ANNEXURE L

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the following post (For HELEN JOSEPH HOSPITAL) was advertised in Public Service Vacancy Circular 10 dated 19 March 2021. The salary has been amended as follows: Customer Care Coordinator (PNA5) with Ref No: Ref No: REFS/008450; R444 276 per annum (Plus Benefits). Kindly note that the post of Operational Manager Surgical Ward (For MAMELODI REGIONAL HOSPITAL) with Ref No: HRM/2021/03 (X1 Post) advertised in Public Service Vacancy Circular 06 dated 19 February 2021, was advertised with incorrect salary level and notch, the correct salary level and notch has been amended as follows: Operational Manager Surgical Ward R444 276 - R500 031 per annum, Level 10 (OSD).

OTHER POSTS

POST 11/96: HEAD CLINICAL UNIT GRADE 1 REF NO: HCU1FOS01/21
Directorate: Maxillo Facial and Oral Surgery (MFOS)

SALARY: R1 728 807 – R1 834 890 per annum (all inclusive)
CENTRE: SMU Oral Health Centre
REQUIREMENTS: Minimum of 5 years appropriate experience as Dental Specialist after registration with the HPCSA as a Dental specialist in a Maxilla Facial and Oral Surgery. The candidate must be in possession of the MDent or equivalent qualification. Required to have Computer skills. Interpersonal working skills. Proven working expertise in teaching and training of undergraduate and postgraduate (MDent, MChD and other M students) students & Theatre. Working experience in curriculum development. Experience in academic, clinical, administration and management. Experience in Research including (Quantitative & Qualitative) experience & publications. Presentation of Papers /Abstracts at Conferences. Experience in Online/Blackboard learning. Experience in having worked in Rural Health Institutions.
DUTIES: Coordination and involvement in undergraduate education. Coordination and involvement in postgraduate education and their research outputs. Departmental and administrative duties as assigned to candidate. Other duties that may be allocated by Faculty and SMU. Active Research in MFOS (independent research as well as guidance to postgraduate students MDent and others). After-hour calls and duties. Deputies for the HOD when required.
ENQUIRIES: Prof SJH Hendricks Tel No: (012) 521 4801
APPLICATIONS: Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.
NOTE: Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.
CLOSING DATE: 13 April 2021

POST 11/97: HEAD CLINICAL UNIT GRADE 1: PEDIATRIC DENTISTRY REF NO: HCU1P/01/21
Directorate: Office of the CEO

SALARY: R1 728 807 – R1 834 890 per annum (all inclusive)
CENTRE: SMU Oral Health Centre
REQUIREMENTS: Current registration with the HPCSA as a Specialist with an MDent degree in Prosthodontics. Minimum of 3 years’ experience in this specialized field. In addition, have appropriate experience in Restorative Dentistry, Crown and Bridge Work, Paedodontics & Endodontics. Have experience in Digital Dentistry on the latest techniques in Practice. Have proven experience in Leadership. Have a proven track record in Teaching and Learning for Undergraduate and Postgraduates as well as having trained Registrars in the field. Have a proven track record in Research
publications have published at least 5 articles in Peer Journals, at least have presented 2 papers at international/locals conference. Have experience in Administration and Management at level appropriate for the post. Have Excellent Interpersonal and Communication Skills.

**DUTIES**

General management and administration of the department. Supervision and effective utilization of professional staff in Endodontics, Paedodontics, Crown and Bridge and Restorative Dentistry. Quality Assurance of clinical governance, teaching learning and associated assessment. General Service rendering to patients in the discipline. Research and Research Supervision of both Education and training of undergraduate and postgraduate students. Contribute to and participate in training of other health workers where requested to do so. Promote and stimulate continuing professional development in the department and among health professionals in South Africa. Assist in the implementation of GDH policies and programmes. Deputise for the HOD when so required.

**ENQUIRIES**

Prof SJH Hendricks Tel No: (012) 521 4801

**APPLICATIONS**

Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

**NOTE**

Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae-Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities encourages to apply.

**CLOSING DATE**

13 April 2021

**POST 11/98**

HEAD OF CLINICAL UNIT GRADE 1 REF NO: HCUP/01/21

**SALARY**

R1 728 807 – R1 834 890 per annum (all-inclusive remuneration)

**CENTRE**

SMU Oral Health Centre

**REQUIREMENTS**

Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Prosthodontics. Registration with the HPCSA as a Dental Specialist in Prosthodontics. A minimum of three years’ appropriate experience as a Prosthodontist Specialist after registration with the HPCSA or similarly recognised statutory registration authority, with preference given to those with more years of clinical experience that includes academic management and postgraduate dental education and research supervision. Must have appropriate clinical skills with special focus on Maxillofacial Prosthodontics; Implantology; contemporary Prosthodontics, amongst others. Appropriate experience in supervision and training of staff and students at both under and postgraduate levels. Previous experience utilising educational and simulation technology is expected. Proven ability to conduct and supervise research activities. Published research record. Good communication as well as analytical and problem-solving skills. Interventional management skills. Ability to work under pressure. The successful candidate will be required to sign a performance agreement. Positive and supportive attitude towards embracing diversity.

**DUTIES**

Will be responsible to coordinate courses in the undergraduate and postgraduate sections for the Prosthodontic module as directed by HoD. Participate in patient care. Implementation, monitoring and evaluation of academic dental services on the SMU/MOHC Teaching platform. Quality Assurance of clinical governance and teaching, learning and associated assessment. Supervision and administrative role with regards to teaching, training, assessment and education of under and postgraduate students. Active participation in Prosthodontic research and supervising on-going research. Contribute to and participate in training of other healthcare workers where requested to do so. Promote and stimulate continuing professional development in the Department of Prosthodontics and among practicing oral health professionals in South Africa. Participate in any other duties as may be determined by the supervisor. Deputise for the HoD as when required.

**ENQUIRIES**

Prof SJH Hendricks Tel No: (012) 521 4801

**APPLICATIONS**

Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.
NOTE: Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment.

CLOSING DATE: 13 April 2021

POST 11/99: HEAD OF CLINICAL UNIT GRADE 1 REF NO: HCUCD/01/21
Directorate: Community Dentistry

SALARY: R1 728 807 – R1 834 890 per annum (all-inclusive remuneration)
CENTRE: SMU Oral Health Centre
REQUIREMENTS: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Community Dentistry. Registration with the HPCSA as a Dental Specialist in Community Dentistry. A minimum of three years’ appropriate experience as a Community Dentist Specialist after registration with the HPCSA or similarly recognised statutory registration authority, with preference given to those with more years of clinical experience that includes academic management and postgraduate dental education and research supervision. Previous experience utilising educational and simulation technology is expected. Proven ability to conduct and supervise research activities. Published research record. Good communication as well as analytical and problem-solving skills. Interventional management skills. Ability to work under pressure. The successful candidate will be required to sign a performance agreement. Positive and supportive attitude towards embracing diversity.

DUTIES: Will be responsible to coordinate courses in the undergraduate and postgraduate sections for the Community Dentistry module as directed by HoD. Participate in patient care. Implementation, monitoring and evaluation of academic dental services on the SMU/MOHC Teaching platform. Quality Assurance of clinical governance and teaching, learning and associated assessment. Supervision and administrative role with regards to teaching, training, assessment and education of undergraduate and postgraduate students. Active participation in Community Dentistry research and supervising on-going research. Contribute to and participate in training of other healthcare workers where requested to do so. Promote and stimulate continuing professional development in the Department of Community Dentistry and among practicing oral health professionals in South Africa. Participate in any other duties as may be determined by the supervisor. Deputise for the HoD as when required.

ENQUIRIES: Prof SJH Hendricks Tel No: (012) 521 4801
APPLICATIONS: Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

NOTE: Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment.

CLOSING DATE: 13 April 2021

POST 11/100: HEAD CLINICAL UNIT REF NO: HCUO01/21
Directorate: Orthodontics

SALARY: R1 728 807 – R1 834 890 per annum
CENTRE: SMU Oral Health Centre
REQUIREMENTS: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Orthodontics. Registration with the HPCSA as a Dental Specialist in Orthodontics. A minimum of three years’ appropriate experience as a Orthodontics Specialist after registration with the HPCSA BChD degree or equivalent qualification, registration with the HPCSA as a Dental Specialist in Orthodontics. A minimum of three years’ appropriate experience as a Orthodontics Specialist after registration with the HPCSA BChD degree or equivalent qualification, registration with the HPCSA as a Dental Specialist in Orthodontics. A minimum of three years’ appropriate experience as a Orthodontics Specialist after registration with the HPCSA BChD degree or equivalent qualification, registration with the HPCSA as a Dental Specialist in Orthodontics.
as a Dental Specialist in a normal specialty or in a recognised sub-specialty. A minimum of three years teaching experience at both undergraduate and postgraduate (specialty and non-specialty) level including postgraduate research supervision.

DUTIES

The successful candidate will, in addition to service rendering pertaining to the specialty of Orthodontics, be tasked with undergraduate and postgraduate teaching and assessment as well as curriculum development on a continuous basis. The successful candidate will also be expected to participate in the research activities of the department.

ENQUIRIES

Prof SJH Hendricks Tel No: (012) 521 4801

APPLICATIONS

Quote the relevant post number, teaching experience at both undergraduate and postgraduate (specialty and non-specialty) level including postgraduate research supervision.

NOTE

Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment.

CLOSING DATE

13 April 2021

POST 11/101

HEAD CLINICAL UNIT: ORAL MAXILO FACIAL PATHOLOGY REF NO: HCUOMP/01/21

Department: Oral Pathology and Oral Biology

SALARY

R1 728 807 – R1 834 890 per annum (All-inclusive package)

CENTRE

SMU Oral Health Centre

REQUIREMENTS

Appropriate qualification that allows registration with the HPCSA as a Dentist and an appropriate master’s degree. Registration with the HPCSA as Dentist and proof of current registration. A minimum of three years appropriate experience after obtaining master’s degree. Recommendations: A proven experience of supervising MSc student’s in Maxillofacial Radiology with experience in co-ordinating undergraduate and postgraduate academic programmes in Maxillofacial Radiology. A proven practical experience and reporting in the full spectrum of Forensic Dentistry is essential. A proven research output in forensic Dentistry and Imaging. A PhD degree or current registration for a PhD degree is a strong recommendation.

DUTIES

Manage the Diagnostic Imaging Section in the School of Dentistry and must be able to take CBCT images and interpret the results and in addition to service rendering pertaining to the discipline of Oral Diagnostic Imaging, be tasked with undergraduate and postgraduate teaching in this field. Will be expected to participate in the full spectrum of Forensic Dentistry service rendering including outside the borders of South Africa. Departmental duties may be assigned to the candidate.

ENQUIRIES

Prof SJH Hendricks Tel No: (012) 521 4801

APPLICATIONS

Quote the relevant post number, Direct - applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room SS21 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

NOTE

Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE

13 April 2021

POST 11/102

HEAD CLINICAL UNIT: PERIODONTICS AND ORAL MEDICINE REF NO: HCUUPOM/01/21

Directorate: Periodontics and Oral Medicine

SALARY

R1 728 807 – R1 834 890 per annum (All-inclusive package)

CENTRE

SMU Oral Health Centre
REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as a Specialist in Periodontics and Oral Medicine and current proof of registration. A minimum of three years’ appropriate experience as a specialist in Periodontics and Oral Medicine after registration with the HPCSA. Recommendations: Proficiency and proven skills in clinical Periodontology, Implantology and Oral Medicine. Should be up to date on the current philosophies of teaching and learning, assessment methods. Must have managerial experience, be a team leader and have experience in academic and research, budgeting, ordering and procurement of stock. Previous success in sourcing external research funding will be an advantage.

DUTIES: Oversee and co-ordinate the Undergraduate and Postgraduate programs, including liaising with class co-ordinators in terms of procurement training material schedules, clinical sessions and moderation of tests and exams. Be actively involved in own research as well as being a research supervisor. Attend Postgraduate seminars and treatment planning sessions and be available as a consultant for Postgraduate seminars and clinical session. Fulfil other departmental duties that may be deemed necessary by the HOD and assigned to them.

ENQUIRIES: Prof SJH Hendricks Tel No: (012) 521 4801

APPLICATIONS: Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

NOTE: Kindly attach/include certified copies of your qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE: 13 April 2021

POST 11/103: MEDICAL SPECIALIST: PSYCHIATRIST GRADE 1
Directorate: Medical

SALARY: R1 106 040 per annum (All-inclusive package)

CENTRE: South Rand Hospital

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as MBCHB or equivalent PLUS FC Psych or MMed Psychiatry. Registration with HPCSA as Specialist Psychiatrist. Current registration with HPCSA as a Medical Specialist.

DUTIES: To provide safe, ethical and high-quality care through the development of standards, audits and risk management in the Psychiatry Unit. Provide expert advice and clinical support to the clinical staff in the Psychiatry Unit. Active participation in quality improvement programs including clinical audits and continuous professional development activities. Assist with the setting of protocols for management of Psychiatric patients. Attend administrative matters as it pertains to the unit. Empower in a respectful manner the medical and nursing staff through evidence based best practice. Attend to meetings and workshops as needed. Comply with all legal prescripts of the Mental Health Act, legislatives, policies, circulars, procedures, guidelines and code of conduct for public service. Implement and evaluate compliance to the National Core standards. Adhere to correct channels of communication as per hospital organogram. Maintain clinical, professional and ethical standards. Assist the Clinical Manager and hospital management with the development and implementation of guidelines, protocols and clinical audits as needed to optimize patient care in wards and outpatient.

ENQUIRIES: Dr. ME Letwaba Tel No: (011) 681 2008

APPLICATIONS: Quoting the relevant reference number and direct the applications to South Rand Hospital Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road application box.

NOTE: Attach New Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book, smart ID card copy must show both sides of the ID card. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks.

CLOSING DATE: 13 April 2021
**POST 11/104**

**DEPUTY MANAGER NURSING (LEVEL 1 & 2) REF NO: EHD2021/03/12**

Directorate: Health Programmes

This is a re-advertisement. Applicants who previously applied are advised to re-apply as their previous applications will not be considered.

**SALARY**

R843 618 – R949 482 per annum (all-inclusive remuneration package)

**CENTRE**

Ekurhuleni Health District

**REQUIREMENTS**

Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Current proof of SANC receipt. Knowledge of PHC services, qualification in nursing admin or health care system management would be an added advantage, skills, training and competencies required: Knowledge of relevant legislative framework governing the public service. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication and writing skills. Good human relations. Leadership and Management skills. Problem analysis and decision-making skills. Demonstrate basic understanding of Human Resource and Financial policies and practices. Demonstrate computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure proper implementation of health programmes in the District. Driver’s license is essential. Experience in PHC services is essential.

**DUTIES**

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

**ENQUIRIES**

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

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

13 April 2021

**POST 11/105**

**MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2021/04/01**

Directorate: Family Medicine

**SALARY**

Grade 1 R821 205 – R884 670 per annum (all-inclusive remunerative package)
Grade 2: R 938 964 – R1 026 693 per annum (all-inclusive remunerative package)
Grade 3: R1 089 693 – R1 362 366 per annum (all-inclusive remunerative package)
CENTRE : Ekurhuleni Health District

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a medical officer. Current proof of registration with the HPCSA as a medical practitioner. Basic medical degree (MBChB) or equivalent. Grade 1: Less than 5 years relevant experience. Grade 2: At least 5 years, but less than 10 years, relevant experience. Grade 3: 10 years and more relevant experience. Recommendations: Experience in district health service. Experience in general medical practice: PHC; HAST; EBM and use of current protocols. Excellent clinical skills in terms of consultation; history taking; examination; clinical assessment and management procedures. Good professional attitude; communication skills; ethics in relation to patients/families/community; referrals; consent for treatment; teamwork ability and medical records keeping. Willingness to work/participate in outreach programmes in any PHC facilities within the district health service. Post graduate diploma or relevant medical degree is an advantage.

DUTIES : Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervision of health care professionals through an integrated approach programme. Participate in 24hour PHC services including Medico-legal and EMS. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the training and the CME activities for nurses, intern and community service doctors in the district. Support or participate in the development of district research projects.

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

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

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

CLOSING DATE : 13 April 2021

POST 11/106 : REGISTRAR REF NO: REGOMFP/01/21 (X2 POSTS)
Dectorate: Oral Maxillo Facial Pathology

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Registrar Candidate must be in possession of a Degree in Dentistry (BChD or BDS qualification), must have at least 4 years’ experience as a dentist after completion of community service obligation. The candidate must be registered as a Dentist with HPCSA. Post graduate courses in Anatomy and Physiology is a requirement. Successful applicants will have to terminate their employment contracts elsewhere and enter into a new contract where they will be appointed at entry level Registrar posts. No transfer to other Dental Schools in SA during Registrar training will be allowed. They will be required to work after hours.

DUTIES : The successful candidate will pursue a course of five-year full-time study. During this period of study, the registrar will render laboratory based diagnostic services at SMU Oral Health centre to the community consulting the centre and referred from other institutions. The registrar will be required to execute a research project and be involved in undergraduate and postgraduate teaching, for Oral Hygienist, Dental Therapist and Dentists Degree courses.

ENQUIRIES : Prof SJJ Hendricks Tel No: (012) 521 4801
APPLICATIONS: Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

NOTE: Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE: 13 April 2021

POST 11/107: REGISTRAR REF NO: REGO/01/21 (X2 POSTS)
Department: Orthodontics

SALARY: R821 205 – R858 711 per annum (All Inclusive)
CENTRE: SMU Oral Health Centre
REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as a Registrar. Candidate must be in possession of a Degree in Dentistry (BChD or BDS qualification), must have at least 4 years’ experience as a dentist after completion of community service obligation. The candidate must be registered as a Dentist with HPCSA. Post graduate courses in Anatomy and Physiology is a requirement. Successful applicants will have to terminate their employment contracts elsewhere and enter into a new contract where they will be appointed at entry level Registrar posts. No transfer to other Dental Schools in SA during Registrar training will be allowed. They will be required to work after hours.

DUTIES: The Registrar will pursue a course of study as full-time study over four years and no extension of training time will be awarded. Through the course of the study, the Registrar will deliver services by undertaking treatment of patients at SMU Oral Health Centre and satellite service clinics and hospitals of the Gauteng Department. The registrar will also be required to execute a research project as well as be involved in the training of undergraduate students. The student will register the M Dent degree with the Sefako Makgatho Health Sciences University and abide by rules of engagement with the university.

ENQUIRIES: Prof SJH Hendricks Tel No: (012) 521 4801

APPLICATIONS: Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

CLOSING DATE: 13 April 2021

POST 11/108: REGISTRAR REF NO: REGCD/01/21 (X23 POSTS)
Department: Community Dentistry

SALARY: R821 205 – R858 711 per annum
CENTRE: SMU Oral Health Centre
REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as a Registrar. Candidate must be in possession of a Degree in Dentistry (BChD or BDS qualification), must have at least 4 years’ experience as a dentist after completion of community service obligation. Registration as a Dentist with HPCSA. Post graduate qualification in Public Health or Community Dentistry is a requirement. Experience in working rural institutions e.g. Clinics, Community Health Centres or District hospitals. Experience in Teaching and Learning at a tertiary institution and community service sites. Applicants will be appointed at entry level of Registrar posts. No transfer to other Dental Schools in SA during Registrar training will be allowed. Will be required to work after hours.

DUTIES: The student will register the M Dent degree with the Sefako Makgatho Health Sciences University and abide by rules of engagement with the university. The registrar will pursue a course of full time study over four years and if successful in
meeting the requirements will be awarded a qualification which will entitle the holder
to register with HPCSA as a Specialist in Community Dentistry. Through the course
of the study, the registrar will deliver services by undertaking treatment of patients
at SMU Oral Health Centre and Dr George Mukhari Academic Hospital of the
Gauteng Department of Health and other Institutions where so required by HOD.
The registrar will also be required to execute a research project as well as be
involved in the training of undergraduate students in Oral Hygiene and Dental
Therapy.

ENQUIRIES : Prof SJH Hendricks Tel No: (012) 521 4801
APPLICATIONS : Quote the relevant post number, direct applications must be delivered to SMU Oral
Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521
Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.
NOTE : Kindly attach/include certified copies of your Qualifications, Identity book/card,
Curriculum Vitae, Z83 form Applications must be submitted timeously, applications
received after closing date will not be accepted. Candidates will be expected to be
available for selection interviews on the date and time and place determined by the
Department. Correspondence will be limited to shortlisted candidates only, if you
have not heard from us within 3 months of closing date, please accept that your
application has been unsuccessful. The Institution reserves the right to not to make
any appointment. Persons with disabilities encourages to apply.

CLOSING DATE : 13 April 2021
POST 11/109 : REGISTRAR REF NO: REGOMP/01/21 (X2 POSTS)
Directorate: Oral Medicine and Periodontology
SALARY : R821 205 - R858 711 per annum
CENTRE : SMU Oral Health Centre and School of Oral Health Sciences
REQUIREMENTS : Registration with HPCSA as Dentist in category Independent Practice. Two years’
experience as a Dentist excluding Community Service. Working in public service in
the rural areas is a strong recommendation. Applicant must show specific interest
in Prosthodontics/Oral Medicine and Periodontology/ Maxillofacial Oral and
Surgery.
DUTIES : Incumbents will follow a course of study which on successful completion will entitle
the candidate to register with HPCSA as a specialist in /Oral Medicine and
Periodontology. 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 : Prof SJH Hendricks Tel No: (012) 521 4801
APPLICATIONS : Quote the relevant post number, direct applications must be delivered to SMU Oral
Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521
Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.
NOTE : Kindly attach/include certified copies of your Qualifications, Identity book/card,
Curriculum Vitae, Z83 form Applications must be submitted timeously, applications
received after closing date will not be accepted. Candidates will be expected to be
available for selection interviews on the date and time and place determined by the
Department. Correspondence will be limited to shortlisted candidates only, if you
have not heard from us within 3 months of closing date, please accept that your
application has been unsuccessful. The Institution reserves the right to not to make
any appointment. Persons with disabilities encourages to apply.

CLOSING DATE : 13 April 2021
POST 11/110 : REGISTRAR REF NO: REGP /01/21 (X2 POSTS)
Directorate Prosthodontics
SALARY : R821 205 – R858 711 per annum (All- inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : A BChD/BDS degree or equivalent qualification. Registered with HPCSA as a
Dentist in the category independent practice. At least two (2) years’ general dental
practice experience. Recommendations Passed primary subjects needed for
specialization. Postgraduate qualifications and proven interest in field of
orthodontics.
DUTIES : In addition to the responsibilities and requirements necessary for the completion
of the MChD degree in Prosthodontics, the successful candidate will also participate
in teaching, training and clinical supervision undergraduate students, carry out
service rendering (patient care), contribute towards the research outputs of the
department and assist with administrative duties when needed.
ENQUIRIES : Prof SJH Hendricks Tel No: (012) 521 4801
APPLICATIONS : Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

NOTE : Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE : 13 April 2021

POST 11/111 : **MEDICAL OFFICER GRADE 1 REF NO: SBAH 31/2021**
Directorate: Anaesthesiology

SALARY : R821 205 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBCchB; registration with Health Professions Council of South Africa for Independent Practice.
DUTIES : The successful candidate must provide clinical services to patients at Steve Biko Academic Hospital and its referring hospital, participate in the department’s academic programmes, research activities and clinical audit meetings. Successful candidates will be expected to rotate through all training hospitals.

ENQUIRIES : Prof S Spijkerman Tel No: (012) 354 1510
APPLICATIONS : 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 : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. 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 : 14 April 2021

POST 11/112 : **MEDICAL REGISTRAR REF NO: SBAH 32/2021**
Directorate: Obstetrics and Gynecology

SALARY : R821 205 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB or equivalent degree.
DUTIES : The successful candidate will work in the Department of Obstetrics and Gynaecology and rotate at the Pretoria Academic Complex. These include Kalafong Provincial Tertiary Hospital, Tembisa Hospital and Witbank Hospital. After-hour services are compulsory. The post includes teaching and training of under-graduate students in the department. The successful candidate will be required to participate in the departmental outreach programs.

ENQUIRIES : Prof P Soma-Pillay Tel No: (012) 354 2366
APPLICATIONS : 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 : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. 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 : 14 April 2021

POST 11/113 : **REGISTRAR REF NO: REGMFOS/01/21 (X2 POSTS)**
Directorate: Maxillo Facial and Oral Surgery

SALARY : R821 205 - R858 711 per annum (all inclusive)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Degree in Dentistry. Registration with HPCSA as a Dentist with at least two years’ experience as a dentist and completion of their community service obligation. Post graduate courses in Anatomy, Physiology, Pathology and completion of an ATLS course is a requirement. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals and fulfilled the community obligations. Applicants will be appointed at entry level of Registrar posts. No
transfer to other Dental Schools in SA during Registrar training will be allowed. Will be required to work after hours.

**DUTIES**

The Registrar will pursue a course of study over five years and if successful in meeting the requirements will be awarded a qualification which will entitle the holder to register with HPCSA as a Maxillofacial and Oral Surgeon. Through the course of the study, the registrar will deliver services by undertaking treatment of patients at SMU Oral Health Centre and Dr George Mukhari Academic Hospital of the Gauteng Department of Health. The registrar will also be required to execute a research project as well as be involved in the training of undergraduate students.

**ENQUIRIES**

Prof SJH Hendricks Tel No: (012) 521 4801

**APPLICATIONS**

Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

**NOTE**

Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

**CLOSING DATE**

13 April 2021

**POST 11/114**

**ASSTANT DIRECTOR CLINICAL TECHNOLOGY REF NO: SBAH 33/2021**

**Directorate:** Cardiology

**SALARY**

R517 326 per annum plus benefits

**CENTRE**

Steve Biko Academic Hospital

**REQUIREMENTS**

B Tech degree in Clinical Technology, Cardiology. Registration with HPCSA as a Clinical Technologist in Cardiology (Proof of current registration to be provided) A minimum of 5 years appropriate experience after registration with HPCSA as a qualified Clinical Technologist in Cardiology. Computer literacy. Good Written and Communication skills. Professionalism and ability to work as a member of a multi-disciplinary team. Appropriate clinical experience in Cardiology, good understanding and knowledge of public hospital operation systems and relevant legislation. Competency in all Cardiology procedures both invasive n both adult and paediatric Cardiology. Mandatory supervision and performance of after-hours emergency services.

**DUTIES**

All duties to be performed within the ambit of the Department of Cardiology, its protocols and requirements. Perform specialized cardiology diagnostic and investigative services within the Department of Cardiology and its protocols. Reports to and works closely with the HOD of the Department of Cardiology with the regular reporting and updates required to be made to the HOD.Manage and supervise all clinical technology services in Cardiology. Stock management including cardiology equipment (prepare new equipment specifications, supervise equipment repairs, general oversight of the Department of Cardiology equipment, including maintenance and purchase of new equipment).Manage and facilitate training and supervision of cardiac clinical technogists, within the Department of Cardiology. Relevant record keeping and administration; this is a very important part of this position.

**ENQUIRIES**

Prof AL Sarkin Tel No: (012) 354 2277

**APPLICATIONS**

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**

Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. 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**

14 April 2021

**POST 11/115**

**OCCUPATIONAL HEALTH NURSE PRACTITIONER REF NO: OHN/01/21**

**Directorate:** Office of the CEO

**SALARY**

R444 276 per annum (Plus Benefits)

**CENTRE**

SMU Oral Health Centre

**REQUIREMENTS**

Diploma in Nursing (R425 or equivalent) B-Tech/ in Nursing. National Diploma in Occupational Health Nursing Science and Knowledge and experience of EAP, HIV/AIDS and OHS. Proof of registration with SANC. A minimum of seven years’
experience as a Professional Nurse, 2-3 years of the period above must be in the implementation of Health and Wellness Programs; EAP, HIV AIDS, STI, TB & OHS. Must be Computer literate and have a valid driver’s license. Knowledge of the Public Service Act and Regulations, EHWP Strategic Framework, the Employment Equity Act, DPSA Directives, Employee Assistance Programme Standards, the Occupational Health and Safety Act as well as PILIR Policy and Guidelines. Sound organizing, planning, presentation and facilitation skills. Counselling, decision making, good communication, crisis and trauma management. Coordination, research and marketing skills. Good interpersonal relations. Conflict resolution and leadership skills.

**DUTIES**

Provide operational and effective management of the integrated Employee Health and Wellness Program which includes the following policy and procedures; Strategy development implementation in line with the Public Service framework pillars. Provide confidential assessments, counselling and follow-up referrals. Identify and maintain relationships with all relevant stakeholders for effective implementation of the programme. Provide onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service of lifestyle development interventions. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programs to enhance the health and wellness of the employees that will promote, protect and restore employee’s health within a safe working environment. Perform Medical Surveillance (which may include clinical examinations, biological monitoring and medical tests and diseases. Management of occupational injuries and TB, HEP B, lost time statistic’s and cost data report for safety committee. Inspect facilities, observe operations and activities and investigate health and safety complaints. Ensure that OHS committee meets monthly and compile reports as required.

**ENQUIRIES**

Prof SJH Hendricks Tel No: (012) 521 4801

**APPLICATIONS**

Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

**NOTE**

Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

**CLOSING DATE**

13 April 2021

**POST 11/116**

CLINICAL PROGRAMME COORDINATOR GRADE 1 (SCHOOL HEALTH AND HEALTH PROMOTION) REF NO: EHD2021/04/02

Directorate: PHC

**SALARY**

R444 276 – R500 031 per annum (plus benefits)

**CENTRE**

Ekurhuleni Health District (SSDR)

**REQUIREMENTS**

Basic R425 qualification i.e. Diploma/Degree in Nursing that allows registration with SANC. Registration with South African Nursing Council as a Professional Nurse. Minimum of 7years appropriate, recognizable experience in nursing after registration as a Professional Nurse. Computer literacy. Knowledge and understanding of School Health Services with at least 1-year experience in school health services. Supervisory experience will be an added advantage. Good interpersonal and good communication skills with colleagues and subordinates. Organization, planning skills, report writing and presentation skills. Ability to work under pressure. Valid driver’s license is essential.

**DUTIES**

Coordinate School Health and Health Promotion services at sub districts level. Ensures implementation of policies and guidelines. Organize and coordinate training for team members. Compile operational plans and monthly reports. Conduct supervisory visits. Organize and coordinate workshops in sub district. Participate in research projects to improve quality of service. Be part of the sub district management team. Perform any functions as delegated by the supervisor.

**ENQUIRIES**

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

**APPLICATIONS**

Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 13 April 2021

POST 11/117: CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: EHD2021/04/03
Directorate: PHC

SALARY: R444 276 – R500 031 per annum (plus benefits)
CENTRE: Ekurhuleni Health District (NSDR)

REQUIREMENTS:
- Basic qualification accredited with SANC in terms of Government notice 425 (i.e. Diploma/Degree in Nursing) or equivalent that allows registration with South African Nursing Council as a Professional Nurse. Evidence of current registration with SANC. A minimum of 7 years appropriate/recongizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Computer literacy and a valid driver’s licence is essential. Supervisory experience, good communication, presentation, and report writing skills. Knowledge and application of Batho Pele Principles. Good organizational and analytical skills. Ability to work independently in a team and under pressure. Clinical skills and assessment will be an added Advantage. Flexibility and good interpersonal relationship with colleagues and stakeholders.

DUTIES:
- Provide leadership to Ward Based Community Health Care teams at Sub District level. Training Community Health Care Workers and team leaders. Overseeing all Outreach Teams in the Sub District. Supervise and guide team leaders. Stakeholder consultation, liaising with facility managers and Sub-District Managers and School Health Coordinators. Collating monthly statistics and do Sub-District reports and monitoring and evaluation of team activities. Perform any functions as delegated by the supervisor.

ENQUIRIES: Ms G.S Mateza Tel No: (011) 565 -5160
APPLICATIONS: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE: 13 April 2021

POST 11/118: PROFESSIONAL NURSE (SPECIALTY THEATRE) REF NO: TDH2021/06 (X2 POSTS)
Directorate: Nursing

SALARY:

- Grade 1: R383 226 – R444 276 per annum (Plus Benefits)
- Grade 2: R471 333 – R579 696 per annum (Plus Benefits)
**CENTRE** : Tshwane District Hospital  
**REQUIREMENTS** : Basic R425 (i.e., Diploma/Degree in nursing) qualification or equivalent qualification that allows registration with SANC as a professional Nurse. A post basic nursing qualification in Operating Theatre Nursing Science with a duration of at least 1 year, accredited with the SANC. Registration with the SANC as a professional nurse. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. Displays acceptable Professional image and maintain ethical standards. Knowledge of Public servants’ code of conduct actively participate in compliance with the NCS, Ideal Health and Batho Pele Principles.  
**DUTIES** : Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Preform all theatre nursing practices in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of theatre nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multidisciplinary team at unit level to ensure good theatre nursing care by nursing team. Work effectively and amicably at all theatre nursing care levels with persons of diverse intellectual, cultural, racial, or religious differences. Able to plan and organise own work and that of support personnel to ensure proper theatre nursing care. Display a concern for patients, promoting advocating, facilitating proper treatment/procedures and care including awareness and willingness to respond to patient’s needs requirements and expectations (Batho Pele).  
**ENQUIRIES** : Mr Budzwa TF Tel No: (012) 354- 7600  
**APPLICATIONS** : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.  
**CLOSING DATE** : 13 April 2021  
**POST 11/119** : Professional Nurse (Advanced Midwifery & Neonatal) REF NO: TDH2021/07  
**Directorate**: Nursing  
**SALARY** : Grade 1: R383 226 – R444 276 per annum (Plus Benefits)  
Grade 2: R471 333 – R579 696 per annum (Plus Benefits)  
**CENTRE** : Tshwane District Hospital  
**REQUIREMENTS** : Basic R425 (i.e., Diploma/Degree in nursing) qualification or equivalent qualification that allows registration with SANC as a professional Nurse. A post basic nursing qualification in advanced midwifery and neonatal nursing Science with a duration of at least 1 year, accredited with the SANC. Registration with the SANC as a professional nurse. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. **Grade 1**: less than 09 years relevant experience as a Specialty Nursing after registration with SANC. **Grade 2**: At least 10 years but less than 19 years relevant experience as a Professional Nurse after registration with SANC.  
**DUTIES** : Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Preform all clinical nursing practices in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of midwifery and neonatal nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multidisciplinary team at unit level to ensure good midwifery and neonatal nursing care by nursing team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial, or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting advocating, facilitating proper treatment and care including awareness and willingness to respond to patient’s needs requirements and expectations (Batho Pele). Able to develop contracts, build and maintain a network of professional relations to enhance service delivery.  
**ENQUIRIES** : Mr Budzwa TF Tel No: (012) 354- 7600
APPLICATIONS: All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.

CLOSING DATE: 13 April 2021

POST 11/120: PROFESSIONAL NURSE GRADE 1 (SPECIALTY NURSING) REF NO: PN/01/21 (X3 POSTS)
Directorate: Office of the Clinical Manager

SALARY: R383 226 - R579 696 per annum (within the OSD framework)
CENTRE: SMU Oral Health Centre
REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes and procedures. Knowledge and understanding of Nursing Care practice and procedures applicable in the Institution. Skills and Competencies: Project Management, Analytical, Report writing, Monitoring and Evaluation, Communication and People Management Skills.

DUTIES: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant. Management of nursing staff performance, development, leave plans and disciplinary matters.

ENQUIRIES: Prof SJH Hendricks Tel No: (012) 521 4801
APPLICATIONS: Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

NOTE: Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE: 13 April 2021

POST 11/121: ASSISTANT DIRECTOR: ADMINISTRATION AND LOGISTICS REF NO: SBAH 34/2021
Directorate: Admin & logistic

SALARY: R376 596 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: A national diploma / degree in Public Management / Administration or appropriate qualification (NQF–level 6/7) with more than 5 years relevant experience or Grade 12 certificate with more than 10 years supervisory experience in the Logistics and Support Services Environment, preferably in a hospital environment. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and understanding of Government procurement processes. Project management. Good financial management. Managerial and Leadership skills. Communication with the ability to motivate and direct people. Problem solving and conflict management. Must be computer literate (MS Office). Valid driver’s license. (Effective written and verbal communication, analytical and report writing skills, teambuilding and the ability to work under pressure.

DUTIES: Manage Logistics and Support services department within the institution i.e. (Linen, Transport, and Blood Messengers, Registry and Messenger Services) and monitor compliance to finance and procurement processes as well as maintenance. Liaise and interact with stakeholders and manage customers. Monitor and report on proper implementation of the National Core Standard required by the institution. Participate inter and intradepartmental committees that deals with issues of admin and support services etc. Provide guidance to subordinates and monitoring their performance, Maintain discipline and sound labour relations practices. Monitor
performance and evaluation of staff. Handle queries and ensure that rules and regulations of the institution are carried out. Attend to Human Resource matters.

ENQUIRIES: Mr. F Monama Tel No: (012)354 1421
APPLICATIONS: 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: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. 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: 14 April 2021

POST 11/122: ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: EHW0/01/21
Directorate: Office of the CEO

SALARY: R376 596 per annum
CENTRE: SMU Oral Health Centre

DUTIES: Implement and ensure compliance on policies and standards that regulate EHW and report on them. Management of HIV & AIDS/TB in the Civilian Secretariat for Police Service. Provide support on Wellness management aspects. Provide a Health and Productivity management service to the Civilian Secretariat for Police Service. Provide support on Sports and Recreation Management. Manage Bereavement and Workplace Violence including Gender Based Violence. Provide advice and support on Occupational Health and Safety (OHS) policies and standards. Manage the effective functioning of the OHS Committee. Manage all 5 safety related complaints, design the implementation and evaluation mechanisms of OHS Act and regulations. Conduct Occupational Hygiene awareness sessions and routine safety inspections audits. Facilitate/conduct Occupational Hygiene awareness sessions and other evacuation control measures. Marketing the role of the EHW Civilian Secretariat for Police Service. Conduct needs assessment and Climate Culture surveys, increase the visibility of EHW Civilian Secretariat for Police Service and promote its utilization. Manage the infected and affected employees regarding health and wellness matters. Provide treatment and care support mechanisms. Render direct EHW services to employees of the Department. Consult and train relevant stakeholders of EHW procedures. Conduct diagnostic assessments, short-term interventions, referral and follow-up services. Establish and manage the departmental peer educators (Insourced or outsourced). Manage the issues of gender in the Civilian Secretariat for Police Service.

ENQUIRIES: Prof SJH Hendricks Tel No: (012) 521 4801
APPLICATIONS: Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.
NOTE: Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE: 13 April 2021
POST 11/123 : ASSISTANT DIRECTOR: FACILITY MANAGEMENT UNIT (FMU) REF NO: FMU/01/21
Directorate: Office of the CEO

SALARY : R376 596 - R443 601 per annum (Plus benefits)
CENTRE : SMU Oral health Centre
REQUIREMENTS : An appropriate Degree or National diploma in Electrical/Mechanical/Building with more than (5 – 10) years’ experience of which 2 years should be at supervisory level. Qualification in Project management will be an advantage. Knowledge of PFMA, OHS Act, Project management, inspection, presentation and analytical skills. Knowledge of managing Facility Management services in a hospital environment, Knowledge of National Building Regulations will be an added advantage. Good financial management skills and conflict management. Must be computer literate (MS EXCEL and PowerPoint). Excellent time management and organizational skills. Good communication skills (verbal and non-verbal, report writing skills, negotiation, teambuilding, problem solving, conflict resolution) and ability to work under pressure. A valid driver’s license.

DUTIES : Ensure overall management of Facility Management Unit, Parking, Accommodation, Garden services, Cleaning, Security, Waste management and DID – Artisans (Electrical, Mechanical, Building, Plumbing, Carpentry). Supervise and manage resources in Facility Management Unit services departments within the proper implementation of the National Core Standard requirements of the FMU. Ensure compliance and maintaining the quality standard required by the institution. Monitoring and evaluation of DID staff performance onsite. Communicating and liaising with the relevant inspectors and staff from DID and Central Office Infrastructure Management. Attend FMU and DID meetings and compile weekly, monthly and quarterly report. Participate in inter and intradepartmental committees that deals with issues of FMU. Responsible for performance appraisal and development of staff. Ensure achievement of strategic objectives of the component by ensuring suitable infrastructure in terms of identified need of budget and monitoring construction. Conduct building audits and identify areas that need attention. Control FMU budget and monitor expenditure. Ensure proper utilization of the infrastructure and Day to Day maintenance budget by monitoring and reporting expenditure. Ensuring the implementation of FMU practices, guidelines and policies. Responsible for implementation of Occupational Health and Safety Act. Participate in the development of strategic and operational plans for Facility Management sections. Attend meetings for projects and strategic planning. Attend to human resource matters, do record keeping and statistics, compile and submit reports. Plan and implement training programs for FMU staff. Perform any duties as delegated by management.

ENQUIRIES : Prof SJH Hendricks Tel No: (012) 521 4801
APPLICATIONS : Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Pretoria.

NOTE : Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE : 13 April 2021

POST 11/124 : CLINICAL TECHNOLOGIST GRADE 1 REF NO: SBAH 35/2021
Directorate: Reproductive Biology

SALARY : R326 064 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : A BTech degree in Clinical technology (Reproductive Biology) with independent practice registration at the HPCSA as Clinical Technologist (Reproductive Biology). Trained in performing assisted reproduction procedures and handling of relevant equipment. Experience in theoretical and practical training of all laboratory procedures will be advantage. Excellent interpersonal and communication skills.

DUTIES : The successful candidate must be able to demonstrate a working knowledge in the field of human assisted reproduction technology (ART). The candidate will be expected to partake in procedures including (i) human embryo culture(conventional
culture and time-lapse culture), micromanipulation, use and maintenance of equipment, database use and upkeep (including SARA/ANARA) and semen decontamination; (ii) assist in the practical and theoretical training of embryology interns according to HPCSA regulations and (iii) meet milestone targets, with detailed attention to time management and multi-tasking.

**ENQUIRIES**
Prof. C Huyser: Tel No: (012) 354 2067/2208

**APPLICATIONS**
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**
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. 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**
14 April 2021

**POST 11/125**
**DENTAL TECHNICIAN GRADE 1 REF NO: SMUDT/01/21**
Directorate: Dental Laboratory

**SALARY**
R317 976 per annum (all inclusive)

**CENTRE**
SMU Oral Health Centre

**REQUIREMENTS**
National Diploma, National Higher Diploma or B-Tech degree in Dental Technology. The candidate must have been trained and qualified from an accredited Institution approved by the South African Dental Technicians Council. Candidate must be currently registered at the South African Dental Technicians Council. Minimum 5 years’ experience in removable prosthetics chrome cobalt processing and crown and bridge work since registration with the South African Dental Technicians Council.

**DUTIES**
The candidate must be able to construct quality removable prosthetics, crown and bridge as per specified criteria from clinical departments. Must be able to work under pressure and deliver quality work. Must be able to communicate effectively, have managerial and leadership qualities and maintain good human relations. Must be able to instruct and supervise undergraduate students in removable prosthodontics. Must be able to manage the student training laboratory – having equipment maintained, materials dispensed, and relevant administration kept up to date. Interviews will be conducted in two stages – with a bench test to determine technical ability with a weighting of 60% and a structured interview with a weighting of 40%.

**ENQUIRIES**
Prof SJH Hendricks Tel No: (012) 521 480

**APPLICATIONS**
Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

**NOTE**
Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae. Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

**CLOSING DATE**
13 April 2021

**POST 11/126**
**PODIATRIST GRADE 1 – GRADE 3 REF NO: EHD2021/03/16 (X1 POST)**
Directorate: Rehabilitation

This is a re-advertisement. Applicants who previously applied are advised to re-apply as their previous applications will not be considered.

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

**CENTRE**
Ekurhuleni Health District

**REQUIREMENTS**
Appropriate qualification (degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Podiatrist. **Grade 1**: Less than 10 years relevant experience after registration with the HPCSA as a Podiatrist. **Grade 2**: At least 10 years, but less than 20 years relevant experience after registration with the HPCSA as a Podiatrist. **Grade 3**: 20 years and more relevant experience after registration with the HPCSA as a Podiatrist. A valid driver’s license is essential.
**DUTIES**: Render effective patient centered Podiatry service in a clinic and community setting in adherence to the scope of practice and health protocols. Relieve as and when the need arises, and to work closely with the multidisciplinary team members. Carry out delegated duties. Participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at facility level. Adhere to provincial, District and Clinic policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the District. Communicate effectively with all stakeholders. Exercise safeguarding of all consumables and equipment.

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

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

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

**CLOSING DATE**: 13 April 2021

**POST 11/127**: RISK MANAGEMENT AND COMPLIANCE REF NO: RMC/01/21

Directorate: Office of the CEO

**SALARY**: R316 791 per annum plus benefits

**CENTRE**: SMU Oral Health Centre

**REQUIREMENTS**: A three-year Qualification in Risk Management, Accounting and Auditing with 2 to 3 years' experience in the Risk Management field. A valid driver’s license. Demonstrate experience in detailed technical knowledge of National and GPG Risk Management Framework, PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment and governance frameworks of the public service and the ability to apply such technical knowledge. Assist with the identification of areas of the specifically allocated sections of the departmental risk management framework independently which require revision or updating, independently and in within coordinated groups undertake the necessary research to ensure proposals made to revise the documents is in accordance with accepted norms, is practical in application and aligned to all legislative frameworks. Skills and Competencies: Analytical thinking, written and spoken communication, interpersonal, planning and organising, time management and coordination skills. Honesty and integrity.

**DUTIES**: To support the planning, facilitation, monitoring and reporting of the implementation of the GPG Risk Management Framework. To assess, evaluate and monitor risks and opportunities environment of the department in line with strategic and operational plans objectives and targets set. Advise and assist management in the correct management and monitoring of risks specific to work areas so as to enable achievement of goals and objectives set. Establishment and maintenance of the departmental Risk Management framework. Participate, supervise and guide through risk analysis, assessment, monitoring and reporting processes (Strategic, Operational, Fraud, IT and specific project risks). Assist with the planning of all quarterly risk committee sitting within the department and all logistical and content requirements. Assist with provision of statistics and information relevant to the preparation of reports and documents to be tabled at the risk committee. Must be able to communicate clearly and from an informed basis on subject matter both in written format, through presentations and via one on one engagement with relevant managers and teams.
ENQUIRIES: Prof SJH Hendricks Tel No: (012) 521 4801
APPLICATIONS: Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

NOTE: Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE: 13 April 2021

POST 11/128: CASE MANAGER REF NO: CM/01/21
Directorate: Office of the CEO

SALARY: R316 791 per annum
CENTRE: SMU Oral Health Centre
REQUIREMENTS: Minimum educational qualification: Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in liaison with medical aid (funders) and managed care organisations with regards to MHC policies, protocols, optimal fund utilisation and updated clinical information. Appropriate experience in Case Management/Medical Aid Environment. Appropriate experience in ICD 10 codes assigned and the ability to link patient diagnosis with procedure codes. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Knowledge of the Uniform Patient Fees Schedule, Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Aid Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and the Diagnostic Treatment Pairs (DTP).

DUTIES: Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments and the provision of quotes. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances, account queries and provide quotations to H2, H3 and Foreign patients. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Assist Hospital Management in the distribution of Quality Client Care and compilation of statistical reports.

ENQUIRIES: Prof SJH Hendricks Tel No: (012) 521 4801
APPLICATIONS: Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

NOTE: Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE: 13 April 2021

POST 11/129: MATERIAL RECORDING OFFICER REF NO: MRO/01/21
Directorate: Supply Chain Management

SALARY: R257 508 per annum
CENTRE: SMU Oral Health Centre
REQUIREMENTS: Grade 12 and National Diploma in Supply Chain, 5 years’ knowledge and experience in Acquisition, Demand, Warehouse management and Contract administration. Computer competency skills (MS Word, MS Excel, MS PowerPoint and Internet). Knowledge of SAP and SRM system. Knowledge of Procurement processes. Knowledge of SCM Policies, PFMA, PPPFA, BBBEE and Treasury
Regulations. Knowledge of the Batho Pele Principles. Knowledge of Labour Relations processes. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at difference levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Qualifications in Supply Chain Management will be an added advantage. Comply with the rotation roster. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

**DUTIES**

Monitoring and supervision of RFQ team. Create requisition on SRM. Make follow up with Gauteng Department of Health (HPC) with regards to creation of purchase order numbers. Attend to end users’ queries. Participate in stock taking. Filing and record keeping of all documents for audit purpose. Be analytic and innovative in executing tasks as allocated. Compile weekly, monthly, and quarterly reports and submit to the Assistant Manager. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Follow up with suppliers on all open purchase orders to ensure timeous delivery of goods and services. Knowledge of expediting, transit in and GRV processes. Provide supervision and sign up performance management and development system to the subordinate’s. Sign a performance contract on annual basis. Perform other duties as allocated by the Manager Be willing to undergo continuous training and development programs. Attending meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Conducting performance evaluation of the sub ordinates.

**ENQUIRIES**

Mr B Makhuabela Tel No: (012) 521 4407

**APPLICATIONS**

Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

**NOTE**

Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

**CLOSING DATE**

13 April 2021

**POST 11/130**

**SENIOR COMMUNITY LIAISON OFFICER REF NO: EHD2021/04/04**

**Directorate:** Health Programmes

**SALARY**

R257 508 – R303 339 per annum (plus benefits)

**CENTRE**

Ekurhuleni Health District

**REQUIREMENTS**

Matric/ Grade 12 with 5 years’ experience in Health Promotion. Appropriate degree or diploma in Health Promotion or equivalent post Matric qualification or Certificate in Health Promotion with at least 5 years’ experience. A valid drivers’ license is essential, willing to be allocated to any of the 3 Sub-Districts in Ekurhuleni. Good communication Skills (verbal and written) and computer literacy.

**DUTIES**

Support the implementation of Health Promotion Priorities in all Health Facilities within the District. Support and monitor implementation of Healthy Lifestyles within the District. Promote and support the development of Health Promoting Schools and ECD’s in the District. Monitor and support promotion of safe sexual behaviour to reduce incidence of HIV, TB and STI’s. Coordinate Men, Women, Maternal and Child Health interventions. Identify and work with District role players in pursuit of common goals and objectives. Compile and submit quarterly, monthly and weekly reports to the District Office. Execute other tasks/ duties delegated by the District Health Promotion Manager or Supervisor.

**ENQUIRIES**

Mr. Musa Patrick Nkabinde cell @ (082) 413 7574

**APPLICATIONS**

Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

**FOR ATTENTION**

Human Resource Manager

**NOTE**

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

**CLOSING DATE** : 13 April 2021

**POST 11/131** : PROFESSIONAL NURSE GRADE 1 REF NO: EHD2021/04/05
(Contract till 31 March 2022)
Directorate: PHC

**SALARY** : R256 905 – R297 825 per annum

**CENTRE** : Ekurhuleni Health District

**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. Grade 1: less than 10 years relevant experience as a Professional Nurse after registration with SANC Driver’s license is essential. Current proof of registration with SANC. Driver’s License will be an added advantage. The candidate is expected to work in the Covid-19 area and must be able to rotate when required.

**DUTIES** : Order, interpret and evaluate diagnostic tests to identify and assess patients’ conditions. Assess and evaluate patients’ needs for, and responses to, care rendered. Apply sound nursing judgment in patient care management decisions. Implement physicians orders, administer medications, start IVs, perform as ordered. Draw a Nursing care plan. Collaborate with the nursing team to create a plan of care for all patients.

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

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

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

**CLOSING DATE** : 13 April 2021

**POST 11/132** : CORPORATE COMMUNICATION OFFICER REF NO: CO/01/21
Directorate: Office of the CEO

**SALARY** : R173 703 per annum plus benefits

**CENTRE** : SMU Oral Health Centre

**REQUIREMENTS** : Grade 12 and National Diploma in Communication, 2 years’ experience in the relevant field. Computer proficiency (Microsoft Office Suite). Excellent communication (verbal and written), presenting and reporting skills Clinical Photography will be an added advantage.

**DUTIES** : To handle various matters related to internal and external communication in Steve Biko Academic Hospital. Conduct elementary research on matters related to communication. Rendering photographer audio services and collects information
towards various needs such as unknown patients. Facilitate the printing of departmental publications to ensure effective communication to all stakeholders (e.g. Annual reports, Departmental newsletters/brochures). Assist in branding and events management. Design and layout of publications for printing, design draft for printing companies. Assist in development of and ensure the successful implementation of the communication strategy. To promote and enhance internal and external communication within the hospital. Update information on the website and lease with the website designer on matters related. Monitor media coverage and compile a synoptic report.

ENQUIRIES
Prof SJH Hendricks Tel No: (012) 521 4801

APPLICATIONS
Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

NOTE
Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE
13 April 2021

POST 11/133
ADMINISTRATION CLERK REF NO: AC/01/21 (X10 POSTS)
Directorate: Administration

SALARY
R173 703 per annum

CENTRE
SMU Oral Health Centre

REQUIREMENTS
A grade 12 Grade 12 and National Diploma in Public Management, General Management, Public Administration, Office Administration or Business Administration certificate. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics Knowledge and understanding of the legislative framework governing the Public Service Knowledge of working procedures in terms of the working environment Skills and competencies: Good verbal and written communication skills, Computer, Interpersonal relations, flexibility, teamwork, planning and organizing.

DUTIES
Render general clerical support services: Record, organize, store, capture and retrieve correspondence and date (line function) Update registers and statistics. Handle routine enquiries Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component, type letters and /or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Stock control of office stationery Keep and maintain the asset register of the component Provide personnel administration clerical support services within the component Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

ENQUIRIES
Prof SJH Hendricks Tel No: (012) 521 4801

APPLICATIONS
Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

NOTE
Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE
13 April 2021
POST 11/134 : MATERIAL RECORDING CLERK REF NO: JUB 04/2021 (X2 POSTS)
Directorate: Health

SALARY : R173 703 per annum (Level 05)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12 with 6-12 months experience in SCM. Diploma/Degree in Public Administration and Management or Logistics and Supply Chain Management will be an added advantage. Computer literacy (MS Word, MS excel, MS Power-point, Internet) Knowledge of SAP and SRM. Knowledge of Procurement processes. Knowledge of Stores management, Asset management, Demand management, Supplier relationship management. Knowledge of PFMA, PPPFA, BBB-EE Act and treasury regulations, SCM policy and guidelines. Skills and competencies: Planning and organizing skills, good interpersonal relations, effective communication skills (written and verbal), ability to work under pressure and work in a team. Must be self-motivated. Knowledge of Batho Pele Principles and Labour relations. Comply with rotation roster in various SCM Sub-business units.

DUTIES : Request quotations from vendors. Compile documents for vetting committee. Capture requisitions on SAP system. Make follow up with Health Processing Centre (HPC) to create purchase order number on processed requisitions. Barcoding of assets. Conducting asset verification. Filling of all documents for audit purpose. Attend to all End-user queries. Participate in stock take process. Update VA11, VA7 & VA10 cards. Issuing stock to End-users. Capturing of goods received voucher (GRV), processing web cycle and liaising with suppliers. Ensures that all regulations, delegations and policies are adhered to. Compile weekly and monthly reports and submit to the supervisor. Comply with the performance and development system. Perform other duties as allocated by supervisor. Be willing to undergo continuous training and development programs. Attend meetings and trainings as approved by supervisor.

ENQUIRIES : MS Zanele Sidimba Tel No: (012) 717 9372
APPLICATIONS : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449. Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must be available for interviews at a date and time determined by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 13 April 2021 Time: 13:00

POST 11/135 : ADMINISTRATION CLERK REF NO: SMU AC/01/21
Directorate: Patient Administration

SALARY : R173 703 per annum (Level 05) (plus benefits)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Grade 12 and National Diploma in Public Management, General Management, Public Administration, Office Administration or Business Administration with 0 - 2 years appropriate experience in Patient Administration especially in outpatient department. Can work under pressure. Knowledge of Batho-Pele Principles, Patient's Rights and Responsibilities. Computer skills, good communication skills (verbal and written), interpersonal relation skills, good telephone etiquette and customer care. Knowledge and experience of PAAB or Medico serve as a recommendation. Comply with relevant prescripts and regulations. Ability to work independently and in a team.

delegated by the supervisor. Participation in the Performance Management Development System (PMDS).

ENQUIRIES: Ms Tshepiso Appolus Tel No: (012) 521 5787
APPLICATIONS: Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

NOTE: Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE: 13 April 2021

POST 11/136: ENROLLED NURSE REF NO: EN/01/21
Directorate: Clinical Manager

SALARY: R171 381 per annum (plus benefits)
CENTRE: SMU Oral Health Centre
REQUIREMENTS: Applicants should be in possession of Senior certificate / grade 12 and a basic qualification that allows registration with the SANC as a Staff Nurse/Enrolled Nurse. A minimum of 10 years working experience in nursing after registration with the SANC as a staff Nurse. Experience in Anaesthesia will be an added advantage. Competencies: Knowledge and understanding of the following: Nursing care processes and procedures, Nursing Act, National Health Act, Occupational Health Act, Patients’ Rights Charter, Batho Pele Principles, Ideal Hospital Realization framework, Labour relations Act, Code of conduct in the public service. Verbal and written communication skills.


ENQUIRIES: Prof SJH Hendricks Tel No: (012) 521 4801
APPLICATIONS: Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

NOTE: Kindly attach/include certified copies of your Qualifications, SANC registration, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE: 13 April 2021

POST 11/137: STAFF NURSE GRADE 1 REF NO: EHD2021/04/06
(Contract till 31 March 2022)
Directorate: Primary Health Care

SALARY: Grade 1 R171 381 – R192 879 per annum
CENTRE: Ekurhuleni Health District
REQUIREMENTS: Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10)
years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. The candidate is expected to work in the Covid-19 area and must be able to rotate when required.

**DUTIES**

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

**ENQUIRIES**

- Ms E. Mashigo Tel No: (011) 876 – 1815

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

- 13 April 2021

**POST 11/138**

**DENTAL ASSISTANT REF NO: DA/01/21 (X11 POSTS)**

**Directorate: Auxiliary Services**

**SALARY**

- R168 429 – R230 238 per annum (Plus Benefits)

**CENTRE**

- SMU Oral Health Centre

**REQUIREMENTS**

- Grade 12 Certificate or equivalent qualification. Registration with HPCSA as Dental Assistant and proof of current registration. Person Profile: Excellent time management, organizational skills, communication skills. Ability to work in a team and under pressure, self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate and work collaboratively with the multidisciplinary team and other stakeholders. Experience with 125 Orthodontics procedures and computer literacy will be added advantages. Four (4) years’ experience in dental assisting.

**DUTIES**

- Provision of satisfactory client services.
- Assist Clinicians during oral procedures and outreach projects.
- Preparation of dental equipment, dental instruments and dental materials for dental procedures for students and lecturers. Practice and maintain infection control standards.
- Compile statistics of the department in the facility.
- Ordering of consumables as needed for the Department. Manage of patient’s appointment and perform administrative duties. Rotate in the other Departments and sign a Performance Contract annually. Active participation in student activities and training.

**ENQUIRIES**

- Prof SJH Hendricks Tel No: (012) 521 4801

**APPLICATIONS**

- Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

**NOTE**

- Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

**CLOSING DATE**

- 13 April 2021
NURSING ASSISTANT GRADE 1 REF NO: EHD2021/04/07
(Contract till 31 March 2022)
Directorate: PHC

SALARY: R132 525 – R149 163 per annum
CENTRE: Ekurhuleni Health District
REQUIREMENTS:
Grade 12 Certificate. Qualifications that allows registration with SANC as Enrolled Nursing Assistant. Current registration with SANC as Enrolled Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Knowledge of HIV prevention strategies and management of patients who experienced gender-based violence. Basic HIV training and HIV Counselling and tearning training will be added advantage. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as an Enrolled Nursing Assistant with the SANC. The candidate is expected to work in the Covid-19 area and must be able to rotate when required.

DUTIES:

ENQUIRIES: Ms E. Mashigo Tel No: (011) 876-1814
APPLICATIONS: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

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

CLOSING DATE: 13 April 2021

OPERATOR REF NO: SMUO/01/21 (X3 POSTS)
Directorate: Auxiliary Services

SALARY: R122 595 per annum
CENTRE: SMU Oral Health Centre
REQUIREMENTS:
Grade 12 or equivalent. One year experience as an operator. Good interpersonal and communication skills. Must be able to cope with the physical demands of the position. Be able to work in a team and under pressure.

DUTIES:
Responsible to ensure that the instruments and equipment received are complete and in good working order. Responsible for cleaning, packing and autoclaving of instruments, and non-instrument packs. Issue and receive instruments and equipment to students and keep records. Pack and check receive sterile on shelves. Unpack clean linen from linen room. Pack cotton wool and gauze. Assist with stats of sets used. To wash, pack and sterilized used equipment. Issue and receive gowns. Clean auto claves. Work under supervision under the supervision of the Dental Assistant.

ENQUIRIES: Ms Pateke Tel No: (012) 521 5671
APPLICATIONS: Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.
NOTE: Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE: 13 April 2021

POST 11/141: SPECIALIZED AUXILIARY SERVICE ASSISTANT REF NO: SBAH 36/2021

Directorate: Reproductive Biology Laboratory

SALARY: R102 534 per annum plus benefits

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: A Matric certification (Grade 12), Previous experience within laboratory environment will be recommended. Good verbal and written communication skills. Basic computer skills will be preferable. Must be able to organize and manage their time efficiently with the ability to learn new skills and execute daily task and duties proficiently.

DUTIES: The successful candidate will be required to perform specialized laboratory cleaning within the Assisted Reproductive unit according to Standard Operating Procedures (SOP). The duties include and not limited to the following; safely dispose of laboratory generated waste. Wash, wrap and transport small laboratory equipment to be sterilized (CSSD) for laboratory use. Organise and execute the cleaning of sterile room areas and equipment based on a daily, weekly and bi-annual schedule that requires specific duties to perform during the year e.g. Workstation and incubator sterilization. To assist with quality control and stock maintenance of internal disposables by providing a record of items that will be required to perform all laboratory duties effectively. Uptake the neatness of all stock rooms and storage areas to ensure easy access to items in an orderly manner. Responsible for cleaning of the general communal staff areas including seminar room and kitchen sections. General safety and precautionary measures of laboratory equipment to avoid unnecessary breakage. Report any laboratory defects and damages to the Supervisor.

ENQUIRIES: Prof.C Huyser Tel No: (012) 354 2067/2208

APPLICATIONS: 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: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital is committed to the pursuit of representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 14 April 2021

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

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

CLOSING DATE: 16 April 2021

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

POST 11/142 : DIRECTOR: ORGANISATIONAL EFFICIENCY REF NO: REFS/008455

SALARY : R1 057 326 per annum (All-inclusive Package)
CENTRE : Johannesburg
REQUIREMENTS :
Matric plus a Degree/ BTech in Management Services/Operation or Production Management/ Industrial & Organisational Psychology at NQF Level 7. Minimum of five (5) years relevant experience at Middle/Senior Management level. SMS Pre-entry Certificate. The successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za. Managing and understanding organisational development. Managing Business Development and Quality Management Systems. Have knowledge of process and data modelling, fluency in Information Technology and IT products and tools such as process modelling tools, information architecture and system architecture. Good Understanding of the Operations Management Framework. Manage and Implement the Service Delivery Improvement Plan Policy and Programme. Knowledge and sound understanding of National Development Plan, Government Planning and Reporting Frameworks, Medium Term Strategic Framework, Organisational Design Directives and Organisational Design Toolkit by the DPSA, Orgplus and Visio programmes. Competencies: Planning and organising, project management, innovative service delivery, business analysis and problem solving, effective written and verbal communication. Attributes: Good interpersonal relations. Ability to meet strict deadlines, self-motivated and respectful. Ability to work under pressure.

DUTIES :
Manage and monitor the implementation of Operations Strategy and Design. Develop Operations Management Framework policies and methodologies for the Department. Organisational Business Operations and Information Management System functionality and advise management on areas of improvement to achieve efficiency, effectiveness and service delivery imperatives. Assess and analyse Service Delivery Model to identify service improvements by identifying resource and functional alignment inefficiencies. Manage and monitor the implementation of Business Process Management. Initiate and manage Organisational Design. Analyse the Departmental Strategic Plan, Service Delivery Model, Sector Specific Frameworks, Generic Corporate and Human Settlements Structures to develop business case for structural review and or re-organisation. Planning, implement, monitoring and institutionalization of Service Delivery Improvement Programmes. Monitor compliance on the implementation of service standards, service charter and compile report to propose interventions to management. Develop Change Management and communication strategies to ensure smooth transitions for employees when there are organisational changes affecting employees. Management of the business unit.

ENQUIRIES : Ms L Mpe cell @ (082) 469 7972

PROVINCIAL TREASURY

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

APPLICATIONS :
Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.

CLOSING DATE : 16 April 2021

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

**MANAGEMENT ECHELON**

**POST 11/143**: DIRECTOR: MUNICIPAL BUDGETS REF NO: GPT/2021/03/6

Directorate: Municipal Financial Governance

**SALARY**: R1 057 326 per annum (all- inclusive package)

**CENTRE**: Johannesburg

**REQUIREMENTS**: A degree (NQF level 7) in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Economics/ Cost Management or Accounting. 5 years of experience at middle /senior managerial level, 5 years of experience in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Economics/ Cost Management or Accounting.

**DUTIES**: To promote effective optimal financial resource allocation at both the provincial and municipal sphere of government through the alignment of budgeting and integrated planning processes and ensure compliance with the Municipal Finance Management Act (MFMA) by municipalities with municipal budgeting and related processes. Strategic management of the municipal budget’s directorate; Strategic monitoring of the budgeting and integrated planning process in municipalities and municipal entities to ensure compliance with the MFMA Act and the MFMA Regulations, especially the Municipal Budgeting and Reporting Regulations; Strategic monitoring of the implementation of annual budgets by municipalities and municipal entities and ensure the Provincial Treasury complies with Section 71(6) and 71(7) of the MFMA Act (manage the consolidation of monthly budget statements). Strategic monitoring of the Service Delivery and Budget Implementation (SDBIP) processes in municipalities and municipal entities in line with the MFMA and the relevant MFMA Regulations: Relevant strategic support to municipalities pertaining to municipal budgeting and related processes; Effective and strategic intergovernmental relations (internally and externally), includes participation in intergovernmental meetings, workshops, collaboration sessions, especially with the National Treasury.

**ENQUIRIES**: Ms B. Mtshizana Tel No: 011 227 9000

**POST 11/144**: DIRECTOR: PUBLIC FINANCE REF NO: GPT/2021/03/7

Directorate: Sustainable Fiscal Resource Management

**SALARY**: R1 057 326 per annum (all- inclusive package)

**CENTRE**: Johannesburg

**REQUIREMENTS**: An undergraduate qualification (NQF level 7) as recognised by SAQA in Economics and /or Public Management filed. 5 years of experience at a Middle Management level.

**DUTIES**: To provide guidance on provincial resource allocation and to monitor and evaluate the utilisation of provincial resources and to ensure credible budgetary planning frameworks. Provide guidance and inputs on the formulation and implementation of budget policy for the MTEF and Adjustment Budget processes in line with the Growing Gauteng Together Plan and the Five Priority areas of the 6th Administration. Monitoring and evaluation and analysing and reporting on
departments spending of the approved budgets. Performance Management Review aimed towards outcomes, impact and value for money in terms of strategic resourcing. Render effective strategic and technical support and guidance to GPG departments. Thematic Policy Research and Analysis on key issues within the Social Sector. Manage the Directorate and implement Sustainable Fiscal Resource Management’s output statement and strategy by contributing to the outcomes orientating customer and achieving operational excellence.

ENQUIRIES : Ms B. Mtshizana Tel No: (011) 227 9000

OTHER POSTS

POST 11/145 : DEPUTY DIRECTOR: TENDER ADMINISTRATION REF NO: GPT/2021/03/8
Directorate: Provincial Supply Chain Management
SALARY : R733 257 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A 3-year tertiary qualification (NQF Level 7) as recognized by SAQA. Degree in Supply Chain Management / Business Administration or Financial Management. 3-5 years’ experience in Supply Chain Management as a junior Management (ASD level).
DUTIES : To manage tender administration process and approval of administrative documents within tender management. Responsible for management of staff in the in the unit and ensure professionalism when dealing with clients. Responsible for setting performance targets and the measurement. Manage tender advertising process. Manage relationship between tender management and other process areas in Procurement. Manage the process of setting-up all meetings in tender management. Upload tenders on the website.
ENQUIRIES : Ms Linda Ninzi Tel No: (011) 227 9000

POST 11/146 : ASSISTANT DIRECTOR: PSCM REF NO: GPT/ 2021/03/9 (X2 POSTS)
Directorate: PSCM
SALARY : R376 596 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A National Diploma NQF level 6 (as recognised by SAQA) in Commerce/Supply Chain Management/Public Administration or Law. 3 – 5 years’ practical experience in policy review or development. Valid driver’s license.
DUTIES : To establish uniform supply chain management policy, norms and standards. Develop SCM Policy, Norms and standards. Continuous improvement of the SCM system. Provide advice, guidance and support on implementation of SCM policy, Norms and Standards.
ENQUIRIES : Ms Tshiamo Sokupha Tel No: (011) 227 9000

POST 11/147 : ASSISTANT DIRECTOR: SYSTEMS SUPPORT REF NO: GPT/2021/03/10 (X2 POSTS)
Directorate: Financial Governance
SALARY : R376 596 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification National Diploma (NQF level 6) as recognized by SAQA in Computer Science/Information Technology/Informatics/Financial Information Systems/Finance related qualification/Public Management. 3 – 5 years’ experience in ERP System Support Procurement Support and Financial Accounting (FI, MM) and training. 3 – 5 years’ experience in a full cycle of project implementation as well as in system support.
DUTIES : Oversee and monitor the management of internal controls in line with the ERP system. Manage the relationships with key stakeholders to ensure implementation of new reforms. Oversee the development of the operational plan and risk registers for the business unit and report on implementation progress. Oversee User support and problem resolutions on the support queries across all SAP modules. Identify and led the implementation of new reforms. Roll out the procurement system to all customer sites and provide continuous support. Manage the rollout of inventory management in the province. Review and implement business processes for procurement and inventory management. Manage and oversee change management in all new projects. Conduct presentations to GPG departments with regards to new enhancement on the system.
ENQUIRIES : Ms. Tshiamo Sokupha Tel No: (011) 227-9000
<table>
<thead>
<tr>
<th>POST 11/148</th>
<th>PRACTITIONER: TENDER ADMINISTRATION REF NO: GPT/2021/03/11</th>
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<tr>
<td></td>
<td>Directorate: Provincial Supply Chain Management</td>
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<tr>
<td>SALARY</td>
<td>R257 508 per annum (plus benefits)</td>
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<tr>
<td>CENTRE</td>
<td>Johannesburg</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A three-year tertiary qualification (NQF Level 6) as recognized by SAQA in Supply Chain Management / Business Administration or Financial Management. 1-2 years’ experience in Supply Chain administration.</td>
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<td>DUTIES</td>
<td>Issuing of tenders. Closing of tenders. Handling administrative compliance. Follow up on finalization of the tender and advertise results.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms. Linda Ninzi Tel No: (011) 227-900</td>
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