

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**OTHER POSTS**

- POST 24/65** : **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](mailto:TembisaHR1.HR@gauteng.gov.za)
- NOTE** : 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. Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&Tclaims.
- CLOSING DATE** : 16 July 2021
- POST 24/66** : **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](mailto:TembisaHR5.HRM@gauteng.gov.za)

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**CLOSING DATE** : 16 July 2021

**POST 24/67** : **CLINICAL MANAGER GRADE 1 (1 POST)**  
 Directorate: Office of the CEO

**SALARY** : Grade 1: R1 173 900 – R1 302 849 per annum  
**CENTRE** : Far East Rand Hospital  
**REQUIREMENTS** : MBCHB or equivalent, plus current registration certification with HPCSA as a Medical Practitioner. A minimum of 4 years` appropriate experience as a Medical Officer after registration as a medical practitioner. Supervisory experience within a medical domain will be an added advantage. A drivers` license (code B/EB) is an inherent requirement. Competency and skill in clinical domain: computer literate, sound planning, negotiating and decision -making skills. Ability to analyse information and solve problems. Proficient in MS package (word, excel, outlook, power point). Must be willing to work under pressure and stressful situations.

**DUTIES** : Manage and supervise all clinical and allied health domains. Ensure the provision of safe, ethical and high-quality patient care and treatment in the hospital. Ensure effective management, implementation and adherence to clinical governance protocols. Conduct patient redress and compile reports for medico-legal cases. Ensure the development and implementation of quality assurance programmes in line with the provincial and national standards. Assist with implementation of ideal hospital realisation and maintenance framework in the hospital. Develop, implement and monitor quality improvement plans (QIP). Perform clinical audits and provide support to other departments/disciplines to ensure effective and comprehensive clinical services regarding patient care and treatment. Lead and 110 drive CPD and M&M programmes. Implement cost containment measures, analyse budget and ensure effective use of resources. Monitor commuted overtime and ensure adherence to RWOPS policy. Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures.

**ENQUIRIES** : Dr. P.S Lobo Tel. No: (011) 812 8854/6  
**APPLICATIONS** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: 1 Hospital Road, New State Area, Springs between 08h00 to 15h00.

**NOTE** : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS)

Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

**CLOSING DATE**

: 16 July 2021

**POST 24/68**

: **MEDICAL SPECIALIST (1 POST)**

Directorate: Paediatrics

**SALARY**

: Grade 1: R1 106 040 per annum (TCE Package)  
Grade 2: R1 264 623 per annum (TCE Package)  
Grade 3: R1 467 651 per annum (TCE Package)

**CENTRE**

: Far East Rand Hospital

**REQUIREMENTS**

: Grade 12 certificate. Appropriate qualification that allows registration with the health professions Council of South Africa (MBChB degree or equivalent) as a specialist in Paediatrics. Registration certificate with the Health Professions Council of South AFRICA (HPCSA) as a Medical Specialist. Current registration with the HPCSA as an Independent Medical Specialist (2021-2022). Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. Good resource management, problem solving and decision-making skills. The successful candidate must be 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.

**DUTIES**

: Direct clinical service provision within clinical department (unit). Provide direct clinical leader to the department. Formulate treatment guidelines and protocols for the department. To oversee training and supervision of junior doctors. Organize department meetings with the doctors, nurses and other category of clinical staff within the unit. Attend meetings of Head of clinical unit and make meaningful contribution in these meetings. Manage any medical adverse events within the unit and report them to the clinical manager. Oversee and manage administrative duties of the unit. Give support to the clinical manager. Commuted overtime is compulsory.

**ENQUIRIES**

: Dr P.S Lobo Tel. No: (011) 812 8854/6

**APPLICATIONS**

: Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: 1Hospital Road, New State Area, Springs between 08h00 to 15h00.

**NOTE**

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

**CLOSING DATE**

: 16 July 2021

**POST 24/69**

: **MEDICAL SPECIALIST GRADE1-3 REFS NO: SBAH 67/2021**

Directorate: Vascular Surgery.

**SALARY**

: R1 106 040- R1 467 651 per annum plus benefits

**CENTRE**

: Steve Biko Academic Hospital

**REQUIREMENTS**

: MBChB MMed (surg) or FCS (SA). A valid registration with the HPCSA as an independent Medical Practitioner.

**DUTIES**

: Act as Fellow in the division of vascular surgery performing clinical, teaching and research tasks. Vascular Surgery case load. Management including clinics, wards and theatre. This appointment is on joint Gauteng Department of Health and Social Services and University of Pretoria medical establishment and thus the incumbent will have teaching and training duties involving undergraduate and postgraduate students and trainees in all the University of Pretoria Training platform hospitals. Furthermore, all academic appointees are expected to engage in active research. A Research degree will be a definite advantage. Two-year contract.

<b><u>ENQUIRIES</u></b>	:	Prof. T Mulaudzi Tel No: (012) 354 2099
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	16 July 2021
<b><u>POST 24/70</u></b>	:	<b><u>DEPUTY DIRECTOR: THERAPEUTIC AND MEDICAL SUPPORT SERVICES - GRADE 1, REF NO: SDHS/2021/06/25 (X1 POST)</u></b> Directorate: Clinical Support and Therapeutic Services
<b><u>SALARY</u></b>	:	R857 559 – R951 765 per annum (Inclusive package)
<b><u>CENTRE</u></b>	:	Sedibeng District Health Services
<b><u>REQUIREMENT</u></b>	:	Grade 12 certificate or equivalent. A bachelor's degree or equivalent qualification in Speech and Audiology, Speech Therapy, Audiology, Occupational Therapy, Podiatry, Optometry, Physiotherapy, Social Work, Radiography, Environment Health, Dietician and Nutrition (qualification) which allows you to register with HPCSA/SACSSP. A minimum of 3 years appropriate experience after registration with HPCSA/SACSSP. Must be on an Assistant Director/Coordinator or Chief post for minimum of 3years. Extensive Managerial Experience of at least minimum of 6-10 year experience in the health sector. Management course and post graduate qualification will be an added advantage. Applicants are expected to submit copy of their current HPCSA SACSSP annual registration card and certified HPCSA/SACSSP independent Practice Certificate. Applicants must be in possession of a valid South African driver's license. Knowledge And Skills: Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of the government. Analytical assessment and evaluation skills. Computer literacy and report writing skills using excel, word and PowerPoint. Competences Skills: Strategic Capability and Leadership. Change management skills, Programme and Project management skills, Client Orientation and Customer Focus skills, Financial and Human Resource management skills. Good Communication Skills-verbal and written including presentation skills. Skilled in Research, Policy development, Knowledge management skills, Problem Solving skills. Attributes: Good Interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Applicants should be prepared to undergo technical assessment, pre-employment and periodic medical surveillance as part of the employment conditions. Must be willing to travel extensively within district and province.
<b><u>DUTIES</u></b>	:	Provide strategic and operational direction to staff and stakeholders. Integrate Therapeutic Services within priority all Programmes in the district. Improved access to all Therapeutic Services package of care within the district. Develop/implement a strategic plan and operational plan. Participate in the development, implementation and monitoring of District Health Plan. Facilitate implementation of relevant professional's policy guidelines, protocols and SOP in line with the national and provincial health system. Strengthen clinical governance and clinical care. Collaborate with academic and other relevant stakeholders. Solve complex professionals and management problems and policy issues. Leads and direct quality management activities. Provide measures and guidance on quality assurance to comply with set quality standards. Monitor and support Ideal Clinic Programme & Quality improvement initiatives. Utilize health information technology and other health information systems for enhancement of service delivery in the District. Integrate and manage performance information structures and systems within existing management processes and systems. Facilitate performance information management, reporting and accountability. Effective Human Resource planning to ensure workforce aligned with the current and future needs of the district health services. Ensure optimal governance, build capable and accountable strategic leadership and management in the district. Build an enabled, productive, motivated and empowered workforce. Financial Management: Calculating and comparing costs for required goods or services to achieve maximum value for money. Prepare and track budget. Monitor expenses and payments. Develop and implement cost reduction initiative. Ensure equitable distribution of all resources to achieve optimal patient care.

Effective management of Overtime and RWOPS. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per district health communication protocols/organogram. Maintain professional and ethical standards. Effective management of own performance and staff using Performance Management and Development System.

**ENQUIRIES APPLICATIONS** : Mr. J. Kubheka – Tel No: (016) 950 6000  
: 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/Human Resource Offices 2<sup>nd</sup> Floor, 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** : 16 July 2021

**POST 24/71** : **MEDICAL REGISTRAR REFS NO: SBAH 68/2021**  
Directorate: Otorhinolaryngology (ENT)

**SALARY CENTRE REQUIREMENTS** : R821 205 per annum plus benefits  
: Steve Biko Academic Hospital  
: MBChB or equivalent. A valid registration with HPCSA as an independent Medical Practitioner. ENT College primaries exam must have, intermediates preferably.6 months to 1-year experience. Patient care, Service Rendering, Teaching, Research, Administration.

**DUTIES** : Clinical Assessment and Management of Patients. Participation in all the activities of the Ear, Nose and Throat Department in the respect of administration, teaching and research. Liason, Communication and Cooperation with other disciplines in the Steve Biko Academic Hospital. Examination and treatment of patients with recognized ENT pathology. Arrange for appropriate and optima treatment and care management. Gather medical/scientific data. Teach medical students, nurses and other health care personnel. Perform necessary tests in OPD ward. Perform professional and middle management task in the department of Ear, Nose and Throat. Surgery of a tertiary academic hospital.

**ENQUIRIES APPLICATIONS** : Prof. M Tshifularo Tel No: (012) 354 2702  
: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 16 July 2021

**POST 24/72** : **MEDICAL OFFICER GRADE 1 REFS NO: SBAH 69/2021**  
Directorate: Otorhinolaryngology (ENT)

**SALARY** : R821 205 per annum plus benefits

- CENTRE REQUIREMENTS** : Steve Biko Academic Hospital  
 : MBChB or equivalent. A valid registration with HPCSA as an independent medical practitioner. Patient care, Service Rendering, Teaching, Research, Administration.
- DUTIES** : Clinical Assessment and Management of Patients. Participation in all the activities of the Ear, Nose and Throat Department in the respect of administration, teaching and research. Liaison, Communication and Cooperation with other disciplines in the Steve Biko Academic Hospital. Examination and treatment of patients with recognized ENT pathology. Arrange for appropriate and optimal treatment and care management. Gather medical/scientific data. Teach medical students, nurses and other health care personnel. Perform necessary tests in OPD ward. Perform professional and middle management tasks in the department of Ear, Nose and Throat. Surgery of a Tertiary Academic Hospital.
- ENQUIRIES APPLICATIONS** : Prof. M Tshifularo Tel No: (012) 354 2702  
 : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 16 July 2021
- POST 24/73** : **MEDICAL OFFICER REF NO: TDHS/A/2021/46 (X3 POSTS)**  
 Directorate: Mental Health (NGCT)
- SALARY** : Grade 1: R821 205 – R884 670 per annum  
 Grade 2: R938 964 – R1 026 693 per annum  
 Grade 3: R1 089 693 – R1 362 366 per annum
- CENTRE REQUIREMENTS** : Tshwane District Health Services  
 : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical officer. Current registration with the HPCSA as a medical officer. Sound clinical knowledge and skills in psychiatry, ability to work in a multidisciplinary team (MDT), knowledge of legislation, policies and procedures pertaining to mental health care users, computer literacy and a valid driver's license. Experience in PHC and community psychiatry will be an added advantage.
- DUTIES** : To render clinical service in community psychiatry for children, adolescents, adults and geriatrics in Clinics, Community Health Centers and District hospitals in Tshwane District. Render comprehensive psychiatry services in the District. Implement quality improvement processes to address identified problems related to patient care in consultation with other stakeholders. Report to the District Specialized Team, multidisciplinary team, and the district management to ensure smooth running of psychiatry services. Implement and participate in structured, continued professional programmes to optimize the knowledge and skills in the district (medical officers, PHC nurses, MDT and students). Render psychiatric services to patients in district healthcare facilities. Do team leading duties for District NGO Governance Teams. The incumbent will be expected to participate in any other medical duties as directed by the Chief Director.
- ENQUIRIES APPLICATIONS** : Mr Julian Lehau Tel No: (012) 451 9073  
 : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on the New form Z83 (application form), obtainable from any Public Service Department. Certified copies not older than 6 months of all required documents must be attached. No copy of a copy. Should you not hear from us within 3 months after the closing date, please reconsider your application unsuccessful.
- CLOSING DATE** : 16 July 2021
- POST 24/74** : **MEDICAL OFFICER (SURGERY) (1 POST)**  
 Directorate: Medical
- SALARY** : Grade 1: R821 205 – R884 670 per annum  
 Grade 2: R938 964 – R1 026 693 per annum  
 Grade 3: R1 089 693 – R1 362 366 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Far East Rand Hospital
	:	Grade 12 certificate. Appropriate qualification that allows registration with the health professions Council of South Africa (MBCHB degree or equivalent). Registration certificate with the Health Professions Council of South AFRICA (HPCSA) as a Medical Officer. Current registration with the HPCSA as an Independent Medical Officer (2021-2022). Valid work permit for non-South AFRICAN must be attached. Good communication, organisational and conflict resolution skills. The candidate should be interested in General Surgery as a Specialty.
<b><u>DUTIES</u></b>	:	The potential candidate will be responsible for doing ward rounds, run surgical outpatient department and operate in theatre. Fulfil commuted overtime duties in the department. Take part in administration duties such as drawing up a call roster, compiling and presenting mortality and morbidity statistics and 72 maintaining accurate patient records. Participate in research projects and academic meetings. Supervise and teach interns and medical students.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. L Kilani Tel. No: (011) 812 8300
	:	Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: 1 Hospital Road, New State Area, Springs between 08h00 to 15h00.
<b><u>NOTE</u></b>	:	A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.
<b><u>CLOSING DATE</u></b>	:	16 July 2021
<b><u>POST 24/75</u></b>	:	<b><u>MEDICAL OFFICER (EMERGENCY DEPARTMENT) (1 POST)</u></b> Directorate: Medical
<b><u>SALARY</u></b>	:	Grade 1: R821 205 – R884 670 per annum Grade 2: R938 964 – R1 026 693 per annum Grade 3: R1 089 693 – R1 362 366 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Far East Rand Hospital
	:	Grade 12 certificate. Appropriate qualification that allows registration with the health professions Council of South Africa (MBCHB degree or equivalent). Registration certificate with the Health Professions Council of South AFRICA (HPCSA) as a Medical Officer. Current registration with the HPCSA as an Independent Medical Officer (2021-2022). Valid work permit for non-South AFRICAN must be attached. Knowledge and experience in medical. Good written & verbal communication skills. Ability to work under pressure. ACLS and ATLS will be added advantage.
<b><u>DUTIES</u></b>	:	The potential candidate will be responsible for doing ward rounds, run surgical outpatient department and operate in theatre. Fulfil commuted overtime duties in the department. Take part in administration duties such as drawing up a call roster, compiling and presenting mortality and morbidity statistics and 72 maintaining accurate patient records. Participate in research projects and academic meetings. Supervise and teach interns and medical students.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. Stephen Tel. No: (011) 812 8300
	:	Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: 1 Hospital Road, New State Area, Springs between 08h00 to 15h00.
<b><u>NOTE</u></b>	:	A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS)

Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.

**CLOSING DATE**

: 16 July 2021

**POST 24/76**

: **ASSISTANT MANAGER NURSING REF NO: EHD2021/07/01**

Directorate: HAST

**SALARY**

: R562 800 – R652 437 per annum (plus benefits)

**CENTRE**

: Ekurhuleni Health District

**REQUIREMENTS**

: Grade 12 plus a basic qualification accredited with SANC in terms of Government Notice R425 i.e. Diploma Degree in nursing that allows registration with SANC as a Professional Nurse. A minimum of eight (08) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC (R425 qualification). At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Experience in HIV, AIDS and TB Program management. Current proof of registration with SANC. Evidence of Valid driver's license and able to drive. Computer Literacy is essential.

**DUTIES**

: Implement of the HAST strategic plan in line with triple 90, HIV and TB strategy. Collaboration and facilitate the development of the District HAST Business Plan. Effective monitoring of the budget allocation to ensure that resources are adequately supplied. Improving access to HIV and TB services through routine HTS, TB screening, Genexpert and PRC. Implementing quality assurance to the HIV and TB program to ensure sustained treatment viral suppression and cure rate. Implementation of Index Testing, CQI, TB and Tier.net. Liaise with local government, different levels of Health, Community structures and NPO's to improve service delivery. Management of all HTS outreach programs, monitoring CHW and their performance. Support NPO's funded by the Departmental of Health District. Community mobilization and NGO support with focus on key populations. Conducting quarterly reviews for performance monitoring at District and Sub District level. Manage human, financial and physical resources for HAST and prepare source documentation for audit purpose. Report writing, perform all other duties delegated by Supervisor/ Manager.

**ENQUIRIES**

: Ms. M. Motloutg Tel No: (011) 876 1820

**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 filled on NEW Z83 Form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents) accompanied by a Comprehensive CV. 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**

: 16 July 2021

**POST 24/77**

: **ASSISTANT MANAGER NURSING (GENERAL) (1 POST)**

Directorate: Nursing

**SALARY**

: R562 800 – R652 437 per annum

**CENTRE**

: Far East Rand Hospital

**REQUIREMENTS**

: Grade 12 basic qualification with SANC registration in terms of Government Notice 425 i.e. Diploma/ Degree in Nursing as a professional nurse a proof of

- current registration a minimum of eight (8) years appropriate/recognisable experience in nursing after registration as a professional nurse (General Nurse). At least three years of period referred to above must be appropriate/recognisable at management level. Have experience of managing medical wards. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literacy is an added advantage
- DUTIES** : Delegate, supervise and coordinate the provision of effective patient care through adequate. Initiate and participate in health provision to ensure consistent communication, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relation with nursing and stakeholders (i.e. inter-professional, inter-departmental and the multi-disciplinary team worker. Participate analysis, formulation and implementation of nursing guidelines, practices standard and procedures. Manage Human Resources, monitor and ensure proper utilisation of financial and assets. Maintain professional growth/ethical standards and development of self and subordinates. The job incumbent will be responsible to ensure implementation of National Core Standards/Ideal Hospital Realisation. Assist in career planning and development of staff reporting under him/her
- ENQUIRIES** : Ms K. Tinghisi Tel. No: (011) 812 8313
- APPLICATIONS** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: 1 Hospital Road, New State Area, Springs between 08h00 to 15h00.
- NOTE** : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
- CLOSING DATE** : 16 July 2021
- POST 24/78** : **CHIEF DIGNOSTIC RADIOGRAPHER GRADE 1 REF NO: EHD2021/07/01 (07 POSTS)**  
Directorate: Rehabilitation Services
- SALARY** : R466 119 – R517 326. per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Recognised National Diploma or Degree in Diagnostic Radiography Qualification. Proof of original registration & Current registration with HPCSA as an independent Diagnostic Radiographer. Relevant three (3) years' experience as an independent Diagnostic Radiographer. Experience in supervision of junior staff members. Evidence of Valid driver's license and able to drive. Computer skills, excellent time management skills, business communication skills, report writing and presentation skills, innovative, proactive and initiative in problem solving and decision making. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public service legislation, Policies and Procedures. Knowledge of current DoH Guidelines and policies governing the Health Sector and Radiography profession. Knowledge of PFMA and relevant experience in Radiographic procedure, Quality Control and Record keeping processes is essential.
- DUTIES** : Participate in providing 24-hour Radiographic services in the Clinic and District. Report to the relevant authority. Advise the management Radiographic policy planning and implementation for service improvement. To supervise, develop, train and monitor the performance of the junior staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, National Core standards and Ideal Clinic Realisation and Maintenance framework, Quality Assurance/Control and other Public service policies and Act. Manage conflict and implement corrective measures at all times. Strategically coordinate and delegate departmental activities and resources to achieve maximum productivity. Coordinate and Manage the referral pathways across the District. Liase Radiography service-related issues with other stakeholders (internal and external). Manage workflow in the entire

	:	department. Ensure timeous submission of monthly cost Centre reports, budget expenditure and performance report to the manager. Must be a team player within the Clinic and District. Ensure recommended maintenance of the X-Ray equipment. Attend meetings and CPD trainings as prescribed. Perform and ensure that prescribed SAHPRA Quality Assurance protocols are adhered to. Management of allocated Human, Physical and Financial Resources. Perform any ad-hoc duties allocated by management.
<b><u>ENQUIRIES</u></b>	:	Ms. M.M Modise Tel No: (011) 876 1776
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	No S&T claims and resettlement allowance will be paid. Applications must be filled on NEW Z83 Form obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> accompanied by a Comprehensive CV. 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.
<b><u>CLOSING DATE</u></b>	:	16 July 2021
<b><u>POST 24/79</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: TDHS/A/2021/47 (TWO POSTS)</u></b> Directorate: HAST
<b><u>SALARY</u></b>	:	R444 276 – R500 031 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane District Health Services
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with SANC in terms of Government Notice 425 (Degree or Diploma in Nursing). Five years appropriate and recognizable experience in Nursing post registration as a professional nurse. Extensive knowledge of Primary Health Care with focus on HIV, AIDS, STI & TB. In-depth knowledge of global and national HAST policies and guidelines. Project Management experience. Ability to manage multiple stakeholders with competing priorities. Other Skills / Requirements: Ability to function under pressure and within multi-sectoral team. Good verbal and written communication skills. Advanced computer skills. Valid driver's license.
<b><u>DUTIES</u></b>	:	Coordinate and support the implementation of the integrated HAST programmes across the district. Ensure that programme service delivery is rendered in line with national policy guidelines. Provide technical support to health facilities. Mentoring and coaching of the programme stakeholders. Advocate for the functional integration of HAST programmes into Primary Health Care. Participate in the development of the annual HAST business plan, operational plan and performance plan documents. Coordinate all key partners supporting the integrated HAST programme. Compile monthly, quarterly, and progress reports. Attend meetings and workshops. Ensure all health facilities have HAST guidelines. Ensure efficient referral system of clients for continuity of care.
<b><u>ENQUIRIES</u></b>	:	Dr. Omeh Tel No. (012) 451 9022 / 9037
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Lillian Ngoyi and Pretorius Streets, Pretoria 0001. Application box, 1 <sup>st</sup> floor at reception area.
<b><u>NOTE</u></b>	:	Application must be submitted on Z83 form, obtainable from any Public Service Departments. Certified copies of all required documents must be attached.
<b><u>CLOSING DATE</u></b>	:	09 July 2021

**POST 24/80** : **OPERATIONAL MANAGER NURSING (GEN.UNIT) REF NO: TDHS/A/2021/48 (X 3 POSTS)**  
Programme: Ward Based Primary Health Care Outreach Teams Program

**SALARY** : R444 276 – R500 031 per annum  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : A basic R425 qualification (i. e diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. Registration with the SANC as professional nurse and provide proof of current registration. A minimum of 7 years appropriate recognizable experience in nursing after registration as professional nurse with the SANC in General Nursing and Midwifery, Financial Management Skills, Human Resource Management Skills, leadership and organizational skills, decision making and problem-solving skills and sound knowledge of public service policies and Code of Conduct. Computer literacy and driver's license an added advantage.

**DUTIES** : Provide leadership to Ward Based Primary Health Care Outreach Teams at sub district level. Provide training to Community Health Care Workers and outreach team leaders. Oversee activities of all outreach teams in the sub district. Supervise and guide the Ward Based Primary Health Care Outreach Teams in the sub district. Participate in stake holder consultation and liaison with facility managers, sub district managers and school health coordinators. Monitor and evaluate the activities of teams. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that teams function within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS). Develop and implement staff training plan, attend to grievances of staff and administer discipline and ensure that absenteeism and abscondment of staff is effectively controlled. Collate the monthly sub district reports and ensure submission of monthly, quarterly, and annual reports on time.

**ENQUIRIES** : Ms S Lerumo Tel No: (012) 451 9015  
**APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies not older than 6 months of all required documents must be attached. No copy of a copy. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

**CLOSING DATE** : 16 July 2021

**POST 24/81** : **PROFESSIONAL NURSE (SPECIALTY NEPHROLOGY DIALYSIS) REF NO: HRM/2021/31 (1 POST)**  
Directorate: Nursing

**SALARY** : Grade 1: R383,226 – R444, 276.per annum (OSD)  
: Grade 2: R471, 333 – R579, 696.per annum (OSD)

**CENTRE** : Mamelodi Regional Hospital  
**REQUIREMENTS** : National Senior Certificate and a Basic R425 qualification (i.e. National Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Current proof of annual registration with SANC. A post basic qualification with a duration of at least one year accredited with SANC in Nephrology Nursing Specialty. A minimum of 4 years appropriate/recognized experience in nursing after registration with SANC as a Professional Nurse in General Nursing. At least one (1) year of the period referred to above must be appropriate/ recognizable experience working in Renal Unit after obtaining the one-year post-basic qualification in Renal Specialty. Competencies: Good communication skills, verbal and written. Have knowledge of ideal hospital realization and maintenance framework. Computer literacy.

**DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Promote specialised quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Able to plan and organise own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders including

report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).

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

**NOTE** : Must be completed fully on a New Z83 form, CV, certified copies of all required documents of ID (both sides) smart card and Qualifications Certificates not older than Six (6) months. If you did not hear from us within three months, consider your application unsuccessful. The Hospital reserves the right to appoint or not to appoint. Successful candidates will be required to undergo Police clearance, OHS Medical Surveillance and Physical verification at Home Affairs. The specific reference number must be correctly quoted, failure to comply with the instruction will disqualify an application from being fairly processed.

**CLOSING DATE** : 16 July 2021

**POST 24/82** : **PROFESSIONAL NURSE (SPECIALTY ICU) REF NO: HRM/2021/32 (1 POST)**  
Directorate: Nursing

**SALARY** : Grade 1: R383, 226 – R444, 276. per annum (OSD)  
: Grade 2: R471, 333 – R579, 696 per annum (OSD)

**CENTRE** : Mamelodi Regional Hospital  
**REQUIREMENTS** : National Senior Certificate and a Basic R425 qualification (i.e. National Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic qualification with a duration of at least one year accredited with SANC in ICU nursing Specialty. A minimum of 4 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in general nursing. At least 1year of the period referred to above must be appropriate/ recognizable experience working in ICU after obtaining the one-year post-basic qualification in ICU specialty. Competencies: Good communication skills, verbal and written. Have knowledge of ideal hospital realization and maintenance framework. Computer literacy.

**DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Promote specialised quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Able to plan and organise own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements, and expectations (Batho Pele).

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

**NOTE** : Must be completed fully on a New Z83 form, CV, certified copies of all required documents of ID (both sides) smart card and Qualifications Certificates not older than Six (6) months. If you did not hear from us within three months, consider your application unsuccessful. The Hospital reserves the right to appoint or not to appoint. Successful candidates will be required to undergo Police clearance, OHS Medical Surveillance and Physical verification at Home Affairs. The specific reference number must be correctly quoted, failure to comply with the instruction will disqualify an application from being fairly processed.

**CLOSING DATE** : 16 July 2021

**POST 24/83** : **PROFESSIONAL NURSE (SPECIALTY TRAUMA NURSING) REF NO: HRM/2021/32 (1 POST)**  
Directorate: Nursing

**SALARY** : Grade 1: R383,226 – R444, 276. per annum  
: Grade 2: R471, 333 – R579, 696. per annum

**CENTRE REQUIREMENTS** : Mamelodi Regional Hospital  
: National Senior Certificate and a Basic R425 qualification (i.e. National Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic qualification with a duration of at least one year accredited with SANC in Trauma nursing Specialty. A minimum of 4 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in general nursing. At least 1 year of the period referred to above must be appropriate/ recognizable experience working in Accident & Emergency after obtaining the one-year post-basic qualification in Casualty setting. Competencies: Good communication skills, verbal and written. Have knowledge of ideal hospital realization and maintenance framework. Computer literacy.

**DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Promote specialised quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Able to plan and organise own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements, and expectations (Batho Pele).

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

**NOTE** : Must be completed fully on a New Z83 form, CV, certified copies of all required documents of ID (both sides) smart card and Qualifications Certificates not older than Six (6) months. If you did not hear from us within three months, consider your application unsuccessful. The Hospital reserves the right to appoint or not to appoint. Successful candidates will be required to undergo Police clearance, OHS Medical Surveillance and Physical verification at Home Affairs. The specific reference number must be correctly quoted, failure to comply with the instruction will disqualify an application from being fairly processed.

**CLOSING DATE** : 16 July 2021

**POST 24/84** : **PROFESSIONAL NURSE (SPECIALTY ADVANCE MIDWIFERY NEONATOLOGY) REF NO: HRM/2021/33 (2 POSTS)**  
Directorate: Nursing

**SALARY** : Grade 1: R383, 226 – R444, 276. per annum (OSD)  
: Grade 2: R471, 333 – R579, 696.per annum (OSD)

**CENTRE REQUIREMENTS** : Mamelodi Regional Hospital  
: National Senior Certificate and a Basic R425 qualification (i.e. National Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic qualification with duration of at least 1 year accredited with the SANC in terms of Governance Notice No. 212 in Advance Midwifery and Neonatology. Accredited with SANC in Nephrology nursing Specialty. A minimum of 4 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in general nursing. At least 1 year of the period referred to above must be appropriate/ recognizable experience working in maternity after obtaining the one-year post-basic qualification in Advance Midwifery and Neonatology specialty. Competencies: Skills required: Good communication skills/verbal and written. Report writing skills. Sound

- interpersonal skills are necessary. Have knowledge of ideal hospital realization and maintenance framework. Computer literacy. Demonstrate a basic understanding of HR and financial policies and practices. Ability to plan and organize own work, time, and that of support personnel to ensure proper and smooth running of procedures in theatre.
- DUTIES** : Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. Maintain accreditation standards through quality improvement and infection control standards and guidelines. To uphold the Batho Pele and patients' rights charter principles. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student, and patient teaching. Ensure ongoing education and in-service training of Elimination of Mother-to-Child Transmission (EMTCT), Baby-Friendly Hospital Initiative (BFHI) and Essential Steps in Managing Obstetrics Emergencies (ESMOE). Participate in the implementation of priority programmes to reduce morbidity and mortality rate, communicable and non-communicable diseases. Ensure the use of Maternal and Child updated protocols and guidelines in the hospital. Exercise control over Labour Relations issues according to laid down policies and procedures on discipline and grievance. Manage and supervise effective utilization of all resources e.g. human, financial, material.
- ENQUIRIES** : Mr. S.E. Mofokeng, Tel No: (012) 842 0961
- APPLICATIONS** : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, Hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. For attention: HR Recruitment and Selection.
- NOTE** : Must be completed fully on a New Z83 form, CV, certified copies of all required documents of ID (both sides) smart card and Qualifications Certificates not older than Six (6) months. If you did not hear from us within three months, consider your application unsuccessful. The Hospital reserves the right to appoint or not to appoint. Successful candidates will be required to undergo Police clearance, OHS Medical Surveillance and Physical verification at Home Affairs. The specific reference number must be correctly quoted, failure to comply with the instruction will disqualify an application from being fairly processed.
- CLOSING DATE** : 16 July 2021
- POST 24/85** : **PROFESSIONAL NURSE SPECIALTY (THEATRE) (1 POST)**  
Directorate: Nursing
- SALARY** : Grade 1: R383 226 – R444 276. per annum  
Grade 2: R471 333 – R579 696. per annum
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Basic nursing diploma/degree accredited with the South African Nursing Council, plus a one year post basic nursing qualification in the above-mentioned specialty registered with the South African Nursing Council and be able to work day and night shifts.
- DUTIES** : Provision of high quality nursing care that is holistic and is patient centred. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Promotion of professionalism and leading by example at all times. Co-ordination of activities of the other members of the health team. Will be ashift leader of the nursing team and relieving the operational manager. Will also be responsible for ensuring that all quality assurance standards and other health mandates are implemented during his/her shift. Be required to work night shift.
- ENQUIRIES** : Ms. K. Tinghisi Tel. No: (011) 812 8313
- APPLICATIONS** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.
- NOTE** : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS)

Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

**CLOSING DATE**

: 16 July 2021

**POST 24/86**

: **SOCIAL WORKER SUPERVISOR (1 POST)**

Directorate: Allied

**SALARY**

: Grade 1: R384 228 – R445 425.per annum

**CENTRE**

: Far East Rand Hospital

**REQUIREMENTS**

: Grade 12 plus 7 years' relevant experience. A bachelor's degree or equivalent qualification in Social work. Computer literacy (power point and excel) will be an added advantage. Good communication, report writing skills, supervision skills and problem-solving skills. Valid registration with SACSSP. Relevant experience in the social work field and health care services. Knowledge in the relevant policies, protocols/SOP and guidelines. Be able to work within multidisciplinary team.

**DUTIES**

: Conduct psycho-social assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. 50% clinical work. Study, interpret, apply and give information on policies and legislation. Keep up to date with developments in the social work and social welfare fields. Perform all the administrative functions required on the job. Submission of weekly and monthly statistics and progress reports to the supervisor. Establish good working relationship with internal and external stakeholders. Participate in the implementation of quality assurance policies and develop appropriate quality improvement plan for Social Work Services. Ensure continuous professional development activities as required. Liase with universities to promote students training. Provide support, advice and guidance to social workers. Control working hours, absenteeism and leave of absence. Implement PMDS. Manage the available assets such as office furniture, stationery and telephone. Conduct in-service training

**ENQUIRIES**

: Ms. N Ntabane Tel. No: (011) 812 8421

**APPLICATIONS**

: Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.

**NOTE**

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

**CLOSING DATE**

: 16 July 2021

**POST 24/87**

: **ASSISTAND DIRECTOR- HUMAN RESOURCE MANAGEMENT: REF NO: ODI/23/06/2021/01**

**SALARY**

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

**CENTRE**

: Odi District Hospital.

**REQUIREMENTS**

: An appropriate degree or diploma in Human Resources with a minimum of 5 years HR experience on a supervisory level Or Grade 12 certificate with 10 years' experience in Human Resources. 10 years' experience should be supervisory experience in Human Resources. HR experience must be as an HR Generalist. Knowledge and understanding of Public Service legislative framework. Extensive knowledge and experience of the Persal system and Human Resource Administration processes. Computer literate (MS Word, MS Excel, and PowerPoint). Knowledge of the Public Service Act, Public Finance Management Act, and other Legislative Prescripts that govern Human Resource Management. Good written and advanced communication skills. Must have leadership, planning, organising and problem-solving skills. Must be

- able to manage and lead a team. Ability to multi task and prioritize. Ability to work in a high volume and highly pressurized environment.
- DUTIES** :
- Lead and manage the HR unit. Manage HR budget. Implement and Interpret policies, directives, and guidelines. Implement and maintain sound quality management systems, including applicable legislations, policies, good practice, and standards. Manage Recruitment & Selection processes. Provide training, guidance and support to HR staff and Line Managers. Approve and qualify assure all mandates and transactions related to appointments, transfers, terminations, salary administration and management of condition of service etc. Manage OSD appointments. Grade progressions for OSD and non OSD. Ensure that persal related transactions and mandates forwarded to Gauteng Department of Finance (GDF) are captured correctly. Manage Staff Establishment and post filling. Draw up a post filling plan. Policy and procedures on Incapacity leave and Ill Health Retirement (PILIR). Provide strategic and operational support to staff and line managers. Manage the performance Management and Development Systems (PMDS) and the implementation thereof. Manage Labour Relations unit and Training unit. Compile and submit reports or any other HR related submissions. Manage audit queries. Manage and implement RWOPS/ORW, Declaration of Financial Disclosures/e-Disclosures. Monitor overtime and capturing of the authorization for overtime. Specimen signatures. Management of payroll. (ESS & Manual). Implement effective Human Resources and general administrative management within the unit. Serve on relevant statutory committees as required. Develop and implement relevant strategic and Operational Plans with monitoring and Evaluation to achieve Hospital Objectives. Attend weekly and monthly EXCO meetings, and any other meetings required to be attended. Prepare and submit consolidated monthly, quarterly, and annual reports to the CEO. Maintain ethical and professional conduct.
- ENQUIRIES** :
- APPLICATIONS** :
- Mr. Musie A Tel. No: (012) 725 2308
- Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
- NOTE** :
- Applications must be submitted on new Z83 form, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently updated CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certified copies should not be more than six months old.
- CLOSING DATE** :
- 16 July 2021
- POST 24/88** :
- MIDDLE MANAGER (MONITORING AND EVALUATION COORDINATOR)**  
**REF NO: TDHS/A/2021/49**  
 Directorate: HAST
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- R376 596 per annum (plus benefits)  
 Tshwane District Health Services  
 Degree in public health, sociology, monitoring and evaluation or equivalent degree. A minimum of 3 year's working experience within HAST programme. 2 years Health Data Management experience (webDHIS, Tier.Net and EDRWeb). 2 – 5 years' experience in Monitoring and Evaluation of Tuberculosis or Health related programmes. Experience in data or information management in a health environment. Other Skills: Knowledge of Department of Health policy directives and data flow programs. Knowledge and understanding of HAST strategic work plan. Knowledge and skills on health reporting system. Ability to function under pressure and meet deadlines. Computer literacy. Communication, facilitation and analytical skills. Facilitation, mentoring and capacity building skills. Valid driver's license.
- DUTIES** :
- Routinely review collected data and perform DQA checks for the six data quality dimensions (i.e. validity, reliability, integrity, precision, and timelines). Monitor the capturing of HIV and TB data on Tier.net and webDHIS systems in Primary Health Care facilities. Identify gaps within HAST, DR-TB M&E system and implement quality improvement plan to address identified gaps. Track progress towards achieving the programme targets, ensuring compliance with the requirements of the reporting systems. Assist health facilities to develop action plan based on poor performance. Synthesize data from multiple sources into usable information for program management and decision making. Ensure capacity building and implementation of DHMIS policy, DHMIS Facility SOP and TB/HIV Data Management SOPs. Conduct data validation and verification

using various online and offline platforms. Participate during development of HAST business and operational plans. Liaise with all partners supporting HAST programme. Prepare accurate and timely routine data reports on monthly and quarterly basis. Conduct facility support visits. Attend meeting related to HAST programme.

**ENQUIRIES** : Dr. Omeh Tel No. (012) 451 9022 / 9037  
**APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Lilian Ngoyi and Pretorius Streets, Pretoria 0001. Application box, 1<sup>st</sup> floor at reception area.  
**NOTE** : Application must be submitted on Z83 form, obtainable from any Public Service Departments. Certified copies of all required documents must be attached.  
**CLOSING DATE** : 16 July 2021

**POST 24/89** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO :TDHS/A/2021/50**  
 Directorate:Supply Chain Management

**SALARY** : R376 596 – R443 601 per annum (Level 9)  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : A recognised 3 years B. Degree (NQF Level 7) or National Diploma (NQF 6) in Supply Chain Management Services/Purchasing/Logistics/Accounting/Commerce/ and 5 years relevant supervisory experience in Supply Chain environment. A valid Driver's License, knowledge of all Acts governing your work area: Supply Chain Management practice note, Public note, Public Service Act, 1994, Preferential Procurement Policy Framework Act, Public Finance Management Act,1999, Broad Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations, Supply Chain Management Framework, Procurement directives and procedures, Government Budget procedures, knowledge of SAP & SRM systems and all policy and regulation prescripts.**SKILLS:** Standard Operation Procedure (SOP) development and management implementation thereof, Communication(verbal and written) Presenation, and report/submission writing skills. Human Resource Management,Conflict resolution, Coaching and Mentoring, Negotiation skills, Computer Literacy Facilitation skills, Warehouse and Asset Management. Personal Attributes: Trustworthy, Dependable, innovative,ability to work under pressure,Self-motivated and Creative.

**DUTIES** : To manage the provisioning of effective and efficient Demand and Procurement Plans supply and contracts management services in the District. Coordinate and consolidate SCM demand plan, monitor the use of Centralized Supplier Database. Facilitate the establishment of BID Committees. Provide effective and efficient logistics services. Manage District. Warehouses. Provide effective and efficient records management and registry services in the unit. Ensure that the team/section produces excellent work in terms of quality/ quantity and timelines. Ensure timeously development of job descriptions and implementation of Work Plans. Manage daily employee performance. Ensure timely ensure performance assessment of all subordinates.

**ENQUIRIES** : Mrs L Moru Tel No: (012) 451 9210  
**APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE** : Applications must be submitted on the New form Z83 (application form), obtainable from any Public Service Department. Certified copies not older than 6 months of all required documents must be attached. No copy of a copy. Should you not hear from us within 3 months after the closing date, please conconsider your application unsuccessful.  
**CLOSING DATE** : 16 July 2021

**POST 24/90** : **ASSISTANT DIRECTOR- FMU (1 POST)**  
 Directorate: Procurement

**SALARY** : Grade 1: R376 596 – R454 920. per annum  
**CENTRE** : Far East Rand Hospital  
**REQUIREMENTS** : Senior certificate (Grade 12/Matric) with five (5) years relevant experience in facility management at Level 7 with building science or project management certificate or Diploma /Degree with appropriate recognizable qualification and three (3) years` experience. People and change management skills.

- Communication, customer relation. Sound knowledge of procurement policies and procedures, PFMA, Provisioning admin procedure, manual & SAP system, Batho Pele principles and the vision and mission of the department of health. Computer literacy, Administration skills, Vendor management. Project management and oversee reconciliations. Problem solving skills, conflict management, good interpersonal and leadership skills. Valid drivers' licence.
- DUTIES** : Ensure better health facility in the interest of quality health care. Participate in OHS, onitoring, FMU, and other committees, control and manage FMU Budget. Co-ordinate meetings of all stakeholders internally and externally. Maintain and update maintenance register. Develop & submit a list of priority project on time. Implement minor capital projects. To render planning commissioning service. To operate within the allocated budget. Maintain & update parking and accommodation register. Ensure effective & efficient management system, develop the standard operating procedure for components of the infrastructure maintenance system
- ENQUIRIES APPLICATIONS** : Ms. V. Bulana Tel. No: (011) 812 8338
- : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.
- NOTE** : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
- CLOSING DATE** : 16 July 2021
- POST 24/91** : **PHYSIOTHERAPIST GRADE 1 REF NO: JUB21/2021**  
Directorate: Clinical Support and Therapeutic Services
- SALARY CENTRE REQUIREMENTS** : R317 976.per annum  
: Jubilee District Hospital  
: A degree in Physiotherapy, Registration certificate as an independent practitioner with the HPCSA, Current proof of registration with the HPCSA.Z83 (use new Z83 obtain from DPSA) must be duly signed. Recent CV. All supporting documents MUST be certified. Other Skills/ Requirements: Be service oriented and attend to detail. Have good judgement, active thinking, and decision-making skills. Computer literacy skills. Willingness to participate in students' supervision. Be patient, empathetic and compassionate .Highly motivated and enthusiastic to contribute to Physiotherapy health service .Knowledge in Management of Physical resources. Knowledge in Batho Pele principles and Patient's rights.
- DUTIES** : To provide efficient, effective and accessible quality of patient care in the wards (including ICU and covid-19 wards, physiotherapy department in a courteous, respectful, caring and professional manner. To participate in continuous professional development. To promote and improve healthy lifestyle and health education through awareness campaigns. To liaise with other members of the multi-disciplinary team. Collection and Capturing of daily data from patients daily as well as referrals given and other data as required. Write and Submit monthly reports. Assist with conducting required audits including self-assessments. Assist with coordination of and provisioning of assistive technologies. Have sound knowledge of public service Acts, regulations and policies. Be able to communicate effectively.
- ENQUIRIES APPLICATION** : MR Madavha Tel No: (012) 717 9382  
: documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all

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

- CLOSING DATE** : 16 July 2021 at Time: 16H00
- POST 24/92** : **ADMIN OFFICER LOGISTICS: REF NO: HRM/2021/34 (1 POST)**  
Directorate: Administration & Support Services
- SALARY** : R257 508 per annum (Level 7) (Plus Benefits)  
**CENTRE** : Mamelodi Regional Hospital  
**REQUIREMENTS** : National Senior Certificate and recognized appropriate three-year Diploma in Public Administration or Public Management or equivalent NQF Level 6 with more than 3 years relevant experience or National Senior Certificate with more than 5 years relevant experience in the Logistics and Support: Mortuary, Laundry/Linen, Security and Central Sterile Services Department (CSSD), preferably in a hospital environment. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and understanding of Government procurement processes. Must be computer literate (MS Office). A valid driver's license. Effective written and verbal communication, analytical and report writing skills, negotiation, team building, problem solving, conflict resolution and ability to work under pressure.
- DUTIES** : Supervise the daily activities of the logistics services i.e. Security, Laundry / Linen, Mortuary & Central Sterile Services Department (CSSD). Conduct random inspection of all areas allocated to logistics and Support Services to monitor the performance of staff. Ensure compliance and maintaining the quality standard required by the institution. Provide guidance to subordinates and monitoring their performance. Maintain discipline and sound labour relations practices. Attend to Human resource matters, do record keeping and statistics, compile and submit daily, weekly, and monthly reports on Mortuary, Linen, Security and CSSD. Plan and implement training programs for staff. Fulfil duties as per PMDS Contract and Job description. Ensure that the requisition forms are completed and track the progress of the procured material weekly. Monitor and manage the procurement and maintenance of equipment and stock required for logistics and filing. Perform any other duties requested by management.
- ENQUIRIES** : Mr. S.E. Mofokeng, Tel No: (012) 842 0961  
**APPLICATIONS** : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X 0032 Rethabile, 0122, Hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION** : HR Recruitment and Selection.  
**NOTE** : Must be completed fully on a New Z83 form, CV, certified copies of all required documents of ID (both sides) smart card and Qualifications Certificates not older than Six (6) months. If you did not hear from us within three months, consider your application unsuccessful. The Hospital reserves the right to appoint or not to appoint. Successful candidates will be required to undergo Police clearance, OHS Medical Surveillance and Physical verification at Home Affairs. The specific reference number must be correctly quoted, failure to comply with the instruction will disqualify an application from being fairly processed.
- CLOSING DATE** : 16 July 2021
- POST 24/93** : **CLIENT LIAISON OFFICER REF NO: REFS/011402 (X2 POST)**  
Directorate: Quality Assurance  
Re-Advert
- SALARY** : R257 508 -R303 339. per annum (plus benefits)  
**CENTRE** : Dr George Mukhari Academic Hospital  
**REQUIREMENTS** : Grade 12 with appropriate 1-year Higher certificate in a recognized institution in Office Assistant/Administration/ Business Management/ Public Management/Public relations and a minimum of 5 years' experience in health institution. At least a minimum of 3 years of the period referred to above must

		be experience in Quality Assurance. Knowledge in customer care service programs. Knowledge and understanding of legislative framework applicable to practice in public health facility. Computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint). Presentation skills. The applicant must have ability to interact with diverse stakeholders, health care users and givers. Good communication skills, Report writing skills, Facilitation skills, Problem solving skills, Good interpersonal relations, ability to work under pressure.
<b><u>DUTIES</u></b>	:	Conduct National Core Standards self-assessment. Facilitate the development of QIPs and implementation thereof. Implement customer care programs. Compile and analyze reports of the programs and submit reports on due time. Assist with the management of the patient safety incidents. Manage staff development and performance (PMDS). Manage material resources appropriately. Facilitate training of employees on quality Assurance matters. Communicate with all stakeholders (external and internal customers) about quality assurance matters. Perform any other duties delegated by the supervisor.
<b><u>ENQUIRIES APPLICATION</u></b>	:	Ms. BS Moruapheko, Tel No: (012) 529 3409
	:	Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or Apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> .
<b><u>NOTE</u></b>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Recently certified copies of qualifications, ID copy and a CV must be attached. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Kindly note that those who previously applied are advised to re-apply.
<b><u>CLOSING DATE</u></b>	:	16 July 2021 NB: Closing Time Will Be 12H00
<b><u>POST 24/94</u></b>	:	<b><u>PROFESSIONAL NURSE: GENERAL NURSING GRADE 1/2 REF NO: (1X POST)</u></b> Directorate: Nursing (HAST)
<b><u>SALARY</u></b>	:	Grade 1: R256 905 – R297 825 per annum (plus benefits) Grade 2: R315 963 - R362 865 per annum (Plus benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Dr. Yusuf Dadoo Hospital Province: Gauteng
	:	Basic R425 (i.e. diploma/ degree in nursing) or equivalent Qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 10 to 15 years' appropriate experience in nursing after registration as a professional nurse with the South African Nursing Council in General Nursing. Knowledge of DR TB and DS TB guidelines and policies. Computer literate. Understanding and knowledge of DHIS web, TIER.net and EDR web software. Knowledge of TB/HIV collaboration Programme.
<b><u>DUTIES</u></b>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standard as determined by the relevant health facility. Ensure effective management of the TB Programme. Monitor, validate and analyse data from DHIS web, TIER.net and EDR web software. Improve TB screening within the hospital. Plan and organize TB awareness campaigns for improved TB case detection and linkage to care. Coordinate monthly and quarterly TB Reports for submission to Sub district and District. Validate, verify and analyse data prior to submission to the next level. Attend Sub district, District and Provincial meetings as required. Ensure team work and quality management in the TB Programme. Support and guide Managers and Nurses on both programmes policies and guidelines. Promote implementation of the National TB Control Guidelines and Policies in all facilities. Promote quality of nursing care as directed by the professional scope

of practice and standards as determined by the relevant health facility. Be able to observe ethics in terms of patient confidentiality. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Application of Batho Pele Principles. Our Values and I Care for You, including 6 Ministerial Priorities. Willing to work after hours in Nursing Management.

**ENQUIRIES APPLICATIONS** : Ms. DS. Ngwenya Tel No: (011) 951 6045  
 : can be delivered to: Dr. Yusuf Dadoo Hospital, Cnr Memorial and Hospital Street, Krugersdorp, 1739 or posted to: Dr. Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp 1739.

**NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified SANC registration certificate and proof of current registration with SANC. Those that previously applied for the post can reapply.

**CLOSING DATE** : 23 July 2021

**POST 24/95** : **PROFESSIONAL NURSE: GENERAL NURSING GRADE ½ REF NO: (1X POST)**  
 Directorate: Nursing (Quality Assurance Unit)

**SALARY** : R256 905 - R297 825. per annum (plus benefits)  
 R315 963 - R362 865. per annum (plus benefits)

**CENTRE REQUIREMENTS** : Dr. Yusuf Dadoo Hospital Province: Gauteng  
 : Basic R425 (i.e. diploma/ degree in nursing) or equivalent Qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 10 to 15 years' appropriate experience in nursing after registration as a professional nurse with the South African Nursing Council in General Nursing. Knowledge of guidelines governing customer care: complaints, compliments/suggestion and Knowledge of Patient Safety Incident, Patient Experience of Care, Waiting Time, Patient Assessment Satisfaction implementation processes. Computer literacy

**DUTIES** : Demonstrate and understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standard as determined by the relevant health facility. Ensure effective management of complaints system in the hospital. Monitor, validate and analyses data from quality assurance WEB. Improve waiting time to ensure that all areas are within target. Good knowledge of Ideal Hospital Realization Framework. Support and guide Managers and Nurses on the programmes policies and guidelines. Promote implementation of the National Guidelines and Policies on Hospital Realization Frame Work in the hospital. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health professional council. Be able to observe ethics in terms of patient confidentiality. Able to plan and organize own work and that of support personnel to ensure proper accurate patient care. Should be able to conduct meetings, compile reports, statistics and Quality Improvement plan and give feed back to the Quality team and managers. Should be able to conduct display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Application of Batho Pele Principles, Our Values and I Care for You, including 6 Ministerial Priorities.

**ENQUIRIES APPLICATIONS** : Ms. DS. Ngwenya Tel No: (011) 951 6045  
 : can be delivered to: Dr. Yusuf Dadoo Hospital, Cnr Memorial and Hospital Street, Krugersdorp, 1739, or posted to: Dr. Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp 1739. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability.

**NOTE** : Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached are certified ID copy,

certified copies of qualification/s including matric, certified SANC registration certificate and proof of current registration with SANC. Those that previously applied for the post can reapply.

- CLOSING DATE** : 23 July 2021
- POST 24/96** : **PROFESSIONAL NURSE GENERAL (PNA 2) (1 POST)**  
Directorate: Nursing
- SALARY** : Grade 1: R256 905 – R297 825. per annum  
Grade 2: R315 963 – R362 865 per annum
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Basic nursing diploma/degree, registered with SANC in General nursing and must have NIMART certificate.
- DUTIES** : Provision of a high-quality nursing care that is holistic and patient centred without stigmatization. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Promotion of professionalism and leading by example at all times. Co-ordinating of activities of the other members of the health team. Will be able to assist in completion of clinical stationery and ensure that data is entered timeously. Will also be responsible for ensuring that all quality assurance standards and other health mandates are implemented during his/her shift.
- ENQUIRIES** : Ms. K. Tinghisi Tel. No: (011) 812 8313
- APPLICATIONS** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00 to 15h00.
- NOTE** : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
- CLOSING DATE** : 16 July 2021
- POST 24/97** : **PROFESSIONAL NURSE GRADE-1 REF NO: TDHS/A/2021/51 (X3 POSTS)**  
Directorate: Mental Health (NGCT)
- SALARY** : R256 905 – R297 825 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse trained in Midwifery, Psychiatry, and community Nursing Science. Current registration with the SANC as a Professional Nurse. A Minimum of 1 year appropriate/recognized experience in nursing after registration as a Professional Nurse. Computer literacy, valid driver's license and good communication skills are a requirement.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Work as part of a multidisciplinary team to ensure quality care. Able to plan and organize own work and that of her support team to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs, requirements and Batho Pele expectations. Work effectively, co-operatively, amicably with persons of diverse intellectual cultural, racial or religious differences. Perform clinical nursing practice in accordance with the scope of practice, nursing standards and quality assurance standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice. Willing to rotate through departments. Strengthen collaboration with other Departments, Authorities, Communities, NGO'S, Public Sector, and Learning Institutions. Facilitate and provide In-service training to staff in Health Facilities and NGO's. Support research and surveillance on Mental Health and Substance Abuse in targeted population at risk. Promote quality of nursing care as directed by the professional scope of

practice and standards. Work as a team player. Guide and teach or mentor those in a level under you. Able to lead and supervise a team in the unit, knowledgeable in aspects of Ideal Clinic, Management of complaints and Patient's safety Incidents. Willing to attend in-service training.

**ENQUIRIES APPLICATIONS** : Mr Julian Lehau Tel No: (012) 451 9073  
: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE** : Applications must be submitted on the New form Z83 (application form), obtainable from any Public Service Department. Certified copies not older than 6 months of all required documents must be attached. No copy of a copy. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

**CLOSING DATE** : 16 July 2021

**POST 24/98** : **PROFESSIONAL NURSE REF NO: TDHS/A/2021/52 (X8 POSTS)**  
Programme: Ward Based Primary Health Care Outreach Teams Program

**SALARY** : Grade 1: R256 905 – R297 825 per annum  
Grade 2: R315 963 – R362 865 per annum  
Grade 3: R383 226 – R485 475 per annum

**CENTRE REQUIREMENTS** : Tshwane District Health Services  
: A basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and provide proof of current registration. A minimum of 5 years appropriate recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery, Financial Management Skills, Human Resource Management Skills, leadership and organizational skills, decision making and problem-solving skills and sound knowledge of public service policies and Code of Conduct. Computer literacy and driver's license an added advantage.

**DUTIES** : Manage and supervise a team of Community Health Care Workers assigned to a health facility and providing community-based services at ward level. Supervise Enrolled Nurse Team Leaders assigned to a health facility. Team Leader will spend 70% of his/her time in the community supporting Community Health Care Workers when doing home visits and 30% in the office doing team administration work. Organize campaigns to address poor performing indicators of the facility and district. Ensure work allocation to the team and monitor performance (PMDS). Liaise with ward councilors (with the assistance of facility managers) and other community structures with regards to overall activities of community health workers in the community. Facilitate training and weekly In-service for Community Health Workers. Attend meetings, trainings and give feed back to the team. Compile Monthly reports and submit to facility manager. Manage resources allocated to team

**ENQUIRIES APPLICATIONS** : Ms S Lerumo Tel No: (012) 451 9015  
: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies not older than 6 months of all required documents must be attached. No copy of a copy. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

**CLOSING DATE** : 16 July 2021

**POST 24/99** : **ADMINISTRATION OFFICER: FACILITIES MANAGEMENT REF NO: TDHS/A/2021/53**  
Directorate:Facilities Management Unit

**SALARY** : R257 508 – R303 339.per annum (Level 7)  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : Grade 12 Certificate or higher qualification. A valid driver's licence. A technical qualification in project management, facilities management, building environment or engineering is compulsory e.g. Mechanical, Electrical, Civil or Construction. Trade Test Certificate or Diploma as per Manpower Training Act Regulation 16 of 1981 as amended (e.g. Carpenter, Fitter, Plumber, Electrician, etc and not Motor Mechanic or Diesel Fitter). Computer literacy.

- Sound Knowledge of project Management. Training on OHS Act. Skills: Good verbal and written communication skills. Planning and organizing skills. Provide effective office administration in terms of controlling typed and written communication and correspondence. Knowledge of other technical fields, report writing, Health infrastructure including general machinery and equipment knowledge. Good customer care attitude and skills.
- DUTIES** : Compile specifications as required. Compile monthly, quarterly and annual expenditure reports regarding buildings maintenance in liaison with relevant Departments or Sections. Communicate constantly with Department of Infrastructure Development Regions with regard to building/electrical/mechanical/structural maintenance defects. Assist Sub District Managers and PHC Facilities Managers with identification of maintenance projects. Participate in the planning of new health care facilities including upgrading of existing and related infrastructure. Monitor and oversee construction, maintenance, repairs and servicing work being conducted by Department of Infrastructure Development and external Contractors. Manage the allocated resources effectively. Implement and monitor physical parking in all Facilities including Office Buildings. Co-ordinate Office building repairs by GDID and Contractors appointed by Landlord or Artisan delegated by Landlord. Ensure that all standby generators diesel fuel is maintained at correct
- ENQUIRIES APPLICATIONS** : Mr PL Khwela Tel No: (012) 451 9199
- Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on the New form Z83 (application form), obtainable from any Public Service Department. Certified copies not older than 6 months of all required documents must be attached. No copy of a copy. Should you not hear from us within 3 months after the closing date, please reconsider your application unsuccessful.
- CLOSING DATE** : 16 July 2021
- POST 24/100** : **ADMINISTRATION CLERK REF NO: TDHS/A/2021/54 (X2 POST)**  
Directorate: Mental Health (NGCT)
- SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612 per annum  
: Tshwane District Health Services  
: Grade 12 / Administration Qualification or equivalent with Mathematics, Math's literacy or Accounting as a subject. 1 Year experience in administrative work. Experience in Health Facilities and NGO Administrative system will be an added advantage.
- DUTIES** : Operate office machinery, including photocopies, scanners, telephone and voicemail systems and computers. Receiving and processing NGO claims for funding. Maintain updated systems for filing, inventory, mailing, and data capturing. Handle incoming and outgoing office correspondence. Compile and maintain records of office activities and business transactions. Type, format, proofread and edit documents from notes or dictation. Render administrative services to the chairperson of research committee. Liaise with provincial research office, ensuring timely distribution of protocols for review, communication with researchers and guiding them. Prepare meeting agendas, attend meetings to take notes and write minutes. Manage work schedules, calendars, and appointments. Obtain information to respond to requests by reviewing files, documents, and records. Take inventory and order materials, supplies and services as needed. Troubleshoot problems that arise with office equipment. Communication with Clients, Employees and others to answer questions, address complaints, explain information and take orders.
- ENQUIRIES APPLICATIONS** : Mr Julian Lehau Tel No: (012) 451 9073
- Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on the New form Z83 (application form), obtainable from any Public Service Department. Certified copies not older than 6 months of all required documents must be attached. No copy of a copy. Should you not hear from us within 3 months after the closing date, please reconsider your application unsuccessful.
- CLOSING DATE** : 16 July 2021

**POST 24/101** : **OPERATOR CSSD REFS NO: SBAH 70/2021**  
 Directorate: Nursing

**SALARY** : R145 281 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualifications. Background health care will be an added advantage. Good interpersonal relations and communication skills. Must be able to cope with the physical demands of the position. Be able to work in a team and under pressure. Willing to work shifts, weekends, Public holidays and Nights.

**DUTIES** : Responsible to ensure that instruments and equipment received are complete and in good working order. Responsible for cleaning, packing and autoclaving of various toweling, gowns and small packs. Effective handling of cooled down items to be packed in sterile store area. Effective utilization of human and financial resources. Adhere to safety regulations. Maintain growth/ethical standards and self-development. Perform duties as required per job description and working schedule. Maintenance of general hygiene and tidiness of the unit.

**ENQUIRIES** : Mrs. AM Mowayo Tel No: (012) 354 1716  
**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 16 July 2021

**POST 24/102** : **HOUSEHOLD WORKERS REFS NO: SBAH 71/2021**  
 Directorate: Nursing

**SALARY** : R102 534 per annum plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 10 or equivalent Abet. Minimum 1-year experience working in a hospital environment will be an added advantage. Good interpersonal relations and communication skills. Must be physically fit to be able to cope with physical demands of the position. Be able to work in a team and under pressure. Willing to work shifts, weekends, public holidays and night duty.

**DUTIES** : Ensure a clean and secure environment for patients and personnel (e.g. Cleaning and dusting of wards, kitchens, bathrooms, sluice's, offices, floors and windows). Disposing of medical and general waste from the wards. Management of dirty linen. Collect and return food trolleys, serve meals, tea, coffee and water to the patients. Clean, manage and control cutlery and crockery. Collect cleaning materials and waste containers. Unpack consumables and clean linen. Effective utilization of human and financial resources. Adhere to safety regulations. Perform duties as required per job description. Work schedule and delegated duties by supervisor.

**ENQUIRIES** : Mrs. AM Mowayo Tel No: (012) 354 1716  
**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 16 July 2021

**DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

**CLOSING DATE** : 23 July 2021 No late applications will be considered.  
**NOTE** : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will

only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

#### **OTHER POSTS**

- POST 24/103** : **DEPUTY DIRECTOR: POLICY REF NO: REFS/011450**
- SALARY** : R733 257. per annum  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A recognized Bachelor's Degree (NQF7) or equivalent qualification in Public Policy, Built Environment, Human Settlements, Public Administration or Development Studies. 3-5 years' relevant working experience in a policy environment of which at least three will be at junior management level. Knowledge and understanding of the human settlements and built environment as a contributor to human development. Understanding of policy development processes; Understanding of strategy development processes; Understanding of the Public Service Systems; Knowledge of PFMA and other relevant Acts/legislation; knowledge of Project Management, stakeholder management and management of Human Resources. A valid code B driver's license.
- DUTIES** : The successful candidate will be responsible for facilitating the development and review of the human settlements sector policy and regulatory frameworks; Scanning the policy environment to inform the development and review of policy and regulatory frameworks; Developing discussion documents on the development and review of policy and regulatory frameworks; Consulting with stakeholders on the development of policy and regulatory frameworks; Developing policy and regulatory frameworks to guide the human settlements sector; Proactively tracking national policy developments from other sectors with impact to human settlements; Analysing national policy developments from other sectors with impact to human settlements; Highlighting implications to human settlements development emanating from other sectoral policy/regulatory frameworks; Generating human settlements policy position on other sectoral policy/regulatory frameworks; Tracking global and national policy developments with impact to human settlements development; Ensuring policy advocacy at relevant sectoral forums in all three spheres of government; Reporting on the mainstreaming, integration and alignment of human settlements agenda across all spheres of government
- ENQUIRIES** : Miyelani Tshabalala Tel No: (063) 691 4046  
**APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>
- POST 24/104** : **DEPUTY DIRECTOR- RESEARCH REF NO: REFS/011452**
- SALARY** : R733 257 per annum (All Inclusive)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A recognised Bachelor's Degree (NQF 7) or equivalent qualification in the Built Environment, Human Settlements, Economics or Development Studies. Relevant 3-5 years' experience at an Assistant Director level with proven research skills and understanding of Public Service Administration, through understanding of policy analysis. A good Knowledge of Public Service Act, Public Service Regulations and other employment legislations. Good organisational skills, good inter-personal relations, coordination skills. Knowledge of Project Management, stakeholder management and management of Human Resources .Be able to work independently. A valid code B driver's license.
- DUTIES** : Manage the human settlements research programme. Conduct research on human settlements in accordance with the Department's needs. Provide assistance with the interpretation and analysis of research-based recommendations. Participate in interdisciplinary and multi-sectoral research programmes and projects. Communicate research findings to relevant stakeholders. Prepare reports and provide findings of research undertaken. Maintain knowledge management portal. Maintain repository of

research outputs. Manage the development of the Research Publication. Develop partnerships and networks with relevant stakeholders. Liaise and coordinate with governmental, non-governmental institutions and other structures and organizations. Represent the Department in with various meetings. Manage resources (human and physical).

**ENQUIRIES** : Ms Alinah Mogaswa Tel No: 072 313 8052  
**APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>

#### DEPARTMENT OF SOCIAL DEVELOPMENT

*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. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Mr Thomas Mabasa. All applicants are also encouraged to number the pages of their CV and the attached certified documents*

**NOTE** : Applications must be submitted on new Z83 form. A new application form for employment (Z83) came into effect on 1 January 2021. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment form which can be downloaded at [www.dpsa.gov.za](http://www.dpsa.gov.za)-vacancies. Should an application be received using the incorrect application for employment (Z83), it will not be considered." The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed; certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Social Development will comply with Health and Safety Regulations

#### OTHER POST

**POST 24/105** : **HEADS OF INSTITUTIONS (X4 POSTS)**  
Re-Advertisement

**SALARY** : R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package) and a flexible portion that may be structured in terms of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).

**CENTRE** : Mary Moodley CYCC: Ref No. SD/2021/07/01  
Desmond Tutu CYCC: Ref No. SD/2021/07/02  
Ga-Rankuwa Rearabilwe CYCC: Ref No. SD/2021/07/03  
Itireleng RCFD: Ref No. SD/2021/07/04

**REQUIREMENTS** : A Bachelor's degree in any Social Science. Current registration in terms of the Social Services Profession Act 110 of 1978 as amended. Good knowledge and understanding of the relevant legislation and regulation that governs the area of work. Ten (10) years generic practice as a Social Services Professional after Qualification. Minimum of five (5) years management experience within the Social Welfare environment in the public sector a level of a Policy Developer or Supervision. A valid driver's licence. Skills and Competencies: Good strategic planning and capabilities, change, financial and project management skills. Strong client orientation. Good conflict resolution and people management skills. Computer literate and excellent verbal and written communications skills.

**DUTIES** : Manage the Institution in accordance with all applicable legislations (including governance & stakeholder relations). Management of all Social Welfare Service Delivery Programmes and all supporting professions in the institution. Management of Administration and Auxiliary functions (HR, SCM, Finance, Auxiliary, OHS etc). Provide strategic leadership to the institution, including operational planning, performance monitoring and evaluations. Manage the development and implementation of policies and standard operating procedures related to all core and support functions. Manage Quality Assurance and Quality Improvement processes in the institution. Promote the development of children and youth care services.

**ENQUIRIES** : Mr Thomas Mabasa: Tel No: (011) 355 7952

- APPLICATION** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, **Mary Moodley** Child and Youth Care Centre, Tsesebe Street, Apex Benoni  
**Desmond Tutu** Child and Youth Care Centre, 162 Tolbos Street Florauna Pretoria North 0182,  
**Ga-Rankuwa** Rearabilwe: 2829 Semedi Street, zone 2, Ga-Rankuwa.  
**Itireleng RCFD**: 3152 Sekwati Street, Zone 2 Ga-Rankuwa
- FOR ATTENTION** : Mary Moodley Mr M Radingoana Tel No: (011) 964 8700  
Desmond Tutu D Barnard Tel No: (012) 564 0640  
Ga-Rankuwa Mr M Netshikulwe Tel No: (012) 700 9444  
Itireleng Mr M Mokwena Tel No: (012) 703 9014
- NOTE** : NB: Applicants that applied previously for this post are encouraged to apply again. NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- CLOSING DATE** : 16 July 2021

#### **DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

- APPLICATIONS** : Applications should be submitted online through the [www.professionaljobcentre.gpg.gov.za](http://www.professionaljobcentre.gpg.gov.za). Applicants who experience difficulty in applying online can apply manually using new Z83 form and attach CV and certified copies of qualifications, ID and submit to 35 Rissik Street, Surrey House, Johannesburg 2000. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.
- FOR ATTENTION** : Ms. Vivien Khanye, Tel No: (011) 355 2606
- CLOSING DATE** : 16 July 2021

**ERRATUM:** Kindly note that the following 4 posts were advertised in Public Service Vacancy Circular 23 dated 25 June 2021, Chief Director: Corporate Services with Ref No: REFS/010749; Director: Transformation Programmes with Ref No: REFS/010748; Director: Supply Chain Management with Ref No: REFS/010746 and Director: Risk and Integrity Management with REFS/010747. The posts have been withdrawn.

#### **OTHER POSTS**

- POST 24/106** : **DEPUTY DIRECTOR: VISUAL ARTS, CRAFT, AND DESIGN INDUSTRIES REFS/011423**  
Directorate: Creative Industries
- SALARY CENTRE REQUIREMENTS** : R733, 257 per annum (All-inclusive package)  
: Johannesburg  
: The successful candidate should have a grade 12 certificate plus a 3-year relevant Diploma in Visual Arts, craft and Design, Arts projects, multimedia graphic design or equivalent. A Degree will be an added advantage. 3-5 years' experience in Visual Arts, craft and design environment. A valid driver's license. Knowledge and understanding: Knowledge of Visual arts, craft and design related legislations administered by the department and their application to the Visual arts, craft and design industries Operational excellence. Finance. 4 Industrial Revolution (4IR), graphic design, animation and market access. Skills: organizing. Ability to operate a computer. Interpersonal relations. Conflict management. Project management. Policy analysis and development. Policy objective and formulation. Budgeting. Research. Analytical thinking. Facilitation. Ability to relate different matters which have common denominators.
- DUTIES** : Provide inputs into compilation of the Strategic and Operational plans for the sub directorate. Manage the implementation of the work plans. Compile and submit budget estimates for sub directorate. Compile and submit quarterly and progress reports. The expenditure of the sub directorate. Identify policy and legislation issues. Ensure the development and implementation of policies and legislation. Monitor the development and implementation of policies and legislation. Ensure the development and implementation of programs and projects. Monitor the development and implementation of programs and projects. Act as Director: Creative Industries. Facilitate research within the visual arts and design industries. Facilitate training and development of staff. Manage the risk strategy of the sub directorate.
- ENQUIRIES** : Ms. Vivien Khanye, Tel No: (011) 355 2606

**POST 24/107** : **DEPUTY DIRECTOR: AUDIT MANAGEMENT REFS/011430**  
Directorate: Risk and Integrity Management

**SALARY** : R733, 257 per annum (All-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a 3-year Degree/Diploma in Internal Auditing/Financial Management/ Accounting/or relevant qualification. 3 or more years of relevant experience of which 3 years should be I supervisory position. Skills: Decision making. Management of projects. Technical analytic skills. Negotiation. Financial management. Planning and Organizing. Conflict management. Verbal and written communication. Leadership computer literacy. Report writing. Relationship Management. Knowledge: Public Service Regulatory Framework, e.g. Public service Act, Public Service Regulations, Public Finance management Act. Treasury Regulation; Batho Pele Principles; Code of Conduct etc. Understanding of the Department's Strategic Objective.

**DUTIES** : Provide inputs to the formation of the audit plan covering critical processes/activities. Manage responses to queries from AG, GAS and legislature affecting the office of Chief Risk Officer. Draw-up an audit action plan and track its implementation with relevant managers. Monitoring and evaluation of the effectiveness of internal control measures. Coordinate engagement/exit meeting between line managers, GAS and AG. Facilitate information collation with business units within the agreed upon timelines from receipt of information requests. Verification of information prior to submission to the auditors (where possible). Monitor progress on the implementation of action plans on audit findings. Co-ordinate and participate in the monthly/ quarterly meetings with management to discuss progress made in implementing action plans. Ensure updating of the tracking register upon discussions with management. Ensure compilation and submission of POE on action implemented.

**ENQUIRIES** : Ms. Vivien Khanye, Tel No: (011) 355 2606

**POST 24/108** : **DEPUTY DIRECTOR: SECURITY MANAGEMENT AND OFFICE ADMIN REFS/011419**  
Directorate: Security Management and Office Administration

**SALARY** : R733, 257 per annum (All-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : T The successful candidate must have Grade 12/ Matric certificate plus 3 year Degree/ Diploma in Public Administration, Safety and Security or relevant qualification. Minimum of 5 years' experience in supervisory position in administration and safety and security, experience in Public Sector. Experience in events management. Skills: decision making. Management of projects. Financial and organizing problem solving, conflict management, verbal and written communication. Leadership. Computer literacy. Relationship management. Knowledge: National Archives Act. Access to public Premise and Vehicle Act. Minimum Information Security Standards. Public Financial Management Act.

**DUTIES** : Management of resources, including human resources and financial. Assist HR to conduct Pre-employment screening for new employees (Verification of qualification, citizenship and criminal record) monitor and ensure that services rendered by security and cleaning or any service providers is of quality (value for money). Manage all aspects of vetting investigation and administer within the unit. Conduct research and advice department on matters relating to vetting. Manage the development and implementation of records management policy, procedures and filing systems. Ensure filing of documents in accordance with National Archives Act and internal filing system to enhance access to and retrieval of information. Produce quarterly report on daily report on daily request and retrieval of files. Ensure the screening of both and employees and services providers. Monitor the extend of adherence to security policy and measures. Conduct constant research on effective and efficient security measures. Reveals systematic weakness, recurring risks and inform managers and employees of system weakness and risks. Manage the security function of the departmental (personnel, documents, physical, communication, information (IT) Surveillance). Develop and monitor security contract. Investigate all losses, security breaches in order to determine liability and

accountability. Conduct security threats and risk audits. Draft internal security policy based on MISS policy. Facilitate advice and ensure implementation of security risk policy, procedures, and standards on a nationwide basis. Ensure safety of personnel, property, premises, and information of the department. Liaise with other relevant Security Agencies for security related matters i.e NIA, SAPS, EMS etc. Ensure the development of all Security policies. Facilitate and coordinate and implement security plans for national days including departmental events. Develop and manage the distribution of documents all offices and all departments via messenger services and courier services. Liaise with both National and Provincial Archivist and perform all obligations in terms of relevant legislations.

**ENQUIRIES** : Ms. Vivien Khanye, Tel No: (011) 355 2606

**POST 24/109** : **DEPUTY DIRECTOR: CREATIVE CLUSTERS & COMMUNITIES REFS/011425**  
Directorate: Creative Arts

**SALARY CENTRE REQUIREMENTS** : R733, 257 per annum (All-inclusive package)  
: Johannesburg  
: The successful candidate should have a grade 12 certificate plus a 3-year relevant Diploma in Project Management, Public Management Arts, Culture, Heritage or Performing Arts equivalent. 3-5 years' experience in Creative Arts environment. A valid driver's license. Skills: Organizing. Ability to operate computer (both Hardware and software). Problem solving Interpersonal relationship Conflict. Resolution Project management. Policy analysis and Development. Policy /objective formulation, Budgeting. Research Analytic thinking Facilitation. Ability to relate to different matters which common denominators. Knowledge: Basic financial procedures. Basic HR matters and management practices. reporting procedures. Compilation of management reports.

**DUTIES** : Develop, review and monitor implementation of policies. Manage the facilitation of planning, development, coordination of arts and culture programmes in clusters. Monitor compliance with legislative requirement, policies and procedures and Grant-in-Aid. Manage the promotion of creative arts in clusters. Create an enabling environment for local and provincial programs. Nurture and develop talent.

**ENQUIRIES** : Ms. Vivien Khanye, Tel No: (011) 355 2606

**POST 24/110** : **DEPUTY DIRECTOR: STRATEGIC PARTNERSHIP REFS/011420**  
Directorate: IGR and Strategic Partnerships

**SALARY CENTRE REQUIREMENTS** : R733, 257 per annum (All-inclusive package)  
: Johannesburg  
: The successful candidate must have Grade 12/ Matric certificate plus a 3 year Diploma/ degree in Business Management, Financial Management, Project Management or equivalent. Minimum 3-5 years' experience in a relevant field of which at least 3 years should be in supervisory/middle management position. Skills: Organizing. Report Writing. Computer Literacy. Interpersonal relationship. Problem Solving. Management of Projects. Budgeting. Accountability. Conflict Management. Analytic Skills. Verbal and Written communication. Presentation and Training. Supervision. Planning. Knowledge: Promotion of Access to information Act. Public Finance Management Act. Public Service Regulations. Labour Relations Act. Supply Chain Management Regulations and procedures. Budgeting and budget control. Report writing procedures. Departmental mandate and core programme.

**DUTIES** : Build partnerships with Stakeholders. Implement and monitor strategic partnerships strategy. Develop and review strategic partnership strategy. Develop sponsorship rights and ensure compliance. Manage the development and maintenance of key account database of stakeholders.

**ENQUIRIES** : Ms. Vivien Khanye, Tel No: (011) 355 2606

**POST 24/111** : **ASSISTANT DIRECTOR- MUSEUMS AND MONUMENTS REFS/011426**  
Directorate: Heritage

**SALARY CENTRE** : R376 296 per annum (plus benefits)  
: Johannesburg

- REQUIREMENTS** : The successful candidate must have Grade 12/ Matric certificate plus Diploma/ degree in Social Science or Humanities. 2-3 years' experience in the field. Skills: Organization, Computer literacy, Problem Solving, Conflict management, Policy implementation and monitoring, Policy/objective formulation. Budgeting, Facilitation, Research, Analytical Thinking, Ability to relate different matters which have common denominators, interpersonal relationships, maintaining discipline. Knowledge: PFMA. Legislations and prescripts.
- DUTIES** : Facilitate the provision of administrative supports to Museums. Facilitate research on development of museums. Ensure adherence and compliance to policies. Provide advice on exhibitions in museums. To support Museums Monuments programmes. Assist in developing policies for Museums and Monuments operations. Manage, plan and coordinate Museums Monuments programmes. Provide administrative support to Museums and Monuments. Facilitate Research on the development of museum exhibition. Compile performance reports on Museums and Monuments programmes and submit to the Deputy Director.
- ENQUIRIES** : Ms. Vivien Khanye, Tel No: (011) 355 2606