

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**ERRATUM:** Kindly note that the post of Assistant Director: Facility Management Unit with Ref No: TEMBI/2021/AD/02 (**for Tembisa Provincial Tertiary Hospital**) advertised in Public Service Vacancy Circular 20 dated 04 June 2021. The notch was erroneously quoted as R517 326 – R574 158 per annum is instead of R376 596.00 – R443 601.00 per annum. The correct notch of the above mentioned post supposed to read as follows: R376 596 – R443 601 per annum. Kindly note that the following post was advertised in Public Service Vacancy Circular 19 dated 28 May 2021 (**For** ), The Requirements have been amended as follows (1) Middle Manager: Human Resource. Degree/ Diploma in HR management or Grade 12 plus 10 years' experience in HR with a minimum of 5 years' experience in HR Management on a supervisory level Extensive experience in Persal. Knowledge of Public Service Act, PFMA and other legislative prescripts that governs HRM. Computer literacy. Must be a customer focused individual with excellent organizing (verbal and written) communication skills, Proven Project management and excellent planning skills. Good understanding of PSCBC resolutions especially the implementation of grading OSD and NON OSD. Skills: Leadership skills, good interpersonal and presentation skills. Problem solving skills to interact at different levels and from different backgrounds. Ability to interact at strategic level and implement turn-around strategies. The closing date has been extended to 28 June 2020. Kindly note that the post of Engineering Technician Production Grade A/B (Clinical Engineering Practitioner) with Ref No: SBAH 55/2021 (**For Steve Biko Academic Hospital**) advised in Public Service Vacancy Circular 20 dated 04 June 2021 was advertised with an incorrect notch, the correct notch is R311 859 per annum. We would like to apologies for the inconvenience caused by this. Kindly note that the post of Operational Manager (General) with Ref No: SBAH 57/2021 (**For Steve Biko Academic Hospital**) advertised in Public Service Vacancy Circular 20 dated 04 June 2021 was advertised with some incorrect requirements, the correct requirements are as follows: 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. 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. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificates compulsory. South Africa Nursing Council annual practicing certificate. Valid EB driver's license. Computer literate. Strong leadership, good communication and sound interpersonal skills are necessary. Closing date has been extended to 29 June 2021.

**OTHER POSTS**

<b><u>POST 21/62</u></b>	:	<b><u>DENTAL SPECIALIST GRADE 1/2/3 (PROSTHODONTICS) REF NO: DSPEC01-06 (X2 POSTS)</u></b> Directorate: Prosthodontics
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 106 040 – R1 467 651 per annum (inclusive package), excl commuted overtime Wits Oral Health Centre Appropriate qualification that allows registration with the HPCSA as Dental Specialist in Prosthodontics. Registration with HPCSA as a Dental Specialist within the relevant discipline Prosthodontics. Appropriate Clinical experience as Specialist in Prosthodontics after registration with Health Professional Council of South Africa.
<b><u>DUTIES</u></b>	:	Provide prosthodontics services. To provide teaching & training of both undergraduate and postgraduate students. Conduct and supervise research. Participate in any other activity as directed by the Head of Department.
<b><u>ENQUIRIES</u></b>	:	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** : 28 June 2021
- POST 21/63** : **MEDICAL SPECIALIST REF NO: REFS/008967**  
Directorate: General Adult and Child Psychiatry
- SALARY** Grade 1: R1 106 040 per annum, (All-inclusive package)  
Grade 2: R1 264 623 per annum, (All-inclusive package)  
Grade 3: R1 467 651 per annum, (All-inclusive package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : **Grade 1:** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Psychiatry. Registration with the HPCSA as Medical Specialty in Psychiatry. No experience required after registration with the HPCSA as Medical Specialist in Psychiatry. **Grade 2:** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist. Registration with the HPCSA as Medical Specialist and proof of current registration. A minimum of 5 years' appropriate experience after registration with the HPCSA as Medical Specialist in Psychiatry. **Grade 3:** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist. Registration with the HPCSA as Medical Specialist and proof of current registration. A minimum of 10 years' experience after registration with the HPCSA as Medical Specialist in Psychiatry.
- DUTIES** : General Adult Psychiatry: The provision of care, treatment and rehabilitation to mental health care users within the framework of the Mental Health Care Act (NO 17 of 2002); involvement in other general psychiatry work as needed. Teaching and training of medical students, medical officers and psychiatry registrars, as well as other personnel (e. nurses, etc.). To stimulate, assist with and conduct research in the field of psychiatry. To supervise and manage junior staff, which would include disciplinary responsibilities if and when necessary. Administrative duties. Active participation in hospital committees. To assist with the development of policies and protocols of the hospital. Active participation in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities. To liaise with external stakeholders when appropriate. To always maintain professional and ethical conduct. Child Psychiatry: Clinical skills in Child and Adolescent Psychiatry in order to provide patient care and coordinate specialist in psychiatry and child psychiatry services using clinical skills, knowledge and experience in field of psychiatry and the subspecialty child psychiatry, preferably with experience and knowledge gained in public service environment. Develop and review clinical protocols and guidelines for child psychiatry. Develop tertiary and specialized child and adolescent psychiatry services. Attend to one's own development in the field of child psychiatry through supervision and training. Teaching and training of medical students, medical officers and psychiatric registrars, as well as other personnel (e.g. nurses, etc.). To provide subspecialist in and outpatient services in the assessment and management of children and adolescents. Intersectoral collaboration with all relevant stakeholders, including Department of education, Department of Justice and Department of Social development. To supervise Child Psychiatry Registrars, Psychiatry Registrars and multi-disciplinary mental health team members. To stimulate, assist with and conduct research in the field of child psychiatry. To ultimately undertake subspecialist examinations.
- ENQUIRIES** : Ms. P Taba Tel No: 010 214 0612
- APPLICATIONS** : should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject or should be hand delivered at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Ground Floor Admin entrance. No. 17 Jubilee Road, Park town 2193.

- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) with a C.V, applications must include three (3) contactable references, certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. African Males and females, Coloured Males, Indian Males, and White Males are encouraged to apply.
- CLOSING DATE** : 28 June 2021
- POST 21/64** : **MEDICAL SPECIALIST (GRADE 1 TO 3): OBSTETRICS AND GYNAECOLOGIST**  
**REF NO: PHOLO 2020/05/01**  
Directorate: Medical
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum, (All-inclusive package)  
Grade 2: R1 264 623 - R1 342 230 per annum, (All-inclusive package)  
Grade 3: R1 467 651 - R1 834 890 per annum, (All-inclusive package)
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : MBCHB degree and registration with the Health Professions Council of South Africa (HPCSA) as a specialist in Obstetrics and Gynaecology. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. Good resource management, problem solving and decision-making skills. The successful candidate must be agile, disciplined, and self-confident. The candidate must be able to work independently, under pressure, beyond normal working hours, and work with multi-disciplinary teams.
- DUTIES** : The successful candidate will work in the Obstetrics and Gynaecology department, which includes allocation for after hours. The post includes teaching and training of under- and post-graduate students in the department. The successful candidate will be required to participate in the departmental research initiative and in departmental outreach programs.
- ENQUIRIES** : Dr N.M. Makgana Tel No: (011) 812 5162
- APPLICATIONS** : should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration. Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 28 June 2021

<b><u>POST 21/65</u></b>	:	<b><u>REGISTRAR: ACADEMIC AND QUALITY COORDINATOR REF NO: REFS/008974 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R843 618 per annum, (all-inclusive remuneration package, of which a portion can be structured according to the individual's needs)
<b><u>CENTRE</u></b>	:	Gauteng College of Nursing (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent, Basic qualification accredited with SANC in terms of Government Notice R425 (Diploma / degree in Nursing). A Master's Degree in Nursing. Registration with the South African Nursing Council as a General Nurse and Midwife. Degree/ Diploma in Nursing Education and Nursing administration qualification. A minimum of ten (10) years' appropriate recognizable nursing experience after Registration as Professional Nurse with SANC. A minimum of six (6) years, of the mentioned period must be appropriate/recognizable experience in Nursing Education, after obtaining the Post Basic Nursing Education Qualification. Management experience of two years in a Nursing College or higher nursing education institution. A valid driver's license. Computer certificate / literacy. Skills and Knowledge: Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.
<b><u>DUTIES</u></b>	:	Facilitate the development of and short courses. Facilitate the update/review of existing programmes. Coordinate the development of supporting documents for accreditation or re-accreditation by professional bodies. Coordinate the submission of programmes for accreditation/reaccreditation. Facilitate the development of standardised learning materials for utilisation by campuses. Develop monitoring and evaluation tools for implementation and monitoring and evaluation of learning programmes. Conduct on-site inspections of campuses to monitor compliance to academic standards. Co-ordinate the research activities and facilitate research output of campuses. Participate in recruitment, selection, appointment of HODs and the orientation programmes for academic staff.
<b><u>ENQUIRIES</u></b>	:	Ms. PM. Motswaledi @ (072 383 1427)
<b><u>APPLICATIONS</u></b>	:	Applicants can apply online at <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a>
<b><u>NOTE</u></b>	:	Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website and must be completed in full certified copies of qualifications, ID copy, drivers license not older than 6 months and a CV must be attached. The specific reference must be quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC). Verification, upon appointment within the Department. This verification process entails reference checks, identify verification, qualifications verification, criminal record checks).It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or emailed applications will be accepted. The Department reserves the right not to

make an appointment to the advertised post(s). NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za  
28 June 2021

- CLOSING DATE** :  
**POST 21/66** : **CLINICAL COORDINATOR REF NO: REFS/008975 (X1 POST)**  
**SALARY** : R843 618 per annum, (all-inclusive remuneration package, of which a portion can be structured according to the individual's needs)  
**CENTRE** : Gauteng College of Nursing (Johannesburg)  
**REQUIREMENTS** : A grade 12 or equivalent. Basic qualification accredited with SANC in terms of Government Notice R.425 (Degree / Diploma or equivalent) A Degree/Diploma in Nursing Education and Management. Current registration with the South African Nursing Council as a General Nurse and Midwife. Master's degree in Nursing. A minimum of ten (10) years' appropriate recognizable nursing experience after registration as Professional Nurse with SANC. A minimum of six (6) years, of the period mentioned above must be appropriate/recognizable experience in teaching in a Nursing Education Institution / higher education institution, after obtaining the Post Basic Nursing Education qualification. Management experience of (2) two years in a Nursing College or higher nursing education institution. A valid driver's license. Computer certificate / literacy. Skills And Knowledge: Experience in educational programme development and management experience in nursing education at a college or a higher education institution. Must have a valid driver's license. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure. Change management. Good communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.  
**DUTIES** : Plan and coordinate placement of students with all nursing education institutions in the province. Evaluation of clinical facilities for compliance to nursing education and practice standards. Monitor and evaluate the quality management of clinical education and training. Manage electronic records of clinical placement and clinical education and training outcomes and competence of students. Recruit and participate in the selection of clinical preceptors. Coordinate the training of clinical preceptors. Develop and maintain a masterplan for clinical placement of students in the province.  
**ENQUIRIES** : Ms. PM. Motswaledi @ (072 383 1427)  
**APPLICATIONS** : Applicants can apply online at <http://professionaljobcentre.gpg.gov.za>  
**NOTE** : Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website and must be completed in full certified copies of qualifications, ID copy, drivers license not older than 6 months and a CV must be attached. The specific reference must be quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC). Verification, upon appointment within the Department. This verification process entails reference checks, identify verification, qualifications verification, criminal record checks). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. Correspondence will only be limited to shortlisted candidates. If you

have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za  
28 June 2021

**CLOSING DATE**

:

**POST 21/67**

:

**PROGRAMME COORDINATOR (POSTGRADUATE PROGRAMMES) REF NO: REFS/008889 (X1 POST)**

**SALARY**

:

R843 618 per annum, (all-inclusive remuneration package, of which a portion can be structured according to the individual's needs)

**CENTRE**

:

Gauteng College of Nursing (Johannesburg)

**REQUIREMENTS**

:

Matric certificate or the equivalent. Basic qualification (i.e. Degree/ Diploma in Nursing and Midwifery that allows registration with SANC as a General Nurse and a Midwife. Any qualification on R212/R48. A management qualification and a post basic qualification in Nursing Education with SANC. A Master's Degree in Nursing. Registration with South African Nursing Council (SANC). A minimum of ten (10) years appropriate or recognizable nursing experience after registration as a Professional Nurse and Midwife of which six (6) years must be appropriate or recognizable experience in teaching in a Nursing Education institution or a higher education institution after obtaining a qualification in Nursing Education. Minimum of two to three (2-3) years' experience as a manager in a nursing college or a higher education institution. A valid Driver's license. Computer certificate / literacy. Skills and Knowledge: Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilising excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Above average computer literacy. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.

**DUTIES**

:

Facilitate the development of programmes and short courses. Facilitate the update/review of existing programmes. Coordinate the development of supporting documents for accreditation or re-accreditation by professional bodies. Coordinate the submission of programmes for accreditation/reaccreditation. Facilitate the development of standardised learning materials for utilisation by campuses. Develop monitoring and evaluation tools for implementation and monitoring and evaluation of learning programmes. Conduct on-site inspections of campuses to monitor compliance to academic standards. Co-ordinate the research activities and facilitate research output of campuses. Participate in recruitment, selection, appointment of HODs and the orientation programmes for academic staff.

**ENQUIRIES**

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Ms. PM. Motswaledi @ (072 383 1427)

**APPLICATIONS**

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Applicants can apply online at <http://professionaljobcentre.gpg.gov.za>

**NOTE**

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Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website and must be completed in full certified copies of qualifications, ID copy, drivers license not older than 6 months and a CV must be attached. The specific reference must be quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC). Verification, upon appointment within the Department. This verification process entails reference checks, identify verification, qualifications verification, criminal record checks). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority

(SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za  
28 June 2021

**CLOSING DATE**

:

**POST 21/68**

:

**ASSISTANT MANAGER NURSING SPECIALTY STREAM (CTD) REF NO: REFS/008968**

Directorate: Nursing - Clinical Teaching Department  
Re-advertisement

**SALARY**

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**CENTRE**

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**REQUIREMENTS**

:

Grade 1: PN-B4 R614 991 per annum, (plus benefits)  
Charlotte Maxeke Johannesburg Academic Hospital  
Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC as professional nurse and proof of current registration. A post basic nursing qualification of the duration of 1 year, accredited with SANC in the relevant specialties. Have a minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year Post Basic Qualification. At least 3 years of the period must be appropriate experience at management level. Nursing qualification is compulsory. Computer literacy will be added advantage.

**DUTIES**

:

Develop the Operational Plan for training and development for the nursing department and implement in-service training programme for the hospital. Coordination of nursing department's training and compiling of yearly teaching programme. Implement and coordinate on-the-job staff development/ training of permanent staff, post basic students and basic students. Coordination of orientation and induction of all new staff in the institution. Promotion of quality nursing care in line with National Core standards. Participate in quality, skills development, institutional research, ethics and other committees in the institution. Coaching and Mentorship of nurses. Monitor compliance with the CPD Points in Nursing. Propose and operationalize the business case of CTD's (Clinical Teaching Department). Develop Training in line with National core standards/Ideal Hospital Framework. Coordinate clinical placement of nursing students and monitor absenteeism. Liaising with affiliate training institutions. Compile student absenteeism reports and training statistics for the nursing department and attend stakeholder meetings. To ensure that nursing is practiced safely and ethically. Do call on rotational basis. Perform other extra duties as mutually determined by the institution. Expected to relieve Nursing Manager when required.

**ENQUIRIES**

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**APPLICATIONS**

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Ms. A Tshitereke Tel No: 011 488 3787  
should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/> or should be hand delivered at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Ground Floor Admin entrance. No. 17 Jubilee Road, Park town 2193.

**NOTE**

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The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) with a C.V, applications must include three (3) contactable references, certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications,

communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. African Males, Coloured Males and females, Indian Males and females, Indian Males and females, and White Males are encouraged to apply.

- CLOSING DATE** : 28 June 2021
- POST 21/69** : **ASSISTANT MANAGER NURSING: SPECIALTY REF NO: SBAH 60/2021**  
Directorate: Nursing
- SALARY** : R614 991 per annum, (plus benefits)
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in relevant specialty. Degree/diploma in Nursing Management A minimum of 10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after 1 year post basic qualification in Operating Theatre Nursing Science. At least 3 years of the period referred to above must be appropriate recognizable experience at management level at Public Institution. Strong leadership, good communication and sound interpersonal skills are necessary. Valid driver's license. Service certificates compulsory. South African Nursing Council annual practicing certificate. Computer literacy.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and professional /legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth/ethical standards and development of self and subordinates.
- 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** : 29 June 2021
- POST 21/70** : **ASSISTANT MANAGER NURSING: SPECIALTY REF NO: SBAH 61/2021**  
Directorate: Nursing
- SALARY** : R614 991 per annum, (plus benefits)
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in relevant specialty. Degree/diploma in Nursing Management A minimum of 10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after 1 year post basic qualification in Critical Care Nursing Science. At least 3 years of the period referred to above must be appropriate recognizable experience at management level at Public Institution. Strong leadership, good communication and sound interpersonal skills are necessary. Valid driver's license. Service certificates compulsory. South African Nursing Council annual practicing certificate. Computer literacy.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and professional /legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Coordination of the provision of effective training and research. Provision of effective support to



		Nursing Services. Maintain Professional growth/ethical standards and development of self and subordinates.
<b><u>ENQUIRIES</u></b>	:	Ms. AM Mowayo Tel No: 012 354 1300
<b><u>APPLICATIONS</u></b>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	29 June 2021
<b><u>POST 21/71</u></b>	:	<b><u>ASSISTANT MANAGER: QUALITY ASSURANCE REF NO: JUB 20/2021</u></b> Directorate: Quality Assurance
<b><u>SALARY</u></b>	:	R562 800 per annum
<b><u>CENTRE</u></b>	:	Jubilee District Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A qualification in Nursing Administration/Management or in Health Care Services Management is an added advantage .Current registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/recognizable experience after registration with the SANC as Professional Nurse in General nursing .At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Other Skills /Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and health care sciences .Knowledge of the Performance Management and Development System. Knowledge and application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act ,Labour Relations Act ,Public Finance Management Act and Treasury Regulations .Understanding the application of Batho –Pele Principles, Patients right charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills .Operational and people management skills .Ability to interact with diverse stakeholders and health users and givers. Facilitation and coordination skills. Problem solving, planning and organizing skills. Ability to work under pressure. A valid driver’s license. Willing to work overtime when required. Computer literacy and report writing skills. NB!! Shortlisted Candidates may be assessed for computer competency.
<b><u>DUTIES</u></b>	:	Provide overall leadership for Quality Development in the hospital towards realization of the set strategic goals & objective. Overall provision of APP-aligned Total Quality Management services to the hospital by: Overall monitoring, investigating, evaluating, recording and reporting on complaints management. Effective clinical & non-clinical risk management by monitoring, investigating, evaluating, recording and reporting on Patients Safety Incidents. Improve effectiveness of system operations through monitoring and reporting on patients waiting times. Conduct Patient Experience of Care Surveys and share results with relevant stakeholder’s. Ensure that monthly internal audits are conducted and comply with norms and standards. Facilitate conduction of and reporting on Ideal Health Facility Realization assessments in line with existing and approved legal prescripts .Provide support to the institution on matters pertaining to Norms and Standards as set by Office of Health Standards Compliance. Facilitate conduction of and reporting on Clinical Records Audits. Operate and management relevant data systems. Monitor development, implementation and evaluation of Quality Improve Plans. Perform other delegated functions.
<b><u>ENQUIRIES</u></b>	:	Dr O.B Modise Tel No: (012) 717 9336
<b><u>APPLICATIONS</u></b>	:	documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must

be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

- CLOSING DATE** : 29 June 2021, Time: 13H00
- POST 21/72** : **SPEECH THERAPIST & AUDIOLOGIST (GRADE 1) REF NO: JUB19 /2021**  
Directorate: Speech & Hearing
- SALARY** : R317 976 per annum  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : A degree in Speech Therapy and Audiology (STA) from a recognized university. Registration certificate as an independent practitioner with the HPCSA. Current/annual proof of registration with the HPCSA. Candidate should have complete their community service as of present. Other Skills: Excellent verbal and written communication skills. Computer literacy, teambuilding, teamwork and motivation/mentorship/coaching skills background knowledge of tertiary-level speech therapy and audiology services (i.e. ototoxicity monitoring, tracheostomy, laryngectomy and video fluoroscopy studies) will be an added advantage.
- DUTIES** : provide effective speech therapy and audiology services for inpatients and external stakeholders (e.g. outpatients, non-governmental organizations, home-based projects) .Extensive knowledge on ototoxicity monitoring. Provide public education regarding hearing associated difficulties and pathologies, communication and feeding difficulties. Contribute towards development and implementation of strategic plans in keeping with the requirements of the institution, the province and national health .Analyze and interpret statics and make suggestions to the work team to improve speech therapy and audiology services. Assist with management of resources of the department namely: human, finance and physical.
- ENQUIRIES** : Mr T.P Malele Tel No: (012) 717 9413  
**APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 29 June 2021, Time: 13H00
- POST 21/73** : **DENTAL THERAPIST GRADE 1/2/3 REF NO: DT02-06**  
Directorate: Oral Hygiene and Auxiliary Training (OHAT)
- SALARY** : R317 976 – R431 164 per annum, (plus benefits)  
**CENTRE** : Wits Oral Health Centre  
**REQUIREMENTS** : Registration as a Dental Therapist 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 must 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 for Dental Therapists. Provide service delivery to patients at the Wits Oral Health Centre and other sites available for training and teaching. 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	HR Manager- Mr. P.F Monama Pulankana.monama@gauteng.gov.za
	:	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.
<b><u>NOTE</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	28 June 2021
<b><u>POST 21/74</u></b>	:	<b><u>DIAGNOSTIC RADIOGRAPHER-GRADE 1-3 REF NO: SBAH 62/2021</u></b> Directorate: Diagnostic Radiography Department
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R317 976 - R439 164 per annum, (plus benefits) Steve Biko Academic Hospital Diploma/ B-RAD/B-TECH Diagnostic Radiography. Registration with the HPCSA is compulsory. Computer literacy essential-all the X-ray units are digital.
<b><u>DUTIES</u></b>	:	<b>Grade 1:</b> Diagnostic Radiography in a 24-hour department. To participate in a 24-hour roster. To produce x-ray images according to prescribed protocols, radiation control Measures and medico-legal requirements. Assist in the training of Community Service Radiographers and students. Assist in the quality assurance of images. Supervise and participate in the departmental quality assurance tests. Participate and facilitate in CPD as required by the HPCSA. Assist with quality control tests. <b>Grade 2:</b> Grade1 duties and Assist in training of Students, Community Service and Grade1 Radiographers. Quality assurance of images. Assist with quality control tests. <b>Grade3:</b> Grade1 and 2 duties and to assist the students and other qualified Radiographers with problem solving. Assist with quality control tests. Assist in managing of the department. High level of responsibility.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs. S Van Niekerk Tel No: 012 354 1379
	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	29 June 2021
<b><u>POST 21/75</u></b>	:	<b><u>ADMINISTRATION OFFICER REF NO: PHOLO 2020/05/02 (X1POST)</u></b> Directorate: Mortuary Section
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 - R303 339 per annum, (plus benefits) Pholosong Hospital Grade 12 or equivalent with atleast 5 years' experience in patient affairs. National Diploma or Degree in Administration with 3 years' experience in patient affairs and willing to work shifts. Sound knowledge of Office Administration Management with emphasis on PFMA, BCEA, Records Management, National Core Standards, Mortuary standard operational manual, In-depth knowledge of Legislative Prescripts, Computer Literacy MS Office (Word, Excel and Outlook). PAAB system will be an added advantage. Skills: Good interpersonal relation, problem solving and decision-making and good office management skill. Competencies required. Good verbal communication and report writing skills. The following will be an added advantage general knowledge of Accident and Emergency/Casualty, X-ray departments. The ability to work under pressure.
<b><u>DUTIES</u></b>	:	Supervise and ensure De-Registration and billing of mortuary patients from the PAAB System. Ensure Maintaining of all records relevant to Mortuary. Ensure

mortuary register is manually maintained and improve on electronic record keeping. Follow up and review all unknown patients. Track and Trace bodies from entry to exit. Retrieve all relevant patient files for accurate record keeping. Submit daily electronic report to relevant authority for Covid-19 statistics. Ensure mortuary Certificate of Compliance is achieved and renew it when required. Address all enquiries relevant to Occupational Health and Safety issues. Address all mortuary related queries from internal and external parties. Report malfunctioning of fridges. Ensure securing of area. Ensure cleanliness of mortuary area and trays. Supervise and oversee staff attendance. Appraise staff and evaluate performance. Discipline when necessary in line with Acts, Policy and Standards. Ensure adherence to the six quality priorities. Manage correct patient reclassification. Update all unknown patient in the ward. Order necessary stock and stationary for maintaining the mortuary. Oversee the collection and compliance of relevant documents in record keeping for mortuary (BI 1663 etc.). Ensure all records are secure and accounted for.

- ENQUIRIES** : Ms. V. Bulana Tel No: 011 812 5170
- APPLICATIONS** : should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 28 June 2021
- POST 21/76** : **ADMINISTRATION OFFICER REF NO: PHOLO 2020/05/03 (X1 POST)**  
Directorate: Patient Affairs
- SALARY** : R257 508 - R303 339 per annum, (plus benefits)
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : Grade 12 or equivalent with atleast 5 years' experience in patient affairs. National Diploma or Degree in Administration with 3 years' experience in patient experience and willing to work shifts. Sound knowledge of Office Administration Management with emphasis on PFMA, BCEA, Records Management, National Core Standards, Mortuary standard operational manual, In-depth knowledge of Legislative Prescripts, Computer Literacy MS Office (Word, Excel and Outlook). PAAB system will be an added advantage. Skills: Good interpersonal relation, problem solving and decision-making and good office management skill Competencies required. Good verbal communication and report writing skills. The following will be an added advantage general knowledge of Accident and Emergency/Casualty, X-ray departments. The ability to work under pressure.
- DUTIES** : Supervise and manage Admin Personnel in the Patient affairs section. Provide leadership and guidance to clerical personnel and coordinate their activities. Check that the admitting officer has completely completed correctly TPH 25 and that all the required information is completed with GPF 4 and 5 and ensure the down time register is complete and that the patient's medical records are captured back once the system is up and running. Confirm and follow up on all medical aid patients. Leave management and monitor all litigations requests and ensuring that the

patient waiting time is reduced by following up on queue management. Supervise records, kit room, mortuary and porter's department, monitor and comply with section 32 request. Compile and submit down time statistics monthly Facilitate proper and classification and re-classification of patients and sustain internal controls in ensuring revenue collection. Ensuring proper updating of patient's information on PAAB. Meet all the deadlines and relieve other supervisors during their annual or sick leave as required. Ensure Personnel contracted, assessed and developed accordingly in terms of PMDS. Manage office supplies and stationery. Attend departmental meetings with staff to discuss issues of the unit. Perform all duties as allocated by the Head of Department.

- ENQUIRIES** : Ms. V. Bulana Tel No: 011 812 5170
- APPLICATIONS** : should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is certified ID, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 28 June 2021
- POST 21/77** : **ADMINISTRATION OFFICER: LABOUR RELATIONS REF NO: EMS/LBR/11/2021**
- SALARY** : R257 508 per annum (Level 07), (plus benefits)
- CENTRE** : Gauteng Emergency Medical Services
- REQUIREMENTS** : Degree/National Diploma in Labour Relation or Grade 12 certificate with 3-5 years” Experience in Labour Relation field which must include experience in handling disciplinary matters and disputes, computer literacy (MS word, MS excel) knowledge of the LR administration process, conversant with LR prescript and procedures. Sound verbal and written communication skills. Ability to act with tact and discretion must have office administration competency. Must be in possession of code B driver's license.
- DUTIES** : Provide skilled LR services to EMS and ensure that all LR procedures, comply with all the acts applicable to LR in the public service i.e. Public Regulation and the Public Service Act .Liaise with respective line managers regarding LR functions. Provide customer's service to employees in respect of misconduct cases, grievance and disputes. To answer and resolve complex and sensitive LR policy interpretation and advice departments on management of misconduct. To quality assure LR policy, Employee Relations practice Comply monthly report. Facilitate the resolution of grievances lodged by employees. Take part in the Employee /management forums. Render secretarial service in the multilateral meetings.
- ENQUIRIES** : Mr. G Papo Tel No: 011 564 2033
- APPLICATIONS** : must be delivered to Emergence Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand Or Posted to P.O Box 8311 Halfway House 1685.
- CLOSING DATE** : 28 June 2021

**POST 21/78** : **CHIEF WORKS OFFICER (BUILDING): FMU REF NO: EMS/SPLYCHN/08/2021**

**SALARY** : R257 508 per annum (Level 07), (plus benefits)  
**CENTRE** : Gauteng Department of Health (Emergency Medical Service)  
**REQUIREMENTS** : A three year tertiary qualification in Building, Quantity Surveyor or Civil engineering Field or N3 certificate plus a complete trade test certificate with relevant experience in the built environment. Valid driver's license. Willingness to travel and work irregular hours. Computer literacy, Applicable knowledge of the PFMA, OHSA, National Building Regulations and Environmental Conservation Act, Project management skills. Strong verbal and written communication skills. Knowledge of Government procurement processes and systems. Good analytical skills.

**DUTIES** : The successful candidate will be responsible for management of building projects. Attend to day to day and planned maintenance request from the clients. Inspect leased building, optimum use of electrical equipment and installations. Ensure building work and drawings comply with the OHS Act. Inspect and certify municipal account on electricity consumption. Compile scope of works and prepare estimates as well as technical reports. Certify and verify invoices. Prepare and compile submissions and progress reports on a monthly basis.

**ENQUIRIES** : Mr KJ Mapotse Tel No: (011) 564 2018  
**APPLICATIONS** : must be delivered to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or Posted to P.O Box 8311 Halfway House 1685.

**CLOSING DATE** : 28 June 2021

**POST 21/79** : **SENIOR ADMIN: ASSET REF NO: EMS/SPLYCHN/09/2021**

**SALARY** : R257 508 per annum (Level 07), (plus benefits)  
**CENTRE** : Gauteng Department of Health (Emergency Medical Service)  
**REQUIREMENTS** : Grade 12 or equivalent qualification. 3 – 5 years' experience in the asset Management sphere. Undergraduate Degree/ National Diploma in Asset Management field will be an added advantage. Computer skills, Excel, Word, knowledge of BAS, SAP, Knowledge of PFMA, Treasury Regulations. Knowledge of procurement processes. Knowledge of SCM Policies PFMA, PPPFA, and Treasury Regulations. Knowledge of Batho Pele Principles. Knowledge of Labour Relations Processes. Conflict Management Skills. Ability to work under pressure. Excellent interpersonal and organisational skills. Good written and verbal communication skills. Ability to liaise with internal and external stake holders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self -motivated. Ability to handle tasks of multi-disciplinary nature. Valid driver's license.

**DUTIES** : Overall management of assets in the institution. Ensure that all assets of the Institution are barcoded and captured correctly. Ensure that reconciliation is done on monthly bases. Control the movement of assets. Ensure that Asset register is always updated. Compile and submit monthly reports. Ensure that asset verification is conducted. Ensure that all assets are barcoded. Ensure that proper controls of assets with regards to transfer and donations of the institution. Provide supervision to subordinates. Sign performance contract on annual bases. Perform other duties assign by the supervisor. Perform be willing to undergo continues training and development programmes. Attending meetings and training as approved by supervisor. Comply with the performance and development system 9 contracting, reviews and final assessment of the subordinates.

**ENQUIRIES** : Mr KJ Mapotse Tel No: (011) 564 2018  
**APPLICATIONS** : must be delivered to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or Posted to P.O Box 8311 Halfway House 1685.

**CLOSING DATE** : 28 June 2021

**POST 21/80** : **HUMAN RESOURCE OFFICER REF NO: EMS/HRO/06/2021 (X3 POSTS)**

**SALARY** : R257 508 per annum (Level 07), (plus benefits)  
**CENTRE** : Emergency Medical Services

- REQUIREMENTS** : Grade 12 with 10 year's Human Resource Management experience OR Degree/National Diploma in Human Resource Management or Equivalent Qualification with a minimum of five (5) years' experience. Computer Literacy (MS Office). Must have knowledge and experience in Persal Systems (Persal certificate). Supervision skill, Ability to work under pressure and good communication skills (written and verbal). Excellent Administrative skills (Planning Organizing and Coordination Sound knowledge of Public Service Regulations, Public Service act, Occupational Health and safety act, PFMA and Knowledge of OSD policy, PMDS and other relevant Public Service Prescripts. A valid driver's license.
- DUTIES** : Supervision of Staff. Effective and Efficient Implementation of Human Resource Management Administration such as Appointments, Transfers, Service terminations, Housing Allowances, Salary Administration Management, Leave Administration Management, Performance Management and Development Systems, Coordination of Training and Development of staff i.e. Student bursaries and Internship. Facilitate Recruitment and Selections processes. Injury on duty, PILIR, Ensure safekeeping and filing of HR related documents. Adhere to confidentiality Policy, provide guidance and advice to all relevant stakeholders, attending to enquiries from staff and Management. Provide advice and assistance to other Sectional Managers and staff regarding all HR functions. Attending meeting / workshops/forums. Writing of Submissions, memos, reports and presentations. Ensure that Quality Assurance is adhere to in HR. Performing Contracting and PMDS evaluation of subordinates. Appointment letters for Committee Panel members and to monitor Committees.
- ENQUIRIES** : Mr MM Manenzhe Tel No: 011 564 2292
- APPLICATIONS** : must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House 1685.
- CLOSING DATE** : 28 June 2021
- POST 21/81** : **HUMAN RESOURCE CLERK REF NO: EMS/HRC/05/2021 (X3 POSTS)**
- SALARY** : R173 703 per annum (Level 05), (plus benefits)
- CENTRE** : Emergency Medical Services
- REQUIREMENTS** : Grade 12/ equivalent qualification with 1-2 years relevant experience in Human Resource Management. Knowledge of Human Resource Policies, Delegations and Prescripts. Must be computer Literate, knowledge of PERSAL system is essential. Good interpersonal and communication skills (verbal and written). A valid driver's license will be an added advantage.
- DUTIES** : The successful candidates will be responsible for providing Human Resource Management Administrative support i.e. Appointment, Transfer, Promotion, Service termination, PMDS, Procedure on Incapacity Leave an ILL Health Retirement (PILIR), Leave, Injury on duty, Overtime, filling of documents, OSD Translation, Recruitment and Selection. Drafting of Persal mandates, attending meetings, assisting with minute keeping. Attend to queries from internal/ external clients and to any other HR related matters as delegated by Supervisor.
- ENQUIRIES** : Mr CV Mokobodi Tel No: (011) 564 2054
- APPLICATIONS** : must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House 1685.
- CLOSING DATE** : 28 June 2021
- POST 21/82** : **FINANCIAL/ACCOUNTING CLERKS REF NO: EMS/FNC/07/2021 (X3 POSTS)**
- SALARY** : R173 703 per annum (Level 05), (plus benefits)
- CENTRE** : Gauteng Emergency Medical Services
- REQUIREMENTS** : Grade 12 with Commercial subject as passed plus National Diploma/Degree in Financial Management /Accounting qualification or equivalent with a minimum of 18 Months practical financial experience. Proven computer literacy, good interpersonal and communication skills, verbal and written report skills, the ability to work under pressure and meet deadlines. A valid driver's license will be an added advantage.
- DUTIES** : Compile Monthly reconciliation of supplier payments. BAS/PERSAL, SAP, MEDSAS payments, BAS/PERSAL, SAP, MEDSAS and Parking. Capturing,

processing and allocating invoices through E-invoicing (SAP). Compile and capture journals and other accounts payable related reports such as fruitless & wasteful expenditure. Billing and submission of patient accounts to debtors and tracing outstanding debts. Assist in budget capturing and requesting reports. Expected to perform all other financial duties as delegated by the supervisor. Attend queries related to Finance Department.

**ENQUIRIES** : Ms. K Chauke Tel No: 011 564 2061/2038  
**APPLICATIONS** : must be delivered to Emergence Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand Or Posted to P.O Box 8311 Halfway House 1685.

**CLOSING DATE** : 28 June 2021

**POST 21/83** : **MATERIAL RECORDING CLERK REF NO: EMS/SPLYCHN/10/2021**

**SALARY** : R173 703 per annum (Level 05), (plus benefits)  
**CENTRE** : Gauteng Department of Health (Emergency Medical Service)  
**REQUIREMENTS** : National Senior Certificate (Matric/Grade 12) with 1 year experience in SCM Environment Skills and Competencies: Knowledge and application of the following prescripts: Public Finance Management Act, Supply Chain Management Act, Risk Management Policies and Practices and Financial Accounting.

**DUTIES** : Render Acquisition clerical support, request quotations, draft internal memorandum, capture requisitions on SRM system, administer filing, photocopying and faxing and email orders to service providers. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Keep and maintain the incoming and outgoing document register of the component. Place and deliver orders to payment Sections. Assist in the compilation of RFQ. Provide Supply Chain Clerical Support Services within the Component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotation, complete procurement forms for the purchasing of standard office items. Provide Personnel Administration Clerical Support Services within the Component: Maintain incoming and outgoing requisitions.

**ENQUIRIES** : Mr KJ Mapotse Tel No: (011) 564 2018  
**APPLICATIONS** : must be delivered to Emergence Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or Posted to P.O Box 8311 Halfway House 1685.

**CLOSING DATE** : 28 June 2021

**POST 21/84** : **SECRETARY REF NO: SBAH 63/2021**  
 Directorate: General Surgery

**SALARY** : R173 703 per annum, (plus benefits)  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : The incumbent must have completed a diploma or secretarial course. Grade 12 and 3 years' experience in a secretarial and office environment. Will be an advantage. The incumbent must have experience in working as a secretary or administrator in clinical academic environment with joint Provincial and University responsibilities. Computer literacy in Ms Word, Excel, Power Point, Medicom, Ms Outlook. People soft knowledge essential. Must be fully bilingual. The applicant must be able to prioritize duties, work independently, assisting with Adhoc and willing to work after hours when required.

**DUTIES** : Manage and organize the functions of the division. This includes telephone calls, patient enquires, filing and record keeping, visitors, correspondence, patient reports, duty rosters, statistics, Educational duties are liaison with departments in the faculty of Health Science. Obtain literature and do searches at the library. Prepare lecture material in a PowerPoint presentation, organize examinations and Support the Head of Division's educational tasks at interuniversity and College of Medicine level.

**ENQUIRIES** : Prof TV Mulaudzi Tel No: 012 354 2099  
**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** : 29 June 2021

**POST 21/85** : **CHIEF PORTER REF NO: SBAH 64/2021**  
Directorate: Admin & Logistics

**SALARY CENTRE REQUIREMENTS** : R145 281 per annum, (plus benefits)  
Steve Biko Academic Hospital  
Minimum Grade 12 or equivalent qualification. Knowledge of portering service and working in the mortuary will be an added advantage. Ability to communicate in more than one official language, passion for work, Knowledge of customer care, self-driven and motivated to work in a team willingness to work shifts.

**DUTIES** : Escort/accompany patients from reception to various sections, between sections and wards and to and from vehicles. Load and off load patients, render assistance to nursing staff with transfer of patients to bed /trolleys and vice versa. Display caring, respectful, friendly, courteous attitude to all patients, relatives, members of public, colleagues, shift leaders, other co-workers and supervisors. Transport corpses to the mortuary, together with the files and complete the mortuary register. Filling of daily work activities in porters control sheet. Perform other duties as allocated by the supervisor.

**ENQUIRIES APPLICATIONS** : Mr. MF Monama Tel No: 012 354 1421  
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** : 29 June 2021

**POST 21/86** : **OPERATOR PHOTOCOPIER REF NO: SBAH 65/2021**  
Directorate: Supply Chain Management

**SALARY CENTRE REQUIREMENTS** : R145 281 per annum, (plus benefits)  
Steve Biko Academic Hospital  
Grade 10 or equivalent plus 1 year working experience. Grade 12 proven photocopier, literacy and warehouse experience will be added advantage.

**DUTIES** : The successful candidate will be responsible for operation duties with regard to duplicate, bind and deliver forms and documents for hospital use. Conduct preventative and corrective maintenance on printing machine, record material usage, and train apprentices. Quality assurance and control of pre-printing and printed products.

**ENQUIRIES APPLICATIONS** : Mr. D Morwasi Tel No: 012 354 5159  
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** : 29 June 2021

**POST 21/87** : **PORTER REF NO: SBAH 66/2021**  
Directorate: Admin & Logistics

**SALARY CENTRE REQUIREMENTS** : R102 504 per annum, (plus benefits)  
Steve Biko Academic Hospital  
Minimum Grade 10 or Abet level 4 and/or above an equivalent qualification, knowledge of Portering services, working in mortuary will be added advantage. Ability to communicate in more than one official language, passion for work,

- knowledge of customer care, self-driven and motivated to work in a team, willingness to work shifts.
- DUTIES** : Escort/accompany patients from reception to various sections, between sections and wards and to and from vehicles. Load and off load patients. Render assistance to nursing staff with transfer of patients to beds/trolleys and vice versa. Display caring, respectful, friendly, courteous attitude to all patients, relatives, members of public, colleagues, shift leaders, other co-workers and supervisors. Transport corpses to the mortuary, together with the files and complete the mortuary register. Filling of daily work activities in porters control sheet. Perform other duties as allocated by the supervisor.
- ENQUIRIES** : Mr. MF Monama Tel No: 012 354 1421
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 29 June 2021

#### **DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

- CLOSING DATE** : 28 June 2021.No late applications will be considered. No faxed or emailed applications will be accepted.
- NOTE** : Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

#### **OTHER POSTS**

- POST 21/88** : **ASSISTANT DIRECTOR: PROGRAMME INFORMATION MANAGEMENT & REPORTING REF NO: REFS/008938**  
(12 Months Contract)
- SALARY** : R376 596 per annum, (plus 37% in lieu of benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Relevant three/four-year tertiary qualification (National Diploma/Degree) in Public Administration, Monitoring and Evaluation, social and or economic sciences, development studies or equivalent. Minimum of 2-3 years of experience in a related environment. Competencies- Report Writing Skills; Communication and Interpersonal Skills; Problem-Solving Skills; Organizing; Planning Numerical and Analytic Skills. Strong sense of commitment. Results-driven and ability to work under pressure and meet deadlines. Computer Literacy with knowledge of MS Office software: Ms Excel (Intermediate), Ms Word and Ms PowerPoint. Understanding of environment related Acts/Policies and Frameworks: Housing Act and Code; PFMA; Treasury Regulations; Framework for Managing Programme Performance Information and the Division of Revenue Act (DoRA).
- DUTIES** : Assist in establishing and improving mechanisms, policies and procedures for programme performance information management and reporting in line with the

existing legislative framework/s. Provide support to the business units on the utilization of reporting frameworks/tools as well as interpretation of departmental reporting requirements. Align reporting to strategic plans, business plans and performance plans. Collect, verify and consolidate data from business units in line with the Departmental Annual Performance Plan, Business Plan Operational Plans and any other Departmental planning documents. Collect, verify and consolidate data from Municipalities and Implementing Agencies in line with the transferred funds. Ensure the accuracy, validity and completeness of reported performance information. Analyse and interpret data obtained from various sources and convert it to meaningful information. Compilation of monthly and quarterly reports, reflecting progress on key Departmental outcome indicators, for submission to various stakeholders. Ensure effective and efficient accounting as per the Division of Revenue Act (DoRA). Monitor and report on Human Settlements Development Grant (HSDG) transfers effected to Municipalities and Departmental Implementing Agencies. Ensure that the Housing Subsidy System (HSS) is timeously updated with project related performance information. Timeously respond to audit queries and any other enquiries on performance information. Maintain the credibility of performance information. Gather and maintain the Portfolio of Evidence for reported Performance. Strict adherence to departmental/stakeholder reporting deadlines.

**ENQUIRIES  
APPLICATIONS**

: Miyelani Tshabalala @ 063 691 4046  
: Please apply online at <http://professionaljobcentre.gpg.gov.za>

**POST 21/89**

: **ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO:  
REFS/008961**

**SALARY  
CENTRE  
REQUIREMENTS**

: R376 596 per annum, (All Inclusive)  
: Johannesburg  
: Matric plus Bachelor's Degree / National Diploma in Risk Management/ Auditing/ Finance at NQF level 6/7 as recognized by SAQA. A minimum of 3 years' experience in Risk Management field. A valid driver's license. Competencies Needed: Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Risk Management frameworks, King III & IV report), BarnOwl system, clear understanding of Enterprise Risk Management Policies, procedures and standard and Business Continuity. People management, financial management, communication skills. Facilitation and presentation skills. Mentoring and coaching skills, planning and organising skills. Computer Literacy (MS Word, Excel, PowerPoint) and be able to work Virtual/Online using Microsoft Teams.

**DUTIES**

: Coordinate and facilitate the Control Risk Self-Assessment for Directorates/Regions and at Project level. Coordinate the implementation of action plans for the risks and reporting on any emerging risks. Assist in facilitating and ensure that each Risk Owner/Risk Champion take ownership of his/her risk register by implementing mitigation measures and reporting on the critical risk to Risk Management Sub- Committee. Assist in preparing, reviewing and updating the Draft Risk Management Policy, Risk Management Strategy and other Governance Risk Documents and ensure that these documents are circulated and communicated to the entire organisation. Plan and initiate Risk Management Awareness Campaigns and implement Risk Management Awareness Program. Ensure that Risk culture is inculcated across the Department. Submit monthly and quarterly reports. Prepare and submit five top operational risks risk reports for each Business Unit/Region and Project Risks which includes unresolved and emerging risks. Assist in coordinating the Strategic Risk Assessments for the Department and in the development of the Strategic Risk Response Action Plan. Track and report on the progress made by the Risk Owner quarterly. Ensure that the Operational Risk Response Action Plan is signed off by Risk Owners monthly. Ensure implementation of combined assurance by collaborating and linking risk management efforts with assurance services, internal controls and compliance matters to ensure effective system of internal control. Assist in the implementation of business continuity management processes to ensure that the culture of continuity is embedded across the Department. Supervise junior staff members

and ensure that continuous professional development is encouraged and implemented.

**ENQUIRIES** : Ms Alinah Mogaswa @ 072 313 8052  
**APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>

#### PROVINCIAL TREASURY

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



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

**CLOSING DATE** : 28 June 2021

**NOTE** : Applications must be submitted on a duly signed new Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document ( no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non- SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

#### OTHER POST

**POST 21/90** : **HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE ADMINISTRATION**  
Directorate: Corporate Services

**SALARY** : R257 508 per annum (plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : A relevant three-year tertiary. i.e. National Diploma or Degree in Human Resources. 1-2 years' experience in HR Administration and or Management.

**DUTIES** : To implement and administer conditions of service and service benefits. Implement and administer HR provisions. Implement and administer performance management and development systems and salary administration. Inform, guide and advice department/personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/policies.

**ENQUIRIES** : Baleseng Sedibe Tel No: (011 227 9000)