ANNEXURE N

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

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

ERRAUM: Kindly note that the following post for Pholosong Hospital: was advertised in Public Service Vacancy Circular 12 dated 09 April 2021. The Salary notch have been amended as follows R713 361 (All-inclusive remunerative package) with Ref No: PHOLO 2021/03/17. The closing date has been extended to 30 April 2021.

OTHER POSTS

POST 14/149: HEAD CLINICAL GRADE 1 REF NO: REFS/ (1POST)
Directorate: Obstetrics and Gynaecology

SALARY: R1 728 807 – R1 834 890 per annum (all-inclusive package)
CENTRE: Tambo Memorial Hospital
REQUIREMENTS: Minimum of 3 years’ experience as a specialist after registration with HPCSA, as a Medical Specialist. MBCHB and Specialist qualification in Obstetrics and Gynaecology. Current Registration with HPCSA. Be able to work commuted overtime.
DUTIES: Co-ordinate all clinical and administration services in the department. Maintain satisfactory clinical, professional, and ethical standards related to these services. Ensure effective and efficient specialist services to contribute to optimal health care. Supervision of and effective utilization of Medical staff. Responsible for training and teaching of Medical Interns, Junior doctors, and students. Assist in the implementation of DOH policies and programmers. Participate in Academic activities in the hospital and in the cluster.
ENQUIRIES: Dr Christofou A Tel No: (011) 898 8320
APPLICATIONS: must be hand delivered to Human Resources department, Tambo Memorial Hospital, cnr Plantation and Railway Road, Boksburg. Alternatively, applications can be posted to Tambo Memorial Hospital Private Bag X 02, Boksburg, 1460; Attention: Human resources department.
NOTE: Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.
CLOSING DATE: 10 May 2021

POST 14/150: MANAGER: MEDICAL SERVICES GRADE1 REF NO: REFS/ (1POST)
Directorate: Medical Services

SALARY: R1 173 900 – R1 302 849 per annum (all-inclusive package)
CENTRE: Tambo Memorial Hospital
REQUIREMENTS: Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2021-2022). A minimum of 3(three) years appropriate experience after registration with HPCSA as a Medical Practitioner. Post graduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver’s license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, Customer management, Leadership, Interpersonal Skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have
knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes) Must be able to work under pressure, cope with high workload and be willing to manage the Hospital after hour.

**DUTIES**: Responsible for the leadership and management of the delivery of Clinical Services to patients referred to the Tambo Memorial Hospital. Participate actively in administrative duties of the Departments. See to it that quality assurance, including clinical audit, is conducted in the Department in line with Ideal Hospital Framework and Lead the Department. Serve as the senior member of the Hospital Executive management team. Actively contribute to the formulation and implementation of the Hospital Operational Plans. Support the Hospital Executive and General Management with the day to day running of the department. Assist the EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of Tambo Memorial Hospital as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Management of personnel performance and review thereof, (Contracting, review and final assessment). Report to Office of the CEO. Perform any other duties delegated by the supervisor. Ability to with people.

**ENQUIRIES** : Mr Ndabula Z K O Tel No: (011) 898 8317

**APPLICATIONS** : must be hand delivered to Human Resources department, Room no:122, Tambo Memorial Hospital, cnr Plantation and Railway Road, Boksburg. Alternatively, applications can be posted to Tambo Memorial Hospital, private Bag x 02, Boksburg 1460.Attention Human Resource Department.

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

**CLOSING DATE** : 10 May 2021

**POST 14/151** : MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: CHBAH 396 (1 POST)

Directorate: Nursing: Clinical Support Department (ICU, Theatres and Emergency Unit)

**SALARY** : R949 482 per annum (All-inclusive package)

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

**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. The incumbent must be in possession of a Diploma or Degree in Nursing Administration obtained from a recognized Institution. Registration with the South African Nursing Council for the current year. A valid driver’s license is strongly recommended. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience at management level (as an Assistant Manager). One year post basic qualification in Critical care, Trauma or Theatre). At least six (6) years appropriate/recognition experience in the specialty area after obtaining the one year post basic qualification in the relevant specialty. 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. Must be able to work under pressure.

**DUTIES**: Provide strategic leadership towards realization of both institutional and departmental goals and objectives. Create and maintain a working and learning environment that will foster growth and improvement in nursing practice and health care services. Create and maintain a working inter-professional and multi-disciplinary relationship with nursing and other stakeholders. Coordinate the review of nursing interventions through comprehensive and on-going assessment and risk analysis. Utilize information technology and other information management systems to enhance service delivery. Coordinate the provision of Nursing Education and In-service Education and compliance to nursing practice. Ensure advocacy for the patients, nursing ethos and professionalism. Develop and monitor the implementation of guidelines, programs and regulations pertaining to nursing care. Establish and participate in an inter-professional and multi-disciplinary team for effective and efficient service delivery. Support nursing and health care research to improve the quality of care. Lead the implementation of the National imperatives to improve health services. Ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by Central Hospitals, including the overall management of nursing services (i.e. operational, human resource and finance of the hospital/institution). Realization of ideal hospital. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, midyear review and final).

**APPLICATIONS**: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed will be considered. Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www dpsa.gov.za/documents. Documents to be attached is ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993, CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply

**CLOSING DATE**: 14 May 2021

**POST 14/152**: MIDDLE MANAGER: DEMAND MANAGEMENT REF NO: CHBAH 397 (X 1 POST)
Directorate: Supply Chain Management

**SALARY**: R376 596 – R443 601 per annum (Level 9) (plus benefits)

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

**REQUIREMENTS**: An appropriate bachelor’s degree/National Diploma in Supply Chain Management / Logistic/ Purchasing Management, Financial Accounting and Cost and Management Accounting with at least five (5) years relevant experience in Supply Chain Management of which three (3) years must be at a supervisory level. Knowledge of government Supply Chain Management
Policies and Procedures. Knowledge of the PFMA and National Treasury Regulations and other SCM prescripts. Knowledge of SRM and SAP system. Knowledge of conducting Market Research and Commodity analysis. Working experience in Public Sector procurement, processes, rules and regulations i.e. PFMA, PPPFA, BBBEE, CIDB, Treasury Regulations. Computer competency in MS Office package (MS Word, Ms Excel and MS PowerPoint). Good Communication Skills. Health (hospital) environment background will be an added advantage. A valid driver’s license. The applicant must have a good communication (both verbal and written) skills and strong interpersonal relations. Ability to interact with various stakeholders both internal (end-users) and external stakeholders. Ability to act with tact and discretion. Must have the ability to work under pressure and be a creative thinker.

**DUTIES**

Coordinate, collect and collate information for the annual procurement plan. Assist end users with the development of procurement and demand plans. Consolidate and submission of both demand and procurement plan in line with the Strategic and Operational plans of the institution. Facilitate procurement of construction projects as per the demand and procurement plans. Serve as a member of Bid specification committee. Determine whether a specification for the relevant commodity exists. If not oversee the collection and collation of information and the compilation of specifications/terms of reference. Coordinate review, research, analyse and plan the procurement needs of the department, including but not limited to needs assessment, categorisation of commodities, market assessment and industry analysis, identifying methods of procurement, identifying Preferential Procurement Policy objectives. Ensure that requirements are linked to the strategic objectives and budget. Serve as the coordinator for BSC and Vetting Committee. The successful candidate will ensure that resources required to fulfil the demand needs identified in the departmental strategic planning as well as operational and project plans are delivered at the right time, price, place, and that the quantity and quality will satisfy those needs. Manage and advise the specification committee to ensure compliance to relevant legislation. Monitor compliance and adherence to policies, procedures and processes pertaining to demand management. Good communication skills, Conflict management skills and good interpersonal skills. Management of staff including performance Management Development Systems (PMDS).

**ENQUIRIES**

Ms TTT Ravele Tel. No: (011) 933 0537

**APPLICATIONS**

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

**NOTE**

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

**Closing Date**: 14 May 2021

**Post**: 14/153

**Assistant Director: HRM REF NO**: HRM: 2021-01 (X1 Post)

**Directorate**: Human Resource Management

**Salary**: R376 596 - R443 601 per annum (plus benefits)

**Centre**: Thelle Mogoerane Regional Hospital

**Requirements**: An appropriate recognized three year (3) National Diploma/Degree in Human Resource Management/ Public Administration with 5 years’ experience in Human Resource Management of which at least 3 years on a supervisory level. Extensive knowledge of PERSAL and Knowledge of the Public Service Act, Public Finance Management Act and other legislative prescripts that govern Human Resource Management. Computer literacy (MS Word, MS Excel and PowerPoint), Good understanding of PSCBC resolutions. Skills: leadership, Planning and organizing skills, Problem solving and communication skills (verbal and written) and financial management skills. Ability to work under pressure. Adhere to timelines on projects and Good interpersonal relations.

**Duties**: Manage recruitment and selection processes, Manage salary administration, Manage the administration of all conditions of service and benefits i.e appointments, promotions, transfers, job descriptions, housing allowances, leave administration, management, long service recognition, pension, PILAR, termination of service. Manage and ensure implementation of Performance Management and Development System. Approve and quality assure all mandates and transactions related to appointments, transfers, terminations of service and salary administration. Ensure that Persal related transactions and mandates forwarded to Gauteng Department of Finance (GDF) are captured correctly. Maintain an efficient filing and record keeping system. Maintain and implement grade and pay progression for both the Occupation Specific Dispensation (OSD) and non OSD categories. Attend to audit queries and implement the recommendations. Compile monthly reports. Supervision of subordinates within Human Resource section.

**Enquiries**: B Hlongwane Tel No: (011) 891 7306

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

**Note**: Applications must be filled on a new Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right not to make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fee for applying for posts. Should you be asked for a fee, please let the authorities know.

**Closing Date**: 14 May 2021
POST 14/154: OCCUPATIONAL THERAPIST GRADE 1 (CLINICAL) REF NO: SDHS/2021/31 (X3 POSTS)

Re-advertisement (Applicants that previously applied are encouraged to re-apply)

Directorate: Mental Health Programmes

SALARY: R317 976 – R361 872 Per annum plus benefits

CENTRE: Sedibeng District Health Services

REQUIREMENT: Grade 12. A degree in Occupational Therapy. Registration with the HPCSA (proof of current registration must be attached). One-year relevant experience after registration with the HPCSA as Occupational Therapist. Independent registration with HPCSA. Experience in community 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, IT, 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). Computer literacy is highly recommended. A driver’s license will be an advantage.

DUTIES: Provide an Occupational Therapy service to Mental Health Care Users (Acute and chronic). Execute optimal and evidence based Occupational Therapy intervention for individual and group treatment for in- and out-patients primarily for Psychiatric patients and in all other areas of OT if deemed necessary by the HOD. Administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. Develop own skills and knowledge on continuing basis by participating in regular MDT case discussions, identifying and attending relevant courses, workshops, work groups etc. Plan and implement health awareness campaigns and staff in service trainings. Execute all patients and departmental related administrative tasks including data compilation, stock management, various internal and external meetings and submission of monthly reports. Administer PMDS and evaluation of support staff. Participate in the mentorship and training of community service therapists, OTT and students. Adhere to NCS and other quality assurance requirements. Participate and implement the departmental policy on training and continuous professional development to ensure departmental standards and effective patient service delivery, in line with National Standards.

ENQUIRIES: Mr. N.A Mbele – Tel No: (016) 950 6000

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

NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Sedibeng District Health Services is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Late applications will not be entertained. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE: 14 May 2021

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POST 14/155

OCCUPATIONAL THERAPIST GRADE 1 (NGO GOVERNANCE AND COMPLIANCE) REF NO: SDHS/2021/32 (X1 POST)

Re-advertisement. Applicants that previously applied are encouraged to re-apply.

Directorate: Mental Health Programmes

SALARY
R317 976 – R361 872 per annum plus benefits

CENTRE
Sedibeng District Health Services

REQUIREMENT
Appropriate qualification that allows for the required registration with the HPCSA as Occupational Therapist. Registration with the HPCSA (proof of their current registration to be attached). One-year relevant experience after registration with the HPCSA as Occupational Therapist. Experience in community mental health OT services will be an advantage. Applicant must be in possession of a valid South African driver's license. Additional requirements: Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public Service Act and Regulations. Good communication, interpersonal, IT, 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 seating (intermediate and advance recommended) and running of psychosocial groups.

DUTIES
Provide an Occupational Therapy service to Mental Health Care Users (Acute and chronic). Execute optimal and evidence based Occupational Therapy intervention for individual and group treatment for mental health patients both child and adult. Assist the NGOs to develop programmes for patient rehabilitation, in-service training on psychosocial issues and strengthening liaison with relevant stakeholders. Conduct assessment audits and support to NGOs and Substance Abuse Centre's. Participate in yearly adjudication of Mental Health NGOs. Participate in admissions, transfers and placements of users to relevant institutions for rehabilitation, treatment and care. Perform any other duties delegated by Supervisor. Participating in regular MDT case discussions, identifying and attending relevant courses, workshops, work groups etc. Execute all patients and departmental related administrative tasks including data compilation, stock management, various internal and external meetings and submission of monthly reports. Adhere to NCS and other quality assurance requirements. Participate and implement the departmental policy on training and continuous professional development to ensure departmental standards and effective patient service delivery, in line with National Standards.

ENQUIRIES
Mr. N.A Mbele – Tel No: (016) 950 6000

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

NOTE
The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Sedibeng District Health Services is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Late applications will not be entertained. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
POST 14/156

SOCIAL WORKER GRADE 1 REF NO: SDHS/2021/33 (X3 POSTS)

Re-advertisement (Applicants that previously applied are encouraged to re-apply)

Directorate: Mental Health Programmes

SALARY : R257 592 – R298 614 per annum (plus Benefits)

CENTRE : Sedibeng District Health Services

REQUIREMENT : 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 less than 10 year’s 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 to handle everyday life problems through relevant programs. Assess and treat individuals and families with mental, emotional or substance abuse problems.

To render designated outreach service as well as participate in crises intervention within the District. Assist with assessment audits and support to NGOs and Substance Abuse Centre’s. Participate in yearly adjudication of Mental Health NGOs. 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. Perform any other duties delegated by Supervisor.

ENQUIRIES : Mr. T. Manyekwane – Tel No: (016) 950 6185

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

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered.

Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Sedibeng District Health Services is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Late applications will not be entertained. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 14 May 2021

POST 14/157

SOCIAL WORKER GRADE1 (NGO GOVERNANCE AND COMPLIANCE)

REF NO: SDHS/2021/34 (X1 POST)

Re-advertisement Applicants that previously applied are encouraged to re-apply

Directorate: Mental Health Programmes
**SALARY:** R257 592 – R298 614 per annum (plus Benefits)

**CENTRE:** Sedibeng District Health Services

**REQUIREMENT:** 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 less than 10 year’s 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:**
- Monitor and support the provision of social work services regarding care, support, protection and development of vulnerable individuals, groups, families in handling everyday life problems within the NGOs through relevant programs.
- Assist the NGOs to develop programmes for family preservation, in- service training on psychosocial issues and strengthening liaison with relevant stakeholders. Conduct assessment audits and support to NGOs and Substance Abuse Centre’s. Participate in yearly adjudication of Mental Health NGOs. Perform administrative functions required of the job. Participate in admissions, transfers and placements of users to relevant institutions for rehabilitation, treatment and care. Perform any other duties delegated by Supervisor.

**ENQUIRIES:** Mr. T. Manyekwane – Tel No: (016) 950 6185

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

**NOTE:**
- The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Sedibeng District Health Services is committed to the pursuit of diversity, and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Late applications will not be entertained. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE:** 14 May 2021

**POST 14/158:** HEALTH INFORMATION OFFICER REF NO: SDHS/2021/36 (X1 POST)

**Directorate:** Information Management

**SALARY:** R257 508 – R303 339 per annum plus benefits

**CENTRE:** Sedibeng District Health Services

**REQUIREMENTS:** Appropriate National Diploma/degree with minimum 3 – 5 years’ experience in data management or Grade 12 with minimum 5 -10 years relevant experience in data management. A self-starter who can work independently. Advanced leadership and management abilities. A good track record in DHIS, at least five or more years’ experience with certification. Recommendations - Advanced computer literacy. Analytical and research skills. Good communication skills (written and verbal). Extensive experience in Health Information Systems. Experience in the public-sector management will be an added advantage. Ability to work under pressure. Skills transfer and team orientated. Must be
able to plan, organize and coordinate activities of the section. Leadership skills, planning and organizing skills, problem solving, communication skills, Ability to work under pressure. Good interpersonal skills. Report writing skills. Proven presentation skills.

**DUTIES**

Support and maintenance of all data bases in the health information sub-district office such as WebDHIS, Tier.net and HPRS. Ensure that data processes at all levels are adhered to according to the DMHIS policy. Facilitate/coordinate development, implementation, integration and quality improvement of information system to monitor all data and programme related policies. Produce and generate reports as requested. Manage sub-district data capturers. Support facility staff with Health information related issues. Do facility audits; Facilitate training pertaining to Health Information and Monitoring & Evaluation. Perform all other duties delegated by Supervisor/Manager.

**ENQUIRIES**

Ms. P. Mokoena Tel No: (016) 950 6020

**APPLICATIONS**

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

**NOTE**

The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Sedibeng District Health Services is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Late applications will not be entertained. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**

14 May 2021

**POST 14/159**

**HUMAN RESOURCE CLERK REF NO: ODI/14/04/2021/01**

**SALARY**

R173 703. per annum (plus benefits)

**CENTRE**

Odi District Hospital

**REQUIREMENTS**

Grade 12 with 2 years’ experience in Human Resource Management or a minimum of 3 Years National Diploma/Degree in Human Resource Management with 1-year experience. Sound knowledge of HR Acts, Prescripts-Interpretation and implementation thereof. Good knowledge of PERSAL System and Computer literacy. Excellent communication, writing skill and good interpersonal relations.

**DUTIES**

Conduct Recruitment and Selection process in line with relevant Acts and Policies. Leave Management, capturing of PMDS documents on PERSAL as required by the DPSA. Processing and submission of all HR mandates to GDF as required. Perform all Salary and Personnel related matters. Effective and efficient management of HR administrative aspects. Appointment, transfers, termination, salary administration and management of Conditions of service. Assist with PILIR management and reporting thereof. Management of Overtime. Perform all other relevant duties as delegated by the Supervisor/Manager.

**APPLICATIONS**

Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently updated CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than six months old. Kindly forward your application to: Odi District Hospital,
**ENQUIRIES**: Mr. L.R Skwele Tel No: (012) 725 2460

**CLOSING DATE**: 14 May 2021

**POST 14/160 FOOD SERVICE AID REF NO: CHBAH 399 (X8 POSTS)**

**Directorate**: Human Nutrition

**SALARY**: R102 534 – R120 780 per annum (Level 2) (plus benefits)

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

**REQUIREMENTS**:
- Abet, Grade 10 or equivalent qualification, Ability to read and write and be prepared to work under pressure. Must have sound interpersonal relations. Food Service experience will be added advantage/relevant. Good verbal and written communication skills.

**DUTIES**:
- Perform specific duties regarding receiving, storage, preparation, cooking, dishing up, deliveries, servicing of food, snack and beverages to patients. Loading and offloading food containers/plate from food trolleys. Operate and care for equipment’s and also report broken equipment’s. Responsible for general neatness and hygiene with regards to cleaning tasks. Cleaning fridges, storages and pack stock using FIFO. Empty the dustbins on a daily basis. Work according to duty roster and leave procedures. Act as a messenger when necessary. Perform all general work related to food service as delegated by the supervisor management.

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

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

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

**CLOSING DATE**: 14 May 2021