

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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

OTHER POSTS

- POST 31/148** : **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 461 (X1 POST)**
Directorate: Internal Medicine (Oncology)
- SALARY** : R1 106 040 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. Grade 1: No experience. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to mental health care users Computer Literacy.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
- ENQUIRIES** : Dr N Soma Tel No: (011) 933 9154/8154
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference

checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 30 September 2021
- POST 31/149** : **MEDICAL REGISTRAR REF NO: CHBAH 462 (X1 POST)**
Directorate: Surgery (Urology)
- SALARY** : R821 205 per annum, (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Current valid registration with HPCSA as a medical practitioner. The candidate should have passed the CMSA intermediate surgical examinations. At least 12 months' experience in an accredited urology department at medical officer level. South African citizenship or residency is required.
- DUTIES** : Perform duties according to guidelines from department of Urology of the University of Witwatersrand. Be a link between consultants and nursing staff and junior medical staff. Perform ward rounds and enter progress notes daily on patients file. Preparing patients for operations including reading around procedures. Performing after hours' duties. Supervise clerking and filing of admission, discharge letters, ICD 10 coding, death certificates and post mortem forms. Attending academic meetings, undertaking research and presenting at academic meeting. Preparing daily intake reports, weekly statistics and morbidity and mortality presentations. Keeping a logbook. Being punctual. Encourage good working relationship between colleagues. Availability for ongoing assessment. Assisting in the preparation for pre-and post-graduate examination. Follow DOH, Gauteng province and other hospitals and procedures. ND. A registrar may not change decision made by a consultant without prior discussion. Signing yearly performance agreement and availability for quarterly reviews.
- ENQUIRIES** : Dr S Doherty Tel No: (011) 933 9611
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and

employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 17 September 2021

POST 31/150

: **MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: MO-2021**

Directorate: Dermatology, Ophthalmology, Anaesthesiology, Cardiology, Cardiothoracic Surgery, Ear, Nose and Throat, Emergency Medicine, General Surgery, Internal Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Orthopaedic Surgery, Paediatric Surgery, Paediatrics, Plastics and Reconstructive Surgery, Psychiatry, Radiation Oncology, Radiology, Transplant Surgery, Trauma, Child and Adult Psychiatry and Urology.

SALARY

: Grade 1: R821 205 per annum, (All-inclusive package)
Grade 2: R938 964 per annum, (All-inclusive package)
Grade 3: R1 089 693.per annum, (All-inclusive package)

CENTRE REQUIREMENTS

: Charlotte Maxeke Johannesburg Academic Hospital
: **Grade 1:** Appropriate qualification which allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required with the HPCSA as a Medical Officer.
Grade 2: Appropriate qualification which allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 5 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. **Grade 3:** Appropriate qualification which allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 10 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner.

DUTIES

: Clinical assessment, history taking, mental status examination and physical examination of all patients, formulation, development and execution of management plans of all patients. Assessment and management of emergencies. Counselling and education of patients and families. Proper clinical record keeping. Prepare referral letters and discharge summaries for all patients. Proper record of all lab results. Participates in ward / department admin in maintain ward records. Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected ability to work in a team and to report all potential conflict of interests and corruption.

ENQUIRIES

: Dr. S Mabunda Tel No: 011 488 5929 – (Medicine, Emergency Medicine, Psychiatry)
Dr. A Africa Tel No: 011 488 3710 – (Obstetrics & Gynaecology, Paediatrics)
Dr. S Ngobese Tel No: 011 488 4812 (Surgery, Orthopaedics, Anaesthetics)

APPLICATIONS

: Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za Only. Please use the reference as subject.

NOTE

: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender, and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of I.D and HPCSA to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a

medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and females, Indian Males and females, African Males and females, White Males and females are encouraged to apply. NB!! Please use the department where you are applying as a reference on a Z83 form.

- CLOSING DATE** : 17 September 2021
- POST 31/151** **MEDICAL REGISTRAR REF NO: REG-2021**
Directorate Dermatology, Ophthalmology, Anaesthesiology, Cardiology, Cardiothoracic Surgery, Ear, Nose and Throat, Emergency Medicine, General Surgery, Internal Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Orthopaedic Surgery, Paediatric Surgery, Paediatrics, Plastics and Reconstructive Surgery, Psychiatry, Radiation Oncology, Radiology, Transplant Surgery, Trauma, Child and Adult Psychiatry and Urology.
- SALARY** : R821 205 per annum, (All-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration.
- DUTIES** : As part of the health care team, registrars participate in safe, cost-effective evidence based and compassionate patient care; including participating in outreach programs. Applies cost containment measures in the provision of patient care as trainee specialist, Registrars participate in the educational activities of their chosen specialty training program, including conducting research toward Mmed. Supervise and teach medical students, interns, medical officers and other service commitments to CMJAH and cluster hospitals Commitment to overtime, Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected ability to work in a team and to report all potential conflict of interests and corruption.
- ENQUIRIES** : Dr. S Mabunda Tel No: 011 488 5929 – (Medicine, Emergency Medicine)
Dr. A Africa Tel No: 011 488 3710 – (Obstetrics & Gynaecology, Paediatrics)
Dr. S Ngobese Tel No: 011 488 4812 (Surgery, Orthopaedics, Anaesthetics)
should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za Only. Please use the reference as subject.
- APPLICATIONS**
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender, and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of I.D and HPCSA to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. African Males and females, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply. NB!! Please use the department where you are applying as a reference on a Z83 form.
- CLOSING DATE** : 17 September 2021

POST 31/152 : **PHARMACY SUPERVISOR GRADE 1 REF NO: CHBAH 463 (X1 POST)**
 Directorate: Pharmacy

SALARY : R821 205 per annum, (all-inclusive package)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. A minimum of 4 years appropriate/recognizable experience after registration as a Pharmacist with the SAPC. Computer Literacy. Good team building and leadership skills. An understanding of the policies and legal framework applicable to the public sector. Ability to work under pressure. Good problem solving skills.

DUTIES : The duties include coordinating leave for staff under his/her supervision. Employee support in conjunction with the Employee Wellness Unit. Managing all pharmacists and pharmacist's assistants under his/her supervision. Assisting in the overall management of the pharmacy, including the satellite pharmacies. Compliance with the provisions of the relevant prescribed Acts and the PFMA to the extent applicable to the official. Development and implementation of relevant Standard Operating Procedures. Plan and coordinate rosters/ schedules for the unit, manage staff rotation. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assisting in the implementation of policy and strategic direction in the pharmacy. Project management and project support as required from time to time. Coordination of training and development of pharmacy personnel including Performance Management of staff under their supervision. Ensure and manage the provision of quality, effective and efficient clinical pharmaceutical services. The supervisor's role also involves the promotion of public health and compliance with the Batho-Pele Principles. Deputising for the Assistant and Deputy Managers when requested to do so. Be available for on-call and after hour services. Be involved with continuous improvement processes to address service delivery challenges.

ENQUIRIES : Mr. S. Dikgang Tel No: (011) 933 8797/8843/9864

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

NOTE : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage

of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 17 September 2021
- POST 31/153** : **DENTIST GRADE 1/2/3 REF NO: SMUD02/21**
Directorate: Orthodontics
This is a re-advertisement post, those who previously applied are encouraged to re-apply
- SALARY** : R797 109 - R1 089 693 per annum, (all inclusive)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Dentist. Minimum of 7/12 years appropriate experience as a Dentist after registration with the HPCSA as a Dentist, with interest in Orthodontics.
- DUTIES** : The incumbent will be responsible for the following key performance areas: Provide Oral Health Services at SMU/Medunsa Oral Health Centre and participate in programme for SMU Oral Health Centre. Teaching/training undergraduate dental students including academic administration. Prepare and deliver dental lectures in Orthodontics. Maintain physical and electronic records. Be willing to be developed in teaching and learning as well as in Research.
- ENQUIRIES** : Prof MPS Sethusa Tel No: (012) 521 4853
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Medunsa, 0204., The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.
- FOR ATTENTION** : Ms Pretty Rangoato
NOTE : Kindly attach/include copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.
- CLOSING DATE** : 17 September 2021
- POST 31/154** : **DENTIST REF NO: SMUD01/21**
Directorate: Integrated Clinical Dentistry
- SALARY** : R797 109 - R1 089 693 per annum
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Dentist. Minimum of 7/12 years appropriate experience as a Dentist after registration with the HPCSA as a Dentist. Have as postgraduate Masters Degree qualification in the clinical disciplines in Dentistry. A Specialist Qualification in Prosthodontics, Community Dentistry will be preferable. Experience in Academia, Teaching, Learning, Training and Supervising undergraduate and postgraduate (Oral Hygiene, Dental Therapy or Dentistry) students will be an added advantage. Experience in Comprehensive Clinical Case Development for undergraduate Students. Evidence of working & interest in Prosthodontics, Endodontics and Paedodontics. Experience of working in Dental Theatre cases (Adults and children). Experience in working in Rural Health Institutions e.g., Clinics, Community Health Centres or District Hospitals. Experience in Applied Dental Research (Quantitative and Qualitative).
- DUTIES** : Teach Supervise, Manage and Coordinate services for undergraduate and postgraduate students. Provide Oral Health Care services as required. Clinical supervision of under and post graduate students. Conduct and deliver on research publications and outputs. Serve and participate in GDoH and SMU's committees as required. Teach and train undergraduate students on the full

<u>ENQUIRIES</u>	:	scope of dentistry, including satellite training clinics as identified. Services to include working on Saturdays as per schedule. Willing to work after hours.
<u>APPLICATIONS</u>	:	Dr LN Makwakwa Tel No: (012) 521 3079
<u>FOR ATTENTION</u>	:	Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Medunsa, 0204, The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.
<u>NOTE</u>	:	Ms Pretty Rangoato Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.
<u>CLOSING DATE</u>	:	17 September 2021
<u>POST 31/155</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY STREAM REF NO: AMNUS-TUS/CMJAH/2020</u> Directorate: Nursing Division (Transplant Unit Services)
<u>SALARY</u>	:	R614 991 per annum, (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Critical Care Nursing. Have a minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year Critical Care Nursing. At least 3 years of the period must be appropriate at management level. Experience in managing and coordinating transplant and donor organ donor processes and computer literacy will be added advantages. Be able to work flexible working hours.
<u>DUTIES</u>	:	To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To manage and coordinate transplant and organ donation program. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to relieve the Nursing Manager in her absence.
<u>ENQUIRIES</u>	:	Ms. DA Ramoshu Tel No: 011 488 3360
<u>APPLICATIONS</u>	:	Applications should be submitted on a (PDF Format only) to the following email-address Responsehandling.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability.

Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of I.D and Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and Female, Indian Males and Females, White Males and Females and African Males are encouraged to apply.

- CLOSING DATE** : 17 September 2021
- POST 31/156** : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: REFS/007700**
 Directorate: Nursing Department - Staff Clinic
 Re-advertisement
- SALARY CENTRE REQUIREMENTS** : R562 800 per annum, (plus benefits)
 : Charlotte Maxeke Johannesburg Academic Hospital
 : Basic R425 qualification (diploma/ degree in nursing) and or equivalent NQF 6 certificate in Occupational Health Nursing Science that allows registration with the South African Nursing Council as a Professional Nurse. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Current registration with the South African Nursing Council. A minimum of five (5) years appropriate /recognisable experience in Occupational Health Nursing. Competencies/Knowledge/Skills: Leadership, Unit management/Administration, Planning, Organising, Co-Ordination and Communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines. Must have good time management, computer literacy, personal and professional organisational skills. Emotional intelligence and problem-solving skills will be an added advantage. Applicant should be prepared to undergo pre-employment occupational medical surveillance as an inherent job requirement. Comply with relevant regulatory framework.
- DUTIE** : Supervise the administration of OHS clinic. Ensure adherence to quality of occupational health care rendered for employees as directed by Professional scope of practice and set Nursing standard within a professional / legal framework. Ensure compliance to quality and safety in the hospital and implement best practice within the organization. Participate in a programme of Hazard Identification and Risk Assessment to determine. Workplace stressors and the impact on employees. Monitor compliance to workplace exposure monitoring programme implemented and assist departments with implementation of recommendations thereof. Ensure implementation of medical surveillance programmes planned for the institution. Work collaboratively with other professionals as a leader and member of the occupational health team. Participate in developing OHS Unit operational plan and contribute towards meeting the objectives and targets. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Be active in research and self-development. Organize and be supportive, participative and corporative in implementation of new health and safety improvement projects initiated by Gauteng Department of Health, e.g. Health Wise and OHASIS Projects Participate in Disaster management planning, implementation and evaluation. See in-service training as part of the daily duties. Expected to do call on rotational basis.
- ENQUIRIES** : Mrs. KG Maruma Tel No: 011 488 3762

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- CLOSING DATE** : 17 September 2021
- POST 31/157** : **OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2021/61 (X1 POST)**
Directorate: Nursing
Re-Advert
- SALARY** : R562 800 – R633 432 per annum, (plus benefits)
CENTRE : Tshwane District Health Services (Jack Hindon Clinic)
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and a Diploma in Clinical Health Assessment, Treatment and Care (PHC), with duration of at least 3 years accreditation with SANC in terms Government Notice no 212. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC and 3 years and above experience in Nursing Management. A certified valid code 8 Driver's license is essential. Other Skills / Requirements: Computer Literacy with an understanding of Ms Word, Excel, Access and Power Point. Good Communication, analytic and numeric skills. Ability to work under pressure.
- DUTIES** : Management of the facility by providing comprehensive Primary Health Care services. Ensure that nursing services are rendered according to the set norms and standards. Implementation of departmental policies including Batho Pele principles and Patient's Rights. Provide administrative services, as well as management of human, material and financial resources. Community involvement and liaise with all stakeholders to improve service rendering. Compile reports, analyze data, identify gaps and take remedial steps. Ensure management of the multidisciplinary teams within the facility. Effective and efficient coordination and integration of quality health care services.
- ENQUIRIES** : Ms ST Dibakwane Tel No: 012 451 9000 or 082 452 3882, Ms M Leroke 082 826 7881
- APPLICATIONS** : must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on a signed and dated Z83 form (Application form) obtainable from any Public Service Department with the correct Reference number. Copies of both sides of ID and Driver's license and other relevant documents must be attached. Failure to submit all the required documents will result in the application not being considered.
- CLOSING DATE** : 17 September 2021

POST 31/158 : **LECTURER PNDI/PNDII (OCCUPATIONAL HEALTH & SAFETY) REF NO: 011860**
Directorate: Administration

SALARY : R383 226 – R444 276 per annum, (plus benefits)/R471 333 – R614 991 per annum, (plus benefits)

CENTRE : Gauteng College of Nursing (SG Lourens Campus)
REQUIREMENTS : (PNDI): A Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC as General Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education and Occupational Health Nursing registered with the SANC. Proof of current SANC Annual Practice Certificate. A minimum of 4 years' appropriate/recognizable experience in nursing after registration as a registered nurse with the SANC in General Nursing and Midwifery/Accoucheur (deduct one year from experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 08 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. (PNDII): Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC as General Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education and Occupational Health Nursing registered with the SANC. Proof of current SANC Annual Practice Certificate. A minimum of 14 years' appropriate/recognizable experience in nursing after registration as a Registered Nurse with the SANC in General Nursing or Midwifery, 10 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the one-year post-basic qualification in the relevant Nursing Education (deduct one year from experience for candidates appointed from outside the public service after complying with registration requirements). The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure.

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

ENQUIRIES : Ms J.E. Malobola Tel No: (012) 319 5601

APPLICATIONS : Applications should be submitted strictly online at www.gautengonline.gov.za
NOTE : Application must be accompanied by a completed new Z83 form, comprehensive Curriculum Vitae (CV). Applicants must submit qualifications, SANC receipt, Identity document and a valid drivers' licence which need not be certified, only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed, or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White Males. The institution reserves the right not to appoint. NB: For

- assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za
- CLOSING DATE** : 17 September 2021
- POST 31/159** : **LECTURER PNDI/PNDII (OCCUPATIONAL HEALTH & SAFETY) REF NO: 011860**
Directorate: Administration
- SALARY** : R383 226 – R444 276 per annum, (plus benefits)/R471 333 – R614 991 per annum, (plus benefits)
- CENTRE REQUIREMENTS** : Gauteng College of Nursing (SG Lourens Campus)
(PNDI): A Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC as General Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education and Occupational Health Nursing registered with the SANC. Proof of current SANC Annual Practice Certificate. A minimum of 4 years' appropriate/recognizable experience in nursing after registration as a registered nurse with the SANC in General Nursing and Midwifery/Accoucheur (deduct one year from experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 08 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. (PNDII): Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC as General Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education and Occupational Health Nursing registered with the SANC. Proof of current SANC Annual Practice Certificate. A minimum of 14 years' appropriate/recognizable experience in nursing after registration as a Registered Nurse with the SANC in General Nursing or Midwifery, 10 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the one-year post-basic qualification in the relevant Nursing Education (deduct one year from experience for candidates appointed from outside the public service after complying with registration requirements). The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure.
- DUTIES** : Applying and interpretation of regulations and other legislative frameworks pertaining to Nursing Education and Occupational Health and Safety. Conflict management and supervisory skills. Establish and manage the Occupational Health Centre of the Campus. Develop Occupational Health Programmes to manage and prevent Occupational Injuries and Diseases. Manage the medical surveillance for the Campus. Develop Emergency Management Services protocol for the Campus. Develop referral system for the Campus. Plan and Develop protocols and / or guidelines for Occupation Health and Safety Policies. Manage resources to meet the Department's Occupational Health Safety objectives. Provide care to employees that lead to the promotion, protection and restoration of the requirements and Departmental policies and procedures. Monitor compliance to legislative and statutory framework.
- ENQUIRIES APPLICATIONS NOTE** : Ms J.E. Malobola Tel No: (012) 319 5601
: Applications should be submitted strictly online at www.gautengonline.gov.za
: Applications must be accompanied by a completed new Z83 form, comprehensive Curriculum Vitae (CV). Applicants must submit qualifications, SANC receipt, Identity document and a valid drivers' licence which need not be certified, only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed, or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment

decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White Males. The institution reserves the right not to appoint. NB: For assistance with online applications please e-mail your query to [e-recruitment@gauteng.gov.za](mailto:recruitment@gauteng.gov.za)

- CLOSING DATE** : 17 September 2021
- POST 31/160** : **PROFESSIONAL NURSE SPECIALTY – OPHTHALMOLOGY REF NO: ODI/23/08/2021/01**
- SALARY** : R383 226 per annum, (plus benefits)
- CENTRE** : Odi District Hospital
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government notice R425 (i.e Diploma / Degree in nursing) or equivalent qualification that allows registration with SANC. A minimum of 4 years appropriate/ recognizable experience in nursing after registered as professional nurse with SANC in general nursing and midwifery. At least one year of the period referred above must be appropriate experience in the specified speciality after obtaining one year post basic qualification in medical and surgical Ophthalmic Nursing Science. Certificate in refraction services and dispensing course will be as an added advantage.
- DUTIES** : Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform all ophthalmic nursing practices in accordance with the scope of practice and nursing standards as determined by the relevant health facility aimed at improving eye health and elimination of avoidable visual impairment and blindness, screening of all patients performing visual acuity. Assist optometrist with bookings and issuing of assistive devices. Promote eye health by teaching patients about proper eye care techniques. Effective utilization of resources, participate in training and research. Provision of support in nursing services, maintain professional growth/ethical standards and self-development (CPD). Maintain constructive working relations with other stakeholders and multi-disciplinary team. Be able to act on behalf of operational manager.
- ENQUIRIES** : Ms. Ntsie EP Tel No: (012) 725 2312/04
- APPLICATIONS** : 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** : Applicants must be submit copies of qualifications, identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
- CLOSING DATE** : 17 September 2021
- POST 31/161** : **CLINICAL TECHNOLOGIST**
Directorate: Internal Medicine
- SALARY** : Grade 1: R317 976 per annum
Grade 2: R321 243 per annum
Grade 3: R326 064 per annum
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
Clinical Technologist: Grade 1: Ref No: CT/IM/G1
Clinical Technologist: Grade 2: Ref No: CT/IM/G2
Clinical Technologist: Grade 3: Ref No: CT/IM/G3
- REQUIREMENTS** : Clinical Technologist: **Grade 1.** Appropriate recognized Diploma or Degree as a Medical Technologist or Biotechnology registered as a Medical Technologist with the Health Professional Council of South Africa. Grade 1 none experience after registration with HPCSA as a Medical Technologist. Clinical Technologist **Grade 2.** Appropriate recognized Diploma or Degree as a Medical Technologist or Biotechnology registered as a Medical Technologist with the Health Professional Council of South Africa. A minimum of 10 years relevant experience after registration with HPCSA as a Medical Technologist. Clinical Technologist **Grade 3.** Appropriate recognized Diploma or Degree as a

Medical Technologist or Biotechnology registered as a Medical Technologist with the Health Professional Council of South Africa. A minimum of 20 years relevant experience after registration with HPCSA as a Medical Technologist. The following will be an added advantage: Three (3) – Six (6) Years post qualification and experience in a diagnostic laboratory, knowledge of relevant laboratory processes and procedures, assertiveness, good interpersonal skills, basic understanding of finance, general management, communication, analytical and computer skills.

DUTIES : Facilitate and support the rational and cost effective usage of laboratory and blood services as well as the point of care machines in the hospital. Improve screening of NHLS and SANBS request forms to avoid discrepancies. Monitor the linking of requests by NHLS and SANBS to relevant cost center. Monitor and intercept tests where insufficient data has been supplied on NHLS request forms. Compile monthly expenditure and utilization reports against allocated NHLS and SANBS budgets. Advise management on ways to maximize use of NHLS and SANBS services and reduction of unnecessary rejections and wastage of blood products and levies. Support other programs in the hospital during internal and external assessments to comply with National Core Standards and perform laboratory and blood related duties delegated. Maintain ongoing liaison and communication with the NHLS and SANBS at institutional level.

ENQUIRIES : Dr. S Mabunda Tel No: 011 488 4959/4929

APPLICATIONS : Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of I.D and Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and females, Indian Males and females, White Males and females are encouraged to apply.

CLOSING DATE : 17 September 2021

POST 31/162 : **PHYSIOTHERAPIST REF NO: CHBAH 464 (X1 POST)**
Directorate: Physiotherapy

SALARY : R317 976 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows for required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable) as an independent practice Physiotherapist. No experience required after completion of community service in Physiotherapy as required in respect of RSA qualified employees. 2021/22 HPCSA annual registration to be submitted.

DUTIES : Render effective patient centered physiotherapy service for in- and out-patients in adherence to the scope of practice and health protocols. Carry out delegated duties. Implement and adhere to departmental, institutional, provincial & national policies, procedures, regulations, guidelines and SOP's. Work with colleagues, provide relieve as and when the need arises, and work closely with the interdisciplinary team members. Perform weekend and public holiday duties in accordance with departmental protocols. Participate in student training, supervision and performance evaluation. Monitor proper utilization of allocated financial and physical resources. Participate in the implementation and monitoring of quality assurance standards in the unit.

Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Communicate effectively with all stakeholders. The following will be an added advantage: Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Experience in a hospital setting and experience in ICU Physiotherapy.

ENQUIRIES
APPLICATIONS

: Ms. E. Haarhoff Tel No: (011) 933 8927
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 17 September 2021

POST 31/163

: **CLINICAL TECHNOLOGIST GRADE 1 REF NO: CHBAH 465 (X1 POST)**
Directorate: Clinical Technology (Pulmonology)

SALARY
CENTRE
REQUIREMENTS

: Grade 1: R317 976 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital
: An appropriate degree or diploma in Clinical Technology in Pulmonology. Registration with relevant Health Professions Council of South Africa as a Clinical Technologist in Pulmonology. 2021/22 HPCSA annual registration to be submitted. Computer literacy (MS Word, MS Excel). Good written and communication skills. Ability to work as a member of a multidisciplinary team. Demonstrates effective interpersonal skill, strategic planning organizational skills. Willing to learn new skills. Knowledge of and adherence to relevant legislation. Knowledge of Clinical in Pulmonology and a good understanding of public hospital operational systems will be added as advantage. Knowledge in all Pulmonology tests and procedures for both adults and paediatrics will be added advantage.

- DUTIES** : Provision of clinical service in compliance with policies, procedures and standards as set out by the institution, provincial and national authorities. Responsibility for continuous professional development and facilitation of all Clinical Technology Department [Pulmonology] activities. Supervision and training of Clinical Technologist students in Pulmonology. Responsible for orientation of new Clinical Technologists in the Division of Pulmonology (Respiratory Unit). Participation in Research activities. Co-ordination of the maintenance and repair of all equipment and the ordering of consumables for the Division of Pulmonology. Perform all pulmonology tests and procedures as in line with standards set by HPCSA. Participate in provincial Clinical Technology activities. Implement effective record keeping, accurate statistics collection and analysis within IPC, OHS and Quality Assurance framework. Contribute to an annual operational plan for the sub-section. Submit monthly reports to the HOD. Attend relevant meetings and training as approved by manager. General assistance to ensure the efficient provision of respiratory services by the Division of Pulmonology, including general administration, operational activities, clinical duties and patient education as delegated.
- ENQUIRIES** : Dr N Soma Tel No: 011 933 /9154/8154
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 17 September 2021
- POST 31/164** : **LABOUR RELATIONS OFFICER REF NO: 011839**
Directorate: Administration
- SALARY** : R257 508– R303 339 per annum (plus benefits)
- CENTRE** : Gauteng College of Nursing (GCON): SG Lourens Campus
- REQUIREMENTS** : Grade 12 plus five years' experience in Labour Relations (LR) or Degree/Diploma (NQF Level 6) in HRM/Labour Relations or equivalent qualification plus a minimum of three years' experience in LR. Knowledge of

<u>DUTIES</u>	:	relevant legislation/directives and policies. Computer literacy. Experience in investigation process, knowledge of dispute resolution processes, grievance, and dispute resolution. A valid drivers' licence.
<u>ENQUIRIES</u>	:	Develop and implement Labour Relations policies and procedures. Provide training on LR issues to all managers and personnel. Provide information/advice/support to management. Investigate misconduct cases received by the Labour Relations Office. Provide secretarial support in bilateral and multilateral meetings. Contribute to the promotion of labour peace in the workplace. Report and compile database. Monitor the progress of EAP, EEA.
<u>APPLICATIONS</u>	:	Ms J.E. Malobola Tel No: (012) 319 5601
<u>NOTE</u>	:	Applications should be submitted strictly online at www.gautengonline.gov.za Applications must be accompanied by a completed new Z83 form, comprehensive Curriculum Vitae (CV), which need not be certified, only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed, or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance and personnel suitability check (criminal record, citizenship, credit record checks, qualification verification; and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured females, Indian males, and females. The institution reserves the right not to appoint. NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za .
<u>CLOSING DATE</u>	:	17 September 2021
<u>POST 31/165</u>	:	<u>EMPLOYEE WELLNESS COORDINATOR REF NO: SMUEWC02/21</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R257 508 - R303 339 per annum
<u>CENTRE</u>	:	SMU Oral Health Centre
<u>REQUIREMENTS</u>	:	Grade 12. Degree in Social Science, Registration with South African Council for Social Service Professionals (SACSSP) as Social Worker and proof of current payment. Three (3) years functional experience in Employee Health and Wellness. A valid driver's license. Knowledge & Experience in Counselling and Trauma Debriefing. Knowledge and understanding of the Employee Health and Wellness strategic framework for the Public Service. Must have people management skills, must have the ability to interpret and apply legislation, policies and strategies. Functional knowledge of mainstreaming HIV, STI and TB in a workplace. Knowledge of the PILIR. Excellent communication (verbal and written) skills. Knowledge and application of Wellness Management, Report writing, Program design and implementation skills, good presentation skills, assessment/diagnostic skills, problem solving, project management, planning skills, analytical skills, innovative, independent, computer literacy, knowledge and understanding of relevant legislations and their alignment to the EHWP Strategic Framework and understanding of data <u>management processes</u> .
<u>DUTIES</u>	:	Implement Wellness Management (EAP) Programmes and Services in the Hospital. Coordinate and manage HIV & AIDS, STI and TB Services/ Programmes. Coordinate and manage Health and Productivity Programmes (HPM). Implement Health and Safety working environment/ programmes. Assisting Champion employee value proposition (EVP). Develop, implement and maintain standard operating procedures and practices for EHW service delivery that ensures confidential, ethical and quality services at all times. Implement and ensure policies are in line with the new developments in the field of EHW. Research and advise management on improvement of quality standards. Identify risk factors. Analyze data and compile reports regarding the findings and recommendations. Provide reports on monthly/ quarterly and annual basis. Implement recommended interventions. Implement, monitor and provide administrative support and guidance on the implementation of EHWP

strategic programmes. Liaise with relevant external parties for referrals and identify appropriate institution that will assist staff. Provide the facilitation of onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service or lifestyle development interventions e.g. health screenings, Stress management workshops, relationships management workshop or training, financial management and debt control. Advise management regarding the trends that could influence overall work performance as a result of social malfunctioning. Oversee the functioning of the sports and other physical, and recreational activities or coordinate events as per health calendar for the hospital. Conduct staff satisfaction survey, analyze, evaluate data and communicate information, statistics and results.

ENQUIRIES : Ms Pretty Rangoato Tel No: 012 521 4881
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Medunsa, 0204., The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION : Ms Pretty Rangoato
NOTE : Kindly attach/include copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE : 17 September 2021

POST 31/166 : **LABOUR RELATIONS OFFICER REF NO: 011839**
Directorate: Administration

SALARY : R257 508– R303 339 per annum, (plus benefits)
CENTRE : Gauteng College of Nursing (GCON): SG Lourens Campus
REQUIREMENTS : Grade 12 plus five years' experience in Labour Relations (LR) or Degree/Diploma (NQF Level 6) in HRM/Labour Relations or equivalent qualification plus a minimum of three years' experience in LR. Knowledge of relevant legislation/directives and policies. Computer literacy. Experience in investigation process, knowledge of dispute resolution processes, grievance, and dispute resolution. A valid drivers' licence.

DUTIES : Develop and implement Labour Relations policies and procedures. Provide training on LR issues to all managers and personnel. Provide information/advice/support to management. Investigate misconduct cases received by the Labour Relations Office. Provide secretarial support in bilateral and multilateral meetings. Contribute to the promotion of labour peace in the workplace. Report and compile database. Monitor the progress of EAP, EEA.

ENQUIRIES : Ms J.E. Malobola Tel No: (012) 319 5601
APPLICATIONS : Applications should be submitted strictly online at www.gautengonline.gov.za
NOTE : Application must be accompanied by a completed new Z83 form, comprehensive Curriculum Vitae (CV), which need not be certified, only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed, or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance and personnel suitability check (criminal record, citizenship, credit record checks, qualification verification; and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post.

Preference will be given to Coloured females, Indian males, and females. The institution reserves the right not to appoint. NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za.
17 September 2021

CLOSING DATE

POST 31/167

PROFESSIONAL NURSE: GENERAL NURSING GRADE 1-3 REF NO: TDHS/A/2021/62 (X2 POSTS)
Directorate: HAST

SALARY

CENTRE

REQUIREMENTS

DUTIES

ENQUIRIES

APPLICATIONS

NOTE

CLOSING DATE

POST 31/168

SALARY

REQUIREMENTS

DUTIES

ENQUIRIES

APPLICATIONS

R256 905 – R485 475 per annum, (plus benefits)
Tshwane District Health Services
Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with SANC. A minimum of two years' working experience within HIV, AIDS, STI & TB (HAST) environment.
Provision of high quality care to patients. Health promotion and prevention of diseases by screening patients for HIV, STI and TB. Initiate eligible patients on ART according to the current guidelines and monitoring of viral load accordingly to assess progress. Give health information on treatment adherence and compliance. Track patients who are lost to follow up. Integration of HAST services at all service levels. Actively involved in the facility events e.g. World AIDS Day, SRH, TB and candle lighting. Ensure that Covid-19 measures are adhered to. Link all the eligible patients to care and support system. HIV and TB collaboration. Confidentiality to patient's records and data verification. Monitoring of viral load accordingly and manage the abnormality. To be well conversant with targets for ART initiation, HTS etc. Supervision of colleagues and lay counsellors (CHWs).

Ms. Catherine Chimuse Tel No: 012 700 8906/7 or 082 415 8650
Quoting the relevant reference number, applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, 1ST Floor Reception.

Applications must be submitted on Z83 form, obtainable from any Public Service Department. Copies of all required documents must be attached.

17 September 2021

ELECTROCARDIOGRAM ASSISTANT GRADE 1 REF NO: CHBAH 466
Directorate: Cardiology

R210 567 - R240 762 per annum, (plus benefits)
Grade 12 certificate or NQF level 4. A minimum of 2 years' experience in performing in ECG (basic interpretation), excellent interpersonal and organizational skills. Good written and verbal communication skills. Ability to work under pressure. Ability to handle information confidentially. Ability to work independently and in a team. Ability to communicate well with people at different levels. Must be self-motivated. Ability to organize and plan. Sound verbal and written communication skills. Knowledge and application of the Batho Pele principles. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Medical surveillance is an inherent job requirement.

Part of shift worker team providing 24 hrs ECG service in Accident and Emergency unit and the entire hospital (clinics and wards). Report all faulty equipment to ECG Department supervisor. Co-ordinate equipment maintenance and repairs. Ordering of ECG department disposable stock items. Candidate will be responsible for compiling ECG Statistics and submit it to ECG Department. Ordering of PPE's and other disposables. Contribute to the development of the ECG department and ECG Assistant profession including participation in institutional workshop and ECG Development program. Ensure ECG machines are cleaned before and after doing ECG to ensure that the infection control policy is adhered to.

Mr W Madondo Tel No: (011) 933 9412

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

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. Documents to be attached is ID document, copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 17 September 2021

POST 31/169 : **HANDYMAN REF NO: SMUHM01/21**
Directorate: Procurement

SALARY : R173 703 per annum, (plus benefits)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Grade 12 plus Handyman Certificate, 5-7 years' experience as a Handyman. Experience in working in health facilities, working with and experience in maintenance of all types of health equipment in Hospitals (Dental). Experience in fixing minor electrical, plumbing, painting, and in gardening work. Experience in working in rural institutions e.g., Clinics, Community Health Centres or District hospitals. Driver licence is a requirement.

DUTIES : To ensure that health facilities and equipment in the organisation are monitored and regularly serviced and fit for human utilisation. To ensure that all office appliances, hospital equipment is properly fixed and function very well at all times and know who to contact if he/she cannot fix it. Perform all carpentry work, fixing of doors and furniture, plumbing and fixing of electric appliances. To carry out general inspection around the hospital to avoid casualties that may arise from sudden malfunctioning around the hospital especially the water reservoir, the power generator and other critical hospital functioning equipment. To attend to members of staff promptly when need arises. Take or collect documents to Head Office and any other driver duties when so required. Work after hours when so required.

ENQUIRIES : Mr B Makhubela Tel No: (012) 521 4407
APPLICATIONS : Direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Room S521 Level 5 or post to: SMU Oral Health Centre, Private Bag x848, Medunsa, 0204. The Institution reserves the right to not to make any appointment.

FOR ATTENTION : Ms Pretty Rangoato
NOTE : Kindly attach/include copies of your Qualifications, Identity book/card, Curriculum Vitae, and Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date,

- please accept that your application has been unsuccessful. Persons with disabilities encourages to apply.
- CLOSING DATE** : 17 September 2021
- POST 31/170** : **WARD CLERK REF NO: CHBAH 467 (X7 POSTS)**
Directorate: Medicine & Psychiatry
- SALARY** : R173 703 per annum (Level 05), (plus benefits)
- CENTRE** : CHris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Grade 12 with no experience. Computer literacy (Ms Office). Ability to handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Good customer skills and competencies. Knowledge and application of the Batho Pele Principles. Must be prepared to rotate and work shifts, which includes, weekends and public holidays. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** : Processing movements of patients from ward to ward or to other Institutions Discharge and billing of patients. Birth and death registration. Verifying patients' personal information. Ordering of stock (cleaning and stationary) including requisition forms. Record keeping and internal correspondence. Collect and deliver X-rays, liaise with all other departments as directed by the nurse in charge. Be responsible for patients' menus, assisting patients where required. Assist nursing staff in serving patients' meals. Liaise with the Medical Records Department regarding sticking labels, changing addresses etc. Type monthly, quarterly, annually, incident report and statement report. Compile daily data. Type meeting minutes. Type business and operational plans of the unit prepare ward rounds trolley. File patient's record. Be responsible for the filing of all results in patient's files. General clerical duties designated by the Senior Nurse on duty.
- ENQUIRIES** : Ms. Ralinala Tel No: (011) 933 0241
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage

of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 17 September 2021
- POST 31/171** : **ENROLLED NURSE REF NO: E/N/08/2021 (X1 POST)**
Directorate: Nursing Education
- SALARY** : R171 381 – R242 166 per annum
CENTRE : Rahima Moosa Campus
REQUIREMENTS : Grade 12 certificate. Qualifications that allow registration with SANC as a Staff Nurse (Enrolled Nurse). Current registration with SANC as an Enrolled Nurse. Grade 1: Minimum of 2 years appropriate Experience after registration as an Enrolled Nurse within an ICU or Operating Theatre. Competencies/Knowledge: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal principles. Knowledge of the care of equipment e.g. ventilators, monitors, intubation equipment, nursing equipment. Knowledge of hygiene and disinfection practices. Good communication skills, interpersonal skills, elementary Writing skills and ability to function as part of a team. Basic computer skills will be an added advantage.
- DUTIES** : Work under supervision as part of the team responsible for the simulation and skills labs. Plan and implement with the supervisor and lecturers for students to utilize the simulation and skills labs. Implement hygiene and disinfection processes to ensure the simulation and skills labs are maintained appropriately and safely. Ensure that all equipment is cleaned and ready for use by the lecturers and students. Implement processes for the storage and control of all equipment, linen and supplies. Plan with the supervisor for the maintenance and repair of equipment and machinery. Work with the ICT to prepare the skills and simulation labs for training. Maintain safe practices and abide by all established policies and procedures for the lab.
- NOTE** : All applications must be submitted with new Z83 form CV and certified copied should not be older than six months State all your competencies, training and knowledge in your CV. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered
- ENQUIRIES** : Mrs J Gassiep Tel No: (011) 247- 3345-3300
Mr AT Tsoke Tel No: 011 247 3321
- APPLICATIONS** : All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109 Human Resource Department
- CLOSING DATE** : 17 September 2021 at 12:00
- POST 31/172** : **DENTAL ASSISTANT REF NO: SMUDA02/21 (X4 POSTS)**
Directorate: Dental Assisting
- SALARY** : R168 429 - R192 576 per annum
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Grade 12 with a National Certificate in Dental Assisting and an appropriate qualification that allows registration with the HPCSA as a Dental Assistant. Proof of current registration. One year experience as a dental assistant. Ability to work under pressure, organizational skills, good communication skills, self-motivated and goal orientated.
- DUTIES** : Assist clinicians with oral health procedures. Preparing of instruments and material for the dental procedures. Cleaning and sterilization of instruments. Ordering of consumables as needed. Do inventory of dental instruments. Perform administrative duties. Adhere to the Health Care Waste Management Legislation and Principles.

ENQUIRIES : Ms Joyce Peteke Tel No: (012) 521 5631
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Medunsa, 0204., The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION : Ms Pretty Rangoato
NOTE : Kindly attach/include copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply. This is a re-advertisement post, those who previously applied are encouraged to re-apply.

CLOSING DATE : 17 September 2021

POST 31/173 : **HEALTH PROMOTER - EESRTERUS**
CHC,OLIEVENTHOUTBOSCH,RAYTON CLINIC AND KANANA CLINIC
REF NO: TDHS/A/2021/63 (X4 POSTS)
Directorate:Health Promotion

SALARY : R145 281 – R171 138 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 12 with proven community work experience. Valid drivers license. Other Skills / Requirements: The candidate should be an excelent communicator and public speaker. Should be able to speak the local languages. Be able to write reports.

DUTIES : Give health education and public talks at a Health Facility and in various community settings e.g. Schools, churches, and community halls. Facilitate community dialogues on healthy lifestyles. Establish physical activity groups in the community. Implement community projects and campaigns. The candidate should be willing to work on public holidays, weekends and after hours.

ENQUIRIES : Mr M. Masubelele Tel No: 012 451 9047
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 Z83 form (application form), obtainable from any Public Service Department.Copies of all required documents must be attached. No copy of a copy.

CLOSING DATE : 17 September 2021

POST 31/174 : **DRIVER REF NO: TDHS/A/2021/64 (X1 POST)**
Directorate: Admin & Logistics

SALARY : R145 281 – R171 138 per annum (Level 04)
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 10. One (1) to three (3) years' experience in driving / messenger services. A valid Code 10 (C1) driver's license with PDP. (Attach certified copy). Ability to work independently with the team. Willingness to work and travel irregular hours. Knowledge of OHS Act and Infection Control Guidelines
Other Skills / Requirements: Good written and verbal communication skills.

DUTIES : Transportation of equipment, patients and officials within the District. Deliver and collect official documents when requested. Take vehicle for service/repairs. Keep record of oil, fuel receipt and other admin documents. Assist with loading and offloading of goods, Collect and deliver post and parcels on a daily basis at the post office. Keeping the vehicles clean and in good condition.

ENQUIRIES : Mr LM Seshoka Tel No: 012 451 9025
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. Copies of all required documents must be attached.
- CLOSING DATE** : 17 September 2021
- POST 31/175** : **LAUNDRY WORKER REF NO: CHBPL 468 (X1 POST)**
Directorate: Linen Dept
- SALARY** : R145 281 - R171 138 per annum (Level 04), (plus benefits)
- CENTRE** : Chris Hani Baragwanath Provincial Laundry
- REQUIREMENTS** : AET/ABET- Level 4 / Grade 9 with 10 years' experience in a Hospital setting. Must have ability to read, write and have good reporting skills. Have a sound interpersonal relationship and customer care. Must have sound organizational skills and be able to co-ordinate workflow in the organisation. Must be prepared to engage oneself in Intensive labour production lines and be to handle conflict. Shift work including nights and weekends and Public Holidays is compulsory. Laundry experience will be an added advantage.
- DUTIES** : Supervise, guide and assist subordinates with the execution of tasks to collect, sort, count soiled and clean linen. Wash, iron, press, fold, pack and dispatch back to clients. Act as a team leader to ensure that the departmental objectives are realized. Perform administrative functions and ascertain that the requirements of OHS, LRA, SDA and PMDS prescripts and Disciplinary Code and Procedures as contained in the Resolutions 1 of 2003 are complied with.
- ENQUIRIES** : Ms. Ndamane Tel No: (011) 933 8391/8845
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 17 September 2021

POST 31/176 : **OPERATOR REF NO: SMUO02/21**
Directorate: Auxiliary Services
Re-advertisement post, those who previously applied are encouraged to re-apply

SALARY : R122 595 per annum
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Grade 12 or equivalent. One year experience as an operator. Good interpersonal 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.

DUTIES : Responsible to ensure that the instruments and equipment received are complete and in good working order. Responsible for cleaning, packing and autoclaving of instruments, and non-instrument packs. Issue and receive instruments and equipment to students and keep records. Pack and check receive sterile on shelves. Unpack clean linen from linen room. Pack cotton wool and gauze. Assist with stats of sets used. To wash, pack and sterilized used equipment. Issue and receive gowns. Clean auto claves. Work under supervision under the supervision of the Dental Assistant.

ENQUIRIES : Ms Peteke Tel No: 012 521 5671
APPLICATIONS : Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

NOTE : Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE : 17 September 2021

POST 31/177 : **LAUNDRY REF NO: CHBAH 469 (X1 POST)**

SALARY : R102 534 per annum (Level 02), (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : AET/ABET- Level 3 or equivalent (Grade 7/Standard 5).Basic understanding of Policies (Batho Pele Principles, Patients Right Charter, Occupational Health and Safety, Six Priorities and National Core Standards).Ability to work under pressure. Excellent interpersonal and organizational skills. Good written and verbal communication skills. Ability to communicate well with people at different levels. Ability to organise and plan. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature and work independently and in a team. Good customer skills and competence. Must be able to work under pressure and to take initiative. Experience and knowledge in a similar environment or health entity will be an added advantage.

DUTIES : Collect and receive soiled linen from the health institution for the laundry. Sorting of soiled and clean linen according to different categories. Prepare soiled linen for washing; prepare items for ironing, pressing and folding, Wash iron, press, fold, pack and dispatch back to clients. Convey ironed linen to conduct quality check on finished linen .Rotation to different sections of the laundry .Sign the attendance register on register on arrival and departure. Wear uniform on a daily basis as protective measure. Wear nametag on a daily basis. Promote professionalism (time management, adhere to the requirement of conditions of employment and code of conduct).Provide assistance to manager to the general laundry functions. Assisting with the rendering of an effective and efficient service within the laundry management services .Be prepare to work overtime when needs arise. Shirt workers compulsory. Ensure a clean working environment .Carrying out any lawful and reasonable instructions instructed by the supervisor. Adhere to timelines .Comply with the Occupational health and Safety Act (OHSA).Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meeting, workshops, and training as approved by

- supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Ms. K Tsile Tel No: (011) 933 9090
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 17 September 2021

PROVINCIAL TREASURY

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



- APPLICATIONS** : should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on the Following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za
- CLOSING DATE** : 17 September 2021
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID,

drivers' licence and relevant certificates need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new z83 which is effective as at 01 January 2021.

MANAGEMENT ECHELON

- POST 31/178** : **DIRECTOR: FAMS REF NO: GPT/2021/8/1**
Directorate: Financial Governance
- SALARY** : R1 057 326 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An undergraduate qualification Degree (NQF level 7) as recognised by SAQA in Accounting or Financial Information Technology or Informatics or Computer Science or Financial Information Systems. 5 years' experience at Middle Management in Financial Management Systems. 5 years' experience in System Support. 2 years' experience in Project Management. Intermediate knowledge in BAS/ERP will be an advantage.
- DUTIES** : Investigate and identify user/business requirements for GPG and implement systems accordingly in relation to accounts payable processes. Manage the implementation of all new projects. Review policy framework for the involvement and efficient use of the P-card and E-invoicing system. Manage system upgrades and enhancement developments. Manage technical support and maintenance for P-card and all E-invoicing modules. Ensure training of end-user on new financial management systems. Enhance effective utilisation of the financial management systems. Ensure compliance with the standard in respect of financial systems. Provide National Treasury and EXCO GPG the 15-and 30-day payment compliance reports. Ensure that the deliverables of the unit are met.
- ENQUIRIES** : Ms. Bulelwa Mtshizana Tel No: 011 227 9000

OTHER POSTS

- POST 31/179** : **DEPUTY DIRECTOR: MACRO ECONOMIC ANALYSIS REF NO: GPT/2021/8/2**
Directorate: Sustainable Fiscal Resource Management (SFRM)
- SALARY** : R733 257 per annum, (All-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Economics/Econometrics. 3 - 5 years' experience at Junior Management level (ASD) in the field of Micro- Economics Analysis Management.
- DUTIES** : Determine and analyse key economic variables, their interrelation and relevance: Determine the potential and constraints for growth and development and their interaction within governmental spending and revenue pattern/trends. Determine alternative budgeting and expenditure impact

scenarios: Contribute and finalise the MTBPS Chapter 1 and socio-economic inputs to EPRE; Supervise the ASD's on their outputs and ensuring that quality submissions are made: Support policy makers by producing and leading the projects for the completion of high quality and improved periodic publications of Economic Update, SERO: Ensure that the unit is a knowledge base for econometric modelling for the analysis and forecasting of trends: Lead, supervising and giving support on the championing of Economic Bulletins: Develop scope and conduct impact studies, using existing economic analysis tools. Perform periodic economic analysis and keep abreast of economic events; Supervise and ensure that Weekly Newsletters are finalised: Give economic analysis support to other business units and attend to ad-hoc duties: Provide technical and strategic support in socio economic research, analysis and development: Assess socio economic section of the IDPS and LED strategies: Provide data / information to municipalities / departments. Manage the Sub-Directorate: Perform strategic and operational planning: Manage stakeholder relationships; Oversee the administrative support functions: Perform people management functions: Perform financial management functions and perform asset management functions.

ENQUIRIES : Ms. Tshiamo Sokupha Tel No: 011 227 9000

POST 31/180 : **ASSISTANT DIRECTOR: SYSTEMS SUPPORT REF NO: GPT/2021/8/3 (X2 POSTS)**

Directorate: Financial Governance

SALARY CENTRE REQUIREMENTS : R376 596 per annum, (plus benefits)
: Johannesburg

: A three A three-year tertiary qualification National Diploma (NQF level 6) as recognized by SAQA in Computer Science / Information Technology / Informatics / Financial Information Systems / Finance related qualification / Public Management. 3 – 5 years' experience in Enterprise Resource Planning (ERP) System Support Procurement Support and Financial Accounting (SAP FI, MM) and training. 3 – 5 years' experience in a full cycle of project implementation as well. Both ERP support system support and project management experience are mandatory requirements for these posts.

DUTIES : Oversee and monitor the management of internal controls in line with the ERP system standards. Manage the relationships with key stakeholders to ensure implementation of new reforms. Roll out the procurement system to all customer sites and provide continuous support. Review and implement business processes for procurement and inventory management. Identify and lead the implementation of new reforms. Oversee the rollout of inventory management in the province. Manage and oversee change management in all new projects. Conduct presentations to GPG departments with regards to new enhancement on the system. Oversee User support and problem resolutions on the support queries across all SAP modules. Manage the development of the operational plan and risk registers for the business unit and report on implementation progress.

ENQUIRIES : Ms. Tshiamo Sokupha Tel No: 011 227 9000

POST 31/181 : **SYSTEM SUPPORT REF NO: GPT/2021/8/4**

Directorate: Financial Governance

SALARY CENTRE REQUIREMENTS : R376 596 per annum, (plus benefits)
: Johannesburg

: A tertiary qualification NQF level 6 as recognised by SAQA in Computer Sciences or Information Technology of Informatics or Financial Information Systems or Finance or Statistics, Mathematics related qualification. 3-5 years' experience in database design and the normalization of data structures. 2 years' experience in data analysis, predictive analytics and optimisation of data using Python, R, or other data science-orientated platforms. Proven experience as Business Intelligent Developer or Data Scientist are mandatory requirements for this post.

DUTIES : Oversee and manage the reporting of compliance measures and whether applicable laws/ regulations are followed throughout the system development life cycle (SDLC). Oversee and monitor the management of internal controls in line with the existing applications. Ensure that the server processes and services continue to run and operate in the most efficient manner. Develop

statistical analysis, forecasting, predictive modelling, prescriptive analytics simulation, and optimization to discover trends, opportunities, and threats. Building, maintaining, and optimizing decisioning systems using advances statistical and predictive modelling techniques. Maintain and support data analytics platforms. Descriptive analytics (ability to extract insights and trends from data based on requirements). Prepare action plans of continuous data clean-up and integrity project. Continuous improvement of applications to ensure stability, quality reporting and performance optimization. Build and manage the infrastructure (e.g. frameworks, algorithms, models tools and systems). Support existing integration and reporting solutions in the production environment by analyzing problems reported by users and track down their cause through debugging techniques and discussions with other team members. Developing test cases for data monitoring, manipulating of data using Python. Training of users on new existing BI platforms. Build, leads or participates in the development and implementation of statistical models and sampling plans for application in validation.

- ENQUIRIES** : Mr Sihle Hlomuka Tel No: (011) 227-9000
- POST 31/182** : **AUDITORS: RISK AND COMPLIANCE AUDIT SERVICES REF NO: GPT/2021/8/5**
Directorate: Gauteng Audit Services
- SALARY** : R316 791 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Internal Auditing / Auditing / Accounting. 2 years' experience in Internal Auditing. Knowledge of PFMA, Treasury Regulations and IA Standards. Strong communications skills (verbal & written), computer literacy, problem solving, analytic and research skills.
- DUTIES** : Research auditable area and gather basic understanding of the client. Comply with GAS admin requirements (co-ordinate audit logistics requirements) Contribute expertise and industry knowledge to ensure value is added to the client and GAS. Outline the business process highlighting Risk identification and control assessment. Document system descriptions and prepare flowcharts. Perform walk through tests. Draft audit programmes. Execution of audit programmes. Compiling and referencing audit papers. Liaise with team leaders at the planning, execution and reporting phase of each internal review. Review working papers and referencing prepared by trainees and interns. Gather sufficient and reliable audit evidence to support findings raised. Compile the audit findings and prepare draft audit report. Maintain accurate time records. Supervise subordinates (Interns and Trainees). On the job mentoring/coaching motivating and training of other team members (Interns and Trainees).
- ENQUIRIES** : Ms Tshiamo Sokupha Tel No: 011 227 9000
- POST 31/183** : **PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: GPT/2021/8/6**
Directorate: Corporate Services
- SALARY** : R257 508 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Psychology / Social Work. Minimum of 1 – 2 years' experience in the field of Employee Health Wellness Program and Public Sector. Must be registered with HPCSA / SACSSP. Knowledge of DPSA EHWP strategic framework, Employee Health and Wellness policies, PILIR and four EHWP pillar policies. Must have counselling skills, facilitation skills, communication skills, planning and organising skills.
- DUTIES** : To provide integrated Employee Health and wellness programmes as outlined in the Strategic Framework. Ensure health and productivity in the department. Implement departmental Wellness policy and procedure. Provide administrative technical support for Wellness activities and Wellness Champions Committee in the department. Implement the four pillars of Employee Health and Wellness in the department: SHERQ Management Pillar, Health and Productivity Management Pillar, Wellness Management Pillar and HIV/AIDS and TB Management Pillar. Facilitate the establishment

of different sporting codes. To co-ordinate Wellness Champions meetings as well as wellness events within the department. To provide short-term solution-based counselling and conflict mediation within the department. Provide administrative duties and adhere to policies.

ENQUIRIES : Ms. Linda Ninzi Tel No: 011 227 9000

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : Must be delivered: to Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to P.O Box X83, Marshalltown, 2107 or submitted electronically through <https://professionaljobcentre.gpg.gov.za/>. Applications received after the closing date will be disqualified. Errors and omissions will be rectified. The Department reserves the right not to fill the position.

CLOSING DATE : 17 September 2021

NOTE : All shortlisted candidates will be subject to pre-employment screening (vetting). Preference will be given to women and Persons with disabilities. Applicants must complete, initial and sign Z83 form. All applicants must submit copies of qualifications, Identity Document, and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the Human Resources division regarding the requirements for certified documents will be limited to the shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the of the interview.

OTHER POST

POST 31/184 : **ASSISTANT DIRECTOR: SUPPLY CHAIN PERFORMANCE AND CONTRACT MANAGEMENT REF NO: REFS/011862 (X2 POSTS)**
Branch: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09), (plus 37% in lieu of benefits)
: Johannesburg
: A Degree NQF Level 7 or National Diploma NQF Level 6 in Supply Chain Management/Accounting/ Internal Auditing or Public Administration/Legal. A minimum of 3 years' experience in the Contract Management/accounting/auditing environment of which 2 years must be at supervisory level. Knowledge of accounting/procurement systems, Public Sector Supply Chain Management Policies, Promotion of Access to Information Act of 2000, Public Service Regulations, and other relevant legislative frameworks. Must demonstrate the following skills: Planning and organizing, verbal and written communication, computer literacy and teamwork.

DUTIES : Ensure the recording of contract performance on a regular basis and advise Directorates on impending expiry of contracts. Manage the process of automating all awarded contracts on the Contract Management System. Ensure that a proper document management system is in place. Manage the preparation of the correct contract documentation as per the procurement strategy. Monitor the validation of any conditions applicable to bank guarantees/sureties/insurances in terms of the obligations of the different parties in line with the procurement documentation. Implement controls to comply with contract requirements. Make recommendations for the release of guarantees and retention money in line with the provisions stated in the Treasury Regulations. Undertake relevant research to improve contract management and administration approach and methodologies. Ensure that contract costs are not exceeded and maintain register of contracts. Management of staff performance and Development. Plan and allocate work responsibilities and processes to control work performance including quality assurance and reporting.

ENQUIRIES : Vukile Adonis: Acting Director – Supply Chain Management Tel No: 0113557319

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.

- CLOSING DATE** : 17 September 2021
- NOTE** : The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention of Mr O Mkhabela. All applicants are also encouraged to number the pages of their CV and the attached certified documents Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as copies of all academic qualification(s) including the matric certificate, Identity document and driver's licence (where applicable) and any other relevant documents. Applicants must submit copies of qualification, identity documents and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment (where applicable). The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GDSD that will be reviewed based on performance expiration. Applicants must take note that due to COVID-19 pandemic, the Gauteng Department of Social Development will comply with Health and Safety Regulations.
- ERRATUM:** Kindly note that the following 3 posts were advertised in Public Service Vacancy Circular 30 dated 27 August 2021. The salary has been amended as follows: Salary: R794 889 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) for the post of Community Development Manager X3: Johannesburg Metro Region X2: SD/2021/08/05 and Tshwane Region X1: SD/2021/08/04)

OTHER POSTS

- POST 31/185** : **SOCIAL WORK MANAGER GRADE 1: INTAKE AND FIELD REF NO: SD/2021/09/01**
- SALARY** : R794 889 – R1 100 325 per annum, (within the OSD Framework)
- CENTRE** : Soshanguve Secure Care Centre
- REQUIREMENTS** : A Degree in Social Work. Registration with the South Africa Council for Social Service Professions as Social Worker. Minimum of 10 years' appropriate experience in Social Worker after registration as Social Worker with the SACSSP. Knowledge and understanding of Social dynamics, human behaviour and social systems. Knowledge of Social legislation, policies and ethical practices governing field and intake programmes. Knowledge of Social

	:	Work empowerment interventions. Skills and Competencies: Communication, Ability to intervene and resolve conflict of a complex nature, Problem solving, Planning and organizing work for junior staff, Non-judgmental, Understanding, Assertive and Caring. A valid driver's license.
<u>DUTIES</u>	:	Provision of guidance of Social Work legislation. Management of Social Work interventions. Social empowerment of individuals, families, groups and communities. Conducting Social Work research programmes. Stakeholder support. Reporting on Social Work programmes. Management of Sub-Directorate: Manage of staff training & development, manage sub-directorate budget, manage projects allocated to the sub-directorate, manage staff performance and manage sub-directorate leave plan.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Maluleke Tel No: (012) 730 2015
	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Soshanguve Secure Care Centre, Soutpan Road Soshanguve
<u>FOR ATTENTION NOTE</u>	:	Ms A Maluleke Tel No: (012) 730 2015.
	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 31/186</u>	:	<u>OCCUPATIONAL THERAPY GRADE 1 REF NO: SD/2021/09/02</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 535 - R419 979 per annum, (within the OSD Framework).
	:	Soshanguve Secure Care Centre
	:	Degree in Occupational Therapy. A valid proof of registration with Health Professional Council of South Africa (HPCSA). Knowledge of Legislative and Policy framework governing the practice of Occupational Therapy. Knowledge of systems, procedures and processes regulating Occupational Therapy in the Institutional environment. Skills and Competencies: Problem Identification, therapy design and intervention, rehabilitative, monitoring, assessment and reporting skills.
<u>DUTIES</u>	:	Occupational Therapy Assessments: Conduct occupational therapy assessments and Determine the level of functional independence of beneficiaries. Designing of Occupational Therapy intervention: Design appropriate physical exercises for strength and dexterity. Implementation of Occupational Therapy interventions. Management of rehabilitation programmes: Design and implement recovery programmes for patients with extremity injuries. Participation in the Multi-Disciplinary Team: Provide professional opinion to the team.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Maluleke Tel No: (012) 730 2015
	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Soshanguve Secure Care Centre, Soutpan Road Soshanguve for attention Ms A Maluleke (012) 730 2015
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 31/187</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1 REF NO: SD/2021/09/03 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R341 322 – R634 974 per annum, (within the OSD framework)
	:	Soshanguve Secure Care
	:	A Bachelor's degree in Social Worker with 7 years appropriate/ recognizable experience in Social Work after registration as a Social Worker with the South African Council for Social Services (SACSSP). Submission of valid proof of registration with the council. A valid driver's licence. Knowledge of and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Knowledge of applicable and relevant legislations and policies in this field of work and the ability to compile complex reports. Skills and Competencies: Good conflict resolution and people management skills. Computer literate and excellent

		verbal and written communication skills. NB: Applicants to indicate where they are applying at a Region or Institution.
<u>DUTIES</u>	:	Ensure that a Social Work service with regard to the care, support, protection and development of vulnerable individuals, group, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise and advise Social Workers, Social Auxiliary Workers and volunteers to ensure an effective Social Work Services. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions.
<u>ENQUIRIES</u>	:	Ms A Maluleke Tel No: (012) 730 2015
<u>APPLICATIONS</u>	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Soshanguve Secure Care Centre, Soutpan Road Soshanguve for attention Ms A Maluleke (012) 730 2015.
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 31/188</u>	:	<u>SOCIAL WORKER GRADE 1 (X6 POSTS)</u>
<u>SALARY</u>	:	R257 592 - R581 178 per annum, (within the OSD Framework).
<u>CENTRE</u>	:	Soshanguve Secure Care Centre Ref No: SD/2021/09/04 (X3 Posts) Walter Sisulu Child and Youth Care Centre Ref No: SD/2021/09/05. (X3 Posts)
<u>REQUIREMENTS</u>	:	A Degree in Social Work. Registration with the South Africa Council for Social Service Professions as Social Worker. Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Skills and Competencies: Communication, Ability to intervene and resolve conflict of a complex nature, Problem solving, Planning and organizing work for junior staff, Non-judgmental, Understanding, Assertive and Caring. A valid driver's license.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job. It will be expected from the Social Workers Grade 4 to mentor and coach the Social Workers Grade 1 to enable them to render an effective and efficient social work service.
<u>ENQUIRIES</u>	:	Ms A Maluleke Tel No: (012) 730 2015 Soshanguve Mr T Modika Tel No: (011) 983 0000 Walter Sisulu
<u>APPLICATIONS</u>	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Soshanguve Secure Care Centre, Soutpan Road Soshanguve for attention Ms A Maluleke Tel No: (012) 730 2015. Walter Sisulu Child and Youth Care Centre, 3 Modder Street Noordgesig 1804 for attention Mr C Modika Tel No: (011) 983 0000.
<u>NOTE</u>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<u>POST 31/189</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) (X8 POSTS)</u>
<u>SALARY</u>	:	R256 905 - R485 475 per annum, (within the OSD Framework).
<u>CENTRE</u>	:	Soshanguve Secure Care Centre Ref No: SD/2021/09/06 (X4 Posts)

- REQUIREMENTS** : Walter Sisulu Child and Youth Care Centre Ref No: SD/2021/09/07 (X4 Posts)
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. Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes and procedures. Knowledge and understanding of Nursing Care practice and procedures applicable in the Institution. Skills and Competencies: Project Management, Analytical, Report writing, Monitoring and Evaluation, Communication and People Management Skills.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
- ENQUIRIES** : Ms A Maluleke (012) 730 2015 Soshanguve
Mr T Modika (011) 983 0000 Walter Sisulu.
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Soshanguve Secure Care Centre, Soutpan Road Soshanguve for attention Ms A Maluleke Tel No: (012) 730 2015.
Walter Sisulu Child and Youth Care Centre, 3 Modder Street Noordgesig 1804 for attention Mr C Modika Tel No: (011) 983 0000.
- NOTE** : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.