

**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://professionaljobcentre.gpg.gov.za>
- CLOSING DATE** : 21 June 2021
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at 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 six (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 POST

- POST 20/269** : **DEPUTY DIRECTOR: MEDIA RELATIONS REF NO: REFS/008775**
Directorate: Communication Services
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum, (An all-inclusive remuneration packages)
: Johannesburg
: Matric plus National Diploma (NQF 6) / Bachelor Degree (NQF 7) in Journalism/ Public Relations/ Media Studies. 5-7 years' relevant working experience in news media and government communications with 3 years' experience in junior management experience. No criminal record or any cases pending against you. A valid code 08/10 drivers' license. Knowledge and Skills: In-depth knowledge of political and parliamentary processes. Knowledge and understanding of the PSP and RSP. Flexible. Knowledge and understanding of departmental strategic priorities and programmes. Knowledge of advertising and promotions. Knowledge and understanding of the target market – various Gauteng communities needs and challenges. An understanding of the various types of media used to sell/communicate departmental services and programmes. Strategy and project management. Planning and organising. Leadership. Research and analytical. Good written and verbal communication skills. Computer literacy. Stakeholder relations. Presentation. Decision making. Quality management.
- DUTIES** : Manage the development and implementation of media strategy for the department. Manage the development and maintenance of media data base for the department. Ensure streamlining of communication approach and messaging of department's focus months' activities. Conduct media research and monitoring to identify issues of relevance to the department. Provide networking and strengthening partnerships with mainstream and local media. Manage resources (Human, Financial, Equipment/Assets) in the unit. Rapid response to media enquiries. Assist in the compilation of media columns and articles for the

department. Manage the department's social media platforms. Assist the Director with human resource management, procurement, financial management reporting and implementation of other internal policies.

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

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the post of Manager Nursing (level 3 Hospital) (X1 Post) with Ref No: 396 (**For Chris Hani Baragwanath Academic Hospital**) advised in Public Service Vacancy Circular 14 dated 23 April 2021 is withdrawn with immediate effect. We would like to apologise for the inconvenience caused by this.

OTHER POSTS

POST 20/270 : **CLINICAL MANAGER (DENTAL) GRADE 1 REF NO: CM-01/06**
Directorate: Office of the CEO

SALARY : R1 173 900 – R1 302 849 per annum
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Dentist. A minimum of 5 years appropriate experience as a Dentist after registration with HPCSA as a Dentist. 3 years supervisory experience within the Dental/ in a Hospital will be an added advantage. Computer literate, valid driver's license (Code B/EB) and be willing to work under pressure and stressful situations. Competencies/Knowledge: Knowledge of ethical medical practice, good communication, leadership, interpersonal and supervisory skills. Competency and skill in clinical domain. Sound planning, negotiating and decision-making skills. Ability to analyse information and solve problems. Proficient in MS package (Word, excel, outlook, power point).

DUTIES : Manage and supervise all clinical and allied oral health services. 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. 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 the implementation of Ideal Hospital Realisation 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 respect to patient care and treatment. Lead and drive CPD and M&M Programmes. Implement cost containment measures, analyse budget and ensure effective and efficient use of resources. Monitor commuted overtime and ensure adherence to RWOPS policy. Attend meetings when required to on behalf of CEO.

ENQUIRIES : HR Manager- Mr. P.F Monama, Pulankana.Monama@gauteng.gov.za
APPLICATIONS : must be send via email to pulankana.monama@gauteng.gov.za OR via post to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017.No faxed or hand delivery applications will be accepted.

NOTE : Prospective applicants must please use the NEW Z83 which is effective as at 01 January 2021. Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE : 21 June 2021

POST 20/271 : **MEDICAL OFFICER GRADE 1 REF NO: 008855 (X2 POSTS)**
Directorate: Anaesthesia

SALARY : Grade 1: R821 205 per annum, (All-inclusive package)
CENTRE : Helen Joseph Academic Hospital

- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Registration with the HPCSA as a Medical Practitioner and proof of current registration.
- DUTIES** : The incumbent will be responsible for: The perioperative care and anaesthesia of patients. Supervising junior doctors (undergraduate students and interns). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing Medico-Legal documents timeously (e.g. death associated with anaesthesia form). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising a good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in all activities of the discipline in relation to teaching and research. Participate in a multidisciplinary team to optimize the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Be willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES** : Dr B Gardner. Brian.Gardner@wits.ac.za Tel No: (011) 489 0084
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Helen Joseph Academic Hospital between 8am and 4pm at Ground Floor.
- NOTE** : Applications must be submitted on a new form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are: Curriculum vitae, certified copy of ID document, certified copies of qualification/s, certified and relevant council registration certificate and proof of current registration (Where applicable).. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). 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. This is an open advertisement and posts will be filled on a continuous basis from date of advertising up to the closing date of 21/06/2021 in line with PSR, 65 (8). 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. 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.
- CLOSING DATE** : 21 June 2021
- POST 20/272** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A/B (CLINICAL ENGINEERING PRACTITIONER) REF NO: SBAH 55/2021**
Directorate: Clinical Engineering
- SALARY** : R718 059 per annum, (plus benefits)
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : National Diploma in Engineering or relevant (Clinical Engineering) qualification. Registration with ECSA as an Engineering Technician. Three years post qualification technical (Clinical Engineering) experience or at least 14 years appropriate/recognizable experience in the Clinical Engineering area after registration ECSA with relevant experience in the repair and maintenance of medical equipment, good communication skills (verbal and written),ability to work under pressure, must be available to perform standby and after hours duties, good creative and analytical skills, must be skilled in the use of various hand tools and test equipment such as ECG simulator, defibrillator analyzer, infusion pump

analyzer, multi meter, and other resources within Clinical Engineering, good understanding of Microsoft Office applications such as Word, Excel and Access.

DUTIES : Repair and maintain all medical equipment, supervision and management of Clinical Engineering Technicians, keep documented and electronic record of repairs and maintenance of equipment, training of clinical engineering students, end users and other staff in the safe use of medical equipment, monitor maintenance contract and report monthly thereon, monitor and manage equipment maintenance schedule.

ENQUIRIES : Mr. K Dahlen Tel No: 012 354 1261

APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 21 June 2021

POST 20/273 : **OPERATIONAL MANAGER NURSING (SPECIALTY): (PN-B3) REF NO: CHBAH 420 (X1 POST)**
Directorate: Orthopaedic

SALARY : R562 800 - R633 432 per annum

CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/Recognizable experience in a clinical specialty after obtaining the 1-year post-basic qualification in the relevant specialty. A post basic qualification in Medical and Surgical Nursing Science (Orthopaedic Nursing). Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. Competencies: Leadership, ward Management/Administration, planning, Organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care.

DUTIES : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related frame work and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implementation of ideal Hospital Framework.

ENQUIRIES : Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779

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

NOTE : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been

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

- CLOSING DATE** : 25 June 2021
- POST 20/274** : **OPERATIONAL MANAGER (SPECIALTY) REF NO: SBAH 56/2021**
Directorate: Medical Oncology Clinic
- SALARY CENTRE REQUIREMENTS** : PN B3- R562 800 per annum, (plus benefits)
: Steve Biko Academic Hospital
: Grade 12 Certificate Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year in Oncology Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma/degree in Nursing Management will be an added advantage. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Oncology Nursing Science. South African Nursing Council annual practicing certificate. Updated service certificates are compulsory. Valid driver's license. Computer literate. Strong leadership, good communication and sound interpersonal skills are necessary.
- DUTIES** : Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of Human, Financial and Service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and development of self and subordinates.
- ENQUIRIES APPLICATIONS** : Ms. A.M Mowayo Tel No: 012 354 1300
: Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 21 June 2021
- POST 20/275** : **ASSISTANT DIRECTOR: FACILITY MANAGEMENT UNIT (FMU) REF NO: TEMBI/2021/AD/02**
Directorate: Admin and support services
- SALARY CENTRE REQUIREMENTS** : R517 326 – R574 158 per annum, (plus benefits)
: Tembisa Provincial Tertiary Hospital
: An appropriate 3 year's National Diploma/Degree in building/mechanical engineering / relevant NQF level 6 with 3-5years as inspector. A qualification in project management will be an added advantage. Knowledge of PFMA, OHS Act,

Project management, inspection, presentation and analytical skills. Knowledge of managing Facility Management services in a hospital environment will be an added advantage. Knowledge of National Building Regulations will be an added advantage. Good financial management skills and conflict management. Must be computer literate (MS Office, MS Excel and PowerPoint) Excellent time management and organizational skills. Good communication skills (verbal and non-verbal), report writing skills, negotiation, teambuilding, problem solving, conflict resolution and ability to work under pressure. A valid driver's license.

DUTIES

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

ENQUIRIES

: Mr. K.B Matsitse Tel No: (011) 923-2311

APPLICATIONS

: Applications to be addressed to: Tembisa Provincial Tertiary Hospital through Email only at: TembisaHR4.HRM@gauteng.gov.za

NOTE

: Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&Tclaims. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on new Z83 form, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.

CLOSING DATE

: 21 June 2021

POST 20/276

: **OPERATIONAL MANAGER (GENERAL) REF NO: SBAH 57/2021**
Directorate: General Unit: Patient Care Night Duty

SALARY

: PN A5- R444 276 per annum, (plus benefits)

CENTRE

: Steve Biko Academic Hospital

REQUIREMENTS

: Grade 12 Certificate Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year in Oncology Nursing Science. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma/degree in Nursing Management will be an added advantage. South African Nursing Council annual practicing certificate. Updated service certificate are compulsory. Valid EB driver's

- license. Computer literate. Strong leadership, good communication and sound interpersonal skills are necessary.
- 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 the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal quality health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stake holders i.e. inter-professional, inter-sectoral, and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resource. Maintain professional growth/ethical standards and development of self and subordinates.
- ENQUIRIES** : Ms. A.M Mowayo Tel No: 012 354 1300
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 21 June 2021
- POST 20/277** : **OPERATIONAL MANAGER NURSING (GENERAL): (PN-A5) REF NO: CHBAH 421 (X2 POSTS)**
Directorate: Surgery
- SALARY** : R444 276 - R500 031 per annum
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Basic R425 qualification (i.e diploma or degree in nursing) or equivalent qualification that Allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A Minimum of seven (7) years appropriate/recognizable experience in Nursing after registration as a professional Nurse with the SANC in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. Competencies: Leadership, ward Management/Administration, planning, Organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care. Knowledge of administrative policies and Guidelines.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related frame work and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implementation of ideal Hospital Framework.
- ENQUIRIES** : Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested

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

- CLOSING DATE** : 25 June 2021
- POST 20/278** : **PROFESSIONAL NURSE SPECIALTY GRADE 1 (PN-B1) REF NO: CHBAH 422 (X19 POSTS)**
 Directorate: Nursing Services
- SALARY CENTRE** : R383 226 - R444 276 per annum
 : Chris Hani Baragwanath Academic Hospital (CHBAH):
 Mother and Child- (Obstets & Gynaecology): Operating Theatre (X2 Posts)
 Advanced Midwifery & Neonatal (X4 Posts)
 (Paediatrics): Child Nursing (X4 Posts)
 Critical Care General (X3 Posts)
 Nephrology (X2 Posts)
 Oncology (X4 Posts)
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the Post Advertised. Competencies/Knowledge/Skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
- DUTIES** : Provide optimal, holistic, specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Act as shift leader in the unit (where necessary). Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework.
- ENQUIRIES APPLICATIONS** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
 : 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 form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The

completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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 may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 25 June 2021
- POST 20/279** : **PROFESSIONAL NURSE SPECIALTY GRADE 1 (PN-B1) REF NO: CHBAH 423 (X6 POSTS)**
Directorate: Nursing Services
- SALARY CENTRE** : R383 226 - R444 276 per annum
Chris Hani Baragwanath Academic Hospital (CHBAH):
Surgery & Ophthalmology: Critical Care General (X2 Posts)
Orthopaedics (X2 Posts)
Ophthalmology (X2 Posts)
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the Post Advertised. Competencies/Knowledge/Skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
- DUTIES** : Provide optimal, holistic, specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Act as shift leader in the unit (where necessary). Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework.
- ENQUIRIES APPLICATIONS** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
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 form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document,

certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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 may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 25 June 2021
- POST 20/280** : **PROFESSIONAL NURSE SPECIALTY GRADE 1 (PN-B1) REF NO: CHBAH 424 (X6 POSTS)**
Directorate: Nursing Services
- SALARY CENTRE** : R383 226- R444 276 per annum
Chris Hani Baragwanath Academic Hospital (CHBAH):
Clinical Support: Critical Care General (X2 Posts)
Orthopaedics (X2 Posts)
Ophthalmology (X2 Posts)
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the Post Advertised. Competencies/Knowledge/Skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
- DUTIES** : Provide optimal, holistic, specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Act as shift leader in the unit (where necessary). Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework.
- ENQUIRIES APPLICATIONS** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
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 form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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 may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 25 June 2021
- POST 20/281** : **PROFESSIONAL NURSE SPECIALTY GRADE 1 (PN-B1) REF NO: CHBAH 425 (X7 POSTS)**
Directorate: Nursing Services
- SALARY CENTRE** : R383 226 - R444 276 per annum
Chris Hani Baragwanath Academic Hospital (CHBAH):
Medicine and Psychiatry: Critical Care General (X2 Posts)
Nephrology (X2 Posts)
Advanced Psychiatry Nursing Science (X2 Posts)
Oncology (X1 Post)
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the Post Advertised. Competencies/Knowledge/Skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
- DUTIES** : Provide optimal, holistic, specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Act as shift leader in the unit (where necessary). Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework.
- ENQUIRIES APPLICATIONS** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
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 form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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 may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 25 June 2021
- POST 20/282** : **PROFESSIONAL NURSE SPECIALTY GRADE 1 (PN-B1) REF NO: CHBAH 426 (X3 POSTS)**
Directorate: Nursing Services
- SALARY CENTRE** : R383 226 - R444 276 per annum
Chris Hani Baragwanath Academic Hospital (CHBAH):
Out Patient Department: Orthopaedics (X1 Post) & Oncology (X2 Posts)
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the Post Advertised. Competencies/Knowledge/Skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
- DUTIES** : Provide optimal, holistic, specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Act as shift leader in the unit (where necessary). Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework.
- ENQUIRIES APPLICATIONS** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
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 form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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 may

be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 25 June 2021
- POST 20/283** : **ORAL HYGIENIST GRADE 1/2/3 REF NO: OH01-06**
Directorate: Oral Hygiene and Auxiliary Training (OHAT)
- SALARY** : R317 976 – R431 164 per annum, (plus benefits)
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Registration as an Oral Hygienist with the Health Professional Council of South Africa. Basic qualification accredited with the HPCSA and proof of current registration. Postgraduate qualification is a requirement. A postgraduate Masters qualification will be an advantage. The candidate should be prepared to perform under pressure and after hours to support academic activities to improve service delivery.
- DUTIES** : Perform clinical functions as stipulated in the HPCSA Scope of Practice (2013) for Oral Hygienists. Provide service delivery to patients at the Wits Oral Health Centre. Plan and supervise oral health education and oral health promotion activities and outreach programmes. Compile monthly and/or weekly reports of community outreach programmes, academic matters and clinical service delivery relating to patients. Be involved in theoretical (tutorial and lectures) and clinical sessions with dental and oral hygiene students. Conduct research and participate in research activities in the Department.
- ENQUIRIES** : HR Manager- Mr. P.F Monama Pulankana.monama@gauteng.gov.za
- APPLICATIONS** : must be send via email to Pulankana.monama@gauteng.gov.za OR via post to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017.No faxed and hand delivery applications will be accepted.
- NOTE** : Prospective Applicants must please use the New Z83 which is effective as at 01 January 2021.Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates and proof of current registration with HPCSA. Applications without proof of the necessary documents will be disqualified.
- CLOSING DATE** : 21 June 2021
- POST 20/284** : **LECTURER PNDI/PNDII (OCCUPATIONAL HEALTH & SAFETY)**
Directive: Nursing Education and Training
- SALARY** : R317 271 - R367 815 per annum, (plus benefits)
R390 216 - R509 148 per annum, (plus benefits)
- CENTRE** : Gauteng College of Nursing (Ga-Rankuwa Campus)
- REQUIREMENTS** : **Grade I (PNDI)**: A Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC as General Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education and Occupational Health Nursing registered with the SANC. Proof of current SANC Annual Practice Certificate. A minimum of 4 years' appropriate/recognizable experience in nursing after registration as a registered nurse with the SANC in General Nursing and Midwifery/Accoucheur (deduct one year from experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 08 driver's license. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. **Grade II (PNDII)**: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC as General Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education and Occupational Health Nursing registered with the SANC. Proof of current SANC Annual Practice Certificate. A minimum of 14 years' appropriate/recognizable

experience in nursing after registration as a Registered Nurse with the SANC in General Nursing or Midwifery, 10 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the one-year post-basic qualification in the relevant Nursing Education (deduct one year from experience for candidates appointed from outside the public service after complying with registration requirements). The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure.

DUTIES : Applying and interpretation of regulations and other legislative frameworks pertaining to Nursing Education and Occupational Health and Safety. Conflict management and supervisory skills. A Valid code 08 driver's license. Establish and manage Occupational Health Centre of the Campus. Develop Occupational Health Programmes to manage and prevent Occupational Injuries and Diseases. Manage the medical surveillance for the Campus. Develop Emergency Management Services protocol for the Campus. Develop referral system for the Campus. Plan and Develop protocols and / or guidelines for Occupation Health and Safety Policies. Manage resources to meet the Department's Occupational Health Safety objectives. Provide care to employees that lead to the promotion, protection and restoration of the requirements and Departmental policies and procedures. Monitor compliance to legislative and statutory framework.

ENQUIRIES : Ms ME Sibiya Tel No: (012) 560-0448/50

APPLICATIONS : All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Campus Building or posted to Private Bag x830, Pretoria, 0001 or apply online at www.gautengonline.gov.za.

NOTE : Applications must be accompanied by a completed Z83, Comprehensive Curriculum Vitae (CV), certified copies of qualifications, Current SANC Annual Practising Certificate, Identity documents, salary advice and a valid driver's license. Non-RSA citizens/ permanent Resident permit holders must attach a copy of permanent Residence Permits to the applications. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications (SAQA). Correspondence will be limited to shortlisted Candidates. If you have not been contacted in within three (03) months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants will be subjected to pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intension of the institution to promote equity (Race, gender and disability) through filling of this post. The institution reserves the right not to appoint. NB!! For assistance with online applications please email your query to e-recruitment@gauteng.gov.za

CLOSING DATE : 25 June 2021

POST 20/285 : **SOCIAL WORKER GRADE 1-2 REF NO: SBAH 58/2021**
Directorate: Social Worker

SALARY : R275 592 - R316 794 per annum, (plus benefits)

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : BA (Social Work) No experience needed for Social Work grade 1, registration with SACSSP. 10 years 'experience for Social worker. Grade 2 after registration with SACSSP. Valid driver's license. Good communication skills. Computer skills.

DUTIES : Grade 1: Ensures that social work services are rendered with regard to the care. Support and protection of the vulnerable individuals, groups, families and communities through the relevant programmes. Ensures that planned intervention programmes are implemented by supervisees by providing continues support, counselling, guidance to supervisees. Perform all administrative functions including completing daily, weekly and monthly statistics. Able to work with multidisciplinary team. Experience in working in a health setting will be an added advantage. Knowledge of Children Act, Domestic Violence Act and Mental Health Act. Grade 2: Performed administrative functions required for the job including compiling complex reports. Able to Supervise and mentor social work staff including student social workers to enable them to render effective and efficient

social work services. Experience of working with children, and mental health services will be an added advantage. Knowledge on Children's Act no 25 of 2005, Mental Health Care Act no 17 of 2000. Able to produce and maintain records of social work intervention processes and outcome.

ENQUIRIES : Ms. H.L Sono Tel No: 012 354 1781/1522
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 21 June 2021

POST 20/286 : **ADMINISTRATION OFFICER REF NO: CHBAH 427 (X1 POST)**
Directorate: Supply Chain Management

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Standard 10 (Grade 12) certificate. 3 - 5 years' experience in Acquisition, Demand Management, Warehouse administration and Assets administration processes. Computer competency skills (MS Word, MS Excel, MS PowerPoint and Microsoft outlook). Knowledge of SAP and SRM system. Knowledge of Procurement processes. Knowledge of SCM Policies, PFMA, PPPFA, BBBEE and Treasury Regulations. Knowledge of the Batho Pele Principles. Knowledge of Labour Relations processes. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at difference levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Experience and qualifications in Supply Chain Management will be an added advantage. Comply with the rotation roster.

DUTIES : Monitoring and supervision of Demand Management team. Compiling of Demand and Procurement plans on annual basis. Conduct Market analysis. Conduct product specification analysis. Serve as a member of Bid specification committee. Manage the Demand management process effectively, including but not limited to- needs assessment, categorization of commodities, market assessment and industry analysis. Identifying methods of procurement, identifying Preferential Procurement Policy objectives. Analyze Specifications/Terms of Reference. Ensure that requirements are linked to the strategic objectives and budget. Attend to end -users' queries. Participate in stock taking. Filing and record keeping of all documents for audit purpose. Be analytic and innovative in executing tasks as allocated. Compile weekly, monthly, and quarterly reports and reports to the Assistant Manager. Ensure compliance with policies and procedures that regulate Supply Chain Management. Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES : Mr. T Mgoqi Tel No: (011) 933 0536
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. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where

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

- CLOSING DATE** : 25 June 2021
- POST 20/287** : **ADMINISTRATION OFFICER REF NO: CHBAH 428 (X1 POST)**
Directorate: Supply Chain Management
- SALARY** : R257 508 – R303 339 per annum (Level 07)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Standard 10 (Grade 12) certificate. 3 - 5 years' experience in Acquisition, Demand Management, Warehouse administration and Assets administration processes. Computer competency skills (MS Word, MS Excel, MS PowerPoint and Microsoft Outlook). Knowledge of SAP and SRM system. Knowledge of Procurement processes. Knowledge of SCM Policies, PFMA, PPPFA, BBBEE and Treasury Regulations. Knowledge of the Batho Pele Principles. Knowledge of Labour Relations processes. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at difference levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Experience and qualifications in Supply Chain Management will be an added advantage. Comply with the rotation roster.
- DUTIES** : Supervise the procure to pay team regarding processing of GRV's. Ensure that all transactions are cleared on the web-cycles. Ensure that invoices are captured timeously without any delay and adhere to 30 days' payment period. Assist suppliers on the process of e-invoicing. Facilitate the training of employees on SAP, SRM and BAS system. Compile and submit weekly, Monthly, and Quarterly. Assist management during Audit. Provide supervision and sign up performance contracts of the subordinates on annual basis. Perform other duties as allocated by the manager. Be willing to undergo continuous training and development programs. Attending meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Conducting performance evaluation of the subordinates.
- ENQUIRIES** : Mr. P. Legodi Tel No: (011) 933 0542
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at

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

- CLOSING DATE** : 25 June 2021
- POST 20/288** : **CLIENT INFORMATION CLERK REF NO: CHBAH 429 (X1 POST)**
Directorate: ICT Systems Applications
- SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum (Level 07)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Minimum requirement Grade 12 with Certificate in Business Administration NQF level 5 or Diploma in Public Management or Call Centre Certificate as recognized by SAQA with 3-5 years' experience in Call Centre or Switchboard environment. At least 3 years of Call Centre team leader experience will be an added advantage. The prospective appointee should have good leadership, telephone etiquette and good report writing skill. Have ability to work independently under pressure and adhere to deadlines. Sound interpersonal relationship, ability to multitask, mentorship, planning, organizing and problem-solving skills. Experience in a Public Sector environment will be an added advantage.
- DUTIES** : The successful candidate will ensure the proper management of 24 hours Call Centre services. Ensure that Call Centre services are running effectively and effectively. Conduct in service training and. Monitoring call logging system. Creation and Managing roster. Monitor the utilization of existing Call Centre staff. Compile monthly reports and statistics. Manage staff and provide guidance on HR related matters. Implement and ensure compliance with policies and procedures. The candidate should have a good understanding of Public Service Act, Labour Relations Act, Quality Assurance inclined. Liaise with customers and stakeholders. Manage shifts and leave applications. Compile and analyze monthly reports. Draw up performance management contracts(PMDS) of staff and be responsible for performance assessments.
- ENQUIRIES APPLICATIONS** : Mr T Mohale Tel No: (011) 933 9392
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be

accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 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

: 25 June 2021

POST 20/289

: **ADMINISTRATION OFFICERS REF NO: CHBAH 430 (X3 POSTS)**
Directorate: Patient Affairs

SALARY

: R257 508 per annum (Level 07)

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: Grade 12 with minimum of 3- 5 years' experience in Patient Admin. Computer competency skills (MS Word, MS Excel, MS PowerPoint and Microsoft outlook). Tertiary qualification shall add as an advantage. Must have knowledge and experience in MEDICOM Systems. Knowledge of the Batho Pele Principles. Knowledge of Labour Relations processes. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at difference levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Supervision skill will be attending as advantage, Ability to work under pressure and good communication skills (written and verbal). Excellent Administrative skills (Planning Organizing and Coordination). Sound knowledge of Administrative procedure manual, Record management Act, PAIA, (Promotion of Access to Information) Protection of personal information Act (POPI), Division of Revenue Act (DORA) Act, Uniform Patient Fee Schedule (UPFS) Batho Pele principle, Ministerial priorities, Occupational Health and safety act, PFMA, PMDS and other relevant Public Service Prescripts. Ability to communicate to all stakeholders. Must be able to work under pressure and independently. Strong Supervisory and Communication skills. Ability to compile, organize, analyze and draft report.

DUTIES

: Supervision and monitoring of staff in the unit. Register, Admit, transfer, discharge and update clients (information) on the systems. Downtime registration and updating of client's information at all time. Reconciliation of TPH 57 and Medicom (manual and electronic systems). Record and update movement of patient files both manually and electronically. Keep patient file safe and secure as per government prescripts. Task and allocate staff reporting to the unit. Train, mentor, equip and communicate to staff at all times. Ensure Sound labour practice is adhered to within the unit. Compile, Record, Analyze and Report statistics electronically and manually. Adherence to all government prescript. Compile

periodic statistics within the hospital. Be proactive in addressing challenges in the section. Be willing to undergo continuous training and development programmes. Do daily spot checking within the section allocated. Attend meetings and training as approved by supervisor. Swift response to the complaints. Conduct Performance Management and Development System (contracting, quarterly reviews and final assessment) for the staff reporting in the unit. Willing to work 24/7/365 days per year and do rotations. Apply disciplinary measures to the staff. Willing to do any other task assigned by supervisor and management.

ENQUIRIES : Ms Tsile K.G Tel No: 011 933 9090
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 form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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 may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 25 June 2021

POST 20/290 : **PROFESSIONAL NURSE: GRADE 1-3 GENERAL NURSING**
 Directorate: Nursing

SALARY : R256 905 – R485 475 per annum, (Plus Benefits)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : Basic R425 qualification (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with SANC, experience in dental environment will be an added advantage.

DUTIES : Provide optimal holistic specialized nursing care with set standards. Able to plan and organize work and support personnel, work effectively with all team members. Effective utilization of resources (Human and material). Perform clinical nursing practice in accordance with the scope of practice in a dental surgical ward. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice. Maintain environment that promote patients' rights and maintain patient safety. Ability to manage stress maintain professional growth. Ability to maintain a constructive working relationship with nursing and other stakeholders. Assist in the Occupational Health, Safety, and Quality Assurance department. Have good communication skills with colleagues, students and multidisciplinary team member. Active participation in patient quality improvement plan. Must be willing to rotate in different departments.

ENQUIRIES : Mrs GE Khumalo Tel No: 012 319 2644
APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Dr

- Savage Road, Riviera, Pretoria or mail to Ms. L Debeila PO Box 1266, Pretoria, 0001.
- NOTE** : Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, current SANC certificate and new Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 21 June 2021
- POST 20/291** : **CLIENT INFORMATION CLERK REF NO: CHBAH 431 (X1 POST)**
Directorate: ICT
- SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612 per annum (Level 05)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Grade 12 or equivalent. Computer literate (Ms Office). Switchboard or Call Centre will be added knowledge. Ability to communicate well with people at different levels and different backgrounds. Sound organisation 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. Good interpersonal skills and document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative. Ability to work independently and in a team. Ability to organize and plan. Must be self-motivated. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.
- DUTIES** : Handle incoming calls. Outgoing calls and transferring calls to appropriate extensions. Making calls on behalf of the staff, keeping records and taking messages. Sending of bulk SMS messages for hospital communications and patients. Answer general enquiries pertaining to hospital clients and staff. Report faulty telephone lines and keep record. Handle Switchboard apparatus appropriately by using the equipment according to specifications and monitor call durations. Keeping track with doctor's call rooster and be able to use paging system. Expected to work night shifts, weekends and holidays. Comply with the performance management and development system (contracting, quarterly reviews and final assessment).
- ENQUIRIES APPLICATIONS** : Mr T Mnguni Tel No: (011) 933 9038
: 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 form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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 may be subjected to medical surveillance as required by the Occupational Health and

Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 25 June 2021
- POST 20/292** : **HUMAN RESOURCE CLERK REF NO: CHBAH 432 (X1 POST)**
Directorate: Labour Relation
- 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 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 Ability to handle task 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** : Data capturing: Update HRD 100 spreadsheet, follow up with managers on status of employee's attendance, write tracing letters, draft HR implementation mandate and sent to HR for implementation, analyze and report monthly on absence (absence, sick & abscondment). Misconduct cases: Receive, capture all cases and update progress periodically, update and compile compliance letter every month, attend to adhoc Central Office queries related to stats, update provincial spread sheet on status / closed cases. Grievances: Receive and capture grievances on the spreadsheet, allocation of grievances and monitor time frames compliance. Strike/ work stoppage: Consolidation of strike statistics from all business units and send it to Head office, coordinate the implementation of no work no pay rule through Human Resource administration.
- ENQUIRIES** : Mr. E Netshongolwe Tel No: (011) 933 0309
- 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 form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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 may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will

be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 25 June 2021

POST 20/293 : **AUXILIARY WORKER (QUEUE MARSHALL) REF NO: CHBAH 433 (X5 POSTS)**
Directorate: Quality Assurance

SALARY : R122 595 per annum (Level 03), (Plus Benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS : Grade 10/Abet level 3. Time Management skills. Proficiency in various official languages. Basic knowledge of the legislative framework and processes related to the cleaning field. Ability to read and write. Ability to communicate in more than one official language. 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. Ability to handle tasks of multidisciplinary nature. Must be prepared to work shifts which includes, fixed, after hours, weekends and public holidays. Knowledge of the Batho Pele Principals and Patients Right Charter. Knowledge of Labour Relations processes.

DUTIES : Control and maintain order in waiting areas. Screen patients in the waiting area. Direct clients to appropriate clinics. Welcome patients and visitors. Be able to give health talks to waiting patients. Provide clean water and cups. Check environment for cleanliness and broken equipment. Able to handle and solve minor complaints. Adhere to timelines. Up to date with the activities, services and areas within the hospital to be able to direct customers. Perform other duties as allocated by the supervisor. Comply with the rotation roster. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

ENQUIRIES : Ms G M Matjila Tel No: (011) 933 -8146

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 form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). 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 may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 25 June 2021

POST 20/294 : **MEDICAL SPECIALIST (SESSIONAL) REF NO: HRM/2021/27 (X1 POST)**
 Directorate: Radiology Department

SALARY : Grade 1: R532.00 – Grade 3: R706.00 per hour (OSD)
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Senior Certificate and MBCCH/MBBCH degree that allows registration with Health Professional Council of South Africa as a Medical Specialist in Radiology. Certificate of registration with HPCSA and proof of current annual renewal of practicing license as a Medical Practitioner. A concern for excellence and quality awareness. Sound knowledge and experience of Radiology modalities, procedures and protocols. Good verbal, interpersonal, communication, management and administrative skills. Must be computer literate. Ability to function effectively and independently under pressure and to take initiative. Must be a team player and be able to collaborate with other health professionals (MDT).

DUTIES : Ensure that an optimal Radiological service is provided. Assist with the development of management protocols/policies of the department. Assist with the supervision and support of medical officers and radiographers. Participate in the departmental academic programme. Assist with the administration of a component of the department. Support the departmental activities for the development and training of undergraduate and post graduate students.

ENQUIRIES : Mr. S.E. Mofokeng Tel No: (012) 842 0961
APPLICATIONS : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Road and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION : Mr S.E. Mofokeng (HR Recruitment Section)
NOTE : Must be completed fully on a new Z83 form, CV, certified copies of all required documents of ID (both sides) and qualifications not older than Six (6) months. N.B: Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. If you did not hear from us within three months, consider your application unsuccessful. The hospital reserves the right to appoint or not to appoint. Successful candidates will be required to undergo police clearance and physical verification at home affairs. The specific reference number must be correctly quoted, failure to comply with the instruction will disqualify an application from being fairly processed. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and employment verification) successful candidates will also be subjected to security clearance processes. If you did not hear from us within three months, consider your application unsuccessful. The hospital reserves the right to appoint or not to appoint.

CLOSING DATE : 21 June 2021

POST 20/295 : **MEDICAL OFFICER (SESSIONAL) REF NO: HRM/2021/26 (X2 POSTS)**
 Directorate: Radiology Department

SALARY : Grade 1: R395.00 – Grade 3: R524.00 per hour (OSD)
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Senior Certificate and MBCCH/MBBCH degree that allows registration with Health Professional Council of South Africa as a Medical Specialist in Radiology. Certificate of registration with HPCSA and proof of current annual renewal of practicing license as a Medical Practitioner. Two (2) years' experience in Radiology Department. Good verbal, interpersonal, communication, management and administrative skills. Must be computer literate. Ability to function effectively and independently under pressure and to take initiative. Must be a team player and be able to collaborate with other health professionals (MDT).

DUTIES : Provide optimal radiology service. Assist clinicians with booking of patients and give advice when necessary. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of radiographers in the department. Participate in the departmental academic programme. Assist with the administration of the department. Support the departmental activities for the development and training of undergraduate students.

ENQUIRIES APPLICATIONS : Mr. S.E. Mofokeng Tel No: (012) 842 0961
 : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Road and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION NOTE : Mr S.E. Mofokeng (HR Recruitment Section)
 : Must be completed fully on a new Z83 form, CV, certified copies of all required documents of ID (both sides) and qualifications not older than Six (6) months. N.B: Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. If you did not hear from us within three months, consider your application unsuccessful. The specific reference number must be correctly quoted, failure to comply with the instruction will disqualify an application from being fairly processed. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and employment verification) successful candidates will also be subjected to security clearance processes. If you did not hear from us within three months, consider your application unsuccessful. The hospital reserves the right to appoint or not to appoint.

CLOSING DATE : 21 June 2021

POST 20/296 : **SESSIONAL DIAGNOSTIC RADIOGRAPHER REF NO: HRM/2021/28 (X4 POSTS)**
 Directorate: Radiology Department

SALARY CENTRE REQUIREMENTS : R210.00 – R290.00 per hour
 : Mamelodi Regional Hospital
 : National Senior Certificate and a recognized Diploma or Degree Qualification in Diagnostic Radiography. Proof of original certificate of registration and Current registration with HPCSA as an independent Diagnostic Radiographer. Two (2) years' work experience in Computerised Tomography Scan (CT Scan), Knowledge, Skills Training and Competencies Required. Good interpersonal skills and teamwork.

DUTIES : Produce good quality CT scan images, Plan and perform various CT examinations with high competence, Good knowledge of all contrast media needed and used in CT Scan. Planning and booking of CT Scan patient. Managing CT Scan department. Ensure regular QA and service of the CT Scan machine. Training of Radiographer on CT machine. Make sure that regulations pertaining to radiation, protection and safety are adhered to and that the budget is controlled. Receive cognizance of the traumatic and pathological condition that may be present and accept responsibility for the patients. Supervise subordinates. CT Scan Students Clinical Training according to the vision and mission statement of the Department of Health, perform any other duty that may be delegated by the supervisor. Must be able to work independently without supervision. Must be willing to cover a 24 hours' duty roster. Work with COVID-19 suspected and confirmed patients.

ENQUIRIES APPLICATIONS : Mr. S.E Mofokeng Tel No: (012) 842 0961
 : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION NOTE : HR: Recruitment and Selection
 : must be completed fully on a new Z83 form, CV, certified copies of all required documents of ID (both sides) and qualifications not older than Six (6) months. N.B: Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. If you did not hear from us within three months, consider your application unsuccessful. The specific reference number must be quoted, failure to comply with the instruction will be disqualify applications from being fairly processed. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and employment verification) successful candidates will also be subjected to security clearance processes. If you did not hear from us within three months, consider your application unsuccessful. The hospital reserves the right to appoint or not to appoint.

CLOSING DATE : 21 June 2021