ANNEXURE P

PROVINCIAL ADMINISTRATION: GAUTENG

DEPARTMENT OF COMMUNITY SAFETY

Gauteng DCS is an equal opportunity employer and gender sensitive employer and it is its intention to promote representivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources Directives will be taken into consideration. People with disabilities and female candidates are encouraged to apply.

APPLICATIONS: Applicants must apply online at: www.gautengonline.gov.za
CLOSING DATE: 23 April 2021
NOTE: Applications must be submitted on a NEW Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s), ID-document and Driver’s License where required. The certification must be within six (06) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. The Department of Community Safety reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG’s website at https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Suitably qualified, dynamic, passionate and experienced persons are invited to apply for the vacant position. The Department will not accept emailed or hand delivered applications.

MANAGEMENT ECHELON

POST 12/79: CHIEF DIRECTOR: PROVINCIAL SECRETARIAT REF NO: REFS/007737
(5 Years Performance Contract)
Chief Directorate: Provincial Secretariat

SALARY: R1 251 183 per annum, An all-inclusive remuneration package
CENTRE: Johannesburg Head Office
REQUIREMENTS: Matric and Bachelor Degree (NQF Level 07) / Honours (NQF Level 8) qualification preferably in Criminal Justice System / Law Enforcement Agencies (LEA’s) and / Public Management and Administration, 6 -10 years’ relevant experience with a minimum of 5 years’ experience in Senior Management Service position in the Provincial Secretariat, Criminal Justice System or Law Enforcement Agency environment. Valid Code 08 Drivers License. No criminal record or any cases pending against you. Knowledge and Skills: Departmental policies and procedures, relevant public service regulations, Gauteng Safety Strategy, Reporting procedures, information system, SAPS Act, regulations and amendments, South Africa Constitution, Domestic Violence Act, 1998, Child Care Act, 1983, Criminal Procedure Act, 1977, Employment Equity Act, 1998. Interpreting and evaluating information, verbal and written
communication, organizing/maintaining information, communicating information, computer literacy, problem solving and conflict management, listening and negotiation, tact and diplomacy, team work, discipline and financial management.

**DUTIES**
Manage the provision of the Provincial Secretariat within Gauteng City Region (GCR). Improve overall service delivery of LEA’s. Monitor and evaluate the implementation of LEA’s and promote community police relations and partnerships within GCR. Monitor and evaluate the conduct and performance of LEA’s, establish community safety structures and coordinate the social crime prevention methodologies within the corridor. Provide oversight on criminal justice systems (CJS), Management and conduct research, policy development and information management. Manage resources (Human, Finance, Equipment, Assets) in the Chief Directorate.

**ENQUIRIES**
Ms Evelyn Makgopa Tel No: (011) 689 3726 / 3701 / 3845 / 3941

**POST 12/80**
**DIRECTOR: PROVINCIAL SECRETARIAT CORRIDOR COORDINATION CORRIDORS (X3 POSTS)**
Chief Directorate: Provincial Secretariat

**SALARY**
R1 057 326 per annum, An all-inclusive remuneration package.

**CENTRE**
Central Corridor Ref No: REFS/008530
Eastern Corridor Ref No: REFS/008531
Southern & Western Corridor REFS/008532

**REQUIREMENTS**
Matric plus Bachelor Degree (NQF Level 7) /Honours (NQF Level 8) qualification in Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration. 6 -10 years’ relevant experience with a minimum of 5 years’ experience in middle Management Service position in the Criminal Justice System or Law Enforcement Agency environment. A valid code 08/10 drivers license. No criminal record or any cases pending against you. Knowledge and skills: Knowledge of departmental policies and procedures. Knowledge of relevant public service regulations, Gauteng Safety Strategy, Reporting procedures and information system. Knowledge of SAPS Act, Regulations, Amendments and SA Constitution. Interpreting and Evaluating information, Verbal and written communication. Organising/maintaining information, communicating information, computer literacy, problem solving and conflict management. Listening and negotiation, tact and diplomacy, teamwork and discipline. Attributes: Committed, initiative, objective, logical, proactive and resourceful, flexible/change orientated, people orientated, credible, loyal and friendly, open-minded.

**DUTIES**
Manage and promote community police relations and community safety structures. Coordinate the social crime prevention methodologies and ensure intergovernmental relations/partnerships. Monitor and evaluate service delivery of LEAs services within corridor. Manage resources (Human, Finance, Equipment, Assets) in the Directorate.

**ENQUIRIES**
Ms Evelyn Makgopa Tel No: (011) 689 3726 / 3701 / 3845 / 3941

**POST 12/81**
**DIRECTOR: COMMUNITY EMPOWERMENT CENTRE REF NO: REFS/008534**
Chief Directorate: Provincial Secretariat

**SALARY**
R1 057 326 per annum, An all-inclusive remuneration package

**CENTRE**
Johannesburg (Braamfontein- Ikhaya Lethemba)

**REQUIREMENTS**
Matric and Bachelor Degree (NQF Level 7) /Honours (NQF Level 8) qualification in Social Sciences / Psychology. 6 -10 years’ relevant experience with a minimum of 5 years’ experience in Middle Management Service position. Valid Code 08 Drivers License. No criminal record or any cases pending against you. Knowledge and Skills: Strategic capability and leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication and honesty and integrity. Ability to lead strategically and manage through developmental leadership, project management, archiving, logical and methodical, reporting writing, staff management, database management, record management, innovation and service delivery improvement. Public Finance Management Act application, ability to mentor staff, networking, service delivery improvement and conflict resolution skills.
**DUTIES**

Create and maintain a holistic psychosocial environment for victims of Gender Based Violence. Manage, coordinate, monitor effective and efficient professional residential services. Ensure the implementation of Annual Performance Plan and Operational plan targets as well as the effective coordination of administrative function through adequate controls in Assets, Inventory and procurement. Ensure seamless partnerships and stakeholder relations. Enhance accessibility of justice system to Gender based Violence victims. Ensure compliance with internal policies and protocols on Gender Based Violence matters. Render referral service to local services at community empowerment centres. Provide support to strengthen community friendly rooms at the police station. Manage and maintain the facilities of victim empowerment against the National standards. Manage staff performance and development. Manage resources (Human, Finance, Equipment, Assets) in the Directorate.

**ENQUIRIES**

Ms Evelyn Makgopa Tel No: (011) 689 3726 / 3701 / 3845 / 3941

**POST 12/82**

DIRECTOR: SECURITY AND FACILITIES MANAGEMENT SERVICES REF NO: REFS/008554

Chief Directorate: Corporate Support Services

**SALARY**

R1 057 326 per annum, An all-inclusive remuneration package

**CENTRE**

Johannesburg Head Office

**REQUIREMENTS**

Matric and Bachelor Degree (NQF Level 7) /Honours (NQF Level 8) qualification in Public Administration or Management/ Business Administration or Management / Risk Management / Facility / Property Management Qualification and Must be in a possession of Security Vetted Certificate. 6 -10 years’ experience in security and facilities management services with a minimum of 5 years’ experience in Middle Management Service position. Valid Code 08 Drivers License. No criminal record or any cases pending against you. Knowledge and Skills: Gauteng Provincial Government(GPG) and Public Service policies and procedures, knowledge management, understanding of the Department’s strategic objectives, people management and empowerment, change management, client orientation, communication, service delivery innovations, programme and project management, understanding of community safety strategies, knowledge of Safety and Security Framework and knowledge of Public Service Regulatory Framework. National Intelligence Processes, Criminal Procedures Act, Disaster Management, Private Security Industry Regulatory Authority (PSIRA) processes, Control of Access to Public Premises and Vehicle Act. Customer relationship management, interpersonal relations, conflict management, communication, facilitation, presentation, report writing and computer literacy.

**DUTIES**

Oversee the provisioning of auxiliary services, Occupational Health and Safety and ensure the provision of physical and information security services. Develop and facilitate the implementation of the departmental master security management plan. Facilitate the implementation of the MISS (Minimum Information Security Standard) and MPSS Minimum Physical Security Standards in the Department. Monitor departmental compliance with the standards set out in the MISS and MPSS and facilitate the implementation of corrective action. Develop the departmental security risk register and recommend mitigation strategies. Conduct preliminary investigations. Manage the provisioning of VIP security services in line with the diplomatic protocols. Develop and implement Security policies, protocol and procedures. Manage vetting processes with National Security Agency. Provide technical support to establish the departmental security level regime. Manage the Service Level Agreement with the Landlord. Manage the provisioning of reception and switchboard services. Manage the provisioning of housekeeping services and the maintenance of the building. Manage and monitor compliance of occupational health and safety standards against the Occupational Health and Safety Act imperatives. Manage the provisioning of Office space. Identify and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Unit’s Annual Performance Plan. Represent the strategic intent of the Programme as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Unit’s human resources. Direct the utilisation
of technology in support of the Unit’s business processes. Develop standard Service Level Agreements (SLA) for the execution of Corporate Support Services activities including facilities and securities management. Co-ordinate the development or procurement and installation of security access systems in the Department.

ENQUIRIES : Ms Evelyn Makgopa Tel No: (011) 689 3726 / 3701 / 3845 / 3941

DEPARTMENT HEALTH

Employment Equity Act. To facilitate this process successfully, an indication of race, gender and disability status is required.

ERRATUM: Kindly note that the following X2 posts were advertised in Public Service Vacancy Circular 11 dated 26 March 2021 (SMU Oral Health Centre), The number of advertised posts have been amended as follows: (2) Registrar Ref No: REGCD/01/21, (Community Dentistry Department ) The closing date has been extended to 16 April 2021. Kindly note that the following post was advertised in Public Service Vacancy Circular 11 dated 26 March 2021 (For South Rand Hospital), the reference number is added as follows Medical Specialist: Psychiatrist Ref No: MEDPSYCH/SRH/01/21.

OTHER POSTS

POST 12/83 : HEAD OF CLINICAL UNIT GRADE 1-2 REF NO: PHOLO 2021/03/22
Directorate: Surgical

SALARY : Grade 1: R1 728 807 - R1 834 890 per annum inclusive
Grade 2: R1 890 363 – R2 066 988 per annum inclusive

CENTRE : Pholosong Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Specialist: Surgery. Registration with the HPCSA as Medical Specialist Surgery. And proof of current registration. A minimum of 3 years: appropriate experience in Surgery after registration with the HPCSA as Medical Specialist: Surgery. Sound knowledge of government regulations, policies and acts. The ability to interpret and implement policies. Administrative and management knowledge. Project management skills. Teambuilding, people and interpersonal relations skills. Communication skills (verbal and written). Organizational, problem-solving and intervention skills. Highly motivated and enthusiastic to contribute to the surgical care and services. The ability to work under pressure, lead transformational change in a complex environment and the ability to manage change in the department.

DUTIES : Manage and run the Surgery. Unit at Pholosong Hospital. Perform clinical duties in areas of personal special interest and expertise. Ensure that clinical services are provided. Active participation in administrative duties of the department which include planning, budgeting, PMDS, student assessments. Comply with the Performance and development System (Contracting, quarterly reviews and final assessments). To collaborate and assist the HOD’s of Surgery. Department in other institutions and the Cluster Hospitals whenever needed, in service delivery, teaching and training as an outreach programme. Ensure that appropriate, ethical and quality research is performed in the department as part of a wider agenda to explore improvements in health care in the East Rand area and South Africa as a whole with publication of the results in peer-reviewed scientific journals. As part of the university’s responsibility, sufficient and quality teaching must be provided to undergraduates (medical students) and postgraduates (Registrars and Fellows). Teach students in areas of personal special interest and expertise. Participate in the Surgery examinations of the College of Medicine South Africa. Ensure the employment of the previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Perform commuted overtime as per departmental requirement. Contribute to Surgical planning, budgeting and procurement processes as well as monitoring and evaluation.

ENQUIRIES : Dr N. Makgana Tel No: (011) 812 5157

APPLICATIONS : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

NOTE : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or
on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**: 23 April 2021

**POST 12/84**: MEDICAL SPECIALIST REF NO: PHOLO 2021/03/14

**Directorate**: Medical

**SALARY**

Graduate 1: R 1 106 040 – R 1 173 900 per annum (TCE Package)
Graduate 2: R 1 264 623 – R 1 342 230 per annum (TCE Package)
Graduate 3: R 1 467 651 – R 1 834 890 per annum (TCE Package)

**CENTRE**: Pholosong Hospital

**REQUIREMENTS**

MBChB degree and registration with the Health Professions Council of South Africa (HPCSA) as a specialist in Surgery. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. Good resource management, problem solving and decision-making skills. The successful candidate must adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours, and work with diverse team.

**DUTIES**

Provision of evidence based quality approach patients care which includes pre-operative, operative care of surgical patients. Maintaining a safe efficient and appropriate environment for quality care. Direct clinical service provision within clinical department (unit). Provide direct clinical leader to the department. Formulate treatment guidelines and protocols for the department. To oversee training and supervision of junior doctors of the surgical team Organize department meetings with the doctors, nurses other category of clinical staff within the unit. Attend meetings for heads of clinical unit and make meaningful contribution in these meetings. Manage any medical adverse events within the unit and report them to the clinical manager. Oversee and manage administrative duties of the unit. Give support to the clinical manager.

**ENQUIRES**

Dr N. Makgana Tel No: (011) 812 5000

**APPLICATIONS**

Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

**NOTE**

No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**: 23 April 2021
POST 12/85: MEDICAL SPECIALIST GRADE 1 REF NO: PHOLO 2021/03/15 (X1 POST)

Directorate: Mental Health

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

CENTRE: Pholosong Regional Hospital

REQUIREMENTS: MBBCh / MBChB plus FC Psych or MMed (Psychiatry). Registration with HPCSA as medical specialist and proof of current registration. Appropriate experience in Clinical Psychiatry and Mental Health. Grade 1: Less than 5 year appropriate experience as a medical Specialist after registration with the HPCSA as Medical specialist in a normal Speciality. Driver’s License is essential.

DUTIES: Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the District including assessment, treatment and monitoring of psychiatric patients. Development and implementation of evidence–based clinical protocols and guidelines. Partake in clinical audits. Implement and monitor 68 adherence to national core standard (norms and standards). Rendering of afterhours services including weekends (commuted overtime). Provide outreach to facilities/services in the catchment area including, but not restricted to participation in the multidisciplinary team discussions of patients in surrounding hospitals’ psychiatric wards and provision of mental health care and support to patients in those wards. Completion of relevant medico-legal documents timeously and reduce medical litigation by exercising good clinical ethos. Liaise with referral centers for patients who need further care and investigations. Training of undergraduate

ENQUIRIES: Dr N. Makgana Tel No: (011) 812 5000

APPLICATIONS: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

NOTE: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 23 April 2021

POST 12/86: DEPUTY MANAGER PHARMACEUTICAL SERVICES REF NO: PHOLO 2020/03/11

Directorate: Pharmacy

SALARY: R1 026 693 - R1 106 040 per annum (All-inclusive package)

CENTRE: Pholosong Hospital

REQUIREMENTS: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Registration with SAPC as Pharmacist and proof of current registration. 7 years’ appropriate experience after registration as Pharmacist. In-depth knowledge of the National Drug Policy, all pharmacy legislation, the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act and other legislation applicable to the public sector. Sound knowledge of Government regulations and policies. Computer literacy (Ms Word, Ms Excel, Power-Point) Ability to implement policies. Administrative and management skills. Team building and
people skills. Sound interpersonal relations. Sound communication skills (both verbal and written). Good planning and organizational skills. Good problem solving and interventional skills. Thorough knowledge and understanding of the procurement procedure. Ability to work under pressure. Must be highly motivated and enthusiastic to contribute to pharmaceutical services in the public sector. Qualification in management and project management will be an added advantage.

**DUTIES:**

To implement the norms and standards of Good Pharmaceutical services based on National, Provincial and hospital guidelines through selection, distribution and use of Pharmaceutical products. Assist with sound management of the allocated budget. Enable identification and assessment of potential strategic, operational and functional risks for the unit. Develop risk control measures to minimize risks. To support reviews and audits of pharmaceutical practices at the institution. Participate in the rational use of medicines by all stakeholders. Participate in the hospital Pharmacy and Therapeutics Committee and be a member of the National and Provincial Pharmacy Therapeutics Committee. Participate and being a member of Provincial and Hospital Antimicrobial Stewardship Committee. Financial analysis of financial reports and ABC analysis. Co-ordinate the training and development of pharmacy personnel. Participate in the implementation of, and compliance with, the NHl and CCMDD Programme in the pharmacy. Conduct regular stock audits in the Pharmacy and the satellite pharmacies. Provides expert advice relating to usage of medicines by the various units using Pharmaco- economically and understanding of drug supply management. Contribute to the pharmacy’s planning, and procurement procedures, as well as monitoring and evaluation, management of personnel performance and review thereof. Create a conducive environment which promotes positive attitudes amongst staff members to accelerate and increase productivity. Ensure that pharmacy is up to date with Auditor General Report.

**ENQUIRIES:**

Dr N. Makgana Tel No: (011) 812 5157

**APPLICATIONS:**

Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

**NOTE:**

No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks: Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE:**

23 April 2021

**POST 12/87:**

DEPUTY MANAGER NURSING PN A8 REF NO: JUB 06/2021

Directorate: Nursing

(Re-advertisement, those who applied previously are welcome to apply)

**SALARY:**

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

**CENTRE:**

Jubilee Hospital

**REQUIREMENTS:**

A Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration must be attached. A minimum of 9 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate /recognizable experience at management level. Applicant must be
in the possession of a valid driver’s license. Competencies: Computer literacy (Ms Word, Ms Excel), Knowledge of the application of Health and Public Service Related Acts and Ethical Nursing Practices. Ability to implement nursing norms, standards, practices and indicators for quality nursing practice. Good communication and interpersonal skills. Demonstrate basic understanding of Human Resources, disciplinary procedures as well as financial and Supply Chain Management policies, guidelines and practices. Project management, team building skills, problem solving and interventional skills. Ability to conduct and prepare training and presentations. Strong leadership skills and ability to work under pressure and extended hours. (Computer and Personality test will be evaluated).

**DUTIES**: Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and, management support for the provision of quality patient care. Promote nursing ethos and professionalism. Develop and monitor the implementation of policies, procedures, norms and standards pertaining to nursing care. Establish a multidisciplinary teamwork towards the promotion of efficient and effective services delivery. Establish norms and standards for nursing practice and monitor compliance. Improve the skills and competencies of the nurses. Involvement in the hospital quality assurance and quality improvement activities. Problem solving and decision making. Effective management, utilization and supervision of human, material and financial resources. Manage staff performance and development. Manage nursing and hospital projects.

**ENQUIRIES**

Dr O. B. Modise Tel No: (012) 717 9336

**APPLICATIONS**

Application documents must be posted to Jubilee District Hospital, Human Resource Department, Private Bag x449, Hammanskraal 0400 or hand delivered to Jubilee District Hospital, Stand No. 92 Jubilee Road, Hammanskraal.

**NOTE**

No faxed or emailed applications will be considered. Applications must be submitted on the new Z83 form (obtainable from any Public Service department or on the internet at www.dpsa.gov.za/documents) and must be completed in full and duly signed. Documents to be attached are: - recent, comprehensive CV, specifying all qualifications and experience, with respective dates, certified copies of the ID, driver’s license, qualification/s including matric, relevant council registration certificate, proof of current registration and relevant service certificates. General Information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date and those who do not comply with the requirements will not be taken into consideration. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification, Reference checks- (Provide at least 3, one must be your immediate supervisor), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

**CLOSING DATE**

23 April 2021, Time: 13H00

**POST 12/88**

MEDICAL OFFICER REF NO: EVRH/2021/01

Surgery

Directorate: Medical Department

**SALARY**

R821 205 - R1 362 366 per annum (plus benefits)

**CENTRE**

Edenvale General Hospital

**REQUIREMENTS**

Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and a proof of current registration. The candidate should be interested in General Surgery as a specialty.

**DUTIES**

The potential candidate will be responsible for doing ward rounds, run surgical outpatient department and operate in theatre. Fulfil commuted overtime duties in the department. Take part in administration duties such as drawing up a call roster, compiling and presenting mortality and morbidity statistics and
maintaining accurate patient records. Participate in research projects and academic meetings. Supervise and teach interns and medical students.

ENQUIRIES

Dr. Molewa Tel No: (011) 321 6000

APPLICATIONS

The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank).

CLOSING DATE

23 April 2021

POST 12/89

MEDICAL OFFICER GRADE 1 REF NO: PHOLO 2021/03/16 (X2 POSTS)

Directorate: Mental Health

SALARY

Grade 1: R821 205 - R884 670 per annum (All inclusive remunerative package)

CENTRE

Pholosong Hospital

REQUIREMENTS

Basic medical degree (MBBCH or equivalent) and currently registered with the Health Professionals Council of South Africa (HPCSA) as a Medical practitioner. Post graduate diploma/degree in Mental Health/Psychiatry or relevant additional experience working in Mental Health /Psychiatry will be an advantage. Grade1: Less than 5 years appropriate experience as a Medical Officer after registration with HPCSA. Driver’s License is essential.

DUTIES

The incumbent will be responsible for management and coordination of clinical care and treatment of Mental Health Care Users both inpatient and outpatient. Supervision and training of Community Service Doctors. Improve the quality of care and reduce the medical litigation by practicing evidence based psychiatry. Attend all the clinical audit and peer review meetings like Morbidity and Mortality. Complete Medico-Legal documents timely and submit monthly statistics. Participation in hospital committees such as Infection Control and Occupational Health and Safety. Be willing to participate in commuted overtime and after-hour duties to provide continuous uninterrupted care of patients.

ENQUIRIES

Dr N.Makgana Tel No: (011) 812 5157

APPLICATIONS

Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

NOTE

No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

23 April 2021

POST 12/90

MEDICAL OFFICER REF NO: TDHS/A/2021/32 (X1 POST)

Directorate: Clinical Forensic Medical Services

SALARY

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

CENTRE

Tshwane Health District Clinical Forensic Medical Centres

REQUIREMENTS

MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2020/2021). Grade 1: None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner. Grade 2: 5 years to less than 10 years’ experience after registration with the HPCSA as an Independent Medical Practitioner. Completion of Community Service or one year as a Medical Officer in the case of Foreign Nationals. Other Skills/
Requirements: Professional attitude, communication skills, ethics in relation to patients/families/community, referrals, consent for treatment, management, team work ability, medical records keeping. Qualification, experience and knowledge in Clinical Forensic Medical Services will be an added advantage. A valid driver’s license is essential.

**DUTIES**

Attend to survivors and perpetrators of crime such as, inter alia, sexual offences, physical assault, drunken and negligent driving, etc. and any other Medico Legal Services required by the South African Police Services (SAPS). Complete documentation, as required by the SAPS in terms of above mentioned Medico Legal matters, including giving testimony in court when so summoned. Compliance with clinical governance requirements, such as appropriate record keeping and referral. GPs shall be required to attend training and orientation (especially as it relates to new guidelines). Use of clinical algorithms as per PC101 Clinical Guidelines for the management of communicable & non-communicable diseases. Management of other minor ailments, Respond and manage all presenting emergencies. Managing the health of women and children, including reproductive health services. Provision of rehabilitative services such as adherence to referral protocols to all relevant points of service delivery including community-based rehabilitation services, CHC, district hospital and levels above; assessment and recommendations of disability grant applications; provision of essential consumables including spinal packs to person with disabilities and information to patients, families, caregivers about rehabilitation services. Give in-service training and support to students and health care professionals as the case may be employed in the health facility. Ensure compliance with the Essential Medicine List (EML).

**ENQUIRIES**

Dr SL Phoshoko Tel No: (012) 451 9225

**APPLICATIONS**

Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, 1ST Floor Reception.

**NOTE**

Applications must be submitted on new & signed Z83 form, obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of copy.

**CLOSING DATE**

23 April 2021

**POST 12/91**

**CLINICAL PSYCHOLOGISTGRADE 1 REF NO: PHOLO 2021/03/17**

Directorate: Mental Health

**SALARY**

Grade 1: R713 361 205 per annum (All inclusive remunerative package)

**CENTRE**

Pholosong Regional Hospital

**REQUIREMENTS**

Applicant must have a Master’s Degree in Clinical Psychology. Registration with the HPCSA as a Clinical Psychologist (Independent Practice) is essential, with one year of experience (including Community Service year) being a recommendation. Experience in working in an Inpatient Mental Health Unit multidisciplinary team is recommended. Experience in a public health service environment would be an advantage. Applicants should be in possession of a valid driver’s license.

**DUTIES**

Provide psychological services to adult in- and outpatients (assess, treat, rehabilitate and refer to ensure continuity of care). Conduct psychometric assessments (including neuropsychological assessment) and training. Work within a multidisciplinary team. Provide consultation-liaison psychology services within the hospital. Coordinate and manage provision of psychology services. Research and teaching responsibilities, including training and/or supervision of intern and community service psychologists and University of Witwatersrand psychiatry registrars. Teaching of undergraduate and postgraduate students. Administrative duties.

**ENQUIRIES**

Dr N.Makgana Tel No: (011) 812 5157

**APPLICATIONS**

Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

**NOTE**

No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not
been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE** : 23 April 2021

**POST 12/92** : ASSISTANT MANAGER NURSING PNB4 SPECIALTY REF NO: PHOLO 2021/03/23

**Directorate:** Nursing

**SALARY** : R614 991 – R692 166 per annum

**CENTRE** : Pholosong Hospital

**REQUIREMENTS** : Diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse with midwifery. A post basic qualification, with a duration of at least 1 year in Medical and Surgical Nursing Science (Neonatal nursing) accredited with SANC. Proof of current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operation, Team player, Supportive, Assertive.

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

ENQUIRIES: Ms O.A. Mokoena Tel No: (011) 812 5162
APPLICATIONS: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

NOTE: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 23 April 2021

POST 12/93: PN-B3 OPERATIONAL MANAGER: ORTHOPAEDIC REF NO: EVRH/2021/02
Directorate: Nursing

SALARY: R562 800 - R614 991 per annum (plus benefits)
CENTRE: Edenvale Regional Hospital
REQUIREMENTS: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 i.e. Diploma/degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year Diploma in medical and surgical nursing science in Orthopaedic Nursing. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional nurse with the South African nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Orthopaedic nursing. Diploma/degree in Nursing Management will be an added advantage. Service certificates are compulsory. South African Nursing council annual practicing certificate. Strong leadership, good communication and sound interpersonal skills are necessary, computer literate. Verified proof of experience. A Valid driver’s license. Computer literacy.

DUTIES: Deputize for Assistant Manager Nursing (Area) in her/his absence and take charge of the hospital after hours. Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional legal framework. Manage effectively the utilization and supervision of Human, Financial and services resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and development of self and subordinates. Provision of effective support to nursing services. Maintain professional growth, ethical standards, and self-development. Ensure implementation and promotion of Quality Assurance (complaints and patient safety management), Infection Prevention and Control and Health and Safety principles. Promote quality of nursing care as directed by the National core standards & Ideal Hospital Realization and Maintenance Framework. Coordinate and organize departmental quality improvement meetings.
(morbidity and mortality). Ensures implementation of programs orthopaedic specialty.

**ENQUIRIES:**
Ms. Nermadzhilili AR Tel No: (011) 321 6193 / 082 425 1180

**APPLICATIONS:**
The institution reserves the right not to fill this post. Signed Z83 Application form with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department, Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Pedestrian gate (Next to taxi Rank), Modderfontein Road, Edenvale, Closing date is as of below.

**CLOSING DATE:**
23 April 2021

**POST 12/94**: OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2021/29 (X1 POST)
Directorate: Nursing

**SALARY:**
R562 800 – R633 432 per annum (Plus Benefits)

**CENTRE:**
Tshwane Health District – Bophelong Clinic

**REQUIREMENTS:**
Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification (Primary Health Care / Nursing Assessment, Diagnosis and Treatment) with duration of at least 1 year accredited with SANC in terms of government notice No. 212 plus, a Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognized and registered tertiary institution and similarly, recognized by SAQA. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management, computer literacy plus a valid unendorsed driver’s license are essential, demonstrate knowledge of legislations relevant to health care services. Shortlisted candidates will be assessed for computer literacy competency.

**DUTIES:**
Management of the facility by providing comprehensive Primary Health Care services. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho-Pele principles and Patient’s rights. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Manage labour related issues. Implement and sustain Ideal Health Facility Realisation Programme. Institute interventions to ensure that the facility complies with the promulgated Norms & Standards. Compile reports, analyze data, identify gaps and take remedial steps. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services.

**ENQUIRIES**
Mr. SR Makua Tel No: (079) 872 6077

**APPLICATIONS**
Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, 1ST Floor Reception.

**NOTE**
Applications must be submitted on new & signed Z83 form, obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of copy.

**CLOSING DATE**
23 April 2021

**POST 12/95**: OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2021/30 (X1 POST)
Directorate: Nursing

**SALARY:**
R562 800 – R633 432 per annum (Plus Benefits)

**CENTRE:**
Tshwane Health District – Jubilee Gateway Clinic

**REQUIREMENTS:**
Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification (Primary Health Care / Nursing Assessment, Diagnosis and Treatment) with duration of at least 1 year accredited with SANC in terms of government notice No. 212 plus, a Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA. A minimum of 9 years appropriate/recognizable
experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management, computer literacy plus a valid unendorsed driver’s license are essential, demonstrate knowledge of legislations relevant to health care services. Shortlisted candidates will be assessed for computer literacy competency.

**DUTIES**
Management of the facility by providing comprehensive Primary Health Care services. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho-Pele principles and Patient’s rights. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Manage labour related issues. Implement and sustain Ideal Health Facility Realisation Programme. Institute interventions to ensure that the facility complies with the promulgated Norms & Standards. Compile reports, analyze data, identify gaps and take remedial steps. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care.

**ENQUIRIES**
Mr. SR Makua Tel No: 079 872 6077

**APPLICATIONS**
Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, 1st Floor Reception.

**NOTE**
Applications must be submitted on new & signed Z83 form, obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of copy.

**CLOSING DATE**
23 April 2021

**POST 12/96**
OPERATIONAL MANAGER NURSING – PEDIATRIC NURSING
SPECIALTY REF NO: JUB05/2021
Directorate: Nursing

**SALARY**
R532 449 per annum

**CENTRE**
Jubilee District Hospital

**REQUIREMENTS**
Diploma/Degree in nursing that allows registration with SANC as a Professional Nurse. Diploma in child nursing science. 9 years experience in nursing after registration as a Professional nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the Diploma in child nursing science. Other Skills Requirements: Ability to work under pressure, planning and organizing, communication, operational management, interpersonal, report writing, facilitation, coordination, liaison, networking, problem solving, computer literacy skills, information management, ability to interact with diverse stakeholders and health care users and givers.

**DUTIES**
Coordinate optimal holistic specialized nursing care within standards and a professional / legal frame work. Manage effectively the supervision and utilization of resource. Coordinate the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth, ethical standards and self –development. Overall supervision of the hospital after hours.

**ENQUIRIES**
Ms C Manamela Tel No: (012) 717 9303

**APPLICATIONS**
Application 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 fully completed on the new Z83. Certified copies of qualifications and registration certificates current SANC receipt and Identity Document must be attached. A comprehensive CV with relevant dates. General Information: Short-listed candidates must be available for interviews at a date and time determine 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**
23 April 2021, Time: 13H00
POST 12/97: PROFESSIONAL NURSE SPECIALTY (PNB2) REF NO: EVRH/2021/03
Operating Theatre/ Obstetric & Gynaecological Units
Directorate: Nursing Department

SALARY: R471 333 per annum per annum (plus benefits)
CENTRE: Edenvale General Hospital
REQUIREMENTS: Degree/ Diploma in General Nursing and Midwifery or Basic R425 qualification in Nursing that allows registration with South African Nursing Council as professional Nurse. Current SANC receipt. A minimum of 14 years appropriate / recognisable experience in nursing after registration as professional nurse. At least 10 years of the period referred above must be appropriate / recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Strong leadership and sound interpersonal skills are necessary.
DUTIES: demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial and 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 and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations. (Batho Pele Principles).

ENQUIRIES: Mrs. ST Mhlanga Tel No: (011) 321 6167
APPLICATIONS: The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank).
CLOSING DATE: 23 April 2021

POST 12/98: OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL) MEDICAL WARD REF NO: PHOLO 2021/03/12
Directorate: Nursing

SALARY: R444 276 – R500 031 per annum plus benefits
CENTRE: Pholosong Hospital
REQUIREMENTS: Grade 12 (standard 10). A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and a Midwife. Registration with the SANC as Professional Nurse and a Midwife with proof of current registration. A minimum of 7 years’ appropriate/ recognizable experience in nursing after registration as Professional Nurse and Midwife with the SANC in General Nursing and Midwifery. A qualification in Nursing Administration/Management and Nursing Education will be an added advantage.
DUTIES: supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Able to manage own work, time and that of subordinate to ensure proper nursing service in the units. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty.

ENQUIRIES: Ms O.A. Mokoena Tel No: (011) 812 5187
APPLICATIONS: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

NOTE: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE: 23 April 2021

POST 12/99: OCCUPATIONAL HEALTH PRACTITIONER REF NO: PHOLO 2020/03/13
Directorate: Employee Wellness Program

SALARY: R444 276 - R500 031 per annum (plus benefits)
CENTRE: Pholosong Hospital
REQUIREMENTS: Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing council as a Professional Nurse. Post basic nursing qualification with duration of 1 year, accredited with SANC in Occupational Nursing Science. A minimum of 9 years appropriate/recongnizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate or recognisable experience after obtaining the 1 year post basic qualification in Occupational Nursing Science. Current registration with the South African Nursing Council. Knowledge of legal prescripts that regulate nursing and health services. Competencies/Knowledge/Skills: Leadership and Ward administration /management skills, Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovate, problem solving, communication and decision-making skills. Strong leadership, conflict resolution and sound interpersonal skills are necessary. Understanding of National Core Standards, PFMA, Labour relations and other relevant legislative frameworks. Prepared to do night duty and corridor supervision under the supervision of an Area Manager. Report writing skills. Planning, organisation and demonstration of empathy and advocacy skills towards patients.

DUTIES: Supervise and evaluate quality of occupational health care rendered for employees as directed by Professional scope of practice and set Nursing standard within a professional /legal framework. Designs medical surveillance programmes based on health risk assessment outcomes. Ensure a programme of health surveillance is done to determine workplace stressors and the impact on employees. Works collaboratively with other professional as a leader and member of the occupational health tea. Assist the facility to meet objectives and targets in the operational plan. Ensure accurate recording and reporting of statistics all occupational related incidences. Participate in Hazard Risk Assessment Identification. Ensure there are procure for incident investigation and reporting. Ensure medical management of all injuries of duty. Continuously liaise with stakeholders to ensure efficient occupational health care for all medical emergencies and specialist referrals to optimise health restoration. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Advocates for the awareness of employees in terms of workplace hazards an or occupational stressors. Be active in research and self-development. Participate in Disaster Management planning, implementation and evaluation. Ensure compliance. Participate in
decision making regarding operational and capital resources needed for the cost effectiveness of occupation and service delivery practices.

**ENQUIRES** : Ms O.A. Mokoena Tel No: (011) 812 5187

**APPLICATIONS** : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X 4, Brakpan, 1550.

**NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks: Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE** : 23 April 2021

**POST 12/100**

**CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: EVRH/2021/04**

**Directorate: X-Ray**

**SALARY** : R439 164 per annum (plus benefits)

**CENTRE** : Edenvale General Hospital

**REQUIREMENTS** : Diploma/Degree in Diagnostic Radiography. Proof of registration as an independent practitioner and current annual registration with HPCSA. Minimum of 10 years appropriate experience as a production Radiographer. Public service experience will be an added advantage.

**DUTIES** : Knowledge of quality Assurance procedures as per Radiation Control Directorate requirements, Public Service legislation, Policies and procedures. Implement quality assurance programs for quality service delivery. Practice radiation protection to minimize radiation dose to staff, patients and public. Skills on the following area: good patient care, Organizing, Communication, Computer literacy, Conflict Resolutions, interpersonal relation, knowledge of specialized procedures and radiology equipment's and PACS system. Supervision and evaluate subordinates for efficient and effective service delivery, identify training and skills development needs, monitor proper utilization of equipment, stores and expenditure. Management of X-Ray department. To perform management duties and clerical duties when required. Promote Batho Pele in execution of all tasks for efficient ethics. Prioritise the implementation of the cost saving measures in accordance with the PFMA.

**ENQUIRIES** : Dr. Khumalo Tel No: (011) 321 6084

**APPLICATIONS** : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank)

**CLOSING DATE** : 23 April 2021

**POST 12/101**

**PROFESSIONAL NURSE (SPECIALTY NURSING) REF NO: PHOLO 2021/03/18 (X1 POST)**

**Directorate: Mental Health**

**SALARY** : Grade 1: R383 226 – R444 276 per annum (plus benefits)

**CENTRE** : Pholosong Regional Hospital

**REQUIREMENTS** : R425(i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year accredited with SANC in terms of government notice number R212 in the relevant specialty. A minimum of 4years’ appropriate/ recognizable experience in Nursing after registration as
Professional Nurse with the SANC in General Nursing. At least 1 year of the period referred to above must be appropriate/recognizable experience working in Psychiatric unit obtaining the one-year post-basic qualification in the relevant specialty. Good communication skills, verbal and written, understanding of Ideal Hospital Realization and Maintenance Framework, able to work under pressure.

**DUTIES**: Ensure that a therapeutic environment is provided for the patients, staff and public. Provide a comprehensive, quality nursing care as a member of the multi-disciplinary team member, according to identified needs of the patients. These activities include the following: Holistic and comprehensive assessment of voluntary admission, assisted care, emergency mental health care admission, 72 hours’ assessment of involuntary mental health care users, as well as further care treatment and rehabilitation of mental health care users in an acute psychiatric unit according to the Mental Health Care Act of 2002. Identify patients’ needs and formulates, implement and evaluate nursing care interventions that are patient specific. Identification of risk and implementation of preventive measures timeously, e.g. Sedated, suicidal, violet and aggressive patients. Formulate and participate in ward individual and group activities following a structured ward programme in consultation with other members of the of the multi-disciplinary team members. Ensure that psychotropic medication and other treatment are ordered, administered and controlled according to the Medicine and Related Substance Act. Monitor the compliance, effectiveness and side effects of medication and advocate for patients in cases of ineffective treatments. Delegate and supervise ward activities. Ensure the continuity of patient care is maintained through nursing care rounds and hand over. Ensure adequate record keeping is maintained. Provide support, counseling and crisis interventions when needed. Manage the department efficiently and cost effectively. Manage PMDS of subordinates. Management of complaints.

**ENQUIRIES**: Ms O.A. Mokoe

**APPLICATIONS**: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

**NOTE**: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**: 23 April 2021

**POST 12/102**: CLINICAL NURSE PRACTITIONER (PHC) REF NO: TDHS/A/2021/28 (X1 POST)

**Directorate**: Nursing

**SALARY**: R383 226 – R444 276 per annum (Plus Benefits)

**CENTRE**: Tshwane Health District Clinical Forensic Medical Centres

**REQUIREMENTS**: Matric/Grade 12 and basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse plus a post basic nursing qualification (PHC) accredited with SANC in terms of notice no. 212 plus a post-basic qualification in Clinical Forensic Medical Services. Proof of current registration with SANC, a minimum of 4 years
appropriate/recognizable experience in nursing after registration as a professional nurse with SANC; preferably in Clinical Forensic Medical Services.

**DUTIES**: Overall provision of quality and patient-centred care as follows: Provide expert forensic nursing consultation, maintain confidentiality and compassion at all times, manage the survivor’s emotional trauma, collect blood, tissue, semen and other samples as may be necessary, evaluate and accurately document patients’ wounds and/or injuries, request laboratory tests and interpret the results, conduct forensic photography where indicated, properly handle all evidence gathered, liaise between healthcare and legal systems, attend mandatory forensic nursing, participate in training, research, supervision and management of students and junior nurses, testify in court as an expert witness using gathered evidence, gather pertinent evidence from victims and suspects, demonstrate an understanding of nursing legislation and related frameworks, valid driver’s license is essential, render comprehensive clinical nursing practice services determined by the health facility, maintain own professional growth and ethical standards, ensure and oversee the effective utilisation of resources, ensure the implementation of the National Regulated Norms and Standards and Batho Pele principles, Manage the center independently and ensure compliance to professional and ethical practice.

**ENQUIRIES**: Ms. Sr P Mahlakoana Tel No: (083) 300 3194

**APPLICATIONS**: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, 1ST Floor Reception.

**NOTE**: Applications must be submitted on Z83 form, obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of copy.

**CLOSING DATE**: 23 April 2021

**POST 12/103**: MIDDLE MANAGER: PATIENT ADMINISTRATION REF NO: EVRH/2021/05

Directorate: Administration
Re-Advert

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

**CENTRE**: Edenvale Regional Hospital

**REQUIREMENTS**: Minimum requirements: Matric plus three-years National Diploma/Degree (NQF level 6/7) in Public Management Administration/Business Administration or any relevant equivalent qualification (NQF level 6/7) with 2 to 5 years proven experience in Patient Administration. Three (3)-years’ experience should be at supervisory level (Chief Admin Clerk / Admin Officer Level 7/8/9 in Hospital Administration environment. Experience in managing people and projects with the ability to plan strategically. Computer literacy: Microsoft Office applications i.e. Word, Excel, Power Point and Outlook. In-depth knowledge of PAAB/MEDSAS and Hospital Information System will be an added advantage. Knowledge, Skills, Training and Competencies Required: Good knowledge and understanding of the policies and procedures governing patients’ administration in the public sector. Understanding of current Patient Affairs / Administration with specific reference to both Outpatients and Inpatient Management. Ability to make progressive decisions and work under pressure. Ability to exercise good judgement and discretion in applying and interpreting departmental policies and procedure and develop unit Standard operating procedures. Proactive approach to problem solving and ability to prioritize issues and other work-related matters and to comply with timeframes. Ability to translate strategic objectives into practical planning framework. Must have an eye for detail, high level of reliability and ethics, commitment to work beyond the call of duty, Relate well to a diversity and range of stakeholders.

**DUTIES**: Manage the following areas to ensure efficiency and cost effectiveness: Patient Administration, Ward clerks, Medical Records, Mortuary Services, Porter and Kit room. Ensure that patient registrations are carried out correctly and accurately. Implementation of integrated Lean management philosophy into the hospital’s mandate, guidelines, or policies. Ensure efficient and effective booking system throughout the clinical business unit. Continuously provide report related to Patient Administration. Monitor generation of revenue in accordance with Public Finance Management Act and other relevant policies. Develop Patient Administration standard operating procedures and ensure that they are implemented effectively. Ensure compliance with all statutory regulations and policies. Assist in ensuring that the hospital has appropriate
and effective monitoring systems in place to guarantee value for money and high-quality service. Monitor staff appraisal (PMDS). Train, develop, and monitor staff to improve service delivery. Co-ordinate the drawing of strategic plans, business plans and operational plans in Patient Administration. Ensure that controls are in place to prevent abuse of state properties. Maintain effective and efficient utilization of all allocated resources. Exercise budget and expenditure control in Patient Administration. Ensure effective and efficient cash management of all state monies collected. Contribute as a member of a multi-disciplinary management team towards the effective management of the hospital. Management of budget allocated to sub-programs.

ENQUIRIES
APPLICATIONS
CLOSING DATE
POST 12/104
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
NOTE

ENQUIRIES: Mr. JKA Buthelezi Tel No: (011) 321 6003
APPLICATIONS: The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Human Resource Department: Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Pedestrian Gate (Next to taxi Rank), Modderfontein Road, Edenvale, Closing date is as of below. Those who apply before are welcome to re-apply.

CLOSING DATE: 23 April 2021

POST 12/104: OCCUPATIONAL THERAPISTS GRADE 1 REF NO: PHOLO 2021/03/20 (X2 POSTS)
Dryorate: Mental Health

SALARY: R317 592 per annum (plus Benefits)
CENTRE: Pholosong Regional Hospital
REQUIREMENTS: Appropriate qualification (B Occ. Ther/BSC in Occupational Therapy). Registration with the HPCSA (current proof of registration must be attached). One-year relevant experience after completion of community service. Experience in mental health OT services will be an advantage. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public service Act and Regulations. Good communication, interpersonal, Computer literacy, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Knowledge of various physical conditions and their impact on function, experience in running psychosocial groups, problem-solving capacities, and seating (intermediate and advance recommended).

DUTIES: Provision of Occupational Therapy service to all patients, conducting functional assessments and compiling reports. Work within multidisciplinary team through ward rounds and case presentations, running and managing projects within the unit. Participate in administrative duties including submission of monthly statistics, records of assessments and escalate to management early, attends meetings and give feedback, conduct assessment for issuing of assistive devices. Participating in hospital assessment audits. Participate in health education as per health calendar.

ENQUIRIES: Mrs. C.K Selepe Tel No: (011) 812 5232
APPLICATIONS: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

NOTE: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks: Provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and
Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**: 23 April 2021

**POST 12/105**: PROFESSIONAL NURSE GRADE 2 REF NO: EVRH/2021/06

Directorate: ARV Unit

**SALARY**: R315 963 per annum (plus benefits)

**CENTRE**: Edenvale General Hospital

**REQUIREMENTS**: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum of 5 years appropriate/ recognisable experience in nursing as a professional nurse after registration with SANC. NIMART Certificate is a prerequisite. Have knowledge of HIV/AIDS/STI/TB and computer e.g. Power point, Excel, and Word. Have good interpersonal and report writing skills. Must be willing to work under pressure and to do daily ward rounds.

**DUTIES**: To Responsible to offer Universal test and treat services in the units. HIV counselling and testing in liaison with Community Liaison Officer. Serve as a liaison officer between in patients and ARV clinicians. Provision of on – going adherence counselling with the help of the ARV Social Worker. Initiate stable in – patients on ARV. Follow the process of obtaining medical history, conduct examination including pap smears for patients who test HIV positive. Manage all HIV related non complicated conditions. Use syndromic management approach on those conditions. Do phlebotomy work which includes sending specimen to the laboratory. Interpret results manage or refer accordingly. Track and trace patients who are not yet on ART but has tested positive for HIV, find, and initiate them on treatment. Screen for TB and treat accordingly and then refer to the next level of care. Provision of health education and advice refer to Social Worker for family counselling. Work with multidisciplinary team.

**ENQUIRIES**: Ms. Aphiri Tel No: (011) 321-6021

**APPLICATIONS**: The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale, Closing date is as stated below.

**CLOSING DATE**: 23 April 2021

**POST 12/106**: SOCIAL WORK GRADE 1 REF NO: EVRH/2021/07

Directorate: Social Worker

**SALARY**: R257 592 per annum (plus benefits)

**CENTRE**: Edenvale General Hospital

**REQUIREMENTS**: Bachelor’s degree in Social Work. Minimum 3 years registration with the SACCSSP, proof of 2021 to 2022 registration as a professional Social worker. At least 2 years minimum working experience as a professional Social worker in a Hospital environment.

**DUTIES**: Good knowledge and skills of working in a public sector on psychosocial related services, with patients and families, vulnerable communities women, children, people living with disabilities, the elderly will be an advantage. Good understanding and the ability to implement legislative framework such as the Mental Health care Act 17 of 2005, Children’s Act 38 of 2005, the Bill of rights, HIV/AIDS and substance abuse policies and procedures. The ability to work with other health care professionals/other relevant stakeholders in and outside the Hospital environment. Effective knowledge and skills of NGO and Mental Health Care related placement processes. The ability, skills, and knowledge on processes of conducting family tracing of unknown patients. Competency in psychosocial counselling, report writing per Social Work templates, record keeping and statistics reporting. Effective communication, assessment skills, excellent skills. Advanced computer skills. Candidate must have driver's license.

**ENQUIRIES**: Ms. MV. Sebata Tel No: (011) 321 6019 / 321 6127

**APPLICATIONS**: The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale
hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank).

CLOSING DATE : 23 April 2021

POST 12/107 : SOCIAL WORKER -GRADE 1 REF NO: PHOLO 2021/03/21 (X1 POST)
Directorate: Mental Health

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

DUTIES : Provision of Social work services regarding care, support, protection and development of vulnerable individuals, groups, families and communities through relevant Programs. To render designated outreach service as well as participate in Crises intervention within the District. To perform administrative functions required of the job. Ensure regular Mental Health training in the facilities within the District. Participate in admissions, transfers and placements of users to relevant institutions for rehabilitation, treatment and care.

ENQUIRIES : Mrs. C.K Selepe Tel No: (011) 8125232
APPLICATIONS : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

NOTE : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 23 April 2021

POST 12/108 : HUMAN RESOURCE INFORMATION SYSTEM OFFICER (HRIS) REF NO: REFS/008508 (X1 POST)
Directorate: Human Resources

SALARY : R257 080 - R303 339 per annum (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Grade 12 certificate and proven MS Excel (Advanced), MS Word, Outlook and PowerPoint. Minimum of three (3) years' experience within a similar role. A relevant tertiary qualification or certificates in information systems and experience working in an agile delivery environment will be advantageous. Database Management and statistical analysis essential. Experience in researching and reading data and reports required. Excellent analytical, mathematical, and creative problem-solving skills. Be technological savvy and understand the important HR technologies. Knowledge of the Human resource management/information systems and HR intelligent apps in the public sector. Driver’s licence.
DUTIES: Maintain integrity and reliability of the digital Human Resources System and data. Design and maintain essential workflows within the digital Human Resource Systems and Automate Administration tasks. Evaluate and monitor the performance of the Human Resources Systems and e-HR services. Compile and consolidate Human Resources reports and provide ad hoc reports when required. Support HR Operations with analytics, weekly, monthly and quarterly reports. Oversee Human resource management systems and e-services such as Employee Self-Service, E-recruitment, E-Submissions, Employee document management systems and automated workflow systems. Accurate management of personnel on PERSAL and business unit structures. Analysis of reports and data, correct discrepancies and report to management. Monitor monthly spending on Compensation of employees and grants. Payroll management. Ensure quick and accurate flow of information within HR and the institution. Conduct in-service training on HRIS. Perform other duties as allocated by management.

ENQUIRIES: Ms. O Masangane Tel No: (012) 529 3202
APPLICATIONS: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or Apply online at www.gautengonline.gov.za.

NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Recently certified copies of qualifications, ID copy and a CV must be attached. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.NB: There will be a Microsoft office skills assessment tests.

CLOSING DATE: 23 April 2021. Closing time will be 12h00
POST 12/109: CLIENT LIAISON OFFICER REF NO: REFS/008507 (X1 POST)
Directorate: Quality Assurance

SALARY: R257 508 - R303 339 per annum (plus benefits
CENTRE: Dr George Mukhari Academic Hospital
REQUIREMENTS: Grade 12 with appropriate 1-year higher certificate in a recognized institution in Office Assistant/Administration/ Business Management/ Public Management/Public relations and a minimum of 5 years' experience in health institution. At least a minimum of 3 years of the period referred to above must be experience in Quality Assurance. Knowledge in customer care service programs. Knowledge and understanding of legislative framework applicable to practice in public health facility. Computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint). Presentation skills. The applicant must have ability to interact with diverse stakeholders, health care users and givers. Good communication skills, Report writing skills, Facilitation skills, Problem solving skills, Good interpersonal relations, ability to work under pressure.

DUTIES: Conduct National Core Standards self-assessment. Facilitate the development of QIPs and implementation thereof. Implement customer care programs. Compile and analyze reports of the programs and submit reports on due time. Assist with the management of the patient safety incidents. Manage staff development and performance (PMDS). Manage material resources appropriately. Facilitate training of employees on quality Assurance matters. Communicate with all stakeholders (external and internal customers) about quality assurance matters. Perform any other duties delegated by the supervisor.

ENQUIRIES: Ms. BS Moruapheko, Tel No: (012) 529 3409
APPLICATIONS: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or Apply online at www.gautengonline.gov.za.
NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Recently certified copies of qualifications, ID copy and a CV must be attached. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) Verification, upon appointment within the department. This verification process entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE: 23 April 2021. Closing time will be 12H00

POST 12/110: PROFESSIONAL NURSE GRADE 1 REF NO: PHOLO 2021/03/19 (X4 POSTS)
Directorate: Mental Health Services

SALARY: Grade 1: R256 905 – R297 825 per annum (plus benefits)

CENTRE: Pholosong Regional Hospital

REQUIREMENTS: A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Current registration with SANC. A minimum of 1 year appropriate/ recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 1 year of the period referred to above must be appropriate/ recognizable experience working in Psychiatric unit will be an added advantage. Good communication skills, verbal and written, understanding of Ideal Hospital Realization and Maintenance Framework, able to work under pressure.

DUTIES: Ensure that a safe, therapeutic environment is provided for the patients, staff and public. Provide a comprehensive, quality nursing care as a member of the multi-disciplinary team member, according to identified needs of the patients. These activities include the following: Holistic and comprehensive assessment of voluntary admission, assisted care, emergency mental health care admission, 72 hours’ assessment of involuntary mental health care users, as well as further care treatment and rehabilitation of mental health care users in an acute psychiatric unit according to the Mental Health Care Act of 2002. Identify patients’ needs and formulate, implement and evaluate nursing care interventions that are patient specific. Identification of risk and implementation of preventive measures timeously, e.g. Sedated, suicidal, violent and aggressive patients. Formulate and participate in ward individual and group activities following a structured ward programme in consultation with other members of the multi-disciplinary team. Ensure that psychotropic medication and other treatment are ordered, administered and controlled according to the Medicine and Related Substance Act. Monitor the compliance, effectiveness and side effects of medication and advocate for patients in cases of ineffective treatments. Delegate and supervise staff and ward activities. Ensure the continuity of patient care is maintained through nursing care rounds and hand over. Ensure adequate record keeping is maintained. Provide support, counseling and crisis interventions when needed. Manage the department efficiently and cost effectively. Manage PMDS of subordinates. Management of complaints. Official will be required to work shifts and night duty.

ENQUIRIES: Ms O.A. Mokoena Tel No: (011) 812 5187

APPLICATIONS: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

NOTE: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to
Personnel Suitability Checks (PSC) – Verification (Reference checks - Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 23 April 2021

POST 12/111 : PROFESSIONAL NURSE (GENERAL) REF NO: JUB 07/2021 (X7 POSTS)
Directorate: Nursing

SALARY : R256 905 - R297 825 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Applicants must have a Diploma in psychiatric nursing if qualification is not of Basic R425. Other Skills/ Requirements: Current registration with SANC. Good communication, Report writing, facilitation, coordination, liaison, problem solving with networking skills, information management, planning and organizing. Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal frameworks such as: Nursing Act; Health Act; OHS Act.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, physical and resourceous efficiently and effectively.

ENQUIRIES : Mr J.K Modige Tel No: (012) 717 9358
APPLICATIONS : Application 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, SANC receipt and ID must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determined by 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 : 23 April 2021, Time: 13H00

POST 12/112 : PROFESSIONAL NURSE (GENERAL) REF NO: JUB 07/2021 (X7 POSTS)
Directorate: Nursing

SALARY : R256 905 - R297 825 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Applicants must have a Diploma in psychiatric nursing if qualification is not of Basic R425. Other Skills/ Requirements: Current registration with SANC. Good communication, Report writing, facilitation, coordination, liaison, problem solving with networking skills, information management, planning and organizing. Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal frameworks such as: Nursing Act; Health Act; OHS Act.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in
accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.

ENQUIRIES
Mr J.K Modige Tel No: (012) 717 9358
APPLICATIONS
Application 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, SANC receipt and ID must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determined by 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
23 April 2021, Time: 13H00

POST 12/113
PROFESSIONAL NURSE; GENERAL REF NO: TDHS/A/2021/31 (X1 POST)
Directorate: Nursing

SALARY
Grade 1: R256 905 – R362 865 per annum (Plus Benefits)
Grade 2: R315 963 – R362 865 per annum (Plus Benefits)

CENTRE
Tshwane Health District Clinical Forensic Medical Centers

REQUIREMENTS
Matric/Grade 12 and Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC) accredited with SANC in terms of government notice no 212, with proof of current registration. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC.

DUTIES
Overall provision of quality and patient-centered care as follows: Demonstrate an understanding of nursing legislation and related frameworks. Render comprehensive clinical nursing care across the sphere of Clinical Forensic Services as determined from time to time, which includes but not limited to the following: Collect blood, tissue, semen and other samples as may be necessary, request laboratory tests and interpret the results, conduct forensic photography where indicated and liaise between healthcare and legal systems. Display a concern for patients promoting, advocating proper treatment and care including awareness and willingness to respond to patient’s needs. Maintain own professional growth and ethical standards. Ensure and oversee the effective and efficient utilisation of resources. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Execute other duties as shall be so delegated by the Senior Clinical Nurse Practitioner, Medical Officer and/or Centre Manager

ENQUIRIES
Ms. Sr P Mahlakoana Tel No: 083 300 3194
APPLICATIONS
Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, 1ST Floor Reception.

NOTE
Applications must be submitted on Z83 form, obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of copy.

CLOSING DATE
23 April 2021

POST 12/114
CLIENT INFORMATION CLERK REF NO: TDHS/A/2021/34
Directorate: Health Information Management

SALARY
R173 703 per annum (Level 05)

CENTRE
Tshwane District Health Services

REQUIREMENTS
Grade 12 Certificate or equivalent relevant qualification plus 2 or more years experience on Web DHIS & Tier.net systems. Certificate in DHIS. Certificate in Tier.net will be added advantage. Other Skills / Requirements: Computer Literacy with an understanding of Ms Word, Excel, Access and

**DUTIES**
Ensure timeous data submission from facilities. Capture data within set time frame. Effective usage of all information data bases (Web DHIS and Tier.net). Validate data and follow up on data corrections and outstanding data. Provide feedback to facilities and programme managers. Generate reports from Information Systems as required. Handling data queries. Administrative duties. Conduct Facility Support visit and give Technical Support to facilities.

**ENQUIRIES**
Ms Portia Mothibi Tel No: (012) 451 9286
Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**APPLICATIONS**
Applications must be submitted on New form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

**CLOSING DATE**
23 April 2021

**POST 12/115**
STAFF NURSE REF NO: TDHS/A/2021/33 (X2 POSTS)
Directorate: Nursing

**SALARY**
R171 381 – R192 879 per annum plus benefits

**CENTRE**
Tshwane Health District Clinical Forensic Medical Centres

**REQUIREMENTS**
Grade 12/Matric with two year Enrolled Nurse certificate that allows registration with the South African Nursing Council (SANC) as Enrolled Nurse. Proof of current registration with the South African Nursing Council as Enrolled Nurse. Experience as a Nurse in Clinical Forensic Services will be an added advantage. Good communication skills, basic writing skills, ability and good interpersonal skills. Knowledge of nursing care processes and procedures, Excel in Quality Assurance, Patients Experience of Care, Patients’ Safety, Infection Prevention & Control and other relevant legal framework. Good ethical practice and caring attitude.

**DUTIES**
Ensure safe, effective and quality-laden clinical nursing practice for survivors of sexual assault, domestic violence amongst others. Ensure effective implementation of Standard Operating Procedure (SOP) relevant and applicable to Clinical Forensic Services. Ensure that the Nursing Standards with regards to Clinical Forensic Services are upheld and maintained. Ensure effective communication according to hierarchy. Ensure efficient utilisation of resources. Demonstrate basic understanding of nursing procedures. Demonstrate basic understanding of the legislative framework, protocols, policies governing the Public Service. Participate in implementation of Ideal Health Facility realisation. Maintain professional growth /ethical standards and self-development. Execute other duties as shall be so delegated by the Senior Clinical Nurse Practitioner, Medical Officer and/or Centre Manager.

**ENQUIRIES**
Ms. Sr P Mahlakoana Tel No: 083 300 3194
Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, 1ST Floor Reception.

**APPLICATIONS**
Applications must be submitted on Z83 form, obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of copy.

**CLOSING DATE**
23 April 2021

**POST 12/116**
CLEANING SUPERVISOR REF NO: ODI/26/03/2021/01

**SALARY**
R145 281 per annum (plus benefits)

**CENTRE**
ODI District Hospital

**REQUIREMENTS**
Grade 12 minimum of 5 years’ experience as a cleaner in public hospital, ability to plan, organize, do inspection, and evaluate performance. Be prepared to work shifts including weekends and public holidays. Motivation must be attached as a proof of working experience.

**DUTIES**
Supervising cleaners and do allocation of staff, monitor, and evaluate work performance in the sections, ordering and receiving of stock. Ensure adequate supply of all cleaning materials and cleaning equipment, provide guidance and training to cleaners. Ensure all checklists are completed. Allocate personnel accordingly and monitor their attendance register. Managing absenteeism. Make risk terms of assets and inventory control for cleaning section. Discipline and implement appreciate procedures. Manage employee’s performance
evaluation (PMDS). Preform all Administrative functions. Knowledge of occupational health and safety and infection control practices. Be actively involved in budgetary control and saving measures. Take responsibility of waste management in collaboration with the infection control coordinators. Ensure compliance to the ideal hospital.

**ENQUIRIES**  :  Ms TR Mahlangu  
**APPLICATIONS**  :  Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

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

**CLOSING DATE**  :  23 April 2021

**POST 12/117**  :  **DRIVER REF NO:** TDHS/A/2021/35 (X2 POSTS)  
**Directorate:** Admin & Logistics

**SALARY**  :  R145 281 – R171 138 per.annum (Level 04)

**CENTRE**  :  Tshwane District Health Services

**REQUIREMENTS**  :  Grade 10. One (1) to three (3) years’ experience in driving / messenger services. A valid Code 10 (C1) driver’s license with PDP. (Attach certified copy). Ability to work independently with the team. Willingness to work and travel irregular hours. Knowledge of OHS Act and Infection Control Guidelines

**Other Skills / Requirements**  :  Good written and verbal communication skills

**DUTIES**  :  Transportation of equipment, patients and officials within the District. Deliver and collect official documents when requested. Take vehicle for service/repairs. Keep record of oil, fuel receipt and other admin documents. Assist with loading and offloading of goods, Collect and deliver post and parcels on a daily basis at the post office. Keeping the vehicles clean and in good condition.

**ENQUIRIES**  :  Mr LM Seshoka  
**APPLICATIONS**  :  Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE**  :  Applications must be submitted on form New Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

**CLOSING DATE**  :  23 April 2021

**DEPARTMENT OF ROADS AND TRANSPORT**

**CLOSING DATE**  :  23 April 2021

**NOTE**  :  All shortlisted candidates will be subject to pre-employment screening (vetting); and may be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the link: https://www.thensg.gov.za/trainingcourse/sms-pre-entryprogramme/. Following the interview, it is mandatory that the recommended candidates undergo a generic managerial competency assessment in compliance with the DPSA Directive. All shortlisted candidates will be subjected to security vetting and they will have to disclose her/his financial interest. Preference will be given to women and Persons with disabilities. All applications and supporting documents (completed, initialed and signed Z83 form, certified copies of educational qualifications, driver’s license and Identity Document) must be delivered: to Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or post to P.O Box X83, Marshalltown, 2107. Applications received after the closing date will be disqualified. Certified copies must not be older than six (6) months. Applications received after the closing date will be disqualified. Errors and omissions will be rectified. The Department reserves the right not to fill the position.
MANAGEMENT ECHELON

POST 12/118: DEPUTY DIRECTOR-GENERAL: ROADS INFRASTRUCTURE REF NO: REF/008518 (X1 POST)
Branch: Roads Infrastructure

SALARY: R1 521 591 per annum (all-inclusive remuneration package). The department will determine the final salary offer based on proven years of experience and post qualification.

CENTRE: Johannesburg

REQUIREMENTS: Bachelor’s Degree or equivalent, in Civil Engineering, or Project Management in the construction / built environment, or Built Environment at NQF Level 8. Professional registration in the built environment in of the fields listed above. Post degree training courses in Strategy and General Management will be an added advantage. A minimum of 8-10 years working experience in transport or infrastructure field of which 5 years should be at Senior Management level. Proven / evident successful infrastructure planning capability or experience. Proven / evident successful operational and process management within public or private sector. Track record in formulating and managing strategic plans, business plans, project budgets, and in project management. Advanced or superior understanding of institutional governance systems and performance management. An understanding of the Government regulatory frameworks and policies governing transport and roads, and public finance. A valid driver’s license.

DUTIES: Manage strategies and frameworks for provincial transport infrastructure. Manage the development and implementation of provincial transport infrastructure programmes and projects. Manage geometrics and structures designs, survey and land acquisitions, for provincial transport infrastructure. Manage provincial traffic engineering services. Manage provincial multi-year roads construction programme and projects. Manage routine, planned and emergency road maintenance. Manage and protect transport infrastructure assets. Manage information management systems for transport infrastructure. Maintain technical relationships with the Gauteng Transport Authority (GTA), South African National Roads Agency Limited (SANRAL), Gautrain Management Agency (GMA), g-Fleet Management, and municipal roads entities / agencies within Gauteng. Manage the human and financial resources in line with applicable relevant prescripts. Build and provide the Branch with the agility to take on new or changing mandates, and the evolving transport infrastructure needs.

ENQUIRIES: Ms. Mbali Mbatha, Director: HR Planning and Administration Tel No: (011) 355-7026/7492

POST 12/119: CHIEF DIRECTOR: PUBLIC TRANSPORT SERVICES REF NO: REF/008519 (X1 POST)
Branch: Transport Services

SALARY: R1 251 183 per annum, (All-inclusive salary package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE: Johannesburg

REQUIREMENTS: B Com Degree in Transport Management or Transport Economics, B.Eng/ Bsc Civil or Industrial Engineering or equivalent qualification (NQF level 7) as recognized by SAQA; plus training and courses in management practices relevant to the key roles. Masters in Transportation or Operations Management will be an added advantage. A minimum of 5 years’ senior management experience within the public transport environment. Knowledge of public transport services. Knowledge of and experience in: Government regulatory frameworks and policies governing public transport and roads; Engineering Professional Act; Gauteng Infrastructure Act 2001; National Transport Land Act 2009; National Roads Traffic Act; Relevant Legislation and Public Service Regulations; Financial Management; Analytical thinking; Change Management; Project Management; Policy Development; Planning and Organising. Nyukela SMS Pre-entry certificate.

DUTIES: Manage public operations; Develop and implement public transport policy and priorities in Gauteng; Contribute to development of national policy, legislation and priorities; Promote transformation of public transportation industry; Manage modal integration and special projects; Provide strategic leadership to
the Chief Directorate; manage the resources of the component and perform
generic management functions.

ENQUIRIES: Ms. Mbali Mbatha, Director: HR Planning and Administration Tel No: (011) 355-7026/7492

POST 12/120: DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/008517 (X1 POST)
Branch: Financial and Management Accounting

SALARY: R1 057 326 per annum, (All-inclusive salary package). The package includes
a basic salary (70% of package), and a flexible portion that may be structured
in terms of the applicable guidelines.

CENTRE: Johannesburg

REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in
Accounting/Economics/Public Finance or equivalent qualification. A minimum
of 5 years’ relevant experience at a middle/ senior management. Experience
in Public Service and Registration with the Institute of Professional
Accountants will be an added advantage. Knowledge: In-depth knowledge of
the Public Finance Management Act, the Treasury Regulations and other
related public sector related regulatory frameworks. Thorough knowledge of
accounting systems and software (BAS, MS excel, MS word etc). Thorough
knowledge of accounting methodologies, principles and standards applicable
to the public sector. Skills: A dynamic, self-motivated professional with well
developed, proven leadership skills. The ability to work under pressure and
willingness to work long hours as may be required. Strong finance acumen.
Strong computer literacy skills. Sound interpersonal relations. Effective
communication both written and verbal. Problem-solving, decision making and
analytical skills; Change Management; Project Management; Policy
Development; Planning and Organising. Nyukela SMS Pre-entry certificate.

DUTIES: Oversee the process of the Departmental expenditure and revenue and ensure
it is properly undertaken and in compliance with the PFMA. Ensure compliance
to financial timeframes and minimize payments delays in line with the PFMA
and Treasury Regulation prescripts. Oversee the proper operations of the
Directorate and ensure the departments objectives in respect of finance related
services are met at all times including the attainment of a clean audit outcome.
Oversee the reconciliation process for creditors file, ledger accounts etc. are
performed properly. Analyse financial ledger records and ensure that
discrepancies identified are corrected by reviewing expenditure and revenue
reports extracted from financial system (BAS). Compilation of monthly and
quarterly reports for PFMA compliance. Ensure interdepartmental receivables
and payables are confirmed timely. Compilation of monthly, quarterly and
annual financial statements in line with National Treasury guidelines and
PFMA. Manage month and year-end financial processes. Clear suspense
accounts on a monthly basis. Oversee the proper control over Petty Cash
process. Oversee the proper reconciliation of Travel and Subsistence advance
and claims. Perform monthly reconciliation of revenue accounts. Ensure the
proper maintenance of filing system for all payments, revenue and journals etc.
Development and implementation of financial policies, directives and circular
and ensure adherence to Financial Delegations. Manage debt book of the
Department. Respond to internal and external audit queries in respect of
Financial Accounting. Development and implementation of control measures
to minimize internal control weaknesses identified by the Auditor-General,
Internal Audit and Risk Management Directorate. Assist the Finance Branch to
ensure that financial matters raised in audit reports are adequate resolved and
do not reoccur. Manage the implementation of the directorate’s audit action
plan and risk management plan. Interpret and apply financial directives and
policies. Plan, budget and exercise control over financial activities of the
directorate. Ensure the proper implementation of recommended solutions
regarding the Departmental Systems and processes to improve Departmental
efficiency. Assist in the Administrative support to all Responsibility and Line
Managers on all aspects of functional areas. Ensure the continuous
development of quality improvement of Subordinates. Liaise on administration
matters with other Departments, the Public and Service providers. Ensure that
the financial queries by service providers, stakeholders as well as departmental
clients are attended to their satisfaction.

ENQUIRIES: Ms. Mbali Mbatha, Director: HR Planning and Administration Tel No: (011) 355-7026/7492
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|             | DIRECTOR: REGISTRATION AND MONITORING REF NO: REFS/008520 (X1 POST) |}
|             | Branch: Transport Services |}
| SALARY      | R1 057 326 per annum, (All-inclusive salary package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines |}
| CENTRE      | Johannesburg |}
| REQUIREMENTS| LLB/BCom Law degree or equivalent qualification (NQF level 7) as recognized by SAQA with extensive experience in transport, plus training and courses in management practices relevant to the key roles. A minimum of 5 years' experience at a middle/senior management level within the public transport environment. Experience or knowledge of registration of operators for all modes of public passenger road transport. Knowledge of and experience in: Government regulatory frameworks and policies governing public transport and roads; Gauteng Infrastructure Act 2001; National Transport Land Act 2009; National Roads Traffic Act; Relevant Legislation and Public Service Regulations; Financial Management; Analytical thinking; Change Management; Project Management; Policy Development; Planning and Organising. Nyukela SMS Pre-entry certificate. |}
| DUTIES      | Manage projects for the registration of public operators; Administer projects for the registration of public transport road associations and operators for all Regional Offices; Manage the monitoring and overseeing of the registration office; Strive towards minimizing public transport conflicts for all modes; managing and monitoring of democratization of all public transport associations; Manage the resources of the component and perform generic management functions. |}
| ENQUIRIES   | Ms. Mbali Mbatha, Director: HR Planning and Administration Tel No: (011) 355-7026/7492 |}

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