

**PROVINCIAL ADMINISTRATION GAUTENG
DEPARTMENT HEALTH**

OTHER POSTS

POST 22/225 : **HEAD CLINICAL UNIT: ACCIDENT AND EMERGENCY REF NO: TEMBI/2021/HCU/01**
Directorate: Medical

SALARY : Grade 1: R1 728 807 – R1 834 890.per annum
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Bachelor of Medicine and Bachelor of Surgery plus MMed (Emerg Med) or FCEM(SA). Registration with the HPCSA as a Medical Specialist in Accident and Emergency with minimum of 5 years appropriate experience as a Medical Specialist. The person should have wide-ranging experience in managing Emergency services as well as health services. Extensive and appropriate experience in all aspects of clinical care, evidence of teaching and research. Knowledge, skills and competencies; Proven Management ability, sound communication skills, leadership skills, decision making and interpersonal skills. Financial and Human Resource and Management. Conflict resolution and problem-solving skills.

DUTIES : Overall supervision teaching of doctors and nurses and management of the Accident and Emergency discipline in the Hospital. Ensuring that there are protocols for the management of common Medical Emergencies and that there is compliance to the protocols and guidelines. Clinical Governance – ensure quality assurance programs with respect to improving clinical outcomes and managing risks are in place. Participate in clinical research and academic programme in the clinical Department. Organize and supervise daily duties of doctors. Manage own PMDS and that of subordinates. Responsible for management of disaster situations in the institution.

ENQUIRIES : Dr. M.J Mathabathe Tel No: (011) 923-2151
APPLICATIONS : Applications to be addressed to: Tembisa Provincial Tertiary Hospital Through Email Only At: TembisaHR1.HR@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 : 04 July 2021

POST 22/226 : **HEAD CLINICAL UNIT: RADIOLOGY REF NO: TEMBI/2021/HCU/01**
Directorate: Medical

SALARY : Grade 1: R1 728 807 – R1 834 890.per annum
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Bachelor of Medicine and Bachelor of Surgery plus MMed (Rad D) or FC Rad Diagnostics (SA). Registration with the HPCSA as a Medical Specialist in Radiology with minimum of 5 years appropriate experience as a Medical Specialist in Radiology. Extensive and appropriate experience in all aspects of clinical care, teaching and research. Certificates of service for all periods of employment. Knowledge, skills and competencies: proven management ability, sound communication skills, leadership skills, decision making and interpersonal skills. Financial and Human Resource Management. Conflict resolution and problem-solving skills.

DUTIES : Overall supervision and management of the Radiology discipline in the Hospital. Clinical management of both in-patients (including Intensive Care and High Care)

and out-patients. Ensuring that there are protocols for the management of common medical conditions and that there is compliance to the protocols and guidelines. Improving quality of services, safeguarding high standards of care and creating an environment in which excellence of care will flourish. Serve as the key liaison officer for the streamlining of referrals within the cluster. Be a key role player in the extension of the academic platform at Tembisa Provincial Tertiary Hospital. Contribute to the functional transition of the unit from largely providing primary and secondary services to an increased proportion of tertiary services. Conduct or plan for operational (informal) research which will inform the planning of services to be responsive to the health needs of the community. Assist in the identification of areas for formal research to ensure that all research conducted by external stakeholders will be beneficial to the institution and the community at large. Deliver the quality of diagnostic radiology expected in Tertiary hospital, Supervise and advice medical officers and radiographers, Manage own PMDS and that of subordinates. Evaluate patient's medical history and commutate tests and their diagnosis through written or verbally report.

- ENQUIRIES** : Dr. M.J Mathabathe Tel No: (011) 923-2151
- APPLICATIONS** : Applications to be addressed to: Tembisa Provincial Tertiary Hospital through Email Only At: TembisaHR5.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** : 04 July 2021
- POST 22/227** : **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 434 (X 1 POST)**
Directorate: Ophthalmology
- SALARY** : R1 106 040 - R1 173 900 per annum (all inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as Medical Specialist in a normal specialty, HPCSA registration as Medical Specialist in Ophthalmology. Current registration with HPCSA as specialist. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to mental health care users Computer Literacy. A valid driver's license. Aptitude for increasing the "footprint" ophthalmology service across the CHBAH hospital cluster. Surgical skillset to manage high volume cataract list, have orbital-plastic experience to help with specialist clinic. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** : Supervising the management of and managing ophthalmic patients and coordinate services. To help with general clinic at St John and oculoplastic subspecialty. To assist in teaching programme of both undergraduates and post graduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
- ENQUIRIES** : Prof Mayet Tel No: (011) 933 9775/8783
- APPLICATION** : 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.
- NOTE** : No faxed or emailed applications will be considered. 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 Certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE

: 09 July 2021

POST 22/228

MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 435 (X 1 POST)

Directorate: Paediatrics

SALARY

: R1 106 040 - R1 173 900 per annum (All inclusive package)

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: Appropriate qualification that allows registration with HPCSA as Medical Specialist in a normal specialty, HPCSA registration as Medical Specialist in Paediatrics. Current registration with HPCSA as specialist. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. A valid driver's license. Aptitude for increasing the "footprint" Paediatric services across the CHBAH hospital cluster. Clinical skillset to manage high volume patient numbers, have clinical experience to help with any subspecialty clinic work, as determined by the needs of the department of Paediatrics at Chris Hani Baragwanath Academic Hospital. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES

: Supervising the management of and managing paediatric patients, and coordinate any services required for patient care. To provide clinical care/ services in the general paediatric wards (both inpatients and outpatients services). To assist in providing clinical services in paediatric subspecialties as determined by the department of Paediatrics. To participate and assist in teaching/ training programme of both undergraduates and post graduates. To conduct clinical research/ audits and/or participate in the research program in the department, including supervising MMed students. Attend meetings and training as approved by Head of Unit and/or Head of Department. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment)

ENQUIRIES

: Prof Velaphi Tel No: (011) 933 8400/ 8416

NOTE

: 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. 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 certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration with HPCSA. 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 and Reference checks. Provide at least three References, 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

: 09 July 2021

POST 22/229

MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 436 (X 1 POST)

Directorate: Paediatric surgery

SALARY SCALE

: R1 106 040 - R1 173 900 per annum (All inclusive package)

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: Appropriate qualification that allows registration with HPCSA as Medical Specialist in a normal specialty, HPCSA registration as Medical Specialist in Paediatrics Surgery. Current registration with HPCSA as specialist. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to mental health care users Computer Literacy. A valid driver's license. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES

: The will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hours (Night, weekend and public holiday duties to provide continuous uninterrupted care of patients. Attendance of relevant administration meetings like mortality and MEDICO Legal Documents timeously (E.g. Death Certificate). Participation in the academic program in the Hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate recording keeping as legally and ethically required. Reporting to the Head of Unit on service delivery, clinical audits and where necessary quality improvement plans. Assist HOU to monitor, implement and adhere to the compliance to National Core Standard within the department. Rotate through related department at various hospital served in their specific outreach program. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. To assist in teaching programme of both undergraduates and post graduates. Comply with the

**ENQUIRIES
NOTE**

Performance Management and Development System (contracting, quarterly reviews and final assessment.

: Mrs ADW Welthagen Tel No: (011) 933 8138
: 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. 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 Certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE

: 09 July 2021

POST 22/230

: **OPERATIONAL MANAGER NURSING (PHC). REF NO: EHD2021/06/03**

Directorate: Primary Health Care Services

**SALARY
CENTRE
REQUIREMENTS**

: R562 800 – R633 432. per annum (plus benefits)
: Ekurhuleni Health District (Jabulani Dumane CHC)
: Basic qualification accredited with the SANC in terms of government notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as professional nurse plus a post basic nursing qualification, with duration of at least one (01) year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of Nine (9) years appropriate/recognizable experience in nursing after the registration as a professional nurse with SANC , at least Five (5) years of the period referred to above must be appropriate /recognizable experience after obtaining one (01) year post basic qualification in relevant specialty (clinical health assessment, diagnosis, treatment and care). Computer literacy will an added advantage. A valid driver license. Knowledge of all legislation relevant to health care services.

DUTIES

: Manage of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finance, and supply chain within the facility. Ensure clinical practice by the clinical team in accordance with the scope of practice and nursing standards. Compile reports, analyze data, identify gaps and take remedial steps. Ensure proper recordkeeping within the facility. Management of resources within the facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies.

Promote quality of nursing as directed by the norms and standards and ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of departmental policies including Batho Pele principles and patient's rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of multidisciplinary teams within the facility. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality health care. Perform any other duties by supervisor /manager. Deputize the Assistant Manager when the need arises.

**ENQUIRIES
APPLICATIONS**

: Mr. S. Matsaba Tel No: (010) 345 1091
: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

**FOR ATTENTION
NOTE**

: Human Resource Manager
: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. 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 recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

: 02 July 2021

POST 22/231

: **OPERATIONAL MANAGER NURSING (PHC). REF NO: EHD2021/06/04**
Directorate: Primary Health Care Services

**SALARY
CENTRE
REQUIREMENTS**

: R562 800 – R633 432. per annum (plus benefits)
: Ekurhuleni Health District (Esangweni CHC)
: Basic qualification accredited with the SANC in terms of government notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as professional nurse plus a post basic nursing qualification, with duration of at least one (01) year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of Nine (9) years appropriate/recognizable experience in nursing after the registration as a professional nurse with SANC , at least Five (5) years of the period referred to above must be appropriate /recognizable experience after obtaining one (01) year post basic qualification in relevant specialty (clinical health assessment, diagnosis, treatment and care). Computer literacy will be an added advantage. A valid driver license. Knowledge of all legislation relevant to health care services.

DUTIES

: Manage of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finance, and supply chain within the facility. Ensure clinical practice by the clinical team in accordance with the scope of practice and nursing standards. Compile reports, analyze data, identify gaps and take remedial steps. Ensure proper recordkeeping within the facility. Management of resources within the facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing as directed by the norms and standards and ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of departmental policies including Batho Pele principles and patient's rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of multidisciplinary teams within the facility. Provide comprehensive primary care services. Ensure effective and efficient coordination

		and integration of quality health care. Perform any other duties by supervisor /manager. Deputize the Assistant Manager when the need arises.
<u>ENQUIRIES</u>	:	Ms. T. Zamisa Tel No: (010) 344 2995/083 682 5364
<u>APPLICATIONS</u>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. 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 recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	02 July 2021
<u>POST 22/232</u>	:	<u>ASSISTANT MANAGER – GENERAL REF NO: NURSING 12/2021 (1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R562 800 per annum (plus benefits)
<u>CENTRE</u>	:	Kopanong Hospital
<u>REQUIREMENTS</u>	:	Grade 12 plus a basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. A post basic Diploma / Degree in Nursing Management / Administration will be an added advantage. Proof of current registration with SANC as a Professional Nurse and Midwife must be attached. Candidate must have a minimum of eight year's appropriate experience as a nurse after registration with SANC and three years of the experience must be on management level in a public hospital environment. Knowledge and competencies: Supervisory, problem solving, conflict resolution and interpersonal skills. Good leadership and communication skills. Knowledge of nursing legislation, related legal and ethical nursing practices and framework, Labour Relation and relevant public sector policies. Ability to plan, organize, lead and coordinate quality health services in the department. Demonstrate basic understanding of Human Resources, Disciplinary Procedure, as well as Financial Management Policies, Guidelines and Practices. Knowledge of Gauteng Department of Health service delivery challenges, goals and objectives as stated in the annual performance plan.
<u>DUTIES</u>	:	Sustain effective management of quality nursing service. Co-ordinate optimal, holistic general and specialized nursing care provided within the set standards and professional / legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth / ethical standards, self-development and mentoring of Operational Managers. Maintain and manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the department and have the ability to deal with conflict. Knowledge of DOH policies, develop SOP's and protocol for the department, ensure that the Regulated Norms and Standards are maintained and upheld. Manage the Human Resource and ensure skilling and quality care. Manage the department efficiently and cost effectively. Coordination of effective training and research. Maintain accuracy and integrity in collation and consolidation of statistics. Support the Department of Health Strategic Objectives of quality patient care. Compile evidence based reports for continuity of patient care for daily reports and handing over. Implement disciplinary and corrective measures to staff. Implement SOP's for the nursing and Hospital and maintain evidence based practice. Patient complaints

management and resolution of complaints for efficient patient care. Do random nursing records audit to improve rendering of safe and evidence based quality nursing care. Implement hospital contingency plans per given incident and reports. Coordinate and monitor the operations of non-clinical systems that have direct impact to patient care. Monitor the flow of patients from Emergency units and provide informed directives for continuity of care without delays. Immediate resolution of patients and public complaints and keep records of all detailed complaints and interventions. Implement complaints and safety incidents guidelines.

- ENQUIRIES** : MS M.E. Polo, Tel No: (016) 428 7130
- APPLICATIONS** : Fully completed Z83, CV, certified copies of ID and qualifications not Older than six Months must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930. People With Disabilities Are Encouraged To Apply.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), and Medical surveillance as required in the HBA, at no cost. If you did not hear from us within three months, please consider your application unsuccessful. In terms of Employment Equity target, African males are encouraged to apply.
- CLOSING DATE** : 2 July 2021

POST 22/233 **CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: CHBAH 437 (X1 POST)**
Directorate: Radiography

- SALARY** : R 466 119 per annum (Plus benefits).
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African HPCSA in Radiography. Minimum of three (3) years experiences as a Diagnostic Radiographer after registration with the Health Professions Council of South Africa (HPCSA) as independent practice. Current registration with HPCSA for 2021/2022. Experience in Digital Radiography and hands-on experience on Radiology Specialities in a Tertiary Institution: Knowledge of relevant Public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

- DUTIES** : Render effective patient centred Radiography service for in-and out-patient in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in providing 24-hours radiography services in the hospital. Report to the Assistant Director: Radiography. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Perform record keeping, data collection; assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research project of the department. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
- ENQUIRIES** : Ms. NG Tsoeu Tel No: (011) 933 8434

- APPLICATIONS** : 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, 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 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** : 09 July 2021
- POST 22/234** : **OPERATIONAL MANAGER GRADE 1 – GENERAL REF NO: NURSING 13/2021**
Directorate: Nursing
- SALARY** : R444 276 per annum
- CENTRE** : Kopanong Hospital
- REQUIREMENTS** : Degree or Diploma, i.e. Basic R425 qualification in nursing that allows registration with SANC as a Professional Nurse and Midwife. Seven years' appropriate experience as a nurse after registration with SANC in General Nursing. A Post Basic Qualification in Nursing Administration will be an added advantage. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Knowledge and skills: computer literacy, ability to work independently and innovatively. Knowledge of legal prescripts that regulate nursing and health services. Ability to take charge and make appropriate independent decisions. Decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of nursing care processes and procedures, nursing strategy, statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, Ward Management / administration planning, organizing, coordination and communication. Facilitation and presentation skills, problem solving and decision making. Personal: responsiveness, proactive, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive and assertive.
- 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 framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Be allocated to work night shifts and relieve the Supervisor when required. Perform as Operational Manager in accordance with the scope of practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues.

Implement National Core Standards. Manage and monitor effective utilization and supervision of human, financial and physical resources. Coordination and provision of effective training and research. Maintain professional growth / ethical standards and self-development. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other stake holders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in training, research and self-development. Management of personnel performance and review thereof.

ENQUIRIES : MS M. E. Polo, Tel No: (016) 428 7130
APPLICATIONS : Fully completed, new Z83, CV, certified copies of ID and qualifications not Older than six Months must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930. People With Disabilities Are Encouraged To Apply.
NOTE : If you Did not hear from us within three months please consider your application unsuccessful. The successful candidate will be subjected to Personnel Suitability Check (PSC) and Medical Surveillance as required in the
CLOSING DATE : 2 July 2021

POST 22/235 : **SONOGRAPHER REF NO: CHBAH 438**
 Directorate: Obstetrics and Gynaecology

SALARY : R395 703 – R452 445 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : National Diploma/Degree in Radiography/B:Tech in Ultrasound Radiography. Registration with Health Professions Council of South African HPCSA in Ultrasound Radiography. Current registration with HPCSA for 2021/2022. Experience in performing high risk Obstetric and anomaly scans. Experience in reporting on difficult pathologies. Knowledge, Skills and Experience: Excellent knowledge of high risk obstetrics and gynaecology, general, small parts, protocols and procedures. Basic knowledge of equipment use and trouble shooting. Sound reporting writing and administrative skills and computer literacy. Knowledge of relevant Health and Safety Acts and Infection Control measures. Good communication, interpersonal relations and problem solving skills. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES : Scanning the patients from ANC and the wards. Preparing the patients for the Ultrasound examination. Selecting the appropriate equipment for the ultrasound examination. Performing ultrasound examinations that yield important diagnostic information. Use ultrasound machines to view and interpret images with sound waves for the diagnosis and treatment of medical conditions. Co-ordinates and organize daily workload / running of the department. Must have knowledge of the department functions and equipment. Ensure that equipment is adequately maintained. Attend meetings /seminars/congresses to keep up to date with new advance in technique and technology. Monitor stock in the stock room and examination rooms. Maintain adequately weekly, monthly, annual patient statistics. Promote teamwork, co-operative work relationship amongst staff members and other health Care workers. Liaise with specialist for more information or help in dept. about patients. Supervision and training of student sonographer and registrars.

ENQUIRIES : Prof Y. Adam Tel No: (011) 933 8156
APPLICATIONS : 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, 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 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** : 09 July 2021
- POST 22/236** : **PROFESSIONAL NURSE SPECIALITY TRAUMA GRADE 1(PN-B1) REF NO: 2021/15 (X 4 POSTS)**
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : Grade 1: R383 226 – R444 276. per annum (plus benefits)
: Tshwane District Hospital
: 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 post basic qualification in medical and surgical nursing science (Trauma and Emergency), with a duration of at least one year accredited with SANC. 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. Demonstrate an understanding 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. 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 a shift leader in the unit (where necessary). Demonstrate a basic understanding supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multidisciplinary team at unit level to ensure good trauma and emergency nursing care by nursing team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Able to develop contracts, build and maintain a network of professional relations to enhance service delivery. Implementation of ideal Hospital Framework/National Core Standards.
- ENQUIRIES APPLICATIONS** : Mr T.F Budzwa Tel No. (012) 354 7600
: Kindly forward your application to: Tshwane District Hospital, PO/BOX X179 Pretoria 0001 or hand delivered to Corner Dr Savage and Steve Biko Road, Capital Park.
- NOTE** : Applications must be submitted on new Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recent CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed). Certified copies should not be more than six (6) months old. Candidates will be subjected to personnel suitability 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 target of the department. People with disabilities are encouraged to apply. No faxed or emailed application will be considered.

CLOSING DATE : 02 July 2021

POST 22/237 : **OCCUPATIONAL THERAPIST GRADE 1, REF NO: SDHS/2021/06/04 (X1 POST)**
 Directorate: Clinical Support and Therapeutic Services

SALARY CENTRE REQUIREMENT : R317 976 – R 361 872 Per annum (Plus benefits)
 : Sedibeng District Health Services
 : Grade 12 certificate or equivalent Grade 12. A degree in Occupational Therapy. Registration with the HPCSA (proof of current registration must be attached). One-year relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa Independent registration with HPCSA Good communication, interpersonal, IT, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Knowledge of various physical conditions and their impact on function, experience in running psychosocial groups, problem-solving capacities and seating (intermediate and advance). Computer literacy is highly recommended.

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

ENQUIRIES APPLICATIONS : Ms. E. Ngale – Tel No: (016) 950 6174
 : Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required by the Department, at no cost. People with disabilities are welcome to apply. Applications must be filled on a NEW Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District 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. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs.

CLOSING DATE : 02 July 2021

POST 22/238 : **DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: EHD2021/06/02 (11 POSTS)**

Directorate: Rehabilitation Services

SALARY :

R317 976 – R361 872. per annum (plus benefits)

CENTRE :

Ekurhuleni Health District

REQUIREMENTS :

National Diploma or Degree in Diagnostic radiography qualification. Proof of original registration and current registration with HPCSA as an independent diagnostic radiographer. Less than ten (10) years' experience required after registration with the HPCSA as an independent Diagnostic radiographer. Must have completed community service as per requirements of the professional body (where applicable). Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity, and high work ethic. Good interpersonal skills. Knowledge of public service legislations, Policies and procedures. Knowledge of current GDOH guidelines and policies governing the health sector and radiographer profession. Knowledge and relevant experience in radiographic procedures, quality control and record keeping processes is essential. Willingness to rotate within the district as and when required.

DUTIES :

Participate in providing 24-hour radiographic services in the CHC and district. Be part of the stand-by allocation or roster. Advise the management in radiographic policy planning and implementation for service improvement. To adhere to Batho Pele principles, regulated norms and standards and ideal clinic realization and maintenance framework, quality assurance and other Public service policies and Acts. Manage conflicts and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental management. Must be a team player within the department and institution/district. Perform and ensure that prescribed quality assurance/control protocols are adhered to. Perform any ad-hoc duties allocated by management. Be actively involve in in-service training and CPD activities.

ENQUIRIES :

Ms A. Tshivhase Tel No: (011) 876 1776

APPLICATIONS :

Applications to be sent to Ekurhuleni Health District, Hand Post, and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION :

Human Resource Manager

NOTE :

No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. 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 recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration

CLOSING DATE :

02 July 2021

POST 22/239

SPEECH THERAPIST GRADE 1 REF NO: CHBAH 439 (X1 POST)

Directorate: Speech Therapy & Audiology

SALARY :

R317 976 .per annum (plus benefits)

CENTRE :

Chris Hani Baragwanath Academic Hospital

REQUIREMENTS :

Qualification in Speech Therapy or Speech Therapy & Audiology, registration with the HPCSA, completion of Community service. Current independent practice registration with HPCSA for 2021/2022. Competencies: Knowledge and skills in assessment and intervention of speech, language, audition and communication of children with hearing loss. Preference given for those who have completed or are currently enrolled in post-graduate Auditory Verbal Training as well as for those

with experience in working within a cochlear implant programme and for those with experience in teleintervention. Experience with teamwork, planning, organizing, coordination and communication skills. Ability to make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitate holistic treatment. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES

: To assess the speech, language, audition and communication of children with hearing loss and to work with families to facilitate speech, language and auditory development using a range of approaches including: auditory verbal therapy, total communication or to facilitate access to South African Sign Language. To provide services through face-to-face and telehealth, including asynchronous and synchronous sessions. To coordinate paediatric aural rehabilitation speech therapy services. To complete monthly statistics and reports. To manage resources effectively. To participate in all departmental and hospital activities. To work within a MDT including attendance and participation in MDT meetings. To improve professional competence by regular self-evaluation and application of current research information. To attend scheduled case discussions and meetings. To liaise with various stakeholders, including audiologists, teachers and families to facilitate carryover, educational placement and decision-making regarding cochlear implant candidacy. To comply with quality assurance standards. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment)

ENQUIRIES

: Dr. Sadna Balton Tel No: (011) 933 9269

APPLICATIONS

: 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

: 09 July 2021

<u>POST 22/240</u>	: <u>SPEECH THERAPIST GRADE 1 REF NO: CHBAH 440 (X 1 POST)</u> Directorate: Speech Therapy & Audiology
<u>SALARY CENTRE REQUIREMENTS</u>	: R317 976 .per annum (plus benefits) Chris Hani Baragwanath Academic Hospital Qualification in Speech Therapy or Speech Therapy & Audiology, registration with the HPCSA, completion of Community service. Current independent practice registration with HPCSA for 2021/2022. Competencies: Knowledge and skills in assessment and management of speech, language communication, voice and swallowing disorders amongst the adult population. Experience with teamwork, planning, organizing, co-ordination and communication skills. Ability to make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitate holistic treatment. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
<u>DUTIES</u>	: To screen, assess and manage patients with speech, language communication, voice and swallowing disorders. Medical pathologies include adult neurology cases (CVA, TBI) predominantly, as well as tracheostomies, burns, progressive neurological conditions and head and neck cancer. To complete daily and monthly statistics and reports. To manage resources effectively. To participate in all departmental and hospital activities. To treat within a MDT including attendance and participation in MDT events. To improve professional competence by regular self-evaluation and application of current research information. To attend scheduled ward rounds and meetings. To refer patients to appropriate level of care. To communicate with relevant stakeholders regarding patient treatment. To comply with quality assurance standards. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment).
<u>ENQUIRIES APPLICATIONS</u>	: Dr. Sadna Balton Tel No: (011) 933 9269 : 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.
<u>NOTE</u>	: 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.
<u>CLOSING DATE</u>	: 09 July 2021

<u>POST 22/241</u>	: <u>DIAGNOSTIC RADIOGRAPHERS REF NO: CHBAH 441 (X5 POSTS)</u> Directorate: Radiography
<u>SALARY</u>	: R317 976 – R 426 291 per annum(plus benefits).
<u>CENTRE</u>	: Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	: National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African HPCSA in Radiography. Completion of Community service in Diagnostic Radiography is necessary. Registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. Current independent practice registration with HPCSA for 2021/2022. Experience in Digital Radiography, Experience in utilisation of Computerised Radiography System. Experience in Theatre and Ward Radiography. Experience in handling of Trauma patients. Knowledge of relevant Public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
<u>DUTIES</u>	: Render effective patient centred Radiography service for in-and out-patient in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in providing 24-hours radiography services in the hospital. Report to the Assistant Director: Radiography. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Perform record keeping, data collection; assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research project of the department. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
<u>ENQUIRIES</u>	: Ms. NG Tsoeu Tel No: (011) 933 8434
<u>APPLICATION</u>	: 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.
<u>NOTE</u>	: 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, 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 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** : 09 July 2021
- POST 22/242** : **OCCUPATIONAL THERAPIST GRADE 1 REF NO: CCRC/OT/01/06/2021**
Directorate: Clinical Services
- SALARY** : R317 976 per annum (plus benefits)
CENTRE : Cullinan Care and Rehabilitation Centre (CCRC)
REQUIREMENTS : Degree in Occupational Therapy or an appropriate qualification that allows for the required registration with the Health profession council of South Africa (HPCSA) in the relevant profession (where applicable). Completion of community service and registration with HPCSA in Occupational Therapy. Proof of current registration with HPCSA as an Occupational Therapist for 2021-2022 period. Planning, Filling and organizing skills, good communication skills (written and verbal). Knowledge of public service legislations, policies, procedures and other related health policies. Knowledge of PFMA and related legal frameworks. Experience in neurology, psychiatry and disability. Computer literacy and Valid Driver's license.
- DUTIES** : Plan, coordinate and implement Occupational Therapy Services. Provide leadership, expert advice on complicated clinical conditions. Supervising OTA/OTT and Community Service OTs. Participate in professional development activities. Implementing of effective record keeping, accurate statistics collection and analysis. Ensure compliance with quality assurance standards.
- ENQUIRIES** : Mr. SMG Mabe, Tel No: (012) 734 7000 x 246
APPLICATIONS : Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000
- NOTE** : Applications must be submitted on a new approved Z83 form with comprehensive CV, 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 are not contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personal 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 verifications, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. People with disability are encouraged to apply.
- CLOSING DATE** : 02 July 2021
- POST 22/243** : **PHARMACIST ASSISTANT (POST – BASIC) GRADE 1 REF NO: EHD2021/06/01**
(Re-Advertisement)
Directorate: Pharmacy
- SALARY** : R208 383 – R234 738. per annum (plus benefits)
CENTRE : Ekurhuleni Health District (Nigel Depot)
REQUIREMENTS : Appropriate Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post-Basic). Proof of payment for current annual fees. Less than Nine (9) years appropriate experience after the registration as a Pharmacist Assistant (Post-Basic) with the SAPC.
- DUTIES** : Receive and record all stock programme and reporting systems. Cyclic stock counts. Provide information to management. Participate in bi-annual stock take. Work under direct/indirect supervision of a Pharmacist. Storage and distribution of Pharmaceuticals. Maintenance of all Pharmaceutical projects and systems. Perform all other duties delegated by supervisor/manager.
- ENQUIRIES** : Mr. D. Van Vuuren Tel No: (010) 345 0250

APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION NOTE : Human Resource Manager
: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. 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 recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 02 July 2021

POST 22/244 : **MATERIAL RECORDING CLERK REF NO: CCRC/MRC/01/06/2021**
Directorate: Supply chain management

SALARY CENTRE REQUIREMENTS : R173 703 per annum (plus benefits)
: Cullinan Care and Rehabilitation Centre (CCRC)
: Grade 12 or NQF4 Certificate, diploma or degree in SCM, Procurement, Finance & Logistics will be an added advantage. Experience in warehousing, stores and procurement will also be an added advantage. Must be computer literate (MS Word & MS Excel).2-3years.

DUTIES : Ensure that all procurement practices are in accordance with provisioning, legislation prescripts and delegations. Assist with transactions on control card VA10 & VA11, ensure adherence to stock. Maintain of purchase order from 0-9 files, and GRV process, web cycles, transit in for receiving of stock against delivery and compiling VA7, monitoring contract files, submission of invoices to finance and monitoring payment process, purchase, delivery note and agreed quantity has been received, monitoring of transactions for Goods and Services delivered on SAP.GVR captured on SAP/SRM. participating in stock take preparation and Annual stock takes, ensure safe keeping of all stock records and reliable, ensure monthly report submitted, adhering with instructions and delegates as required by the supervisor

ENQUIRIES APPLICATIONS : MS. Susan Saayman Tel No: (012) 734 7033/7036/7000
: Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000

NOTE : Applications must be submitted on a new approved Z83 form with comprehensive CV, 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 are not contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personal 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 verifications, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. People with disability are encouraged to apply.

CLOSING DATE : 02 July 2021

POST 22/245 : **SECURITY GUARD REF NO: CHBAH: 442 (X 2 POSTS)**
 Directorate: Logistics

SALARY : R122 595 – R144 411 per annum (Level3) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Grade 10 with 0-2 years' experience or Grade 12 with no experience. A PSIRA Grade C certificate. Must be PSIRA registered. Experience in a security environment will be an added advantage. Knowledge of the Fire-arms Control Act, Control of Access to Public Premises and Vehicles Act, PSIRA Act, Trespass Act. Knowledge in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Must be able to work under pressure, take initiative, work independently and with a team. Report writing skills. Ability to organize and plan. Must be self-motivated. Must be prepared to rotate and work shifts which includes, weekends and public holidays. Should not have a criminal record. Knowledge and application of the Batho Pele Principles, six (6) key ministerial priorities, Patients' Rights Charter and other key priorities impacting on service delivery Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES : Protect State property, employees, visitors and patients in the hospital for 24 hours. Access control and searching of both vehicles and pedestrians. Reporting of security breaches. Operate and maintain security equipment. Escort patients, visitors and contractors. Report breaches and defects. Write statements and testify in court. Escort Finance personnel within hospital premises. Switch on and off lights in your area of responsibility. Write and submit reports to the supervisor as soon as possible. Assist with the management of queues; assist with the restraining of patients, conduct hourly patrols, access control and searching of vehicles and persons. Control of traffic on premises. Operate and maintain security equipment. Clamping of incorrectly parked vehicles, provide directions to patients and visitors. Comply with Security dress code at all times. Implementation of security policies and procedures. Adhere to timelines. Perform other duties as allocated by the supervisor. Comply with the Rotation roster. Be willing to undergo continuous training and development programs. Attend Meetings as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

ENQUIRIES : Mr. L.J. Mnisi Tel No: (011) 933-9549
APPLICATIONS : 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. Documents to be attached is certified ID document, certified copies of qualification/s including matric, 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- 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 : 09 July 2021

POST 22/246

OPERATOR REF NO: CHBAH 443 (X 2 POSTS)

Directorate: Radiography

SALARY
CENTRE
REQUIREMENTS

: R102 534 - R120 780 per annum (Level 2) (plus benefits)
: Chris Hani Baragwanath Academic Hospital
: Adult Education and Training (AET) Level 4 or equivalent (Grade 9). Basic understanding of Policies (Batho Pele Principles, Patients Right Charter, Occupational Health and Safety, Six Priorities and National Core Standards). Must be physically able to lift, transfer and porter patients to and from the unit/clinical departments Ability to work under pressure. Excellent interpersonal and organizational skill. Must be able to read and write. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Good customer skills. Ability to handle information confidentially. Must be able to work under pressure and to take initiative. Be prepared to rotate within the scope of work. Must be prepared to work shifts which includes, fixed, after hours, night duty, weekends and public holidays. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES

: Loading of Dry Laser Printers, sorting out of X-ray films to the relevant X-ray pockets, sending X-ray films to Central reporting area for reporting, packing of X-ray films in the storeroom, answering of telephones and recording of messages to the request book. Discharging of patients with the relevant X-ray films and attending to patients' complaints relating to X-ray imaging. Being able to work shifts. Printing of X-ray reports from the PACS. Making of copies on the photocopy machine. Assist patients who are unable to walk to and from private cars. Accompanying walking and non-walking patients, prepare wheel chairs and stretchers for readiness from all different area of the hospital. Ensure that patients are transported to and from relevant ward/departments. Relieve in other areas when requested by your Supervisor and also comply when rotation takes place. Wear name tag or hospital ID daily. Attend to training courses arranged by Human Resource Department or section. Attend to sectional meetings. Adhere to Batho Pele Principals. Professionalism: Client service, dress code and time management. Adhere to any legal instruction given to you by a senior staff member. Treat all clients and colleagues with dignity and respect. Adhere to timelines. Comply with the Occupational Health and Safety Act (OHSA). 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
APPLICATIONS

: Ms N.G. Tsoeu Tel No: (011) 933 8434
: 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, 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 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 : 09 July 2021

PROVINCIAL ADMINISTRATION: GAUTENG 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 : Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury:Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on theFollowing link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website:www.thensg.gov.za

CLOSING DATE : 2 July 2021

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

MANAGEMENT ECHELON

POST 22/247 : **DIRECTOR: COMPLIANCE REF NO: GPT/2021/6/1**

Directorate: Financial Governance

This is a re-advertisement of the post. All those candidates who have applied for the position of Director: Provincial Financial Reforms (Norms & Standards) are requested to re-apply.

SALARY : R1 057 326. per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Johannesburg

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Finance / Auditing / Risk and Legal field. 5 years of experience at Middle / Senior Management level. 5 years' experience in either or combination of the following

		areas: in the Finance / Auditing / Risk / Legal / Compliance environment specifically in the public sector. Knowledge and experience of the PFMA, Treasury Regulations, Companies Act, King IV and other relevant government prescript. Knowledge and experience of problem solving and strategic leadership. Intermediate to expert skills in computer MS Office. A postgraduate qualification in Governance and knowledge of GPG environment will be an added advantage.
<u>DUTIES</u>	:	To ensure compliance with norms, standard, policies and guidelines. To effectively monitor compliance in the implementation of the Public Finance Management Act and any other legislations in GPG departments, Trading and Public entities. Assist departments and entities with categorising Acts using the regulatory framework for departments and entities. Assist departments and entities with the preparation of the Compliance Risk Management Plan (CRMP). Review governance arrangements for all GPG public entities. Review banking arrangements for all GPG public entities in accordance with Treasury Regulation 31.33. Ensure that PFMA requests by GPG departments and Entities are finalised and attended to immediately after all the required information is received. Contribute and facilitate the development of best practice guidelines and training material in terms of the PFMA. Provide support to PFMA compliant institutions on interpretation of PFMA and Treasury Regulations.
<u>ENQUIRIES</u>	:	Ms. B Mtshizana Tel No: (011) 227 9000
<u>POST 22/248</u>	:	<u>DIRECTOR: HUMAN RESOURCE DEVELOPMENT, EMPLOYEE RELATIONS AND WELLNESS MANAGEMENT REF NO: GPT/2021/6/2</u> Directorate: Corporate Management
<u>SALARY</u>	:	R1 057 326. per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Human Resource Management / Labour Relations and any other relevant qualification whether either Human Resource Management or Labour Relations were the major subjects. 5 years' experience at Middle / Senior Management level in the field of Human Resource Management. At least 5-8 years in one or more of the following HR fields; Human Resource Development / Labour Relations / Employee Health and Wellness.
<u>DUTIES</u>	:	To provide a human resource development, employee relations and employee health and wellness programmes in the department. Manage and facilitate the implementation of skills development programmes in the Department. Facilitate and coordinate the provision of labour relations services in the Department. Manage Employee Health and Wellness Programmes in the Department. Lead coordination and evaluation of Performance Management Development System in the Department. Manage human and financial resources. Effective and efficient identification and management of risk within the sub-directorate.
<u>ENQUIRIES</u>	:	Ms. B Mtshizana Tel No: (011) 227 9000