethical conduct.

ENQUIRIES : Dr R Brummerhoff Tel No: (011) 489 0619 / 0906

APPLICATIONS : must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is also a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.

FOR ATTENTION : Human resources department

NOTE : Applications must be submitted on Z83 form, obtainable from any Public Service Department or on 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, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE : 09 April 2021

POST 10/96 : MEDICAL OFFICER GRADE 1 REF NO: HRM/2021/11 (X2 POSTS)
(Contract Ending 31 March 2022)
Directorate: Mental Health Unit

SALARY : R821 205 per annum (OSD Grading)

CENTRE : Mamelodi Regional Hospital

REQUIREMENTS : National Senior Certificate and MBCHB/MBBCH qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Certification of Registration with the HPCSA (proof of current annual registration to be attached.) knowledge of mental health related legislations and legal and ethical principles. Good communication and interpersonal skills. Ability to work independently and in a multi-disciplinary team. Analytic thinking, independent decision making and problem solving skills.

DUTIES : Through assessment and management of referred mental health care users in casualties, outpatients and mental health care wards. Management and monitoring of violent and aggressive patients. Admission, review and discharge of patients according to the Mental Health Care Act (MHCA) and appropriate use of the MHCA forms. Perform other relevant administrative functions as required. Commuted overtime is compulsory.

ENQUIRIES : Mr SE Molokeng Tel No: (012) 841 0961
APPLICATIONS must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X 0032 P.O Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Road and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION: Mr SE Mofokeng (Recruitment Section)

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

CLOSING DATE: 06 April 2021

POST 10/97: DENTIST GRADE 1/2/3
Directorate: Maxillofacial and Oral Surgery (MFOS)

SALARY: R797 109 – R1 089 693 per annum (inclusive package), exc. commuted overtime

CENTRE REQUIREMENTS: Wits Oral Health Centre
Registration with HPCSA as Dentist in category independent practice. Minimum of five years’ appropriate experience as a Dentist preferably in a Public Sector environment. MSc Dent degree and/or postgraduate qualification in Dentistry, undergraduate teaching experience and exposure to MFOS may have additional benefits.

DUTIES: Dentist will be responsible for clinical services, teaching, research and trainings, participation in all departmental activities and related administration.

ENQUIRIES: HR Manager- Mr. P.F Monama Tel No: 011 481-2099

APPLICATIONS: Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.

NOTE: Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates and proof of current registration with HPCSA. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE: 06 April 2021

POST 10/98: CLINICAL PSYCHOLOGIST GRADE 1 REF NO: HRM/2021/12 (X1 POST)
(Contract Ending 31 January 2022)
Directorate: Mental Health Unit

SALARY: R713 361 - R784 278 per annum (OSD Grading)

CENTRE REQUIREMENTS: Mamelodi Regional Hospital
National Senior Certificate and Master’s Degree in Clinical Psychology qualification that allows registration with the health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Certificate of Registration with the HPCSA (Proof of current annual registration to be attached). Excellent communication and interpersonal skills. Ability to work with children, adults and within multi-disciplinary team. Experience working in a Psychiatric setting. Knowledge of Mental Health Act and related legislation, legal and ethical principles. Ability to work independently and in a multi-disciplinary team.

DUTIES: Assessing, diagnosing and providing interventions to clients who are dealing with psychological challenges, including developmental difficulties, psychological distress and/ or psychopathology. The ability to identify and diagnose psychopathology, psychiatric disorders, and psychological conditions. Applying evidence based psychological interventions to clients presenting with psychological and/ or psychiatric conditions or problems. Appropriate referral to other professionals when indicated. Designing, managing and evaluating programmes aimed at alleviating psychological distress or psychiatric conditions. Conducting psychological work in an ethical manner, as well as adhering to the scope of practice of Clinical, Psychologist as specified in the Health Professions Act of 1974.

ENQUIRIES: Mr SE Mofokeng Tel No: (012) 841 0961
APPLICATIONS: To be sent to Mamelodi Regional Hospital, Hand Post- delivery to 19472 CNR Serapeng & Tsamaya Road or Private Bag X0032 PO Rethabile, Mamelodi East 0122.

FOR ATTENTION: Mr SE Mofokeng (Recruitment Section)

NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on a new Z83 form, obtainable from any Public Service Department website, which must be completed in full and attached your CV, certified copies of your identity document and academic qualification not older than six months. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Successful candidates will be required to undergo Police clearance and physical verification at Home Affairs.

CLOSING DATE: 06 April 2021

POST 10/99: AREA MANAGER PHC-ABCEF SUB-DISTRICT REF NO: ABCEF/03/2021 (X1 POST)

Directorate: Johannesburg Health District

SALARY: R614 991 per annum (plus benefits)

CENTRE: ABCEF Sub-District

REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing) 10 years appropriate and recognisable experience in nursing post registration as a Professional Nurse. Post basic qualification with duration of at least 1 years in Curative skills in Primary Health Care accredited with SANC is an added advantage. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Other skills /requirements: Knowledge of the application of nursing act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of Batho Pele Principles, Patients’ Rights Charter and quality assurance system. Ability to communicate verbally and written. Good people management and presentation skills. Good communication (verbal and written), interpersonal, social mobilisation, networking and financial management as well as computer skills, report writing and presentation skills. Valid Driver’s Licence.

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

ENQUIRIES: Ms. L Matlala Tel No: (082) 307 0267

APPLICATIONS: Applications should be emailed to JhbHealth.DistrictJobApplications@gauteng.gov.za.

NOTE: The completed and signed Z83 form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 6 months old. Please ensure that the reference number is quoted correctly. The recommended candidates will be subjected to positive results of the security clearance process (criminal records), the verification of educational qualifications certificates and medical assessments. Incomplete applications or applications received after closing date will not be considered. People with disabilities are encouraged to apply.

CLOSING DATE: 09 April 2021
POST 10/100: ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: ORT/03/2021 (X1 POST)
Directorate: Johannesburg Health District

SALARY: R614 991 per annum (plus benefits)
CENTRE: OR Tambo CHC
REQUIREMENTS:
A basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and proof of current registration. A post basic nursing qualification with duration of at least one year accredited with SANC in one of the specialties referred to in the glossary of terms. A minimum of ten (10) years appropriate/recognizable experience in Nursing after registration as professional nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant specialty. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. (Less one-year experience from candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management, leadership, organisational, decision making and problem solving skills; sound knowledge of public service policies, Code of Conduct, team building and policy formulation. Computer literacy.

DUTIES:
Ensure that a Comprehensive Nursing Treatment and Care Service is delivered to Patients in a Cost Effective, Efficient and Equitable manner by the Facility. To Ensure Compliance to Professional and Ethical Standards at all times. Promote Quality of Nursing Care as directed by the Professional Scope of Practice and Standards as determined by South African Nursing Counsel (SANC). Facilitate Provision of a Comprehensive Package of Service at PHC level and Ensure that the Unit Adheres to the Batho Pele Principle and patience Rights. Ensure Effective Implementation of Service Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Programmes etc. Ensure Compliance with Clinical Protocols, Norms and Standards within the clinic. Compliance towards Achievements of National Core Standards, 6 Ministerial Priorities and ideal Clinic Status National Standards ensure Effective Achievement on Ministerial Priorities, Ideal Clinic Compliance and support PHC Re-Engineering Programme Implementation. Ensure Management and Control of Human Resource, Financial and Material Resources. Monitor Utilisation of Budget to ensure that the clinic Functions within the Allocated Budget. Supervise and Monitor Staff Performance in accordance with Performance Management and Development System (PMDS); Develop and Implement Staff Training Plan. Attend to Grievances of Staff and Administer Discipline, and ensure that Absenteeism and Abscondment of Staff is Effectively Controlled. Ensure Submission of Weekly, Monthly, Quarterly and Annual Reports. Be reachable at all time. Conflict management.

ENQUIRIES:
Ms. L Matlala Tel No: (082) 307 0267
APPLICATIONS: should be emailed to JhbHealth.DistrictJobApplications@gauteng.gov.za.

NOTE:
The completed and signed z83 form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 6 months old. The recommended candidates will be subjected to positive results of the security clearance process (criminal records), the verification of educational qualifications certificates and medical assessments. Incomplete applications or applications received after closing date will not be considered.
People with disabilities are encouraged to apply.

CLOSING DATE: 09 April 2021

POST 10/101: OPERATIONAL MANAGER – ASSISTANT MANAGER (SPECIALTY)

SALARY: R614 991 per annum (plus benefits)
CENTRE: JHB Health District Place Of Work: Lilian Ngoyi CHC
REQUIREMENTS:
A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years; appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/
recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management/supervisory level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management; Leadership, organizational, decision making and problem solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy is mandatory. Driver’s licence will be an added advantage.

**DUTIES**  
To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of Service and Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, norms and standards within the clinic. Adhere to Office of the Health Standard Compliance and ensure effective achievement on Ministerial Priorities, Ideal Clinic Compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of day, weekly, monthly, quarterly and annual reports. Manage and implement COVID 19 guidelines. General administration duties and management soft skills is mandatory.

**ENQUIRIES**  
Ms. M. Mazibuko Tel No: (011) 984 4120

**APPLICATIONS**  
Application on Z83 form with attached certified copies of required qualifications, ID, etc. and CV to be emailed at JhbHealth.DistrictJobApplications@Gauteng.gov.za. Applicants must indicate the post reference number in their applications.

**CLOSING DATE**  
14 April 2021

**POST 10/102**  
OPERATIONAL MANAGER (SPECIALTY) MOU REF NO: OR/MOU/03/2021  
(X1 POST)

Directorate: Johannesburg Health District  
Re-Advertisement

**SALARY**  
R562 800 per annum (plus benefits)

**CENTRE**  
OR Tambo Community Health Centre

**REQUIREMENTS**  
A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum 9 years appropriate/ recognisable experience in nursing after registration as 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 which is advanced Midwifery and Neonatal Nursing Science. At least 2 years of the period referred to above must be appropriate/ recognizable experience at management/supervisory level. Computer literacy. Drivers licence Code 8 will serve as an advantage. Knowledge of clinical work in obstetric nursing. Knowledge of all Legislation relevant to Health Care Services.

**DUTIES**  
Ensure proper general management of the maternal obstetric unit, personnel, clients and resources. Teach, delegate, monitor and evaluate performance/ appraise personnel. Deputize the clinic manager in her absence. Ensure clinical practise by the clinical team in accordance with the Scope of Practise and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Provide comprehensive Mother, Women, Child and Neonatal Services. Management of resources. 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 core standards & Ideal clinic. Ensure community participation. Manage labour relations issues. Ensure implementation of Government policies including Ministerial Priorities, 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.

**ENQUIRIES**

Ms L Matlala Tel No: (082) 307 0267

**APPLICATIONS**

Applications should be emailed to JhbHealth.DistrictJobApplications@gauteng.gov.za.

**NOTE**

The completed and signed z83 form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 6 months old. Please ensure that the reference number is quoted correctly. The recommended candidates will be subjected to positive results of the security clearance process (criminal records), the verification of educational qualifications certificates and medical assessments. Incomplete applications or applications received after closing date will not be considered. People with disabilities are encouraged to apply.

**CLOSING DATE**

09 April 2021

**POST 10/103**

OPERATIONAL MANAGER NURSING (SPECIALTY) REF NO: EYETHU/03/2021 (X 1 POST)

Directorate: Johannesburg Health District

**SALARY**

R562 800 per annum (plus benefits)

**CENTRE**

Eyethu Ya Rona Clinic

**REQUIREMENTS**

A Basic R425 Qualification (i.e. Diploma/ Degree in Nursing) Or Equivalent Qualification That Allows Registration with The SANC as Professional Nurse. Registration with SANC as Professional Nurse and Proof of Current Registration. A Post-Basic Nursing Qualification with Duration of at Least One Year, accredited with The SANC in One of the Specialties Referred to in The Glossary of Terms. A Minimum of 10 Years; Appropriate/ Recognizable Experience in Nursing after Registration as Professional Nurse with SANC in General Nursing. At Least 5 Years of The Period Referred to Above Must Be Appropriate/ Recognizable Experience in The Specific Specialty After Obtaining The 1 Year Post Basic Qualification in The Relevant Specialty. At Least 2 Years of The Period Referred to Above Must Be Appropriate/ Recognizable Experience at Management/Supervisory Level. (Less One Year from Experience for Candidates Appointed from Outside the Public Service after Complying with Registration Requirements). Financial Management and Human Resource Management; Leadership, Organizational, Decision Making and Problem Solving Skills; Sound Knowledge of Public Service Policies, Code of Conduct, Team Building and Policy Formulation. Computer Literacy.

**DUTIES**

To Ensure That a Comprehensive Nursing Treatment and Care Service Is Delivered to Patients in A Cost Effective, Efficient and Equitable Manner by The Facility. To Ensure Compliance to Professional and Ethical Standards at All Times. Promote Quality of Nursing Care as Directed by The Professional Scope of Practice and Standards as Determined by Relevant Health Facilities. Facilitate Provision of a Comprehensive Package of Service at PHC Level and Ensure that the Unit Adheres to The Principles of Batho Pele. Ensure Effective Implementation of Service and Quality Improvement Plans, Occupational Health and Safety as Well as Quality Assurance Programs Etc. Ensure Compliance with Clinical Protocols, Norms and Standards Within the Clinic. Adhere to National Core Standards and Ensure Effective Achievement on Ministerial Priorities, Ideal Clinic and Support PHC Re-Engineering Program Implementation. Ensure Management and Control of Human, Financial and Material Resources. Monitor Utilization of Budget to Ensure That the Clinic Functions Within the Allocated Budget. Supervise and Monitor Staff Performance in Accordance with Performance Management and Development System (PMDS); Develop and Implement Staff Training Plan. Attend to Grievances of Staff and Administer Discipline; And Ensure That Absenteeism and Abscondment of Staff Is Effectively Controlled. Ensure Submission of Monthly, Quarterly and Annual Reports. General Administration Duties and Management Soft Skills Is Mandatory.

**ENQUIRIES**

Mrs Lombuso Matlala Tel No: (082) 307 0267

**APPLICATIONS**

Applications should be emailed to JhbHealth.DistrictJobApplications@gauteng.gov.za.

Please ensure that the reference number is quoted correctly

**NOTE**

The completed and signed z83 form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 6 months old. The recommended candidates will be subjected to positive results
of the security clearance process (criminal records), the verification of educational qualifications certificates and medical assessments. Incomplete applications or applications received after closing date will not be considered.

People with disabilities are encouraged to apply.

**CLOSING DATE** : 09 April 2021

**POST 10/104** : OPERATIONAL MANAGER NURSING (SPECIALTY) REF NO: BRAAM/03/2021 (X1 POST)

Directorate: Johannesburg Health District

**SALARY** : R562 800 per annum (plus benefits)

**CENTRE** : Braamfischerville Clinic

**REQUIREMENTS** : A Basic R425 Qualification (I.E. Diploma/ Degree in Nursing) Or Equivalent Qualification That Allows Registration with The SANC as Professional Nurse. Registration with SANC as Professional Nurse and Proof of Current Registration. A Post-Basic Nursing Qualification with Duration of at Least One Year, accredited with The SANC in One of the Specialties Referred to in The Glossary of Terms. A Minimum of 10 Years; Appropriate/ Recognizable Experience in Nursing after Registration as Professional Nurse with SANC in General Nursing. At Least 5 Years of The Period Referred to Above Must Be Appropriate/ Recognizable Experience in The Specific Specialty After Obtaining The 1 Year Post Basic Qualification in The Relevant Specialty. At Least 2 Years of The Period Referred to Above Must Be Appropriate/ Recognizable Experience at Management/Supervisory Level. (Less One Year from Experience for Candidates Appointed from Outside the Public Service after Complying with Registration Requirements). Financial Management and Human Resource Management; Leadership, Organizational, Decision Making and Problem Solving Skills; Sound Knowledge of Public Service Policies, Code of Conduct, Team Building and Policy Formulation. Computer Literacy.

**DUTIES** : To Ensure That a Comprehensive Nursing Treatment and Care Service Is Delivered to Patients in A Cost Effective, Efficient and Equitable Manner by The Facility. To Ensure Compliance to Professional and Ethical Standards at All Times. Promote Quality of Nursing Care as Directed by The Professional Scope of Practice and Standards as Determined by Relevant Health Facilities. Facilitate Provision of a Comprehensive Package of Service at PHC Level and Ensure that the Unit Adheres to The Principles of Batho Pele. Ensure Effective Implementation of Service and Quality Improvement Plans, Occupational Health and Safety as Well as Quality Assurance Programs Etc. Ensure Compliance with Clinical Protocols, Norms and Standards Within the Clinic. Adhere to National Core Standards and Ensure Effective Achievement on Ministerial Priorities, Ideal Clinic and Support PHC Re-Engineering Program Implementation. Ensure Management and Control of Human, Financial and Material Resources. Monitor Utilization of Budget to Ensure That the Clinic Functions Within the Allocated Budget. Supervise and Monitor Staff Performance in Accordance with Performance Management and Development System (PMDS); Develop and Implement Staff Training Plan. Attend to Grievances of Staff and Administer Discipline; And Ensure That Absenteeism and Abscondment of Staff Is Effectively Controlled. Ensure Submission of Monthly, Quarterly and Annual Reports. General Administration Duties and Management Soft Skills Is Mandatory.

**ENQUIRIES** : Mrs Lombuso Matlala Tel No: (082) 307 0267

**APPLICATIONS** : should be emailed to JhbHealth.DistrictJobApplications@gauteng.gov.za.

**NOTE** : The completed and signed z83 form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 6 months old. The recommended candidates will be subjected to positive results of the security clearance process (criminal records), the verification of educational qualifications certificates and medical assessments. Incomplete applications or applications received after closing date will not be considered.

People with disabilities are encouraged to apply.

**CLOSING DATE** : 09 April 2021

**POST 10/105** : PROFESSIONAL NURSE SPECIALTY GRADE1 OPERATING THEATRE REF NO: REFS/006539 (X1 POST)

Directorate: Nursing

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

**CENTRE** : Dr Yusuf Dadoo Hospital Province: Gauteng
REQUIREMENTS: Basic R425 qualification i.e. Diploma/ Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 4 years’ appropriate/recognised experience in Nursing after registration with SANC. Post Basic Qualification with the duration of 1 year accredited with SANC in terms of Government Notice R212 in the relevant specialty accredited with SANC, current registration with SANC (Diploma in Operational Theatre Nursing Science). Knowledge and skills: Must be willing to work shifts. Ability to communicate issues in a tactful manner. Problem solving skills. Numeracy skills commitment to draw accurate data and statistical purpose. Professionalism: Loyal and confident. Ability to take charge/ lead a shift responsible.

DUTIES: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care in the Theatre Unit. Coordinate and monitor the implantation of nursing care plan and evaluation thereof. Knowledge of all relevant theatre policies and guidelines provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patient. Maintain constructive relationships with Nursing and other stakeholders (i.e. inter-professional, inter-sectoral and Multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures, knowledge of National Core Standards and Ideal Hospital Realization Framework. Manage and monitor proper utilization of human, financial and physical resource.

ENQUIRIES APPLICATIONS: must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

NOTE: Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications including matric, SANC registration as a certificate and proof of current registration (where applicable), relevant service certificates. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 09 April 2021

POST 10/106: PROFESSIONAL NURSE SPECIALTY GRADE 1 ADVANCED MIDWIFERY AND NEONATAL NURSING SERVICE REF NO: REFS/006540 (X1 POST)

Directorate: Nursing

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

CENTRE: Dr Yusuf Dadoo Hospital Province: Gauteng

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma/Degree in Nursing). A minimum 4 years appropriate /recognizable experience after registration with SANC or equivalent qualification that allows registration with SANC as Professional Nurse, plus Post Basic Qualification with the duration of at least 1 year accredited with SANC in terms of Government Notice R212 in the relevant specialty (Advanced Midwifery and Neonatology).


ENQUIRIES APPLICATIONS: must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

NOTE: Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications including matric, SANC registration as a certificate and proof of current registration, relevant service certificates (where applicable). Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please
accept that your application was unsuccessful. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

**CLOSING DATE**: 09 April 2021

**POST 10/107**: PROFESSIOAL NURSE SPECIALTY: CRITICAL CARE UNITS: ICU REF NO: PROF-03-2021 (X3 POSTS)

**Directorate**: Nursing

**CENTRE**: Thelle Mogoerane Regional Hospital

**SALARY**

- Grade 1: R383 226 - R444 276 per annum with benefits
- Grade 2: R471 333 - R579 696 per annum with benefits

**REQUIREMENTS**

- Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with a duration of at least 1 year accredited with the SANC in a clinical specialty (Medical and Surgical Critical Care). A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively, 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, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Knowledge of ethical communication channels in the work place. Ability to work under immense pressure.

**DUTIES**: To ensure safe and effective clinical specialty Nursing. Ensure effective supervision of quality nursing service through effective application of safe nursing care procedures. Implement optimal, holistic specialized nursing care provided within set standard. Work with the multi-disciplinary team for effective management of patient care. Assist the Operational Manager in the implementation of quality unit records. Manage unit data and assist in timeous reporting. Management of human resources and efficient and effective delegation to cover patient needs. Assist the Operational Manager in the continuity of supervision of patient care after hours, night duty and weekends. Provide complete patient care reports and supervision of complete patient’s records. Assist the Operational Manager in the provision of safe patient care i.e effective resuscitation plan, implementation of infection and control guidelines, monitoring of child movements inside and outside the ward to improve child security. Assist in producing quality data in the unit a priority. Direct supervision of staff leaves as the shift leader. Provision of safe and evidence based nursing care in the critical care unit to prevent secondary diseases. Provision of updated technological skills and scientific nursing practices in the critical care wards. Assist the Operational Manager in the prevention of PSI’s through quality plans.

**ENQUIRIES**: M.T.K. Zondi Tel No: (011) 891 7299

**APPLICATIONS**: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor 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 surveillances required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form accompanied by a comprehensive CV 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, disability 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** : 09 April 2021

**POST 10/108** : PROFESSIONAL NURSE SPECIALTY: PEDIATRIC REF NO: PROF-04-2021 (X4 POSTS)

Directorate: Nursing

**SALARY** : Grade 1: R383 226 – R444 276 per annum with benefits  
Grade 2: R471 333 - R579 696 per annum with benefits

**CENTRE** : Thelle Mogoerane Regional Hospital

**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with a duration of at least 1 year accredited with the SANC in a clinical specialty (Pediatric/child nursing science). A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively, 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, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherit job requirement. Knowledge of ethical communication channels in the work place.

**DUTIES** : To ensure safe and effective clinical specialty nursing. Ensure effective supervision of quality nursing service through effective application of safe nursing care procedures. Implement optimal, holistic specialized nursing care provided within set standard. Work with the multi-disciplinary team for effective management of patient care. Assist the Operational Manager in the implementation of child nursing programs. Manage unit data and assist in timeous reporting. Management of human resources and efficient and effective delegation to cover patient needs. Assist the Operational Manager in the continuity of supervision of patient care after hours, night duty and weekends. Provide complete patient care reports and supervision of complete patient’s records. Assist the Operational Manager in the provision of safe patient care i.e effective resuscitation plan, implementation of infection and control guidelines, monitoring of child movements inside and outside the ward to improve child security. Implement child and nutrition guidelines. Linkage of child PHC services for continuity of care. Assist in producing quality data in the unit a priority. Direct supervision of staff leaves as the shift leader. Assist the Operational Manager in prevention of PSI’s through quality plans.

**ENQUIRIES** : M.T.K. Zondi Tel No: (011) 891 7299

**APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor 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. People with disabilities are welcome to apply. 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, disability 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 : 09 April 2021

POST 10/109 : CLINICAL NURSE PRACTITIONER PHC REF NO: HRM/2021/06 (X1 POST)
Directorate: Nursing

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

CENTRE REQUIREMENTS : National Senior Certificate and Basic R425 (i.e Diploma/Degree in Nursing or equivalent qualification as per OSD that allows registration with the SANC as Professional Nurse and Midwife. Registration with SANC as Professional Nurse and proof of current registration. A Post Basic Nursing Qualification accredited with SANC as a Speciality in Primary Health Care. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.

DUTIES : Provision of high quality nursing care in area of speciality OPDs, care that is holistic and patient centred. Ensuring that nursing care provided is within the scope of practice of nurses and legal framework. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Participate in management and utilize physical, financial and human resources to fulfill operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (Continuing Professional Development). Ensure compliance with six key priorities.

ENQUIRIES : Mr SE Mofokeng Tel No: (012) 841 0961
APPLICATIONS : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, PO Rethabile, 0122, hand delivery to Human resource, 19742 CNR Tsamaya & Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION NOTE : Applications must be completed fully on a Z83 form, certified copies of all required documents of ID and qualifications not longer than six (6) months. If you did not hear from us within three months, consider your application unsuccessful. The hospital reserved the right to appoint or not to appoint. Successful candidates will be required to undergo police clearance and physical verification at Home Affairs. The specific reference number must be quoted, failure to comply with the instruction will disqualify applications from being processed.

CLOSING DATE : 06 April 2021

POST 10/110 : PROFESSIONAL NURSE SPECIALTY NURSING PAEDIATRIC REF NO: HRM/2021/05 (X1 POST)
Directorate: nursing

SALARY : Grade 1: R383 226 – R444 277 per annum (OSD)
Grade 2: R471 333 – R579 696 per annum (OSD)

CENTRE REQUIREMENTS : National Senior Certificate and Basic R425 (i.e DIPLOMA/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and proof of current registration. A Post Basic Nursing Qualification with duration of at least 1 year, accredited with SANC as a Speciality in Paediatric. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.

DUTIES : Provision of a high quality Nursing Care that is holistic and patient centred. Ensuring that nursing care is provided within the scope of practice of nurses and legal framework. Maintain a professional and ethical practice as well as an
enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Participate in management and utilise physical, financial and human resources to fulfil operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, personal development and CPD (Continuing Professional Development). Ensure compliance with six key priorities.

ENQUIRIES: Mr SE Mofokeng Tel No: (012) 841 8392
APPLICATIONS: must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 PO Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Road and Serapeng Street, Mamelodi Regional Hospital.
FOR ATTENTION: Mr SE Mofokeng
NOTE: Must be completed fully on a Z83 form, CV, certified copies of all required documents of ID and qualifications not longer than Six (6) months. If you did not hear from us within three months, consider your application unsuccessful. The hospital reserved the right to appoint or not to appoint. Successful candidates will be required to undergo police clearance and physical verification at Home Affairs. The specific reference number must be quoted, failure to comply with the instruction will be disqualified application from being processed.
CLOSING DATE: 06 April 2021
POST 10/111: PROFESSIONAL NURSE PSYCHIATRIC WARD SPECIALTY REF NO: HRM/2021/13
(X2 Contract Ending 31 March 2022)
DUTIES: Provision of a high quality nursing care in area of speciality Mental Health units, care that is holistic and patient centred. Ensuring that nursing care provided is within the scope of practice of nurses and legal framework. Maintain a professional and ethical practice as well as an enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Participate in management and utilize physical, financial and human resources to fulfil operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, personal development and CPD (Continuing Professional Development). Ensure compliance with six key priorities.
ENQUIRIES: Mr SE Mofokeng Tel No: (012) 8410961
APPLICATIONS: Applications to be sent to: Mamelodi Regional Hospital, Hand post- delivery to 19472 Serapeng Street and Tsamaya Road or Private Bag X0032 PO Rethabile Mamelodi East, 0122.
FOR ATTENTION: Mr SE Mofokeng (Recruitment Section)
NOTE: Must be submitted on a new Z83 form, obtainable from any Public Service Department website, which must be completed in full and attach your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted, failure to comply with these instruction will disqualify applications from being processed. Successful candidates will be required to undergo Police clearance and physical verification at Home Affairs. Suitable candidates will be subjected to security screening and vetting process. Successful candidate will undergo a medical surveillance. No faxed or emailed application will be accepted
CLOSING DATE: 06 April 2021
POST 10/112: ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS COORDINATOR REF NO: REFS/008451
Re-Advertisement those who previously applied for this post are advised to Re-apply
DUTIES: Provision of a high quality nursing care in area of speciality Mental Health units, care that is holistic and patient centred. Ensuring that nursing care provided is within the scope of practice of nurses and legal framework. Maintain a professional and ethical practice as well as an enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Participate in management and utilize physical, financial and human resources to fulfil operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, personal development and CPD (Continuing Professional Development). Ensure compliance with six key priorities.
ENQUIRIES: Mr SE Mofokeng Tel No: (012) 8410961
APPLICATIONS: Applications to be sent to: Mamelodi Regional Hospital, Hand post- delivery to 19472 Serapeng Street and Tsamaya Road or Private Bag X0032 PO Rethabile Mamelodi East, 0122.
FOR ATTENTION: Mr SE Mofokeng (Recruitment Section)
NOTE: Must be submitted on a new Z83 form, obtainable from any Public Service Department website, which must be completed in full and attach your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted, failure to comply with these instruction will disqualify applications from being processed. Successful candidates will be required to undergo Police clearance and physical verification at Home Affairs. Suitable candidates will be subjected to security screening and vetting process. Successful candidate will undergo a medical surveillance. No faxed or emailed application will be accepted
CLOSING DATE: 06 April 2021
SALARY: Grade 1: R383 226 – R444 277 per annum

R376 596 – R443 601 per annum
CENTRE : Helen Joseph Hospital
REQUIREMENTS : A Degree or Diploma in Psychology or Social Work and Nursing. 5 years’ experience as a Senior Practitioner within the Employee Health and Wellness (EHW) field. Skills & Expertise: Knowledge and understanding of the Employee Health and Wellness strategic framework for the Public Service, Knowledge of the Occupational Health and Safety Act, 1993 (Act 85 of 1993). Must have people management skills, must have the ability to interpret and apply legislation, policies and strategies. Functional knowledge of mainstreaming HIV and AIDS. Knowledge in the management of injury on duty. Knowledge of the PILIR. Excellent communication (verbal and written) skills. Knowledge and application of Employee Health and Wellness Counselling skills, Report writing, Program design and implementation skills, good presentation skills, assessment/diagnostic skills, problem solving, project management, planning skills, analytical skills, innovative, quality orientated, computer literacy, knowledge and understanding of relevant legislations and their alignment to 132 of the public Service EHWP Strategic Framework and understanding of data management processes.

DUTIES : Coordinate the Employee Health and Wellness Programme in line with the overall Strategy of the institution. Develop, implement and review the Employee Health and Wellness Programme Policies and Strategies. Coordinate the implementation of wellness programmes, projects and interventions. Liaise with relevant external parties for referrals and identify appropriate institutions that will assist staff. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programmes to enhance the health and wellness of employees and the organization. Advise management regarding the trends that could influence overall work performance as a result of social malfunctioning. Provide the facilitation of onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service or lifestyle development interventions e.g. health screenings, Stress management Workshops, Relationships Management Workshops or training, financial management and Debt control. Oversee the functioning of the sports and other physical and recreational activities. Monitor, evaluate and report to all stakeholders to ensure continuous improvement of the Employee Health and Wellness Programme in the Office of the Human Resources Manager. Conduct staff satisfaction survey, analyse, evaluate data and communicate information, statistics and results.

ENQUIRIES : Ms. D Mkwanazi Tel No: (011) 489-1089 / 0557
APPLICATIONS : must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is also a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.

FOR ATTENTION : Human resources department
NOTE : Applications must be submitted on Z83 form, obtainable from any Public Service Department or on 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. Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE : 09 April 2021
POST 10/113 : OCCUPATIONAL THERAPIST REF NO: HRM/2021/14 (X2 POSTS)
Directorate: Mental Health Unit

CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Senior Certificate and Degree in Occupational Therapy, registration with the health professional council (HPCSA) as an Occupational Therapist, and proof of current annual registration to be attached. One year experience post community service. Knowledge of mental health related legislation, legal and ethical principles. Good communication and interpersonal skills. Ability to work independently and multi-disciplinary team. Analytic thinking, independent decision making and problem solving skills.

SALARY : Grade 1: R317 976 per annum (OSD)
DUTIES: Provide Occupational Therapy services to mental health users, follow prescribed O.T processes in mental health such as assessment, and planning and executing treatment. Actively do program planning within the unit and group treatment as planned. Work effectively in a multidisciplinary team. Perform other relevant administrative functions as required.

ENQUIRIES: Mr SE Mofokeng Tel No: (012) 842 0961

APPLICATIONS: must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, PO Rethabile, 0122, hand-delivery to: Human Resource, 18472 CNR Tsamaya Road and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION: Mr SE Mofokeng (Recruitment Section)

NOTE: Must be completed fully on Z83 form, CV, certified copies of all required documents of ID and qualifications not longer than six (6) months. If you did not hear from us within three months, consider your application unsuccessful. The hospital reserved the right to appoint and not to appoint. Successful candidates will be required to undergo police clearance and physical verification at Home Affairs. The specific reference number must be quoted, failure to comply with the instruction will be disqualified application from processed. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted form Z83 obtainable from any Public Service Department website, which must be completed in full and attached CV, certified copies of all required documents of ID and other qualifications not longer than six (6) months. The specific reference number of the post must be quoted, failure to comply with this instruction will disqualify applications from being processed.

CLOSING DATE: 06 April 2021

POST 10/114: PRODUCTION OCCUPATIONAL THERAPY PSYCHIATRY GRADE 1 REF NO: REFS/008356 (X2 POSTS)

Directorate: Clinical- Allied Health Discipline

SALARY: R317 976 per annum plus benefits

CENTRE: Helen Joseph Hospital

REQUIREMENTS: Interested candidates should have a BSc Degree in Occupational Therapy. Currently registered with the HPCSA as an Independent Practice Occupational Therapist. One-year community service experience completed. Experience in Mental Health will be an added advantage.

DUTIES: To provide optimal and evidence based Occupational Therapy individual and group treatment for in- and out- patients in all areas of OT including Psychiatry. Administer standardised and clinical assessments to patients requiring FCEs and other clinical reports. To provide essential supervision and management of OT services in all sectors of the department including Psychiatry. To perform and complete administrative functions including data compilation, stock management, various internal and external meetings, submission of monthly reports in all sectors of the department. Plan and prepare for all internal and external audits within the hospital as well as departmentally. Administer PMDS and evaluation of junior level staff. Participate in the mentorship and training of community service therapists and students. Participate and implement the departmental policy on training and continuous professional development. To ensure departmental standards and effective patient service delivery, understanding of Ideal Hospital Realization and Maintenance Framework.

ENQUIRIES: Ms. T. Alli Tel No: (011) 489 0292

APPLICATIONS: must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is also a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.

FOR ATTENTION: Human resources department

NOTE: Applications must be submitted on Z83 form, obtainable from any Public Service Department or on 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, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.
CLOSING DATE: 09 April 2021

POST 10/115: ORAL HYGIENIST GRADE 1-3
Directorate: Orthodontics

SALARY: R317 976 – R532 959 per annum (Plus benefits)

CENTRE: University of Pretoria Oral Health Centre

REQUIREMENTS: A bachelor of Oral Hygienist degree or a Diploma in Oral Hygiene with expanded functions. Registration with HPCSA as an Oral Hygienist. Basic computer skills. Teaching experience (preferably in Orthodontics). Experience in the supervision and assessment of students, as well as curriculum development.


ENQUIRIES: Dr MF Sulliman Tel No: (012) 319 2343

APPLICATIONS: Quoting the relevant reference number. Direct applications to Ms N Kubheka, 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: 09 April 2021

POST 10/116: SOCIAL WORKER GRADE 1 REF NO: REFS/008357 (X2 POSTS)
Directorate: Allied Services

SALARY: R257 592 per annum (plus benefits)

CENTRE: Helen Joseph Hospital

REQUIREMENTS: Recognized four-year Degree in Social Work. Registration with the SA Council for Social Service Professions and proof of current registration. Competencies Knowledge/experience regarding Mental Health legislation and related legal and ethical practices will be an advantage. Good communication, problem-solving skills and computer literacy will be beneficial. Applicant must be able to function within a multi-disciplinary team. Applicant must be willing to rotate between different sections of the hospital.

DUTIES: Render comprehensive health care social work services (incorporating case and group work) to patients and their next of kin. Participate in community work and projects when needed. Function as member of multi-disciplinary team. Administrative accountability through keeping statistics and effective record keeping as prescribed. Liaison and networking with community resources. Study, interpret and apply relevant legislation, policies and protocols. Engage in continuous professional development activities.

ENQUIRIES: Ms. H. du Plessis Tel No: (011) 489-0426 / 0731

APPLICATIONS: must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is also a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.

FOR ATTENTION: Human resources department

NOTE: Applications must be submitted on Z83 form, obtainable from any Public Service Department or on 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, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE: 09 April 2021
POST 10/117: SOCIAL WORKER GRADE 1 REF NO: HRM/2021/10 (X1 POST)
Directorate: Mental Health Unit

SALARY: R257 592 per annum (OSD)
CENTRE: Mamelodi Regional Hospital
REQUIREMENTS:
Bachelor's degree in Social work. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Proof of current registration must be attached. Applicants must be in possession of a valid South African driver’s license. Knowledge of mental health related legislation, legal and ethical principles. PFMA and public services act and regulations. Good communication and interpersonal skills. Ability to work independently and in a multi-disciplinary team. Analytic thinking, independent decision making and problem-solving skills.

DUTIES:
Provide Social work services to mental health users, follow prescribed Social Work processes in mental health such as assessment, and planning and executing treatment. Actively do program planning within the unit and group treatment as planned. Work effectively in a multidisciplinary team. Preform other relevant administrative functions as required.

ENQUIRIES:
Mr. SE Mofokeng Tel No: (012) 841 0961
APPLICATIONS:
must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Road and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION:
Mr. SE Mofokeng (HR Recruitment Section)
NOTE:
Must be completed fully on a new Z83 form, CV, certified copies of all required documents of ID and qualifications not older than Six (6) months. If you did not hear from us within three months, consider your application unsuccessful. The hospital reserved the right to appoint or not to appoint. Successful candidates will be required to undergo police clearance and physical verification at home affairs. The specific reference number must be quoted, failure to comply with the instruction will disqualify an application from being processed.

CLOSING DATE:
06 April 2021

POST 10/118: HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: HRM 7 /2021 (X1 POST)
Directorate: Human Resources

SALARY: R257 508 per annum (plus benefits)
CENTRE: Sterkfontein Psychiatric Hospital
REQUIREMENTS:
Grade 12 or equivalent with more than 10 years’ experience in Human Resource Department or Diploma in Human Resource Management with 3years experience in human resource practices. Knowledge and understanding of Public Service Regulations and Procedures, Knowledge of HR Policies and the Persal System. Must be computer literate. Good written and advanced communication skills. Must have leadership, planning, organising and problem-solving skills. Ability to work under pressure in a high volume and highly pressurised environment. A valid driver’s license.

DUTIES:
To Supervise and render Human Resource Clerical services within the Department. Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices. HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods, etc.). Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances, PILIR etc.). Termination of service. Recommend (approve) transactions on Persal according to delegations. Performance Management (PMDS). Prepare reports on Human Resource Administration issues and statistics. Handle Human Resource Administration enquiries. Supervise Human Resources/staff. Allocate and ensure quality of work. Assess staff performance. Apply disciplinary procedure processes.

ENQUIRIES:
Ms. A.T. Morake Tel No: (011) 951-8365
APPLICATIONS:
Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE:
Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizen verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance process. Suitable candidates will undergo a medical test.
Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE: 09 April 2021 at Time: 12h00

POST 10/119: CUSTOMER CARE COORDINATOR (PNAS) REF NO: REFS/008450
Directorate: Quality Assurance
Re-Advertisement (Those who previously applied for this post are advised to Re-apply)

SALARY: R256 905 per annum (plus benefits)
CENTRE: Helen Joseph Hospital
REQUIREMENTS: Basic qualification accredited with the SANC in terms of government notice 425 (Diploma/ Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Minimum of 7 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the 7 years' experience in Quality Assurance unit will be an added advantage. Skills: Good communication skills, good ethical practice, good interpersonal skills and caring attitude, basic computer skills and professional dependency.

DUTIES: Co-ordinate the activities of Quality Assurance. Manage customer care programs, complaints, compliment Management, Clients satisfaction. Monitor waiting time. Manage accreditation program for the hospital in line with regulated standards (NCS). Assist in clinical Audits system. Reporting and investigation of patient safety indent. Liaise with central and District Office on Quality matter. Prepare and present Quality Important Reports. Monitor and evaluate compliance with ideal hospital. Assist with clinical records audits. Conduct walk about support about, Support Quality champions, Assist with Staff Excellence Awards. Attend district and Provincial Meetings. Serve on institutional/district or provincial committee for selected provincial clinical audit projects, PSI and PEC. Coordinate provision of and compliance to national and provincial clinical guidelines within the district. Provide initiative to improve customer care and facility user-friendly environment. Advocate for and ensure the promotion of Quality Assurance activities. 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. Conduct patient Experience of Care Surveys and share results with relevant stakeholders. Ensure that internal audits are conducted in patients care units and compliance with Norms and Standards.

ENQUIRIES: Mr.N.D.Xaba Tel No: (011) 489 0873
APPLICATIONS: must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is also a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.

FOR ATTENTION: Human resources department
NOTE: Applications must be submitted on Z83 form, obtainable from any Public Service Department or on 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, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE: 09 April 2021

POST 10/120: CLIENT INFORMATION CLERK REF NO: REFS/006544 (X1 POST)
Directorate: Admin

SALARY: R173 703 - R204 612 per annum (plus benefits)
CENTRE: Dr Yusuf Dadoo Hospital
REQUIREMENTS: Grade 12 plus 3 years’ experience in switchboard environment or call centre certificate coupled with 1year experience. Good communication and interpersonal skills, ability to work under pressure and shifts. Incumbent should be multilingual, a methodical worker and able to take instructions.

DUTIES: handle incoming calls, outgoing calls and transferring calls to appropriate extensions. Making calls on behalf of staff, keeping records and taking
massages. Answer general enquiries pertaining to hospital clients and staff. Report faulty telephone lines and keep record. Ensure switchboard apparatus are handled properly to pass message to hospital community through PAS or PAGING. Be presentable at all times.

ENQUIRIES
APPLICATIONS
must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

NOTE
Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful.

CLOSING DATE
09 April 2021

POST 10/121
STAFF NURSE GRADE 1 RE NO: REFS/006541 (X3 POSTS)
Directorate: Nursing

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

CENTRE
Dr Yusuf Dadoo Hospital

REQUIREMENTS
Qualification that allow registration with SANC as a Staff Nurse. Current registration with SANC as a Staff Nurse.

DUTIES
Execute nursing care plan for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and maintain hygiene, comfort and re-assurance of patients’ administration of oral medication and carry out other procedure according to scope of practice. Supervise and maintain fluid balance, oxygen and sensory promote healing of wounds, fractures and protection of skills. Prepare for and assist with ward specific therapeutic acts performed by registered person. Prepare for and assist with ward specific procedures. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patient, promoting and advocating basic care including awareness and willingness to respond to patients need, requirement and expectation. Knowledge of Batho Pele Principle, Nursing Values and 6 Ministerial Priorities.

ENQUIRIES
APPLICATIONS
must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

NOTE
Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications including matric, SANC registration as a certificate and proof of current registration, relevant service certificates (where applicable). Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful.

CLOSING DATE
09 April 2021

POST 10/122
HOUSE KEEPER 1 REF NO: REFS/006542 (X1 POST)
Directorate: Nursing

SALARY
R145 281 – R171 138 per annum (plus benefits)

CENTRE
Dr Yusuf Dadoo Hospital

REQUIREMENTS
Grade 10 with 5 years’ experience in cleaning and knowledge of hospital environment. Good personal relations and communication skills and other skills that are relevant to the environment. Must be able to cope with physical demands of the position, be able to work as a team and under pressure, willing to work shifts and interact with student Nurses.

DUTIES
supervise, control, co-ordinate and inspect activities in students’ dormitories. Do requisition and monitor management of assets in nursing residence. Ensure and secure environment for patients and personnel. Clean floors, bathrooms,
kitchen, and windows. Disposing of general waste and manage dirty linen. Collect cleaning material and waste containers.

ENQUIRIES: Ms. Letlala BR Tel No: (011) 951 6198
APPLICATIONS: must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

NOTE: Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 09 April 2021

POST 10/123: SECURITY GUARD REF NO: REFS/006545 (X2 POSTS)
Directorate: Support

SALARY: R122 595 – R144 411 per annum (plus benefits)
CENTRE: Dr Yusuf Dadoo Hospital
REQUIREMENTS: Grade 10 or equivalent. Relevant experience with PSIRA Grade C security certificate. Minimum of 3-5 years’ experience. Knowledge of control of access to public premises and vehicle ACT 53 of 1985. Understanding security acts, regulations and directives of public sector (MISS). Must be prepared to work shifts and under pressure. No criminal records.

DUTIES: Search for prohibited items. Search vehicles at all times when entering the hospital premises and leaving. Ensure that all visitors vehicles and staff are parked at the appropriate bays. Check the building at regular intervals, wards, office blocks and workshop area and look out for suspicious objects. Report incidents breaches in the occurrence book (OB). Keep control of visitors’ register. Render escort service to staff, visitors and patients when a need arises. Vehicles searching and enforce departmental policies.

ENQUIRIES: Ms. GS Mazibuko, Tel No: (011) 951 6217
APPLICATIONS: Must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

NOTE: Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 09 April 2021

POST 10/124: FOOD SERVICE AID REF NO: REFS/006543 (X1 POST)
Directorate: Support

SALARY: R102 534 - R120 780 per annum (plus benefits)
CENTRE: Dr Yusuf Dadoo Hospital
REQUIREMENTS: Abet/ equivalent, ability to read and write and be prepared to work under pressure. Must have sound interpersonal relations. Food Service experience will be added advantage.

DUTIES: perform specific duties regarding receiving, storage, preparation, cooking, dishing up, deliveries and serving of food, snack and beverage to patients. Loading and off-loading of food containers/plates from the food trolley. Operate and care for equipment’s and also report broken equipment. Responsible for general neatness and hygiene with regards to cleaning tasks. Wear appropriate uniform and protective clothing. Work according to duty roster and leave procedures. Act as a messenger when necessary. Perform all general work related to food service as delegated by the supervisor, expected to work as a team, work shifts and public holidays.

ENQUIRIES: Ms. GS Mazibuko Tel No: (011) 951 6217
APPLICATIONS must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

NOTE: Please attach the following in your application: Z83 fully completed and signed, CV, certified copies of ID and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 09 April 2021

OFFICE OF THE PREMIER

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

APPLICATIONS: Applications may be directed to: The Director: Internal Human Resources Management, Ms Merles Motlhabane, Office of the Premier, 65 Ntemi Piliso Street, Turbine Hall, Johannesburg 2001 or by Email Recruitment.Premier@gauteng.gov.za or online at www.gautengonline.gov.za, (GFG Professional Job Centre) (Please do not send applications to 30 Simmonds street)

CLOSING DATE: 06 April 2021

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

MANAGEMENT ECHELON

POST 10/125: HEAD OF DEPARTMENT, GAUTENG DEPARTMENT OF HEALTH REF NO: 008391
(3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)

SALARY: R1 978 533 – R2 228 820 per annum (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Departments.

CENTRE: Johannesburg
REQUIREMENTS: An appropriate undergraduate qualification (NQF level 7) in the Health sector and a postgraduate qualification in Public Management or Business Administration or equivalent. 8 to 10 years' experience at senior management level of which 5 years must be as a member of the Senior Management Service (SMS) in the Public Service or equivalent senior management position. Extensive knowledge of legislation governing the Health sector in order to give sound advice and leadership. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government’s Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.

DUTIES: Support the Member of the Executive Council in her duties as political head of the portfolio. Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department: Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management and application of good corporate governance principles. Driving the implementation of the Growing Gauteng Together (GGT) 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier’s vision of a ‘smart province. Management of provincial entities reporting to the department including the repositioning of entities to drive the delivery agenda of the GPG. Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Work closely with the Health Intervention Task Team appointed by the Minister of Health and Premier to improve the delivery of sustainable healthcare to the citizens of Gauteng. Driving the Gauteng Provincial Government comprehensive health response to COVID-19. Overall management of Health Services within the Gauteng Department of Health by aligning all departmental plans with the Negotiated Service Delivery Agreement (NSDA), National and Provincial Government Strategic Objectives. Facilitation, promotion and implementation of a Health Service Delivery Model that will reduce the burden of disease within the province. Overall management of Health Services within the Gauteng Provincial Government by aligning all departmental plans with national and provincial government objectives and strategies. Coordination and management of the diverse responsibilities and relationships of the Department with internal and external stakeholders. Provision of strategic leadership that will contribute to the effective management of health services in the province. Represent the department at various intergovernmental fora at provincial and national level.

ENQUIRIES: Ms Sylvia Mtshali Tel No: (011) 355 6280 or Ms Gugulethu Mdhluli Tel No: (011) 355 6178

NOTE: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive Council within three (3) months upon commencement of duty. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations.
DEPARTMENT OF ROADS AND TRANSPORT

CLOSING DATE: 09 April 2021

NOTE: All shortlisted candidates will be subject to pre-employment screening (vetting). Preference will be given to women and Persons with disabilities. All applications and supporting documents (completed, initialed and signed Z83 form, certified copies of educational qualifications, driver’s license and Identity Document) must be delivered: to Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to P.O Box X83, Marshalltown, 2107. Applications received after the closing date will be disqualified. Certified copies must not be older that six (6) months. Applications received after the closing date will be disqualified. Errors and omissions will be rectified. The Department reserves the right not to fill the position.

OTHER POSTS

POST 10/126: DEPUTY DIRECTOR: VEHICLE FITNESS REF NO: REFS/008393 (X1 POST)

Branch: Transport Services

SALARY: R733 257 per annum (Level 11) (all-inclusive remuneration package).

CENTRE: Johannesburg

REQUIREMENTS: An appropriate 3 year tertiary qualification in licensing, transportation management, or equivalent NQF level 6 qualification with 3-5 years’ experience within traffic law environment and in the supervisory/middle management position. A working knowledge of NaTIS and NRTA is a requirement. Excellent management skill, leadership skills and advanced computer literacy are essential. Knowledge of the Public Finance Management Act, National Road Traffic act, Public Service Act and Treasury Regulations are essential. Project management and research skills will be an advantage. A valid driver’s license is an inherent requirement of the position.

DUTIES: The incumbent will be responsible for the registration and monitoring of Vehicle Testing Stations, Manufacturers, Importers and Builders of vehicles and Authorised Officers, as prescribed by the National Road Traffic Act, 1996 (Act 93 of 1996) and related regulations. Develop and monitor service delivery standards and procedures. Perform any other function relevant to the Directorate. Give guidance on the interpretation of legislation and input into legislation, policy and procedure development and amendments. Represent the Province at various national, technical and policy committees. Manage Service Level Agreements. Keep and update a database of all service centres. Develop tools/controls for fighting fraud and corruption and improve service delivery at Vehicle Testing Stations. Create and manage working relationship with the law enforcement agencies. Ensure regular consultation with the service centres/proprietors and stakeholders on challenges and innovations relating to frontline services and customer care services in line with the Batho Pele principles. Manage human resources including direct supervision of staff and therefore effective HR management. Optimal management and utilization of the resources allocated.

ENQUIRIES: Ms. K. Tshabalala Tel No: (011) 8910090

POST 10/127: DEPUTY DIRECTOR: MOTOR VEHICLE REGISTRATION & LICENSING REF NO: REFS/008392 (X1 POST)

Branch: Transport Services

SALARY: R733 257 per annum (Level 11) (all-inclusive remuneration package)

CENTRE: Johannesburg

REQUIREMENTS: An appropriate 3 year tertiary qualification in licensing, transportation management, or equivalent NQF level 6 qualification with 3-5 years’ experience within traffic law environment and in the supervisory/middle management position. A working knowledge of NaTIS and NRTA is a requirement. Excellent management skills, leadership skills and advanced computer literacy are essential. Knowledge of the Public Finance Management Act, National Road Traffic act, Public Service Act and Treasury Regulations are essential. Project management and research skills will be an advantage. A valid driver’s license is an inherent requirement of the position.

DUTIES: Manage a vehicle registration and licensing NaTIS high risk transaction help desk services, NaTIS hard and software calls and the NaTIS call Centre. Manage the effective application and performance of transactions by the Provincial Help Desk staff on the NaTIS Task Management System ensuring
compliance with Legislative prescripts i.e. the National Road Traffic Act, (Act 93 of 1996). Manage high level telephonic calls and faxes from Registering Authorities and other customers i.e. SAPS, SABS, Auditor-General, Motor Industry etc. Manage the registration and regulation of manufactures of number plates. Represent the province at the NaTIS User Group meeting and at the Interprovincial Policy and Procedure Work Group, and regular consultation with Registering Authorities. Give advice on all matters relating to vehicle registration and licensing. Develop, maintain and monitor Motor Vehicle Registering Authority’s service delivery standards and procedures. Ensure regular consultation with registering authorities and stakeholders on challenges and innovations relating to frontline services and customer care services in line with Batho Pele principles. Perform any other function relevant to the Directorate. Manage the Provincial Help Desk Section including direct supervision of staff and therefore effective HR management. Optimal management and utilization of the resources allocated. Keep and update a database of all Registering Authorities. Develop tools for fighting fraud and corruption and improve service delivery at Motor Vehicle Registering Authorities (MVRA).

ENQUIRIES : Ms. K. Tshabalala Tel No: (011) 8910090