

**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 are encouraged to apply.*

- APPLICATIONS** : Applicants must apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
/.http://professionaljobcentre.ppg.gov.za
- CLOSING DATE** : 21 May 2021
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (6) 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. The Department will not accept emailed, posted or hand delivered applications.

**OTHER POSTS**

- POST 16/57** : **CONTROL PROVINCIAL INSPECTORS (X4 POSTS)**  
Chief Directorate: Traffic Management
- SALARY CENTRE** : R733 257 per annum. An all-inclusive remuneration package  
Traffic Management Support (Johannesburg Head Office) Ref No: REFS/007162  
Traffic Law Enforcement Services (Eastern Corridor) Ref No: REFS/007164  
Traffic Law Enforcement Services (Central Corridor) Ref No: REFS/007166  
Traffic Law Enforcement Services (Northern Corridor) Ref No: REFS/007167
- REQUIREMENTS** : Matric plus three years National Diploma (NQF Level 6) / Bachelor Degree (NQF level 7) qualification in traffic Law enforcement. 7-10 years of working experience in Traffic Law Enforcement field with 3-5 years' junior management experience. Valid driving License at least a code B. No criminal record or cases pending against you. Knowledge and skills: Manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Drivers fitness inspections. Vehicle fitness inspections. Completion of Law Enforcement documents. Operator fitness inspections. Investigations. Working knowledge of applicable Legislations- Public transport and traffic environment. Records management. Resource management. Customer relationship management. Performance management. Finance management. Conflict management. Projects management. Self-management. Time management. Risk management. Change management. Public information management. Competencies: Planning. Organizing. People management. Service delivery. Communication. Decision making. Results and quality management. Problem solving. Reports writing. Workplace relations. Conflict management. Management. Monitoring and evaluation. Customer management. Innovation/ continuous improvement. Analytical. Negotiation. Initiative. Computer literacy. Project management.

- DUTIES** : Provide effective and efficient leadership; Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs), Provide strategic guidance and leadership to law enforcement officials. Evaluate the activities of the Regional/District Operational plans to ensure strategic alignment with the Strategic plan, budget statements and national and provincial strategies; Co-ordinate the development of standardized operational plans, Monitor and evaluate operational performance of the region to ensure continuous alignment and development, Develop and maintain corrective action on identified problem areas, Research and capture national and international traffic law enforcement best practice, Promote a holistic integrated management approach in terms of support and other functions, Create and facilitate an enabling environment between provincial and local government in respect of traffic law enforcement and ensure alignment across these spheres. Co-ordinate the collection and analysis of regional law enforcement statistics, conduct research, formulate policy and develop new strategies and models to improve service delivery; Ensure that environmental analysis of each Centre is updated on an annual basis and revised on a quarterly basis, develop a monitoring mechanism to co-ordinate law enforcement operations and statistics, Develop provincial policies in terms of operations, public transport, legislation, equipment and prosecutions. Provide strategic leadership and mentoring to regional/district role-players regarding strategies, developments and trends. Manage and co-ordinate human resource processes in the region/district. Manage and co-ordinate the budget process and utilization of facilities, vehicles and equipment of the region/district, Monitor the budget of the region to prevent over/under spending on a monthly basis, Monitor the procurement and utilization of equipment of and services provided to the Centre, Ensure appropriate use of all facilities.
- ENQUIRIES** : Ms Makgopa Evelyn Tel No: 011 689 3726/3845/3941
- POST 16/58** : **DEPUTY DIRECTOR: ROAD SAFETY REF NO: REFS/007169**  
Chief Directorate: Traffic Management
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum. An all-inclusive remuneration package  
: Johannesburg (Head Office)  
: Matric plus three years National Diploma (NQF Level 6) / Bachelor Degree (NQF level 7) or equivalent qualification in traffic Law enforcement. 7-10 years of working experience in Traffic Law Enforcement field with 3-5 years junior management experience in the field of Road Safety. Valid driving License at least a code B. No criminal record or cases pending against you. Knowledge and skills: Relevant legislative and Policy Framework. Knowledge and understanding of Road Safety Plan. Project Management. Strategic planning. PSR and PFMA. Understanding of the strategic plan for the Department. Knowledge and understanding of Departmental strategic priorities and programmes. Record management. Resource management. Customer relationship management. Performance management. Finance management. Conflict management. Projects management. Self-management. Time management. Risk management. Change management. Public information management. Networking. Handling pressure. Diversity. Decision-making. Interpersonal relations. Strategic thinking and planning. Probing. Negotiation. Written and oral communication. Report writing. Presentation and facilitation skills. Public speaking. Competencies: Leadership. Planning. Organising. People management. Service delivery. Communication. Decision making. Results and quality management. Problem solving. Reports writing. Workplace relations. Conflict management. Management. Monitoring and evaluation. Mentoring and coaching. Teamwork. Customer management. Innovation and continuous improvement. Analytical. Negotiation. Initiative. Computer Literacy. Project management. Flexible.
- DUTIES** : Coordinate institutional arrangements for effective implementation of the GSS. Oversee alignment of Road Safety activities within and outside the Department. Oversee the implementation of road safety strategies as per national department (NDoT) directive to schools and the general public. Ensure Public Education through training or road users and communities with the focus on Community outreach programmes, road shows and promotional projects. Ensure training of all Gauteng educators on road safety education. Coordination and management of

Gauteng Pedestrian Management plan with all stakeholders. Provide inputs into the strategic planning of the department. Development of Business plan, Annual Performance plan and operational plan for the sub-directorate. Manage the sub-directorate budget in line with PFMA directives. Effective performance management and capacity building of the sub-directorate. Benchmark for good practice models (International and National). Ensure effective use of assets. Identify and manage risk. Coordinate stakeholder relations with other state departments and law enforcement agencies (LEAs). Provide strategic guidance and leadership to law enforcement officials. Create a leadership environment that is conducive to organizational performance and change (market paradigm shift model). Identify and manage critical issues that affect performance. Manage the capacity to influence others to unleash their power and potential to impact the greater good (visions, mission and values, leadership mode). Promote road safety education for all road users in the province (Safe-4-Life). Oversee effective implementation of Road Safety Plan education. Oversee effective implementation of road safety promotion projects. Facilitate and oversee the inclusion of road safety as part of the life skills curriculum in schools. Ensure road user compliance to road rules. Engage learners in non-formal road safety education. Provision of road safety promotion material and equipment to all users. Identify and engage key stakeholders in road safety promotion initiatives. Establish partnerships with relevant departments, local government etc. to foster mutual relations and pursue common interests. Participation in the communication forum and Law Enforcement Agencies. Recommend disciplinary hearing against any Officer under your jurisdiction who is reasonably suspected of having committed on act of misconduct in the execution of their duties. Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training programme and monitor formal training needs of the unit. Monitor and evaluate operational performance of the region to ensure continuous alignment and development. Ensure the management of Performance Management and Development System as per the approved PMDS policy. Ensure proper record keeping of activities of the centre including minutes of every meeting convened. Compile monthly reports and submit. Attend operational meetings and any other meeting as required by strategic leadership.

**ENQUIRIES**

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

**POST 16/59**

: **CONTROL PROVINCIAL INSPECTOR: COMPLIANCE REF NO: REFS/007171**  
Chief Directorate: Traffic Management

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R733 257 per annum. An all-inclusive remuneration package.  
: Johannesburg Head Office  
: Matric plus three years National Diploma (NQF Level 6) / Bachelor Degree (NQF level 7) qualification in traffic Law enforcement. 7-10 years of working experience in Traffic Law Enforcement field with 3-5 years' junior management experience. Must be in a possession of an Examiner of vehicles Diploma Valid Driving License at least a code B. No criminal record or cases pending against you. Knowledge and skills: Manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Drivers fitness inspections. Vehicle fitness inspections. Completion of Law Enforcement documents. Operator fitness inspections. Investigations. Working knowledge of applicable Legislations-Public transport and traffic environment. Records management. Resource management. Customer relationship management. Performance management. Finance management. Conflict management. Projects management. Self-management. Time management. Risk management. Change management. Public information management. Competencies: Planning. Organizing. People management. Service delivery. Communication. Decision making. Results and quality management. Problem solving. Reports writing. Workplace relations. Conflict management. Management. Monitoring and evaluation. Customer management. Innovation/continuous improvement. Analytical. Negotiation. Initiative. Computer literacy. Project management. Conduct Learner Transport Vehicle fitness.

**DUTIES**

: Provide effective and efficient leadership; Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs), Provide strategic

guidance and leadership to law enforcement officials. Evaluate the activities of the Regional/District Operational plans to ensure strategic alignment with the Strategic plan, budget statements and national and provincial strategies; Co-ordinate the development of standardized operational plans, Monitor and evaluate operational performance of the region to ensure continuous alignment and development, Develop and maintain corrective action on identified problem areas, Research and capture national and international traffic law enforcement best practice, Promote a holistic integrated management approach in terms of support and other functions, Create and facilitate an enabling environment between provincial and local government in respect of traffic law enforcement and ensure alignment across these spheres. Conduct Learner Transport Vehicle fitness. Co-ordinate the collection and analysis of regional law enforcement statistics, conduct research, formulate policy and develop new strategies and models to improve service delivery; Ensure that environmental analysis of each Centre is updated on an annual basis and revised on a quarterly basis, develop a monitoring mechanism to co-ordinate law enforcement operations and statistics, Develop provincial policies in terms of operations, public transport, legislation, equipment and prosecutions. Provide strategic leadership and mentoring to regional/district role-players regarding strategies, developments and trends. Manage and co-ordinate human resource processes in the region/district. Manage and co-ordinate the budget process and utilization of facilities, vehicles and equipment of the region/district, Monitor the budget of the region to prevent over/under spending on a monthly basis, Monitor the procurement and utilization of equipment of and services provided to the Centre, Ensure appropriate use of all facilities.

- ENQUIRIES** : Ms Makgopa Evelyn Tel No: 011 689 3726/3845/3941
- POST 16/60** : **DEPUTY DIRECTOR: ICT GOVERNANCE REF NO: REFS/008743**  
Directorate: Information Communications and Technology
- SALARY** : R733 257 per annum, An all-inclusive remuneration package  
**CENTRE** : Johannesburg (head Office)  
**REQUIREMENTS** : Matric plus 3 years National Diploma in Information Communication Technology (NQF Level 6) or /Bachelor's Degree in Information Communication Technology (Computer Science or Informatics) (NQF level 7). ITIL and CoBIT certificates will be an advantage. 5-7 years' working experience in Information Communication Technology environment with 3 years' junior management experience. A valid code 08/10 drivers license. No criminal record or any cases pending against you. Knowledge and Skills: Knowledge of Corporate Governance of Information Communication Technology, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management. Technical Skills, Problem solving, Communication, Innovative and critical thinking, Monitoring and analytical skills, listening skills, Report writing skills, Customer service and Business performance management.
- DUTIES** : Ensure efficient management of Information Communication Technology Risk and Audit environment. Develop Information Communication Technology policies and monitor implementation as well as compliance. Manage the department's information security through the implementation of tools and techniques. Ensure reliable Information Technology Continuity and backup services for the department's information and data. Manage Information Communication Technology Projects through the implementation of the Information Communication Technology Projects Methodology. Manage the provision of Information Communication Technology Services to both internal and external clients and ensure sound Service Level Management with all external vendors. Manage and monitor Information Communication Technology Budget and Procurement thus ensuring that all procurement is done as per the procurement plans and policies. Ensure sound management of Information Communication Technology Asset as per applicable policies and procedures. Manage all Information Communication Technology Changes as per applicable policies and procedures. Ensure implementation of technology required for Information and Knowledge Management. Provide Information Communication Technology

- representation and support to Departmental Committees and other governance structures.
- ENQUIRIES** : Ms Makgopa Evelyn Tel No: 011 689 3845/3726
- POST 16/61** : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: REFS/008744**  
Chief Directorate: Financial Management Services
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum, An all-inclusive remuneration package  
: Johannesburg (Head Office)  
: Matric plus National Diploma (NQF Level 6) / Degree (NQF Level 7) in Financial Management/ Audit /Accounting/ Risk Management. Applicant must have completed articles, 5-7 years' working experience in government financial administration/ Auditing or Risk environment with 3 years' junior management experience. A valid Code 08/10 drivers license. No criminal record or any cases pending against you. Knowledge and Skills: Knowledge of Departmental policies and procedure, in-depth knowledge of Public service Regulatory Framework, in-depth knowledge of division of Revenue Act, PFMA, Treasury Regulation ,and supply chain Management Framework, delegation of authority pertaining to the department of community safety, understanding of the Department's strategy objectives, and other information management systems, public service budget process, verbal and written communication, organizing/maintaining information, interpreting and evaluating information, customer relations management, communicating information, computer literacy, presentation, problem solving and conflict management, listening and negotiation, teamwork, discipline, report wriing, accounting/mathematical acumen.
- DUTIES** : Monitor that policies and procedures are implemented and updated, regularly evaluate internal control systems and making recommendations on the best possible intervention. Monitor that the systems are in place and functional to prevent unauthorised, irregular, fruitless and wasteful expenditure. Monitor and enforce compliance with laws and regulations through regular assessments and reporting on compliance with laws and regulations. Monitor and review all internal transactions and other audit reports conducted in the department. Review annual audit plans approved by the Audit Committee. Facilitate and ensure an open avenue of communication among the office of the Gauteng Audit Services, Auditor-general, Financial, Senior management and Risk and Audit Committees. Provide report to the Accounting Officer and Chief Financial Officer regularly regarding findings detected during the internal control assessments. Manage resources (Human, Financial, Equipment and Assets)
- ENQUIRIES** : Ms Makgopa Evelyn Tel No: 011 689 3845/3726
- POST 16/62** : **DEPUTY DIRECTOR: FINANCIAL STATEMENT REF NO: REFS/008745**  
Directorate: Financial Management Services
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum. An all-inclusive remuneration package  
: Johannesburg (Head Office)  
: Matric plus a three-year diploma (NQF Level 6) / Degree (NQF Level 7) in Financial Accounting and Reporting or a relevant Finance qualification, must have completed articles, 5-7 working experience in the Financial Accounting and Reporting environment with 3 years' experience in junior management. In-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Accountant General Annual Reporting Framework and related prescripts. In-depth knowledge of the BAS, SAP and PERSAL system, coupled with a proven work record. Valid Code 08/10 drivers license. No criminal record or any cases pending against you. Knowledge and Skills: Technical Knowledge and Skill in Financial Accounting, Departmental Policies and SOP's. Division of Revenue Act, Public Service Act/ Regulations, Project Management, Change Management, People Management, Time Management, Decision Making, Planning, Organising, Conflict Management, Strong Leadership, Innovative, Creativity, Problem Solving, Presentation, Interpersonal Relations, Good verbal and written communication, Computer Literacy.
- DUTIES** : Prepare Annual Financial Statements (including interim statements) and Annual Report input: Draft a work plan for the office in line with the guideline and timelines

as provided by National Treasury and Gauteng Provincial Treasury, Provide draft and final Financial Statements to supervisor/ management for review and input, Provide draft and final Financial Statements to Gauteng Provincial Treasury and Auditor General, Liaise with the Gauteng Provincial Treasury on the review findings of the financial statements and respond accordingly. Liaise with the Auditor-General on the audit of the Department and respond to audit queries for the Department. Compile and provide information to Directorate Corporate Communication for inclusion of financial part, Ensure that the AFS are properly aligned in the Annual Report before printing, Obtain copies of Annual Report for distribution as per guideline provided by Auditor General (Director Corporate Communication distribute part of list), Provide inputs to policies and strategies aimed at improving service delivery: Conduct research to develop best practice; Analyse and interpret legislation and existing frameworks, Ensure the review and development of effective policies. Provide advice and guidance regarding the interpretation and application of policies. Manage allocated resources of the Sub Directorate Activities.

- ENQUIRIES** : Ms Makgopa Evelyn Tel No: 011 689 3726/3701
- POST 16/63** : **DEPUTY DIRECTOR: EXPENDITURE CONTROL REF NO: REFS/008746**  
Directorate: Financial Management Services
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum, An all-inclusive remuneration package  
: Johannesburg (Head Office)  
: A three-year diploma (NQF Level 6) /Degree (NQF Level 7) in Financial Administration or a relevant Finance qualification, 5-7 years' working experience in the Financial Administration with 3 years' experience in junior management. In-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Accountant General Annual Reporting Framework and related prescripts. In-depth knowledge of the BAS, SAP and PERSAL system, coupled with a proven work record. Completed Articles would be an added advantage. No criminal record or any cases pending against you. Code 08/10 drivers licence. No criminal record or any cases pending against you. Knowledge and Skills: Technical Knowledge and Skill in Financial Administration, Departmental Policies and SOP's. Division of Revenue Act, Public Service Act/ Regulations, Project Management, Change Management, People Management, Time Management, Decision Making, Planning, Organising, Conflict Management, Strong Leadership, Innovative, Creativity, Problem Solving, Presentation, Interpersonal Relations, Good verbal and written communication, Computer Literacy.
- DUTIES** : Manage the payment of suppliers effectively and efficiently: Ensure that all invoices received are settled within 30 days of receipts. Ensure that all invoices are approved as per departmental financial delegations. Ensure payment proposals/files are submitted to Gauteng Provincial Treasury timeously for payment processing. Liaise with the Gauteng Provincial Treasury on the payment proposal/files inquiries and respond accordingly. Investigate all invoices older than 30 days and ensure appropriate action taken. Ensure timely provision of reports to preparation of Interim/Annual Financial Statements such as accruals and commitment reports, for disclosure purpose; Manage and report on a monthly basis: National Treasury Instruction 34 - 30 Day Payment Compliance, interdepartmental balances, all irregular, unauthorized, fruitless and wasteful expenditure; Voucher control: Ensure completeness of vouchers; all transactions in the payment register; Manage access and voucher retrieval to voucher control is limited to the responsible officials only; Liaise with the Auditor-General on the audit of the Department and respond to audit queries. Provide inputs to policies and strategies aimed at improving service delivery: Conduct research to develop best practice; Analyse and interpret legislation and existing frameworks, Ensure the review and development of effective policies, Provide advice and guidance regarding the interpretation and application of policies. Manage allocated resources of the Sub Directorate Activities.
- ENQUIRIES** : Ms Makgopa Evelyn Tel No: 011 689 3726/3845/3941

## 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.*

### OTHER POSTS

- POST 16/64** : **CLINICAL MANAGER GRADE 1 REF NO: PHOLO 2020/04/15 (X2 POSTS)**  
Directorate: Office of the CEO
- SALARY** : R1 173 900 - R1 302 849 per annum (all-inclusive package)  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : MBCHB or equivalent, plus current registration certification with HPCSA as a Medical Practitioner. A minimum of 4 years' appropriate experience as a Medical Officer after registration as a medical practitioner. Supervisory experience within a medical domain will be an added advantage. A valid driver's license (code B/EB) is an inherent requirement. Competency and skills in clinical domain: computer literate, sound planning, negotiating and decision-making skills. Ability to analyse information and solve problems. Proficient in MS package (word, excel, out. 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 delivery of clinical services. Manage and supervise all clinical and allied health domains. Ensure the provision of safe, ethical and high-quality patient care and treatment in the hospital. Ensure effective management, implementation and adherence to clinical governance protocols. Conduct patient redress and compile reports for medico-legal cases. Ensure the development and implementation of quality assurance programs in line with the provincial and National Standards. Assist with implementation of ideal hospital realization and maintenance framework in the hospital. Develop, implement and monitor quality improvement plans (QIP). Perform clinical audits and provide support to other departments/ disciplines to ensure effective and comprehensive clinical services regarding patient care and treatment. Lead and 110 drive CPD and M&M programmes. Implement cost containment measures, analyse budget and ensure effective use of resources. Monitor commuted overtime and ensure adherence to RWOPS policy. Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures.
- ENQUIRIES** : Dr A. Mthunzi Tel No: (011) 812 5163  
**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. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at [www.dpsa.gov.za/documents](http://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** : 28 May 2021

**POST 16/65** : **MEDICAL SPECIALIST REF NO: CHBAH 413 (X3 POSTS)**  
Directorate: Radiology

**SALARY** : Grade 1: R1 106 040 per annum (All-inclusive package)

**CENTRE** : Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. No experience.

**DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.

**ENQUIRIES** : Ms.Zukiswa Malunga and Tshidi Mokebe Tel No: (011) 933 8393/0193

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

**CLOSING DATE** : 21 May 2021



<b><u>POST 16/66</u></b>	:	<b><u>MANAGER-PHARMACEUTICAL SERVICES REF NO: REFS/008218</u></b> Directorate: Pharmaceutical
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 089 693 per annum, (All-inclusive Remuneration package) Johannesburg Health District
<b><u>DUTIES</u></b>	:	Qualifications: B.Pharm or equivalent qualification. Registration with the South African Pharmacy Council, as a pharmacist. A minimum of 11 years appropriate experience after registration as a Pharmacist with the SAPC. With appropriate experience in pharmacy management. Knowledge of supply chain management, financial management, HR management and of legislation relating to the provision of pharmaceutical services. Analytical skills and communication skills (verbal and written); problem solving and project management skills. A valid South African driver's license. Computer Literacy. Must be able to work under pressure. Achievement driven and self-motivated. Ability to interact with all key stakeholders within and outside the department. Must be a team player.
<b><u>ENQUIRIES APPLICATIONS NOTE</u></b>	:	Ensure the development of a shared vision and effective strategies for the delivery of efficient, effective and quality pharmaceutical services in the district. Overall supervision of the Regional Pharmacy and PHC/CHC facilities in the district. Promote compliance with all relevant legislation, policies, procedures, norms and standards, and guidelines for the provision of health products and pharmaceutical support in the district. Advise the district management team, programmes and facility management on any matter relating to the provision of pharmaceutical services in the district. Ensure the development and maintenance of relationships with stakeholders, including local communities. Facilitate the efficient and effective management and distribution in the district to ensure their uninterrupted supply at the right place and time and in the right quantity in accordance with the Public Finance Management Act and National Treasury regulations. Providing oversight of inventory management of medicine in facilities in the district in accordance with relevant legislation and national and provincial policies. Support the rational use of health products to facilitate an appropriate response to the burden of disease within the district, in accordance with an integrated clinical services management. Ensuring the establishment and optimal functioning of a district Pharmaceutical and Therapeutics Committee (PTC) and the antimicrobial stewardship Committee (AMS) and pharmacovigilance committee in accordance with the national policies. Support appropriate estimation, costing, budgeting and financial management for medicines in the district Aligning budget formulation and allocation with forecasting and demand planning requirements for the district. Implementing systems for the monitoring and evaluation of the quality of pharmaceutical services to ensure compliance to prescripts of Ideal Clinic, National Core standards, the Auditor general, Pharmacy Act and Medicines Act. Support workforce management for the provision of pharmaceutical services in the district. Facilitating the provision of data upstream from the district to inform analytics and decision making at higher levels. Management of Human Resources and performance management system.
	:	Mrs. R.S Mabyana Tel No: (011) 694-3709
	:	must be emailed to: JhbHealth.District.JobApplications
	:	People with disabilities are welcome to apply. Applications must be filled on a new Z83 form accompanied by a comprehensive signed CV highlighting or stating the requirements mentioned above; and certified copies of ID, qualifications and other documents attached. 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 who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to or not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. Applications If you have not being consulted in three months or more after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed

- to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability.
- CLOSING DATE** : 21 May 2021
- POST 16/67** : **MIDDLE MANAGER: ADMINISTRATION REF NO: CHBAH 414 (X1 POST)**  
Directorate: Logistics
- SALARY** : R733 257 – R863 748 per annum (Level 11), (All-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : National Diploma or Degree in Public Management/Public Administration/Business Management/Administration or Production Management. 5-10 Years' experience in Logistics/Support services Department of which 5 years must be experience as an Assistant Director. A valid driver's license. Computer literate (MS. Word and MS Excel). Hospital Management Skills and experience would be an advantage. Competencies/Knowledge/Skills: Knowledge of the Public Financial Management Act, Public Service Act, Public Service Regulation, Occupational Health and Safety Act, Labour Relations Act, Operations Management Framework and Production Management. Knowledge of the public service systems and procedures. Knowledge of the national and provincial mandates. Knowledge of grievance and disciplinary procedures. Must be a driven and customer focused individual with excellent leadership, planning, organizing, communication (verbal and written), interpersonal relations and conflict management skills. Must have report writing, research, numerical and analytical, project management, presentation, decision making and management skills. Ability to work under pressure, meet deadlines, ability to analyse and interpret financial information. Must have the ability to interpret and present policies and other prescripts. Excellent ability to facilitate and co-ordinate workshops. Ability to interact at strategic level and implement turn-around strategies. Service delivery orientated.
- DUTIES** : Ensure formulation of programmes, project and implementation thereof. Fleet management (acquisition, administration, utilization, care, maintenance and disposal of vehicles). Manage cleaning and waste management services, Porter services, Parking and Accommodation, Registry, Documents Management and Photocopier service. Manage human resources, finance and procurement with relevant prescripts to improve the sub-directorate. Implement Benchmarking to ensure improved outputs. Draft, implement and manage Service Level Agreement. Ensure that resources are in place for service delivery. Manage the budget and supervise human resources and ensure compliance with relevant prescripts and mandates of the Department. Skills development, training and development of staff in the sub-directorate. Liaise with internal clients and external stakeholders. Manage performance development of staff. Develop and implement Guidelines and Standard Operating Procedures (SOP) in the sub-directorate. Adhere to the HR, Finance and SCM policies. Ensure application of Batho Pele principles Reporting of sectional activates and collating of statistics for management reporting and analysis. Compilation and updating of weekly and monthly reports. Compile the Operational Plan, Risk Register, Audit Action Plan and comply to the Ideal Hospital Framework. Perform other related duties as assigned by the Manager. Management of personnel performance (contracting and performance management reviews)."Perform overtime work as and when required.
- ENQUIRIES** : Mr L Van der Westhuizen Tel No: (011) 933 9819
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all

the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor.(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

- CLOSING DATE** : 21 May 2021
- POST 16/68** : **MIDDLE MANAGER: ADMINISTRATION REF NO: CHBAH 415 (X1 POST)**  
Directorate: Facilities Management
- SALARY** : R733 257 – R863 748 per annum (Level 11),(All-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : National Diploma or Degree in Facility Management, Public Management/Public Administration or Business Management/Administration. 5- 10 Years' experience in Facilities Management of which 5 years must be on as Assistant Director Level. A valid driver's license. Computer literate (MS. Word and MS Excel). Hospital Management Skills and experience would be an advantage. Must be able to work under pressure and after hours. Service delivery innovation, research and development. Competencies/Knowledge/Skills: Knowledge of the Public Financial Management Act, Public Service Act, Public Service Regulation, Occupational Health and Safety Act, Labour Relations Act, Operations Management Framework and Facility Management. Knowledge of the public service systems and procedures. Knowledge of the national and provincial mandates. Knowledge of grievance and disciplinary procedures. Must be a driven and customer focused individual with excellent leadership, planning, organizing, communication (verbal and written), interpersonal relations and conflict management skills. Must have report writing, research, numerical and analytical, project management, presentation, decision making and management skills. Ability to work under pressure, meet deadlines, ability to analyse and interpret financial information. Must have the ability to interpret and present policies and other prescripts. Excellent ability to facilitate and co-ordinate workshops. Ability to interact at strategic level and implement turn-around strategies. Service delivery orientated.
- DUTIES** : Compile and implement a facilities management plan for the Hospital. Ensure day-to-day maintenance of buildings. Provide pest control, garden/horticultural services and ensure neatness of the facility. Develop and implement the annual Priority Infrastructure Project (PIP). Manage the provision of office space. Ensure compliance to statutory regulations and policy. Ensure formulation of programmes, projects and implementation thereof. Manage human resources, finance and procurement with relevant prescripts to improve the sub-directorate. Implement Benchmarking to ensure improved outputs. Draft, implement and manage Service Level Agreement. Ensure that resources are in place for service delivery. Manage the budget and supervise human resources. Ensure compliance with relevant prescripts and mandates of the Department. Skills development, training and development of staff in the sub-directorate. Liaise with internal clients and external stakeholders. Manage performance development of staff. Develop and implement Guidelines and Standard Operating Procedures (SOP) in the sub-directorate. Adhere to HR, Finance and SCM policies. Ensure applications of Batho Pele

Principles. Reporting of sectional activities and collating of statistics for management reporting and analysis. Compile weekly and monthly reports. Analyse data, identify gaps and implement remedial measures. Compile the Operational Plan, Risk Register, Audit Action Plan and adhere to the Ideal Hospital Framework. Manage utility accounts i.e. water, electricity and report on monthly basis. Conduct building audits. Attend meetings between FMU and DID (Department of Infrastructure Development). Perform overtime work as and when required. Perform other related duties as assigned by the Manager. Management of personnel performance (contracting and performance management reviews).

- ENQUIRIES** : Mr L Van der Westhuizen Tel No: (011) 933 9819
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/ fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
- CLOSING DATE** : 21 May 2021
- POST 16/69** : **ASSISTANT MANAGER NURSING REF NO: SDHS/2021/05/01 (X1 POST)**  
Directorate: Emfuleni Sub-District
- SALARY** : R614 991 – R692 166 per annum (plus benefits)
- CENTRE** : Sedibeng District Health Services
- REQUIREMENTS** : A basic R425 qualification (i.e. Diploma/Degree) in nursing equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A Post qualification, with a duration of at least a one-year accreditation with the SANC of the specialties in (Primary Health Care or Advanced Midwifery) referred to glossary of terms. A minimum of 10 (ten) years appropriate/recognized experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At-least Six (6) years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in the relevant specialty. At least 3 (three) years of the period referred to above must be appropriate/recognized experience at management level. A

		Diploma/Degree in Nursing Management/Administration will be an added advantage. A valid driver's license is essential.
<b><u>DUTIES</u></b>	:	Coordinate the delivery of comprehensive PHC services within the sub-district according to norms and standards. Liaise with Local Government and community structures regarding service delivery. Ensure quality assurance implementation within the sub-district. Develop a joint sub district plan and operational plan according to strategic objectives with Local Municipality staff. Coordinate all activities within the sub district. Lead the sub district cluster meetings. Work in collaboration with Quality Assurance department to ensure implementation and monitoring of Six-Key Priority Areas. Take part in the Gauteng Turnaround Strategy. Monitor and evaluate the performance of health facilities on National Core Standards and Ideal Clinic Realization and Maintenance. Advocate and ensure promotions, nursing ethics and professionalism. Implement reporting requirements according to formats. Implement Performance Management and Development System. Sign a Performance contract annually.
<b><u>ENQUIRIES</u></b>	:	Ms. D. Ramoloi Tel No: (016) 950 6002
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	21 May 2021
<b><u>POST 16/70</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL STREAM PNA-5 REF NO: REFS/008701 (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R444 276 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Helen Joseph Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. Current Registration with SANC as a Professional Nurse. Minimum of seven (7) years' appropriate / recognizable experience in nursing after Registration as a professional Nurse with the SANC in general nursing. Competencies: Willing to work shifts when need arises Ability to function in a multi-disciplinary setting. Ability to function under stressful situations.
<b><u>DUTIES</u></b>	:	Ensure effective communication within the health setting. Take charge of a ward/unit and ensure smooth running. Implement policies and develop SOPs for the Unit. Supervision and control of all human and material resources and manage costs. Strict control of equipment and budget of the department. Liaise with Hospital management regarding complex issues. Maintain sound relations and team work within the departments. Ensure optimal utilization of personnel in the unit. Ability to deal with labour related matters. Knowledge of DOH policies and

directives. Ensure and have knowledge of Ideal Hospital Realisation and Maintenance Framework. Ensure training needs are met by staff. Quality patient care with prevention of serious adverse event. Programme of skilling staff through in-service and demonstrations. Develop systems to ensure efficient running of the ward. Ensure health value to patients. Conduct PMDS of all staff in the department. Manage and deal with difficult stakeholders. Strict control of equipment and budget of the department. Create a customer friendly environment Maintain and respect the hospital brand statement, vision and mission in all interactions.

**ENQUIRIES** : Ms T.G Baloyi Tel No: 011 489 0896  
**APPLICATIONS** : must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is also a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.

**FOR ATTENTION** : Human resources department  
**NOTE** : Applications must be submitted on Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://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. Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

**CLOSING DATE** : 21 May 2021

**POST 16/71** : **OCCUPATIONAL HEALTH NURSE PRACTITIONER REF NO:**  
**PWH/OHNP/12/21**  
 Directorate: Nursing Department

**SALARY** : R444 276 – R500 031 per annum, (plus benefits)  
**CENTRE** : Pretoria West District Hospital  
**REQUIREMENTS** : Basic R425 qualification i.e. Diploma/Degree in Nursing that allows registration with SANC. Registration with South African Nursing Council as a Professional Nurse. Minimum of 7years appropriate, recognizable experience in nursing after registration as a Professional Nurse. Diploma in Nursing (R425 or equivalent) B-Tech/ in Nursing. National Diploma in Occupational Health Nursing Science and Knowledge and experience of EAP, HIV/AIDS and OHS will be an added advantage. Proof of Current registration with SANC. Must be Computer literate and have a valid driver's license. Knowledge of the Public Service Act and Regulations, EHWP Strategic Framework, the Employment Equity Act, DPSA Directives, Employee Assistance Programme Standards, the Occupational Health and Safety Act as well as PILIR Policy and Guidelines. Sound organizing, planning, presentation and facilitation skills. Counselling, decision making, good communication, crisis and trauma management. Coordination, research and marketing skills. Good interpersonal relations. Conflict resolution and leadership skills.

**DUTIES** : Provide operational and effective management of the integrated Employee Health and Wellness Program which includes the following policy and procedures; Strategy development implementation in line with the Public Service framework pillars. Provide confidential assessments, counselling and follow-up referrals. Identify and maintain relationships with all relevant stakeholders for effective

implementation of the programme. Provide onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service of lifestyle development interventions. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programs to enhance the health and wellness of the employees that will promote, protect and restore employee's health within a safe working environment. Perform Medical Surveillance (which may include clinical examinations, biological monitoring and medical tests and diseases. Management of occupational injuries and TB, HEP B, lost time statistic's and cost data report for safety committee. Inspect facilities, observe operations and activities and investigate health and safety complaints. Ensure that OHS committee meets monthly and compile reports as required.

- ENQUIRIES** : Ms. NL Madiba Tel No: (012) 380 1206
- APPLICATIONS** : All Applications can be delivered to: Pretoria West Hospital, HR Department, 380SytzeWierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
- NOTE** : Applications must be Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent CV specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: If any discrepancies found, services will be terminated with immediate effect.
- CLOSING DATE** : 28 May 2021
- POST 16/72** : **OPERATIONAL MANAGER GRADE 1 (GENERAL NURSING) REF NO: PWDH/OP/08/21**  
Directorate: Nursing Department
- SALARY** : R444 276 – R500 031 per annum (plus benefits)
- CENTRE** : Pretoria West Hospital
- REQUIREMENTS** : Grade12, Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e. Diploma/Degree in nursing as professional nurse plus midwifery). The incumbent must be in the possession of evidence of Current registration with the South African Nursing Council (SANC) as a professional nurse, A minimum of 7 years appropriate and recognizable experience in nursing after registration as Professional Nurse. Basic computer literacy is essential. A valid driver's license. A post basic Nursing administration will be an added advantage. Competence: Leadership, ward management/ward administration, planning, organizing, coordination and communication skills. Ability to take charge and make appropriate Independent decisions. Display empathy for patients, promoting advocacy and Facilitating holistic treatment and care. Knowledge of administrative policies and Guidelines. An understanding of all Nursing Legislation and Health Act.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and evaluation thereof. Provide relevant information to health care users to assist in achieving optimal health care. Maintain constructive working relationships with nursing and other stake holders i.e. Interprofessional and multidisciplinary team work. Participate in the analysis, formulation and implementation of nursing guidelines, practices and standard operating procedures. Manage and monitor proper utilization of resources for human, financial and physical resources. Maintain professional growth and ethical standard and development of self and subordinates.
- ENQUIRIES** : Ms. NL Madiba Tel No: (012) 380 1206
- APPLICATIONS** : All Applications can be delivered to: Pretoria West Hospital, HR Department, 380SytzeWierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
- NOTE** : Applications must be Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent CV specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must

be attached. General information: If any discrepancies found, services will be terminated with immediate effect.

**CLOSING DATE** : 28 May 2021

**POST 16/73** : **PROFESSIONALNURSE-GRADE 1-SPECIALTY IN OPERATING THEATRE NURSING SCIENCE REF NO: PWH/PNST/09/21**  
Directorate: Nursing Department

**SALARY** : R383 226 – R444 276 per annum (plus benefits)  
**CENTRE** : Pretoria West District Hospital  
**REQUIREMENTS** : Basic R425 (i.e., Diploma/Degree in nursing) qualification or equivalent qualification that allows registration with SANC as a professional Nurse. A post basic nursing qualification in Operating Theatre Nursing Science with a duration of at least 1 year, accredited with the SANC. Registration with the SANC as a professional nurse. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. Displays acceptable Professional image and maintain ethical standards. Knowledge of Public servants' code of conduct actively participate in compliance with the NCS, Ideal Health and Batho Pele Principles.

**DUTIES** : Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform all theatre nursing practices in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of theatre nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multidisciplinary team at unit level to ensure good theatre nursing care by nursing team. Work effectively and amicably at all theatre nursing care levels with persons of diverse intellectual, cultural, racial, or religious differences. Able to plan and organise own work and that of support personnel to ensure proper theatre nursing care. Display a concern for patients, promoting advocating, facilitating proper treatment/procedures and care including awareness and willingness to respond to patient's needs requirements and expectations.

**ENQUIRIES** : Ms. NL Madiba Tel No: (012) 380 1206  
**APPLICATIONS** : All Applications can be delivered to: Pretoria West Hospital, HR Department, 380SytzeWierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.

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

**CLOSING DATE** : 28 May 2021

**POST 16/74** : **ASSISTANT DIRECTOR (ICT) REF NO: REFS/008700 (X1 POST)**  
Directorate: Information Communication and Technology Department

**SALARY** : R376 596 per annum plus benefits  
**CENTRE** : Helen Joseph Hospital  
**REQUIREMENTS** : Grade 12 with NQF level 6 tertiary qualification (Degree/ National Diploma in Information Technology). With at least 5 years' relevant experience. Minimum of 3 years' experience in the relevant field as a supervisor will be an added advantage. The following key competencies and attributes are essential: Systems development, Business analysis, Server administration, ICT Security and Risk Management, System analysis, Cisco Network Support, Application Support and Project Management, Service management, General management, and Disaster recovery. Good planning and organizing skills; Excellent communication skills (verbal and written); Good human relations; Ability to meet commitments and produce results; Conflict management skills; Self-assured and confident in own



		abilities; Ability to be calm and level headed under pressure; Willingness to work flexi and shift hours when required. Driver's license essential.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for: Overall management of ICT department including technical, service management, telephone exchange, disaster management, PMDS and human resources. The incumbent will support the departmental and hospital strategic plan and render an effective ICT services to the institution. Management of ICT projects and leading the development of systems in the hospital. Maintain high availability of ICT services including the health information systems, local and wide area network, active directory, transversal systems and all other HJH applications. Use management software to identify and locate faults and problem areas. Business and system analysis duties. Perform server administration, network maintenance and application monitoring. Support system applications used in the various departments of the Institution. Provide support for video, voice and mobile communication services. Establish service desk system and ensure effective client relations. Management of contracts and service level agreements (SLAs) with both internal users and external parties. ICT Governance, Audit, ICT security and disaster recovery including management of backups. Advice on new technology. Supervise and provide skills development to ICT human resources. Training of end-users to ensure that they are kept abreast of technologies employed in the hospital and the department. Responsible for general and financial management of the ICT department. Ensure compliance with Ideal Hospital Realizations and Maintenance Framework.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. CD Mogale Tel No: (011) 489 0571
	:	must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is also a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006
<b><u>FOR ATTENTION NOTE</u></b>	:	Human resources department
	:	Applications must be submitted on Z83 form, obtainable from any Public Service Department or on <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . 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. Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.
<b><u>CLOSING DATE</u></b>	:	21 May 2021
<b><u>POST 16/75</u></b>	:	<b><u>DIAGNOSTIC RADIOGRAPHER GRADE1 (X1 POST)</u></b> Directorate: Allied
<b><u>SALARY</u></b>	:	R317 976 – R361 872 per annum R372 810 – R426 291 per annum R439 164 – R532 959 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Far East Rand Hospital
	:	Minimum educational qualification: Appropriate qualification that allows for the required registration with Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. Current registration with the HPCSA as a Radiographer in Diagnostic. Willingness to manage the general Diagnostic workflow with

knowledge and skills. Willingness to work weekends as required, participate in a 24- hour service delivery while being on call, night duties as per allocation and travel outreach facility if necessary. Physically able to perform the duties required. Competencies (knowledge/ skills): Knowledge of PACS (Picture Archiving and Communication System), RIS (Radiology Information System), HIS (Hospital Information System) as well as conventional radiography would be an added advantage.

**DUTIES** : Assessing patients and their clinical requirements to determine appropriate radiographic techniques. Performing a range of radiographic examinations on patients to produce high quality images. Observing and maintaining contact with patients during their waiting, examination and post examination stay in the department. Assisting in more complex radiological examinations working with radiologists and doctors, orthopaedic staff and surgeons. Providing support and reassurance to patients, considering their physical and psychological needs. Recording imaging identification and patient documentation quickly and accurately and observing protocols to ensure compliance with the Data Protection Act and patient confidentiality. Supervising community service, students and other staff, and delivering appropriate education and training. Understanding and observing health and safety at work and welfare issues, including ionising radiation regulations, to protect yourself and others. Ensuring that equipment is regularly checked for malfunctions and any faults are reported.

**ENQUIRIES** : Mr. K.L Manqele Tel No: 011 812 8372  
**APPLICATIONS** : must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.

**NOTE** : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

**CLOSING DATE** : 21 May 2021

**POST 16/76** : **SOCIAL WORKER REF NO: CHBAH 416**

**SALARY** : R257 592 per annum (Plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Registration Certificate with SACSSP as a Social Worker and proof of current registration. The applicants must be in possession of a valid South African driver's license. Knowledge and understanding of the South African Legislation pertaining Public services. Computer literacy and internship / practicum placement at a Health setting will be an added advantage.

**DUTIES** : Render Social work services with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programs. Attend to any other matter that could result in, or stem from, social instability in any form. Keep up to date with new developments in the social work and social welfare fields. This would, inter alia, entail the following: Study professional journals and publications in order to ensure that cognizance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Undertake first level social work research and development. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job. The applicant should be willing to work in different units of the Hospital as per Rotation cycle.

**ENQUIRIES** : Ms MJ Shingange Tel No: (011) 933 8858

- 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 be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
- CLOSING DATE** : 21 May 2021
- POST 16/77** : **HUMAN RESOURCE OFFICER REF NO: CHBAH 417 (X1 POST)**  
Directorate: Human Resource – Conditions of Service
- SALARY** : R257 508 per annum (Level 07), (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Grade 12 with 3 -5 years' experience in Conditions of Service. Computer literacy (Ms Office). Must have introduction to PERSAL Certificate, knowledge or experience in Persal Systems including Other Remuneration Work (ORW), previously known as RWOPS. Must be able to plan organize and coordinate the activities of the section (conditions of service). Ability to communicate well with people at different levels and from different backgrounds. Sound organization skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative and work independently and in a team. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles and Knowledge of Labour Relations processes. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Must be conversant with all legislation pertaining to Condition of service e.g. BCEA, PSRA, DPSA directives etc. Supervisory experience in conditions of service HR will be an added advantage.
- DUTIES** : Reporting to the Assistant Director. Signing off documents, approving and quality assuring all the transactions relating to conditions of service sent to e-Government are captured correctly. Approving of overtime claim forms, Capturing of ORW applications received on a daily basis. Respond to auditor general responses, keeping data for all health professional receipts submitted and control of payroll

administration and its monthly certification. Compiling weekly stats and monthly reports. Train subordinates in relation to conditions of service policies and procedures. Attend meetings and trainings. Compliance with the Performance management and Development system contracting, quarterly reviews and final evaluation. Management of Human Resource registry and filing room.

**ENQUIRIES  
APPLICATIONS**

: Ms N.D Serobatse and Mr. M. Masetlha Tel No: (011) 933-8736/9044  
: 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 be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of 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**

: 21 May 2021

**POST 16/78**

: **ADMINISTRATION OFFICER REF NO: PHOLO 2020/04/16 (X1 POST)**  
Directorate: Patient Affairs

**SALARY  
CENTRE  
REQUIREMENTS**

: R257 508 - R303 339 per annum (plus benefits)  
: Pholosong Hospital  
: Minimum qualification grade 12 with 3 years' experience as patient admin clerk. Computer literacy. Good reading and writing skills, Basic computer literacy. Must be prepared to work shifts, weekend and holidays. Must have worked at mortuary. Be conversant with PAAB System.

**DUTIES**

: Supervise and ensure De-Registration and billing of mortuary patients from the PAAB System. Ensure Maintaining of all records relevant to Mortuary. Ensure mortuary register is manually maintained and improve on electronic record keeping. Follow up and review all unknown patients. Track and Trace bodies from entry to exit. Retrieve all relevant patient files for accurate record keeping. Submit daily electronic report to relevant authority for Covid-19 statistics. Ensure mortuary Certificate of Compliance is achieved and renew it when required. Address all enquiries relevant to Occupational Health and Safety issues. Address all mortuary related queries from internal and external parties. Report malfunctioning of fridges. Ensure securing of area. Ensure cleanliness of mortuary area and trays. Supervise and oversee staff attendance. Appraise staff and evaluate performance. Discipline when necessary in line with Acts, Policy and Standards. Ensure adherence to the

six quality priorities. Manage correct patient reclassification. Update all unknown patient in the ward. Order necessary stock and stationary for maintaining the mortuary. Oversee the collection and compliance of relevant documents in record keeping for mortuary (BI 1663 etc.). Ensure all records are secure and accounted for.

**ENQUIRIES** : Ms. O.R. Mashiyane Tel No:011 812 5219  
**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** : 28 May 2021

**POST 16/79** : **ADMINISTRATION OFFICER (FMU) REF NO: LCOEC/FMU/01/2021**

**SALARY** : R257 508 per annum (Level 07), (plus benefits)  
**CENTRE** : Lebone College of Emergency Care  
**REQUIREMENTS** : Grade 12 with 10 years' experience in Facility Management Unit or tertiary qualification with a minimum of 2-3 years of experience. Computer literacy (Ms Office). Ability to work under pressure and good communication skills (written and verbal) Good Administrative skills. Understanding of GPG E- Maintenance system. Sound knowledge of Public Service Act, PFMA, PPPFA, SCM, Public Service Regulations, Occupational Health and Safety Act, DID and other relevant prescripts. A valid driver's license.

**DUTIES** : Monitor and control the implementation of maintenance and infrastructure projects in the Institution. Monitoring contractors from appointment to completion date. Plan and execute inspection on contractors' projects (building, electrical and mechanical). Implement facilities condition assessment, prepare and be able to analyse specifications. Facilitate and resolve problems and be able to attend to Facilities Management emergencies. Maintenance, repairs or renovations of the main building and residence. Monitoring of Statutory maintenance performed by DID and signing off invoices with job cards. Arranging and attending Site meetings with DID. Management and record keeping of Day to Day maintenance and budget utilised. Ensure maintenance/service of Generator, Fire Extinguishers and water tank Reservoir. Ensure that air conditioners are in good working condition and serviced as per the SLA with DID. Log calls on the E-Maintenance and make follow up on a regular basis – filing of call for record keeping. Communicate with DID on identified defects and attend to emergencies with DID. Ensure that Pest control and fumigation is done according to Service Level Agreement. Draft reports, memos, presentation, and attend meetings /workshops /forums internally and externally. Monitoring of key register for the main building and residence. Supervision of staff. Performing of PMDS contracting and evaluations.

**ENQUIRIES** : Ms B Ramatsetse Tel No: (012) 356 8000  
**APPLICATIONS** : must be delivered to Lebone College of Emergence Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.

**CLOSING DATE** : 21 May 2021

**POST 16/80** : **LOGISTICAL SUPPORT OFFICER REF NO: LCOEC/SCM/02/2021**

**SALARY** : R257 508 per annum (Level 07), (plus benefits)

**CENTRE** : Lebone College of Emergency Care

**REQUIREMENTS** : Grade 12 with a minimum of 10 years' experience in Supply Chain Management / Degree / Diploma in Supply Chain Management or equivalent Tertiary qualification with a minimum of 2-3 years relevant experience. Sound knowledge of SAP/SRM system (SAP/SRM Certificate). Knowledge of PPPFA, PFMA, Treasury Regulations, SCM, Delegations, stores and other related policies. Problem solving and interpersonal skills. Supervision, Computer literacy. Ability to work under pressure. Good communication & supervisory skills. Valid driver's license.

**DUTIES** : Overall Supervision of stores. Ensure safe keeping of all stock records and reliable filling system. Monitoring of transactions for Goods and Services delivered on SAP. Monitoring transactions on control card VA10 & VA11, ensure adherence to stock level, ensure that outstanding deliveries and verification of transaction are done. Ensure that condemning is done in accordance with Disposal procedure. Management and performing of Demand Plan, Procurement Plan, Action Plan and monthly & Annual Stock takes. Management of Vetting Committee meetings. Approval of Requisitions. Ensuring compliance with Regulations for Vetting Committee meeting, Pre- Vetting meetings, RLS01 – (CSD, EIS, Web Cycles). Monitoring of GRV's captured on SAP/SRM and web cycle as required. Ensure that invoices are cleared for payments on BAS. Monitoring & Management of EIS to ensure compliance for payments of invoices. Performing and compiling of monthly reports, presentations and presenting of reports and presentations to Management and Head Office. Attending and responding to queries from Clients, Internal Control and Auditor General, and all related Procurement functions. Attending of meetings, workshops and forums. Training and Development of subordinates when required. Performing contracting and PMDS evaluations.

**ENQUIRIES** : Ms B Ramatsetse Tel No: (012) 356 8000

**APPLICATIONS** : must be delivered to Lebone College of Emergence Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.

**CLOSING DATE** : 21 May 2021

**POST 16/81** : **ADMINISTRATION OFFICER REF NO: LCOEC/ADM/03/2021**

**SALARY** : R257 508 per annum (Level 07), (plus benefits)

**CENTRE** : Lebone College of Emergency Care

**REQUIREMENTS** : Grade 12 with 10 years relevant experience/ tertiary qualification in Administration with 3 - 5 years relevant experience and must be computer literate (MS Office). Good presentation and communication skills (written and verbal). Knowledge of Public Service Act, Transport circular - Logistics, PFMA, Treasury Regulations / Instructions, Archives Act. Knowledge of HPCSA Regulations, Student Affairs, and understanding of Library procedures. Ensure compliance with SCM, HR, Finance and Administration. Good planning, Project Management, Coordinating and analytical report writing skills. Must be able to work under pressure and independently. Strong Supervisory and Communication skills. Valid driver's license.

**DUTIES** : Ensure that College Administration is in line with HPCSA Regulations and SOP; serve as a Quality Assurance Controller and Internal Control Auditor for College Administration tasks related to all programs, and Response to auditing for internal compliance. Providing support to Academic staff, HR, Finance, SCM, Reception and Students Affairs related to internal Administration. Implement and control proper management of documents (Record Management & Archiving) i.e. certificates locked in the safe and allowing only authorized personnel access to Archives Registry and the safe and that this is well monitored. Ensure that the submission of HPCSA forms & Reports are in line with requirements and Procedures as stipulated by College Management and HPCSA Requirements. Assist with Intake and registration of students. Attend meetings / workshops/forums (internally and externally) and provide guidance and advice to Management and staff. Supervision of staff dealing with Transport and

Administration. Able to liaise with internal and external stakeholders. Assist in all related Fleet, Administration and Quality Assurance Control matters assigned by College Management. Management of Higher Education Institution Administrative duties and functions. Conduct Committee/ section meetings and keep record and minutes for these meetings including those assigned by College Management. Drafting of submissions / letters and memos. Training and Development of subordinates when required. Performing Contracting and PMDS evaluations.

**ENQUIRIES** : Ms B Ramatsetse Tel No: (012) 356 8000/8098  
**APPLICATIONS** : must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.  
**CLOSING DATE** : 21 May 2021

**POST 16/82** : **HUMAN RESOURCE OFFICER REF NO: LCOEC/HRO/06/2021**

**SALARY** : R257 508 per annum (Level 07), (plus benefits)  
**CENTRE** : Lebone College of Emergency Care  
**REQUIREMENTS** : Grade 12 with 10 year's Human Resource Management experience OR Degree/National Diploma in Human Resource Management or Equivalent Qualification with a minimum of five (5) years' experience. Computer Literacy (MS Office). Must have knowledge and experience in Persal Systems (Persal certificate). Supervision skill, Ability to work under pressure and good communication skills (written and verbal). Excellent Administrative skills (Planning Organizing and Coordination Sound knowledge of Public Service Regulations, Public Service act, Occupational Health and safety act, PFMA and Knowledge of OSD policy, PMDS and other relevant Public Service Prescripts. A valid driver's license.

**DUTIES** : Supervision of Staff. Effective and Efficient Implementation of Human Resource Management Administration such as Appointments, Transfers, Service terminations, Housing Allowances, Salary Administration Management, Leave Administration Management, Performance Management and Development Systems, Coordination of Training and Development of staff i.e. Student bursaries and Internship. Facilitate Recruitment and Selections processes. Injury on duty, PILIR, Ensure safekeeping and filing of HR related documents. Adhere to confidentiality Policy, provide guidance and advice to all relevant stakeholders, attending to enquiries from staff and Management. Provide advice and assistance to other Sectional Managers and staff regarding all HR functions. Attending meeting / workshops/forums. Writing of Submissions, memos, reports and presentations. Training and Development of Subordinates. Ensure that Quality Assurance is adhere to in HR. Performing Contracting and PMDS evaluation of subordinates. Appointment letters for Committee Panel members and to monitor Committees. Assisting SCM and Finance with costing For Compensation of Employees.

**ENQUIRIES** : Ms TV Steinhobel Tel No: 012 356 8000  
**APPLICATIONS** : must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.

**CLOSING DATE** : 21 May 2021

**POST 16/83** : **PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) REF NO: PWH/PN/11/21 (X2 POSTS)**  
 Directorate: Nursing Department

**SALARY** : R256 905 (Min) – R297825(Max) per annum (plus benefits)  
**CENTRE** : Pretoria West District Hospital  
**REQUIREMENTS** : Grade 12 plus basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. Current registration with SANC as a Professional nurse must be available. Candidates are expected to have the recognizable applicable experience as determined by the OSD in terms of the different grades. Know nursing care processes and procedures, nursing statutes and other applicable legislations. The candidate must be computer literate, have good communication

- skills, both verbal and written and able to work in a team. Candidate must have good ethical practice and a caring attitude. Manage workplace discipline and have an in-depth knowledge and understanding of the National Core Standards and ideal hospital Framework, Batho Pele principles, Ministerial Priorities and Patients' rights.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Perform a clinical nursing practice in accordance with the nursing standards as determined by the Health Facility. Promote quality of nursing care as directed by the professional Scope of practice and standards as determined by the relevant health facility. 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, cooperatively and amicably with people of diverse intellectual, cultural, racial or religious differences. Be able to plan and organize own work and support other personnel to ensure quality nursing care. Display caring attitude towards patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations. Be supportive to the manager to achieve the goals of the unit and that of the hospital.
- ENQUIRIES** : Ms P Dhlamini Tel No: (012) 380 1207
- APPLICATIONS** : All Applications can be delivered to: Pretoria West Hospital, HR Department, 380SytzeWierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent CV specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: If any discrepancies found, services will be terminated with immediate effect.
- CLOSING DATE** : 28 May 2021
- POST 16/84** : **HUMAN RESOURCE CLERK REF NO: CHBAH 418 (X2 POSTS)**  
Directorate: Human Resource – Conditions of Service
- SALARY** : R173 703 – R204 612 per annum (Level 05), (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Grade 12 with no experience. Computer literacy (Ms Office). Knowledge of the acts that are governing Human Resources in the public service and the ability to interpret them. Knowledge of the Human Resource administration processes. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within Human Resource Department. Knowledge of Regulations and the Legislative framework related to Personnel Administration and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** : Full administration duties, functions and practices in the following areas within Human Resource: Service benefits (Promotions, Transfers, Service termination, leave management). Capturing of overtime claim forms for the institution. Receiving overtime claim forms monthly within the stipulated time frame. Check and ensure that mandates sent to Gauteng Department of Finance are captured timeously and correctly. Attend to HR related enquiries and audit queries. Record, organize, control, store, and retrieve information. Ensure safekeeping of documents and filling of all related documents. Attend meetings and trainings as approved by supervisor. Maintain of user-friendly office. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).



- ENQUIRIES** : Ms N.D. Serobatse and Mr. M. Masetlha Tel No: (011) 933-8736/9404
- 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 be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
- CLOSING DATE** : 21 May 2021
- POST 16/85** : **SECRETARY REF NO: CHBAH 419 (X1 POST)**  
Directorate: Human Resource Management
- SALARY** : R173 703 – R204 612 per annum (Level 05), (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Grade 12 with no experience. Computer literacy (MS Office). Secretary qualification will be added as advantage. Ability to communicate well with people at different levels and from different backgrounds. Sound organization skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Minute taking and document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative and work independently. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo speed test and Medical surveillance as an inherent job requirement.
- DUTIES** : Screen, transfer calls and handle telephonic enquiries as well as other enquiries from internal and external clients. Ensure the effective flow of information and documents to and from the responsible office. Provide administrative support as assigned by the Deputy-Directors. Ensure safekeeping of all documentation in the office. Compile reports and documents. Administer the in and out flow of correspondence. Office management. Diary management, organize and the plan the logistics of meetings Administer the filing system, typing of correspondence,

agendas, submissions, memos and letters. Coordinate and manage meetings, workshops taking minutes during meetings. Collate reports for submission to various management structures and other stakeholders. Ensure that strategic decisions taken in meetings are actioned timeously and followed-up. Arrange refreshments for visitors and other key stakeholders that may engage with the Deputy-Directors. Receive and direct correspondence to relevant Managers or departments. Liaise with other Hospital departments. Procurement of office equipment and stationery. Create and maintain an appropriate filing system in line with the Departmental Record Management policy framework and the National Archives Act. Typing of confidential reports and develop case summaries, where necessary. Assist with various administrative and secretarial duties as assigned by the Deputy-Directors. Maintenance of user-friendly office. Be willing to undergo continuous training and development programmes. Attend meetings and training as approved by Deputy-Directors. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES** : Mr C Woodworth and Ms N Xulu Tel No: (011) 933 0973  
**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 be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

**CLOSING DATE** : 21 May 2021

**POST 16/86** : **MATERIAL RECORDING CLERK REF NO: LCOEC/SCM/04/2021**

**SALARY** : R173 703 per annum (Level 05), (plus benefits)  
**CENTRE** : Lebone College of Emergency Care  
**REQUIREMENTS** : Grade 12 certificate or equivalent qualification in Supply Chain Management, relevant experience of 1-2 years. Knowledge of Policies and Procedures in Asset Management, Supply Chain Management, good communication skill (verbal and written), computer literate, have knowledge of SAP/SRM systems. Valid driver's license.

**DUTIES** : To perform Provisioning tasks in accordance with the regulatory framework and guidelines relating to asset functions i.e. bar coding, asset verification/stock take,

disposal and management of maintenance and repairs. Assist in the drafting of specifications for obtaining of quotations. Compiling of VR1 & RLS01 for Vetting Committee meetings. Recording of approved Vetting Committee requisitions. Follow up on maintenance and repairs with service providers, request technical reports for assets for condemnation. Filing of documents, update all register. Assist with issuing of Assets as per request. Perform BAS/Asset register reconciliation, receiving of deliveries (transit), issuing of stock from the stores. Posting requisition on the VA10/VA11 cards. Maintain and update database of service providers and attend any other related functions as requested by supervisor and College Management. Assist with Disposal & Vetting Committee meetings and minute keeping.

**ENQUIRIES** : Ms I Mbedzi /Ms Du Plessis Tel No: (012) 356 8000  
**APPLICATIONS** : must be delivered to Lebone College of Emergence Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.

**CLOSING DATE** : 21 May 2021

**POST 16/87** : **HUMAN RESOURCE CLERK REF NO: LCOEC/HRC/05/2021**

**SALARY** : R173 703 per annum (Level 05), (plus benefits)  
**CENTRE** : Lebone College of Emergency Care  
**REQUIREMENTS** : Grade 12/ equivalent qualification with 1-2 years relevant experience in Human Resource Management. Knowledge of Human Resource Policies, Delegations and Prescripts. Must be computer Literate, knowledge of PERSAL system is essential. Good interpersonal and communication skills (verbal and written). A valid driver's license will be an added advantage.

**DUTIES** : The successful candidate will be responsible for providing Human Resource Management Administrative support i.e. Appointment, Transfer, Promotion, Service termination, PMDS, Procedure on Incapacity Leave an ILL Health Retirement (PILIR), Leave, Injury on duty, Overtime, filling of documents, OSD Translation, Coordination of training (internal and external), Recruitment and Selection. Drafting of Persal mandates, Attending meetings and assisting with minute keeping. Assist with HRD and compiling of spread sheets and filing. Any other HR related matters as delegated by College Management.

**ENQUIRIES** : Ms B Ramatsetse Tel No: (012) 356 8000  
**APPLICATIONS** : must be delivered to Lebone College of Emergence Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.

**CLOSING DATE** : 21 May 2021

**POST 16/88** : **STAFF NURSE GRADE 1 (GENERAL NURSING) REF NO: PWH/SN/10/21 (X1 POST)**  
 Directorate: Nursing Department

**SALARY** : R171 381 (Min) – R192 879 (Max) per annum (plus benefits)  
**CENTRE** : Pretoria West District Hospital  
**REQUIREMENTS** : Grade 12 Certificate plus Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Must have current registration with SANC. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing Skills, ability to function as part of a team and interpersonal skills. Must be prepared to work shifts including night duty, weekends and public holidays.

**DUTIES** : Provide elementary nursing services under the Supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the Code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager. Be able to demonstrate basic communication with patients, supervisors, and other clinicians, including report writing when required. Work as a part of multidisciplinary team to ensure quality nursing care. Work effectively, cooperatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Ability to plan & organize own work and that of support personnel to ensure proper nursing care.

	:	Knowledge of Batho Pele Principles, Ideal Hospital Realization and Maintenance and Patients' Right Charter.
<b><u>ENQUIRIES</u></b>	:	Ms SE Matlou Tel No: (012) 3801212
<b><u>APPLICATIONS</u></b>	:	All Applications can be delivered to: Pretoria West Hospital, HR Department, 380SytzeWierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
<b><u>NOTE</u></b>	:	Applications must be Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent CV specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: If any discrepancies found, services will be terminated with immediate effect.
<b><u>CLOSING DATE</u></b>	:	28 May 2021
<b><u>POST 16/89</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 REF NO: PWH/NA/12/21 (X2 POSTS)</u></b> Directorate: Nursing Department
<b><u>SALARY</u></b>	:	R132 525 (Min) – R149 163 (Max) per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Pretoria West District Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate, Qualifications that allows registration with SANC as Enrolled Nursing Assistant. Proof of current registration with SANC as Enrolled Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principle. Good writing, communication and interpersonal relation skills. Qualification that allows registration with SANC as Nursing Assistant. The candidate is expected to work in the Covid-19 area and must be able to rotate when required.
<b><u>DUTIES</u></b>	:	Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self – development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager within scope of practise.
<b><u>ENQUIRIES</u></b>	:	Ms SE Matlou Tel No: (012) 3801212
<b><u>APPLICATIONS</u></b>	:	All Applications can be delivered to: Pretoria West Hospital, HR Department, 380SytzeWierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
<b><u>NOTE</u></b>	:	Applications must be Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent CV specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: If any discrepancies found, services will be terminated with immediate effect.
<b><u>CLOSING DATE</u></b>	:	28 May 2021
<b><u>POST 16/90</u></b>	:	<b><u>MACHINE OPERATOR REF NO: M/0/05/2021 (X1 POST)</u></b> Directorate: Support Services
<b><u>SALARY</u></b>	:	R122 595 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Rahima Moosa Nursing Campus
<b><u>REQUIREMENTS</u></b>	:	Minimum qualification of Grade 12 or Level 4 ABET qualification with a minimum of one year experience, ability to communicate in more than one official language, passion for work, knowledge of customer care, self-motivated to work in a team, must be able to accept responsibility and complete work with acceptable pressure be able to maintain confidentiality. Proof of computer literacy. Driver's license will be added as an advantage.
<b><u>DUTIES</u></b>	:	Photocopy documents as requested, fill in a photocopying form and provide all necessary information, binding, shredding and laminating documents as requested, check machine readings every morning before using the machine and every afternoon before switching off the machine, inform the supervisor of any

problems, ensure that there is an adequate supply of paper, toner and ink as required, record all Photostatting in register, balance the register at the end of every month and submit the figures to the supervisor, control economical usage of paper, register all documents before it is sent to the E-Gov, receive, post mails and send faxes.

- ENQUIRIES** : Ms K Mashabela Tel No: 011 247 3343  
Mr T Tsoke Tel No: 011 247 3321
- APPLICATIONS** : must be hand delivered to: Rahima Moosa Nursing Campus, Fuel & Riversdale Road gate 4, Coronation Ville or posted to Private Bag x116, Melville, 2109.
- NOTE** : It will be required of the successful candidate to undergo an appropriate security clearance (where applicable). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQU). The Gauteng Department of Health supports the appointment of person with disabilities". It is our intention to promote representatively (race, gender and disability) in the public Service through the filling of these posts and candidates whose transfer/promotion/ appointment will promote representatively will receive preference. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualification verification, crime record check as well as credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test relevant technical element. Following interview and technical exercise, the selection panel will recommend candidates to attend a generic 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 tool. The successful candidates will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interest. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process.
- CLOSING DATE** : 21 May 2021 at 12:00
- POST 16/91** : **FOOD SERVICE AID REF NO: PWH/FSA/10/21**  
Directorate: Food Service Unit
- SALARY** : R122 595 (Min) - R144 411 (Max) per annum (Level 03), (plus benefits)
- CENTRE** : Pretoria West District Hospital
- REQUIREMENTS** : Abet, NQF level 2-4(National Certificate) or Grade10 -12, experience in the food industry will be added as an advantage. Good communication (Verbal & Written) skills. Applicants should have a basic knowledge of food preparation, serving and must be able to cope with the physical demands of the position. Must be prepared to rotate to different areas within the food service / wards. Applicant should have an understanding of the Batho Pele principles as well as Six Key Ministerial priorities in terms of National core standards and ideal hospital. Must have interpersonal skills, reliability, team work, flexibility, some level of problem solving and able to work under pressure. Must be willing to work shifts, public holidays and weekends.
- DUTIES** : Perform routine task in the food service unit/ ward and maintain hygiene. Safety measures in the unit / ward allocated. Ensure proper and effective catering service/ward service. Perform daily mass production cleaning (floors, storages, utensils and equipment) tasks, hygiene, waste segregation and sanitation in the kitchen. Assist with preparation of food for normal with therapeutic diets including

snacks, cooking, dishing up for patient's food according to portion control measures. Assist with transporting food trolley from the kitchen to the wards and vice versa. Prepare and serve tea and coffee to patients. Perform specific duties regarding FIFO and receiving storage. Perform routine task, operate kitchen machinery, care and report lost/faulty equipment as well as any observed risks. Relieve other staff members on request and execute any lawful additional task issued by supervisory person. Rotate to different areas in the food service unit/wards and undergo food service work related trainings.

- ENQUIRIES** : Ms. H Ndlala Tel No: (012) 380 1292/4
- APPLICATIONS** : All Applications can be delivered to: Pretoria West Hospital, HR Department, 380SytzeWierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
- NOTE** : Applications must be Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent CV specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: If any discrepancies found, services will be terminated with immediate effect.
- CLOSING DATE** : 28 May 2021
- POST 16/92** : **OPERATOR REF NO: PWH/OP/07/21 (X4 POSTS)**  
Directorate: Nursing Department
- SALARY** : R122 595 (Min) - R144 411 (Max) per annum (Level 03), (plus benefits)
- CENTRE** : Pretoria West District Hospital
- REQUIREMENTS** : Abet or Grade 10-12. Good interpersonal relations, reading and writing skills, telephone etiquette and communication skills. Be able to cope with physical demand of the position and work under pressure. Willing to adjust to change and work shifts, weekends, night shifts and public holidays.
- DUTIES** : Responsible for cleaning, collect and receive unsterile packs from wards and check that they are complete and in good working conditions. Washing of instruments, packing and autoclaving various towels, gowns and small packs. Effective handling of cooled down items to be packed off in sterile store- room. Maintenance of general hygiene and tidiness of the complex. Do messenger duties, and reporting of blocked drains; taps leakages to professional nurse in charge. Work under supervision under the supervision of the operational Manager of theatre.
- ENQUIRIES** : Ms Ml Kgafela Tel No: 012 380 1303
- APPLICATIONS** : All Applications can be delivered to: Pretoria West Hospital, HR Department, 380SytzeWierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
- NOTE** : Applications must be Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent CV specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: If any discrepancies found, services will be terminated with immediate effect.
- CLOSING DATE** : 28 May 2021

#### **PROVINCIAL TREASURY**

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



- APPLICATIONS** : must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.

To access the SMS pre-entry certificate course and for further details, please click on the Following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website:[www.thensg.gov.za](http://www.thensg.gov.za)

**CLOSING DATE**  
**NOTE**

: 21 May 2021  
: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

**OTHER POSTS**

**POST 16/93**

: **DEPUTY DIRECTOR: RISK AND COMPLIANCE AUDIT SERVICES REF NO: GPT/2021/5/1**  
Directorate: Gauteng Audit Services

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R869 007 per annum (All-inclusive package)  
: Johannesburg  
: A three-year tertiary qualification (NQF Level 7) as recognised by SAQA in Internal Auditing/Accounting or four-year B-Tech Degree with majors in Accounting or Auditing. A Post Graduate qualification and CIA/CA would be advantageous. 3 – 5 years' experience at junior management level (ASD Level) in Internal Auditing.

**DUTIES**

: To assist the director in managing audit plans and overall supervision of the team and to foster solid client relationships. Audit Project: drafting notification letters, drafting engagement letters, preparation of budgets and resource plans to meet the requirements of the approved audit plan, schedule scoping and opening meetings, reviewing planning documents, i.e. System Description and audit Program, reviewing walkthrough working papers. Audit Project Execution: providing overall supervision and guidance to a pool of multi-skilled auditors, review and sign-off audit working papers, including informal queries and files to ensure compliance to methodology and standards, overseeing completeness of the audit file, on the job supervision, mentoring, coaching, motivating and training of team members. Audit Project Reporting: review of the audit findings and the draft report, interviews/meetings with the client as and when required, preparation of weekly progress reports for submission to senior management, analyse the results of client Satisfaction Surveys, effect corrective measures where necessary. People and Staff Utilisation: interviews for recruitment of staff for the cluster, identification of specialist skills required for audit projects and communication of these to the director/specialist function, liaison with team members at the planning, execution and reporting phases of each internal audit, review of time records to monitor time spent against work done.

**ENQUIRIES**

: Ms. Linda Ninzi Tel No: (011) 227-9000

<b><u>POST 16/94</u></b>	:	<b><u>DEPUTY DIRECTOR: PROJECT MANAGER REF NO: GPT/2021/5/2</u></b> Directorate: Financial Governance
<b><u>SALARY</u></b>	:	R733 257 per annum (All-inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A tertiary qualification (NQF Level 7) as recognised by SAQA in Computer Sciences or Information Technology or Informatics or Financial Information Systems or Finance related qualification. MICROSOFT VISIO & MS PROJECT (Proficiency). 3-5 years' experience with all aspects of IT projects from creative, business analysis, system analysis and design through development, testing, implementation and post implementation support (SDLC). 3-5 years' experience in Project Management with a proven background of leading multiple projects and working with tight deadlines. 3-5 years' experience in a full cycle of ERP project. Minimum 2 of years' experience as a project manager and proven experience web of software projects.
<b><u>DUTIES</u></b>	:	Implementing achieving strategies too archive project data according to legal requirements. Oversee the development of the project risk register for the business unit and report on implementation progress. Oversee and monitor the management of internal controls in line with the existing applications. Oversee and manage the reporting of compliance measures and whether applicable laws/ regulations and guidelines are followed throughout the system development life cycle (SDLC) of system. Oversee and monitor the supply of project information, actions to minimize audit findings and the management of responses. Manage the relationships with key stakeholders to ensure implementation of new reforms. Address identified challenges faced by clients. Oversee and monitor the management of internal controls in line with the existing applications. Manage projects from inception to post-implementation. Gather, analyses and prepare documentation such as business cases, detailed impact assessments and any functional specification documents. Translate business needs into technical specifications. Roll out the new systems to all customers sites and provide continuous support. Ensure optimization, maximizing of system usage. Oversee enhancements of new functionality and re-alignment of business process with transversal systems. Establish and maintain strategic partnerships with internal and external stakeholders. Oversee the tracking of customer queries and enquiries and resolutions thereof. Facilitating communication between business owners and technical teams. Manage impacts of process changes with key focus on change support. Facilitate change management work stream for system enhancements. Schedule and facilitation of regular meetings to obtain status updates. Management of issues through the proper Project governance and escalation protocols. Prepare and maintain the Stakeholder Engagement. Prepare the Communications Strategy and Plan. Reviewing technical solutions and "As Is" business processes against business requirement specification. Facilitate and coordinate User Acceptance Testing. Understand, document and escalate project risks. Liaise with other project areas to co-ordinate interdependencies and resolve issues. Ensure that Project Reviews and carried out after each Project launch. Document lessons learned for each project. Determine training needs and request GPG to submit training needs. Supporting role on ongoing and special projects. Identify and lead the implementation of new reforms in the province. Monitor project plans specifically goals, strategy, staffing, scheduling, risks, contingency plans, and allocation of resources. Ensure proper execution of change management and implementation process. Provide strategic leadership to the development, management and implementation of financial systems. Create and execute project plans, project schedules and revise where appropriate to meet changing needs and requirements. Facilitate the definition of project missions, goals, tasks and resource requirements. Manage day-to-day operational aspects of a project, scope and budget. Apply approved project methodology and enforce project standards to minimize exposure and risks to projects. Develop service legal agreement and oversee relationship with vendors. Manage changes to the projects scope, project schedule and project costs using appropriate verification techniques. Ensure project documents and agreements are complete, current, field and stored appropriately. Lead, co-ordinate, provide guidance to develop and



- manage system, policies and procedures for continuous improvement. Influence and manage the relationship between internal stakeholders and external stakeholders.
- ENQUIRIES** : Mr. Sihle Hlomuka Tel No: (011) 227-9000
- POST 16/95** : **DEPUTY DIRECTOR: AUDIT COMMITTEE SECRETARIAT REF NO: GPT/2021/5/3**  
Directorate: Financial Governance
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (All-inclusive package)  
: Johannesburg  
: A three-year tertiary qualification Degree in Business/Public Administration/Management/Corporate Governance. 3 – 5 years' experience in the area of minute taking or report writing of which 2 years should be in a supervisory role. Experience in a Finance/Auditing/Corporate Governance environment will be an added advantage.
- DUTIES** : Ensure that Audit Committee are managed effectively and efficiently as per legislation and framework in place. Facilitate and attend Audit Committee meetings. Ensure prompt minute-taking and distribution to Members and relevant Stakeholders. Facilitate the review and implementation of the Audit Committee Charter and the evaluation of the Audit Committee. Provide support to Cluster Audit Committees and ensure Members operate in an enabling Charter. Overall management and development of staff members within the unit.
- ENQUIRIES** : Ms. Baleseng Sedibe Tel No: (011) 227-9000
- POST 16/96** : **ASSISTANT DIRECTOR: MONITORING & EVALUATION REF NO: GPT/2021/5/4**  
Directorate: Strategy Management
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (plus benefits)  
: Johannesburg  
: A 3-year tertiary qualification (NQF Level 6) as recognized by SAQA. National Diploma or bachelor's degree in Public Administration/ Management/Finance/ M&E and/or Development Studies. 3-5 years' experience relating to Public Administration or research environment. Experience in either performance monitoring and evaluation, research and/or policy development. Knowledge of basic statistical techniques / data analysis would be an advantage.
- DUTIES** : Develop evaluation plans. Conduct and manage evaluations. Ensure implementation of evaluation recommendations. Provide administrative assistance to evaluation function. Provide technical support to department
- ENQUIRIES** : Ms. Baleseng Sedibe Tel No: (011) 227-9000
- POST 16/97** : **ASSISTANT DIRECTOR: TENDER ADMINISTRATION REF NO: GPT/2021/5/5**  
Directorate: PSCM
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (plus benefits)  
: Johannesburg  
: A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Business Management / Purchasing / Supply Chain Management Procurement Management. 3 – 5 years' experience in administration in Supply Chain Management.
- DUTIES** : To provide tender administration services to the Gauteng Provincial Government. Handle all supervisory functions from the team, including PMDS, queries from team: Publishing of tender information (advert, cancellation, award) in accordance with GPG policies and National Treasury Regulations (National Treasury Instruction number I of 2015/2016) as well as on Provincial website: Advertise tenders in the Tender Bulletin according to Treasury Regulation 2005 paragraph 16A6.3©: Ensuring that the advert meets the requirements set out in the Preferential Procurement Regulations 2017 (Regulation 4,8.9 and 13): Ensure the correct capturing of bids and / or proposal received; Successful and accurate handling administrative compliance of tenders received; Proposals received handled in a transparent manner; Where tenders are Open Tender Process

tenders. The process is done with appointed probity auditors for the project: Ensure that probity auditors receive the documents and tender opening and admin compliance; Publication of bids received on the Provincial website: ensure the Departments collect the documentation and sign the documents off: Update tender register and weekly report: Ensure that filing and archiving of documents relation to RFP's is complete and up to date: Ensure that all relevant documents are on the shared drive: ensure that there are records of the Tender Administration office files and documents (both current and archived files and documents); ensure all RFP files are up to date; Manage the post tender closure procedures; Read out names of all bids received, except in case of big volumes, where it is an Open Tender Process tender, in the presence of the probity auditor; Ensure that all tender documents are placed in the safe.

**ENQUIRIES** : Ms. Linda Ninzi Tel No: (011) 227-9000

**POST 16/98** : **SYSTEM SUPPORT REF NO: GPT/2021/5/6**  
Directorate: Financial Governance

**SALARY** : R376 596 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A tertiary qualification NQF level 6 as recognised by SAQA in Computer Sciences or Information Technology of Informatics or Financial Information Systems or Finance or Statistics, Mathematics related qualification. 3-5 years' experience in database design and the normalization of data structures. 3-5 years' experience in SQL – Liability to write custom queries, views and triggers and building tools for online analytical processing (OLAP cubes). 2 years' experience in data analysis, predictive analytics and optimisation of data using Python, R, or other data science-orientated platforms. Knowledge of Server Integration Services (SSIS), Data Validation, Visual Basics & NET. Ability to work independently as well as across teams

**DUTIES** : Oversee and manage the reporting of compliance measures and whether applicable laws/ regulations are followed throughout the system development life cycle Oversee and monitor of data actions audit findings and the management of responses. Oversee and monitor the management of internal controls in line with the existing applications. Ensure that the server processes and services continue to run and operate in the most efficient manner. Develop statistical analysis, forecasting, predictive modelling, prescriptive analytics simulation and optimisation to discover trends, opportunities and threats. Facilitate optimised and predictive decision-making throughout the value chain. Building, maintaining and optimizing decisioning systems using advances statistical and predictive modelling techniques. Maintain and support data analytics platforms. Manage production environment through building, maintaining and monitoring load processing according to operational level agreements/ Data Engineering (extractions, transformations, loading pattens. Descriptive analytics (ability to extract insights and trends from data based on requirements). Prepare action plans of continuous data clean-up and integrity project. Continuous improvement of applications to ensure stability, quality reporting and performance optimization. Build and manage the infrastructure (e.g. frameworks, algorithms, models tools and systems). Support existing integration and reporting solutions in the production environment by analysing problems reported by users and track down their cause through debugging techniques and discussions with other team members. Developing test cases for data monitoring. Manipulating of data using Python. Training of users on new existing BI platforms. Build, leads or participates in the development and implementation of statistical models and sampling plans for application in validation. Designing, developing, testing and maintaining data architectures. Preparing data for descriptive, predictive and prescriptive modelling. Automating repetitive and manual processes related with the data usage.

**ENQUIRIES** : Mr. Sihle Hlomuka Tel No: (011) 227-9000

**POST 16/99** : **SENIOR PRACTITIONER: FINANCIAL BUSINESS SYSTEM REF NO: GPT/2021/5/7**  
 Directorate: Financial Governance

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

**CENTRE** : Johannesburg

**REQUIREMENTS** : A tertiary qualification NQF level 6 as recognised by SAQA in Computer Sciences or Information Technology or Informatics or Financial Information Systems or Finance or Statistics, Mathematics related qualification. 1-3 years' experience in database design and the normalization of data structures. 3-5 years' experience database design and the normalization of data structures. 1-3 years' experience in SQL – ability to write custom queries, views and triggers and building tools for online analytical processing (OLAP cubes) 1-3 years' experience in Predictive Modelling and Machine Learning or Project management methodologies or IT implementation cycle. Knowledge of Server Integration Services (SSIS), Data Validation, Visual basics. NET.

**DUTIES** : Monitor and ensure the management of internal controls in line with the existing application. Ensure that the server processes and services continue to run and operate in the most efficient manner. Oversee user account management processes for BI users. Translate business needs to technical specifications. Design, build and deploy BI solutions (e.g. reporting tools). Develop and update technical documentation (Developer and planning doc). Maintain and support data analytics platforms. Manage production environment through building, maintaining and monitoring load processes according to operational level agreement. Data Engineering (extractions, transformations, loading patterns). Descriptive analytics (ability to extract insight and trends from data bases on requirements) Effectively visualizing data (dashboards) to address business questions. ETL development to load Data warehouse. Testing and deployment of new development. Build, leads or participates in the development and implementation of statistical model and sampling plans for application in validation. Designing, development, testing and maintaining data architectures. Prepare data for descriptive, predictive and prescriptive modeling. Automating repetitive tasks and manual processes related with the data usage. Evaluate and improve existing BI systems. Prepare action plans of continuous data clean-up and integrity project. Continuous improvement of application to ensure stability, quality reporting and performance optimization. Maintain existing SSRS and QlikView report definitions to present the data. Support existing integration and reporting solutions in the production environment by analyzing problems reported by user and track down their cause through debugging techniques and discussion with other team members. Provide user training and support for BI user.

**ENQUIRIES** : Mr. Sihle Hlomuka Tel No: (011) 227-9000