

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Odi District Hospital Kindly note that the post for PMTCT Program Coordinator PNA-6 (X1 Post) Ref No: Odi/28/07/2021/02 Advertised in Public Service Vacancy Circular 28 dated 13 August 2021 had an error on level of the post. The level of the post has been revised as follows: PMTCT Program Coordinator PNA-5 Ref No: ODI/10/09/2021/02. Those who previously applied are encouraged to re-apply. Enquiries: Ms NTSIE EP Tel No: 012 725 2312. Closing Date: 08 October 2021.

OTHER POSTS

- POST 33/92** : **HEAD CLINICAL UNIT (FAMILY MEDICINE GRADE 1) REF NO: HOU/FM/09/2021**
Directorate: (Family Medicine Grade 1)
- SALARY CENTRE REQUIREMENTS** : R1 728 807 per annum, (all-inclusive package)
Johannesburg Health District Service
The appointment to Head Clinical Unit (Medical): Grade I, requires appropriate qualification (Specialist in Family Medicine: MPrax MED /MFAMMED/MCFP (SA)/ FCFP (SA)/MMED or equivalent) Registration certificate with the Health Professions Council of South Africa as a specialist Family Physician, with proof of current registration (annual registration card) At least 3 years' experience after registration with HPCSA as a Medical Specialist in Family Medicine Since this is a joint appointment with the University of the Witwatersrand Division of Family Medicine, the candidate must possess both strong clinical management and academic leadership qualities. Extensive knowledge of the South African district health and primary health care (PHC) system. Significant undergraduate and postgraduate teaching experience, including experience with supervision of post graduate research. At least three (3) relevant publications in peer-reviewed journals.
- DUTIES** : Co-ordinate comprehensive medical services in the District. Implement quality improvement processes to identify and address problems related to patient care and the health system, in consultation with other stakeholders. Ensure Family Physicians implement performance management for themselves as well as for their subordinates: medical officers, registrars, medical interns, etc. Participate in District Management structures, especially supporting the District Management team in the implementation of the District Health plan. In liaison with other stakeholders, provide leadership in the implementation of Primary Health Care re-engineering, school health and ward base PHC outreach teams. Coordinate and roll out a structured, continued professional development programme to optimise the knowledge and skills of clinicians in the District (Medical interns, Medical officers, PHC Nurses and Registrars). Physically render specialist Family Medicine services to patients across district healthcare facilities and rotate through all service points. Participate in commuted overtime in the District. There may be additional clinical responsibilities in the functioning of the Department, including the establishment of clinical protocols and oversight of these. Develop, coordinate and supervise the six-month Family Medicine rotation for medical interns across the District. Lead and actively participate in the undergraduate and postgraduate teaching and training programmes of the Division of Family Medicine, University of Witwatersrand. Conduct high quality primary care research and disseminate findings (including in peer review publications) that are relevant to improve the safety and quality of clinical services. Perform any other duties as may be determined by the Director and /or the Head of the Clinical Department (Family Medicine)
- ENQUIRIES** : Mrs. M.L Morewane (and/or Prof Laurel Baldwin-Ragaven/ Prof Olufemi Omole) Tel No: 011 694 3705 (to add our phone numbers/e-mail addresses).
- APPLICATIONS** : Applications should be emailed to JhbHealth.District.JobApplications@gauteng.gov.za
- NOTE** : Please ensure that the reference number is quoted correctly. The recommended candidates will be subjected to positive results of the security clearance process (criminal records) and the verification of educational qualifications certificates. Incomplete applications or applications received

after closing date will not be considered. Preference will be given to white candidates. This is a joint appointment position between JHB Health District (GDOH) and the University of the Witwatersrand (Division of Family Medicine) as outlined in the MOU between the Universities of the Province. The fully completed and signed new Z83 form should be accompanied by a recent updated CV as well as copies of all qualifications and ID document (Smart Card must both sided). Proof of training and experience should be attached to the application (certificates of service or official letters of service from previous/current employer(s) Documents need not to be certified when applying, only shortlisted candidates will be required to submit certified documents prior to interviews

CLOSING DATE

: 04 October 2021

POST 33/93

: **CLINICAL MANAGER REF NO: PWH/CM/24/21**

Directorate: Medical Department

SALARY

: R1 173 900 – R1 302 849 per annum

CENTRE

: Pretoria West District Hospital

REQUIREMENTS

: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of six (6) years' experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. An additional Hospital Management qualification will be an added advantage. Good communication, Leadership and writing skills.

DUTIES

: Overall clinical leadership and Management of allocated cluster of departments. Offer a comprehensive quality level hospital services to patients. Optimally supervise departments, mentor and coach junior medical staff. Support district health services. Participate and network with other hospitals and in the cluster. Perform clinical audits and provide support to other department/disciplines to ensure effective and comprehensive clinical services regarding patient care and treatment. Lead and drive CPD and M&M programmes. Implement cost containment measures, analyse budget and ensure effective and efficient use of resources. Conduct patient redress and compile reports for medico-legal cases. Monitor commuted overtime and ensure adherence to RWOPS Policy. Maintain discipline and deal with grievances and labour relations issues in terms of laid down policies and procedures. NB: Commuted overtime is compulsory.

ENQUIRIES

: Ms. NL Madiba Tel No: (012) 380 1206

APPLICATIONS

: All Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.

NOTE

: Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted Candidates will be required to submit certified documents on or before the day of the interview following Communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered.

CLOSING DATE

: 15 October 2021

POST 33/94

: **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 470 (X2 POSTS)**

Directorate: Internal Medicine (Cardiology)

SALARY

: R1 106 040 - R1 173 900 per annum, (all inclusive)

CENTRE

: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Cardiology. Proof of current HPCSA registration for April 2021/March 2022. No experience required. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to mental health care users Computer Literacy. A valid driver's license. Experience in the public sector would be an advantage.

DUTIES

: Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and

postgraduate medical student teaching; provision of supervision and training of Medical Registrars and Fellows in Cardiology. Ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES
APPLICATIONS

: Prof MR Nethononda Tel No: (011) 933 8197
: 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

: 04 October 2021

POST 33/95

: **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 471 (X 2 POSTS)**
Directorate: Internal Medicine

SALARY
CENTRE
REQUIREMENTS

: R1 106 040 - R1 173 900 per annum, (all inclusive)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Internal Medicine. Proof of current HPCSA registration for April 2021/March 2022. No experience required. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies

- and procedure pertaining to mental health care users Computer Literacy. A valid driver's license. Experience in the public sector would be an advantage.
- DUTIES** : Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars and Fellows in Cardiology. Ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Dr Tsitsi Tel No: (011) 933 8940
- 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** : 04 October 2021
- POST 33/96** : **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 472 (X2 POSTS)**
Directorate: Anaesthetics
- SALARY** : R1 106 040 - R1 173 900 per annum, (all inclusive)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Anaesthetics. Proof of current HPCSA registration for April 2021/March 2022. No experience required. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good

interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to mental health care users Computer Literacy. A valid driver's license. Experience in the public sector would be an advantage.

DUTIES

: Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars and Fellows in Anaesthetics Ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.

ENQUIRIES

: Dr P Mogane Tel No: (011) 933 9335

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

: 04 October 2021

POST 33/97

: **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 473 (X1 POST)**
Directorate: Paediatrics Surgery

SALARY CENTRE

: R1 106 040 - R1 173 900 per annum, (inclusive package)
: Chris Hani Baragwanath Academic Hospital (CHBAH)

- REQUIREMENTS** : Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Paediatrics Surgery. Proof of current HPCSA registration for April 2021/March 2022. No experience required. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. Experience in the public sector would be an advantage. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to mental health care users Computer Literacy. A valid driver's license.
- 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** : Prof JA Loveland and Mrs A. Welthagen Tel No: 011 933 8138
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- 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** : 04 October 2021

- POST 33/98** : **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 474 (X1 POST)**
Directorate: Paediatrics (Division of Neonatology)
- SALARY** : R1 106 040 - R1 173 900 per annum, (inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Paediatrics. Proof of current HPCSA registration for April 2021/March 2022. No experience required. 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. Aptitude for increasing the “footprint” Paediatric services across the CHBAH hospital cluster. Clinical skillset to manage high volume patient numbers, have clinical experience to help with any subspecialty clinic work, as determined by the needs of the department of Paediatrics at Chris Hani Baragwanath Academic Hospital. A valid driver’s license.
- DUTIES** : Supervising the management of and managing neonatal patients, and coordinate any services required for patient care. To provide clinical care/ services in the Division of Neonatology (including neonates rooming-in with their mothers, inpatients and outpatients services). To assist in providing clinical services in general paediatrics as determined by the department of Paediatrics. To participate and assist in teaching/ training programme of both undergraduates and post graduates. To conduct clinical research/ audits and/or participate in the research program in the Division/ Department, including supervising MMed students. Attend meetings and training as approved by Head of Unit and/or Head of Department. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment).
- ENQUIRIES** : Prof Velaphi Tel No: (011) 933 8400/ 8416
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** : 04 October 2021
- POST 33/99** : **MEDICAL REGISTRAR REF NO: CHBAH 475 (X1 POST)**
Directorate: Paediatrics Surgery
- SALARY** : R821 205 per annum, (inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an Independent Medical Practitioner and must be post Community Service. Must have Primaries, ATLS and BSS in relevant department. Must be a South African citizens or permanent residents.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. 120 Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).
- ENQUIRIES** : Prof JA Loveland or Mrs A Welthagen Tel No: 011 933 8138
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- 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** : 04 October 2021
- POST 33/100** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/006555 (X1 POST)**
Directorate: Medical
- SALARY** : R821 205 – R884 670 per annum, (plus benefits)
CENTRE : Gauteng Dr Yusuf Dadoo Hospital
REQUIREMENT : Appropriate qualification that allows registration with HPCSA as Medical Practitioner. Registration with the HPCSA as a Medical Practitioner and proof of current registration. No experience after registering with HPCSA as a Medical Practitioner.
- DUTIES** : Co-ordinate and manage clinical care and treatment. Be rotated through different units of the hospital according to the needs of the hospital. Manage and handle all patients depending on the units to which the doctor is allocated. Manage other patients in other units to which the doctor may be delegated on temporary basis at the discretion of the clinical manager. Supervision and training of interns and medical students.
- ENQUIRIES** : Dr. P Molamu, Tel No: 011 951 6181
APPLICATIONS : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 04 October 2021
- POST 33/101** : **MEDICAL REGISTRAR REF NO: CHBAH 476 (X5 POSTS)**
Directorate: Paediatrics
- SALARY** : R821 205 per annum, (inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an Independent Medical Practitioner and must be post Community Service. Proof of current HPCSA registration for April 2021/March 2022 .Must be a South African citizens or permanent residents.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like 73 mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night,

weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

ENQUIRIES : Mrs Karen Marshall Tel No: 011 470 9284
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 : 04 October 2021

POST 33/102 : **MEDICAL REGISTRAR 1 REF NO: CHBAH 477 (X3 POSTS)**

Directorate: Psychiatry

SALARY : R821 205 per annum, (inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an Independent Medical Practitioner and must be post Community Service. Proof of current HPCSA registration for April 2021/ March 2022 .Must be a South African citizens or permanent residents.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like 73 mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising

good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

**ENQUIRIES
APPLICATIONS**

: Prof Y Jeenah Tel No: (011) 933 9236
 : 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

: 04 October 2021

POST 33/103

: **MEDICAL REGISTRAR REF NO: CHBAH 478 (X9 POSTS)**
 Directorate: Orthopaedics

**SALARY
CENTRE
REQUIREMENTS**

: R821 205 per annum, (inclusive package)
 : Chris Hani Baragwanath Academic Hospital
 : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an Independent Medical Practitioner and must be post Community Service. Proof of current HPCSA registration for April 2021/March 2022 .Must be a South African citizens or permanent residents.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and

communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like 73 mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

**ENQUIRIES
APPLICATIONS**

: Prof Ramokgopa Tel No: (011) 933 8914
 : 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

: 04 October 2021

POST 33/104

: **MEDICAL REGISTRAR REF NO: CHBAH 479 (X8 POSTS)**
 Directorate: Internal Medicine

**SALARY
CENTRE
REQUIREMENTS**

: R821 205 per annum, (inclusive package)
 : Chris Hani Baragwanath Academic Hospital
 : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an Independent Medical Practitioner and

DUTIES

must be post Community Service. Proof of current HPCSA registration for April 2021/March 2022 .Must be a South African citizens or permanent residents.

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like 73 mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

**ENQUIRIES
APPLICATIONS**

: Dr Tsitsi Tel. No (011) 933 8940
: 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

: 04 October 2021

POST 33/105 : **MEDICAL REGISTRAR 1 REF NO: CHBAH 480 (X1 POST)**
 Directorate: Accident and Emergency

SALARY : R821 205 per annum, (inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an Independent Medical Practitioner and must be post Community Service. Proof of current HPCSA registration for April 2021/March 2022 .Must be a South African citizens or permanent residents.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like 73 mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

ENQUIRIES : Dr Z Mahomed Tel No: (011) 933 0339
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

: 04 October 2021

POST 33/106

: **MEDICAL REGISTRAR REF NO: CHBAH 481 (X3 POSTS)**

Directorate: Anaesthetics

SALARY

: R821 205 per annum, (inclusive package)

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Proof of current HPCSA registration for April 2021/March 2022. No experience required. Must be a South African citizens or permanent residents.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like 73 mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

ENQUIRES

: Dr P Mogane Tel No: 011 933 9335

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** : 04 October 2021
- POST 33/107** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 482 (X2 POSTS)**
Directorate: Paediatrics Surgery
- SALARY** : R821 205 per annum, (inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Proof of current HPCSA registration for April 2021/March 2022. No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by 116 providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES** : Prof JA Loveland and Mrs A.Welthagen Tel No: 011 933 8138
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- 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** : 04 October 2021
- POST 33/108** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 483 (X11 POSTS)**
Directorate: Paediatrics
- SALARY** : R821 205 per annum, (inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Proof of current HPCSA registration for April 2021/March 2022. No experience required. Must be a South African citizens or permanent residents.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like 73 mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).
- ENQUIRIES** : Mrs Karen Marshall Tel No: 011 470 9284
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** : 04 October 2021
- POST 33/109** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 484 (X1 POST)**
Directorate: Internal Medicine (Cardiology)
- SALARY CENTRE REQUIREMENTS** : R821 205 per annum, (inclusive package)
: Chris Hani Baragwanath Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and Proof of current registration for 1 April 2021 – 31 March 2022. Must be a South African citizens or permanent residents. No experience.
- DUTIES** : The incumbent will be responsible to on a daily basis review CCU patients and update their clinical records and treatment on appropriate charts or files; attend daily CCU ward rounds with the on call Fellow and/ or Consultant; perform all investigations on patients and ensure that same is recorded and kept up to date in the patient 's inpatient charts; performance of practical procedures relevant to the care of patients; attend to all outpatients clinics as allocated by the head of the department; and attend to any other clinical, teaching or research as may be assigned by the head of the departments. Furthermore the incumbent is expected to attend all relevant administrative departmental meetings and to complete MEDICO Legal Documents timeously (e.g. Death certificate); Reduce medical litigation by exercising good clinical ethos; Implement and monitor adherence to National Core Standards (norms and standards): and be willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime.
- ENQUIRES APPLICATIONS** : Prof MR Nethononda Tel No: (011) 933 8197
: 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** : 04 October 2021
- POST 33/110** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 485 (X8 POSTS)**
Directorate: Psychiatry
- SALARY CENTRE REQUIREMENTS** : R821 205 per annum, (inclusive package)
: Chris Hani Baragwanath Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and Proof of current registration for 1 April 2021 – 31 March 2022. Must be a South African citizens or permanent residents. No experience.
- DUTIES** : The incumbent will be responsible to on a daily basis review CCU patients and update their clinical records and treatment on appropriate charts or files; attend daily CCU ward rounds with the on call Fellow and/ or Consultant; perform all investigations on patients and ensure that same is recorded and kept up to date in the patient 's inpatient charts; performance of practical procedures relevant to the care of patients; attend to all outpatients clinics as allocated by the head of the department; and attend to any other clinical, teaching or research as may be assigned buy the head of the departments. Furthermore the incumbent is expected to attend all relevant administrative departmental meetings and to complete MEDICO Legal Documents timeously (e.g. Death certificate); Reduce medical litigation by exercising good clinical ethos; Implement and monitor adherence to National Core Standards (norms and standards): and be willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime.
- ENQUIRES APPLICATIONS** : Prof Y Jeenah Tel No: (011) 933 9236
: 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** : 04 October 2021
- POST 33/111** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 486 (X3 POSTS)**
Directorate: Accident and Emergency
- SALARY** : R821 205 per annum, (inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and Proof of current registration for 1 April 2021 – 31 March 2022. Must be a South African citizens or permanent residents. No experience.
- DUTIES** : The incumbent will be responsible to on a daily basis review CCU patients and update their clinical records and treatment on appropriate charts or files; attend daily CCU ward rounds with the on call Fellow and/ or Consultant; perform all investigations on patients and ensure that same is recorded and kept up to date in the patient 's inpatient charts; performance of practical procedures relevant to the care of patients; attend to all outpatients clinics as allocated by the head of the department; and attend to any other clinical, teaching or research as may be assigned buy the head of the departments. Furthermore the incumbent is expected to attend all relevant administrative departmental meetings and to complete MEDICO Legal Documents timeously (e.g. Death certificate); Reduce medical litigation by exercising good clinical ethos; Implement and monitor adherence to National Core Standards (norms and standards): and be willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime.
- ENQUIRIES** : Dr Z Mahomed Tel No: (011) 933 0339
- 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** : 04 October 2021
- POST 33/112** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 487 (X5 POSTS)**
Directorate: Internal Medicine
- SALARY** : R821 205 per annum, (inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and Proof of current HPCA registration for April 2021/ March 2022. Must be a South African citizens or permanent residents. No experience.
- DUTIES** : The incumbent will be responsible to on a daily basis review CCU patients and update their clinical records and treatment on appropriate charts or files; attend daily CCU ward rounds with the on call Fellow and/ or Consultant; perform all investigations on patients and ensure that same is recorded and kept up to date in the patient 's inpatient charts; performance of practical procedures relevant to the care of patients; attend to all outpatients clinics as allocated by the head of the department; and attend to any other clinical, teaching or research as may be assigned buy the head of the departments. Furthermore the incumbent is expected to attend all relevant administrative departmental meetings and to complete MEDICO Legal Documents timeously (e.g. Death certificate); Reduce medical litigation by exercising good clinical ethos; Implement and monitor adherence to National Core Standards (norms and standards): and be willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime.
- ENQUIRIES** : Dr Tsitsi Tel No (011) 933 8940
- 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** : 04 October 2021
- POST 33/113** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 488 (X7 POSTS)**
Directorate: Orthopaedics
- SALARY** : R821 205 per annum, (inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and Proof of current HPCA registration for April 2021/ March 2022. Must be a South African citizens or permanent residents. No experience.
- DUTIES** : The incumbent will be responsible to on a daily basis review CCU patients and update their clinical records and treatment on appropriate charts or files; attend daily CCU ward rounds with the on call Fellow and/ or Consultant; perform all investigations on patients and ensure that same is recorded and kept up to date in the patient 's inpatient charts; performance of practical procedures relevant to the care of patients; attend to all outpatients clinics as allocated by the head of the department; and attend to any other clinical, teaching or research as may be assigned buy the head of the departments. Furthermore the incumbent is expected to attend all relevant administrative departmental meetings and to complete MEDICO Legal Documents timeously (e.g. Death certificate); Reduce medical litigation by exercising good clinical ethos; Implement and monitor adherence to National Core Standards (norms and standards): and be willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime.
- ENQUIRES** : Prof Ramokgopa Tel No (011) 933 8914
- 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

: 04 October 2021

POST 33/114

: **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 489 (X17 POSTS)**
Directorate: Intensive Care Unit (ICU)

SALARY

: R821 205 per annum, (inclusive package)

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Proof of current HPCSA registration for April 2021/March 2022. No experience required. Must be a South African citizens or permanent residents.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like 73 mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their

specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

- ENQUIRIES** : Prof Mathivha or Dr Brown Tel No: (011) 933 0270
- 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** : 04 October 2021
- POST 33/115** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 490 (X3 POSTS)**
Directorate: Anaesthetics
- SALARY** : R821 205 per annum, (inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Proof of current HPCSA registration for April 2021/March 2022. No experience required. Must be a South African citizens or permanent residents.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like 73 mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the

care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

**ENQUIRIES
APPLICATIONS**

: Dr P Mogane Tel No: 011 933 9335
: 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

: 04 October 2021

POST 33/116

: **DEPUTY DIRECTOR: ADMIN AND SUPPORT SERVICES REF NO:
HRM/2021/09/40 (X1 POST)**
Directorate: and Support

**SALARY
CENTRE
REQUIREMENTS**

: R733 257 - R863 748 per annum, TCE
: Mamelodi Regional Hospital
: National Senior Certificate and Three years National Diploma/Degree in Public Administration or Health Service Management. Minimum of Seven years' experience as an Administration Officer, of which Three years must be at managerial level preferably in a hospital or health department. Extensive experience in integrated patient admin and support management (patient affairs, revenue generation and support services) sphere. Advanced patient admin and support management acumen. Must have knowledge of Departmental policies, hospital prescripts, and sound knowledge of PMFA prescripts. Project management skills would be an added advantage. Good leadership skills, excellent communication (verbal and written) skills, resolution

and good interpersonal relationship skills. Good resource management, problem solving and decision-making skills. The successful candidate must be adaptable, disciplined, self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours, and work with a diverse team. Sound computer literacy (Microsoft packages) capabilities and presentation skills.

DUTIES : Oversee and manage Patient Administration and Support services component, IT, FMU and HIM departments. Provide administration planning and formulate policies and standard operating procedure in line with departmental priorities and institutional annual performance plans. Formulate internal control measures to identify potential risks that can prohibit compliance on systems, processes and procedure. Manage finances and resource in line with the Public service Administration, Departmental and institutional Policy and Strategy. Manage Patient admission, statistics, patent accounts and receipts units. Manage and monitor hospital medico systems. Consistent process of revenue generation must be in line with departmental requirements, to be sustained at all at timed and meet the targets. Management and monitoring of patient records, filling and registry. Manage and address patient waiting time in admin unit. Ensure availability and efficient use of cleaners and porter services and be in line with the clinical services. Oversee and control the hospital mortuary services. Ensure identification and development of training needs of subordinates in patient administration and support services unit. Provide advice to other directorate and managers. Ensure management of cash and accounts in patient administration is in line with PFMA. Monitor budget levels by analysing financial data and formulate cost saving measure from the unit. Monitor and evaluate all performance in patient administration and support services in line with quality assurance standards.

ENQUIRIES : Mr. MH Hlophe Tel No: (012) 841 8490/8329
APPLICATIONS : To be sent to Human Resources, Mamelodi Hospital, Private Bag X 0032, Rethabile, Mamelodi East, 0122 or hand deliver to 19472 Serapeng Street, Tsamaya Road, Mamelodi East.

FOR ATTENTION : Recruitment Section
APPLICATIONS : Must be completed fully on a New Z83 form, CV. All required documents under requirements must be attached: ID (smart card both sides) and all required documents i.e., Qualifications (academic records), certificates. Only shortlisted candidates will be required to submit certified copies of all the required attachments. If you did not hear from us within three months, consider your application unsuccessful. The Hospital reserves the right to appoint or not to appoint. Successful candidates will be required to undergo Police clearance, OHS Medical Surveillance and Physical verification at Home Affairs. The specific reference number must be correctly quoted, failure to comply with the instruction will disqualify an application from being fairly processed.

CLOSING DATE : 04 October 2021

POST 33/117 : **PHARMACIST GRADE 1 REF NO: CHBAH 491 (X1 POST)**
Directorate: Pharmacy

SALARY : R693 372 - R735 918 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. Registration with the SAPC as Pharmacist and proof of current registration. Proof of current payment of the SAPC annual fee. 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 provision of pharmaceutical care by taking responsibility for the patient's medicine-related needs; including cytotoxic mixing and chemotherapy dispensing. Providing comprehensive patient counselling, liaising with clinicians with regards to patient therapy. Monitoring patient adherence and therapeutic outcomes. 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 or scheduled work for the unit. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control, and distribution of quality pharmaceuticals. Project management and project support as required. Coordination of training and development of pharmacy personnel including

Performance Management of staff under their supervision. Ensure the provision of quality, effective and efficient clinical pharmaceutical services. The role also involves the promotion of public health and compliance with the Batho-Pele Principles. Providing in-service training and promoting the rational medicine use. Supervising pharmacist assistants on dispensing activities. Also required to be available for on call and after-hours work.

**ENQUIRIES
APPLICATIONS**

: Mr L Maswabi Tel No: (011) 933 8843/9255
: 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

: 04 October 2021

POST 33/118

: **OPERATIONAL MANAGER SPECIALTY GRADE 1 (ACCIDENT & EMERGENCY) REF NO: REFS/006556**

Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

: R562 800 - R633 432 per annum (OSD), (plus benefits)
: Gauteng Dr Yusuf Dadoo Hospital
: Basic R425 qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Trauma & Emergency Nursing Science with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. Valid driver's license.

DUTIES

: To plan /organize and monitor the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a

member of the multi-disciplinary team according to the identified needs of the patients, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Knowledge of Ideal Hospital Realisation and management of Patient Safety Incidence. Utilize all resources effectively and efficiently in a specialty department. Coordination of the provision of effective training and research.

ENQUIRIES APPLICATIONS : Ms. DS Ngwenya Tel No: 011 951 6045
 : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

NOTE : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications including matric, SANC registration as a certificate and proof of current registration, relevant service certificates (where applicable). Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 04 October 2021

POST 33/119 : **OPERATIONAL MANAGER NURSING SPECIALTY REF NO: REFS/011975**
 Directorate: Nursing Department – Postnatal ward

SALARY CENTRE REQUIREMENTS : R562 800 per annum, (plus benefits)
 : Charlotte Maxeke Johannesburg Academic Hospital
 : Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Post basic midwifery and neonatal nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience in the specific area of speciality after obtaining the 1year post-basic nursing qualification. Computer literacy will be added advantage.

DUTIES : To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant 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.

ENQUIRIES : Ms MJ Rikhotso Tel No: 011 488 3916

- APPLICATIONS** : Applications should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>
- NOTE** : Applications should be accompanied by a new Z83 form (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. 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 verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. 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. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
- CLOSING DATE** : 04 October 2021
- POST 33/120** : **ASSISTANT DIRECTOR: DIAGNOSTIC RADIOGRAPHY REF NO: SDHS/2021/09/01 (X1 POST)**
Directorate: X- Ray Department
- SALARY** : R517 326 per annum, (plus benefit)
- CENTRE** : Sedibeng District Health Services
- REQUIREMENTS** : A recognised National Diploma or Bachelor's degree in Diagnostic Radiography qualification that allows for required registration with the Health Professions Council of South Africa (HPCSA). A minimum of eight (8) years appropriate experience in Diagnostic Radiography, of which five (5) years must be of appropriate managerial/supervisory experience after registration with HPCSA as an independent practitioner. Proof of original registration and current registration with the HPCSA as an independent practitioner. A post-graduate qualification in Management will be an added advantage. Computer literacy and associated software programs. Valid Driver's licence. Knowledge of PFMA, Public Service legislations, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge of legal compliance requirements for the safe use of Hazardous substance in all spheres of Radiography and OHS Act. Knowledge of HIM Policy, National Core Standards, Quality Assurance programme and strategic Management. Knowledge and experience of Supply Chain Management Process, Finance Management and Human Resource issues. Computer skills, excellent time management skills, written and verbal business skills, report writing and presentation skills. Be proactive and initiative in problem solving and decision making. Must demonstrate honesty, integrity, high work ethic and ability to work independently and in a team. Good interpersonal skills, strategic planning and leadership skills. Ability to develop the standard of the profession in all spheres related.
- DUTIES** : Manage the Radiography services in the Health District and sub-regions in the District. Assist and support the Radiography supervisors at all levels of care in the District. Develop and monitor implementation strategies of relevant policies and guidelines. Conduct training needs analysis and workshops for all the professionals. Facilitate the CPD programmes as per year planner and as needs arises. Conduct Quality Assurance assessments in various institutions/facilities to ensure compliance to safety regulations and quality assurance for Radiography, accreditation standards, equipment. Conduct support visits to the various facilities for guidance and service delivery monitoring. Drive innovation and integration of services across all levels of care. Foster partnership with HPCSA, SAHPRA/RCD & other relevant statutory bodies for service delivery efficiency and patient safety. Monitor the Radiation Compliance rate continuously and provide assistance through use of PIDS reports. Work with other Directorates such as HRD& HRD for training related matters. Encourage, facilitate, and monitor Research and Development within the District. Facilitate and Coordinate the readiness for student training.

Coordinate and manage procurement process for equipment and consumables. Perform ad-hoc duties allocated by management team. Coordinate and manage the referral pathways across the District. Must be a team player with the Clinic and District. Ensure recommended maintenance of the X-Ray equipment in all facilities. Conduct and attend relevant meetings and trainings as prescribed. Perform and ensure that prescribed SAHPRA Quality Assurance protocols are adhered to. Management of allocated Human, Physical and Financial Resources in the District. Liaise Radiography service-related issues with other stakeholders (internal and external). Ensure timely submission of monthly cost centre reports, budget expenditure and performance report to the relevant authorities.

**ENQUIRIES
APPLICATIONS**

: Ms. M. Madolo Tel No: 016 950 6000
 : Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.

NOTE

: Prospective applicants must please use the New Z83 which is effective as at 01 January 2021 with relevant reference number. Applicants must attach comprehensive curriculum vitae with minimum (3) three references. The CV must have the current and previous employer with position and experience accumulated and respective dates (DD/MM/YY). 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. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, Personnel suitability check, criminal records check, citizenship check as well as a credit/ financial suitability check. People with disabilities are welcome to apply. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department taking into account covid-19 protocols. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs. Applications received after closing date will not be accepted: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to presentation and competency test.

CLOSING DATE

: 08 October 2021

POST 33/121

: **OPERATIONAL MANAGER GENERAL NURSING REF NO: REFS/011977**

Directorate: Nursing Division: (Folateng) Night Duty
 (Re-Advertisement)

**SALARY
CENTRE
REQUIREMENTS**

: R444 276 per annum, (plus benefits)
 : Charlotte Maxeke Johannesburg Academic Hospital
 : Basic R425 qualification (diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. Have a minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Computer literacy, supervisory experience and computer literacy will be added advantages.

DUTIES

: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the institution. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Demonstrate a basic understanding of HR and financial policies. Demonstrate effective communication with

patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. 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.

- ENQUIRIES** : Ms. N Mtalana Tel No: (011) 488 4324
- APPLICATIONS** : Applications should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>
- NOTE** : Applications should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/> and it should be accompanied by a new Z83 form (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. 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 verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. 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. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
- CLOSING DATE** : 04 October 2021
- POST 33/122** : **QUALITY ASSURANCE: COORDINATOR REF NO: HRM/2021/39 (X1 POST)**
Directorate: Nursing
- SALARY** : Grade 1: R444 276 – R500 031 per annum, (OSD)
Grade 2: R515 040 – R579 696 per annum, (OSD)
- CENTRE** : Mamelodi Regional Hospital
- REQUIREMENTS** : National Senior Certificate and a basic qualification accredited with SANC in terms of Government Notice. R425 Qualification (I.e. Diploma/Degree in Nursing as a Professional Nurse plus Midwifery. A Minimum of Seven (7) years appropriate recognizable experience in Nursing after registration as a Professional Nurse. A management qualification will be an added advantage. Two (2) years' experience and knowledge of Quality Assurance including National Core Standards for health establishment and related legislation and Ideal Hospital Realisation and Maintenance. Basic Computer literacy is essential. Familiar with Code of Good Practice in the public sector and labour relations practices. Ability to collect and analyse data. Evidence of current registration with SANC. Competencies: Able to perform under pressure. Initiative, motivated and reliable and a team player. Good decision making, communication and presentation skills are essential.
- DUTIES** : Development and maintenance of quality patient care environment that promote optimum patient experience of care. Provide leadership to quality assurance committee in the hospital. Manage the clinical audits system. Ensure proper management of Complaints, Compliments & Suggestions and Patients Safety Incidents in the hospital. Ensure implementation of National Core Standards. Manage clinical audits system. Coordinate the development and implementation of institutional guidelines in line with legislation. Ensure adherence to quality assurance norms and standards in the institution. Coordinate compilation of quality improvement plans and communicate with external and internal stakeholders. Provide leadership in quality assurance

	:	unit, staff and customer training. Perform other duties that are delegated by the Supervisor/Manager.
<u>ENQUIRIES</u>	:	Ms. S. Mahlangu Tel No: (012) 841 8363
<u>APPLICATIONS</u>	:	must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Road and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	HR Recruitment Section
<u>NOTE</u>	:	Must be completed fully on a New Z83 form, CV. All required documents under requirements must be attached: ID (smart card both sides) and all required documents i.e., Qualifications (academic records), certificates. Only shortlisted candidates will be required to submit certified copies of all the required attachments. If you did not hear from us within three months, consider your application unsuccessful. The Hospital reserves the right to appoint or not to appoint. Successful candidates will be required to undergo Police clearance, OHS Medical Surveillance and Physical verification at Home Affairs. The specific reference number must be correctly quoted, failure to comply with the instruction will disqualify an application from being fairly processed.
<u>CLOSING DATE</u>	:	04 October 2021
<u>POST 33/123</u>	:	<u>LECTURER PND 1/2 PROFESSIONAL NURSE: ORTHOPEDICS NURSING</u> <u>REF NO: ORP/09/2021 (X2 POSTS)</u>
<u>SALARY</u>	:	PND1 R383 226 - R444 276 per annum, (plus benefits) PND2: R471 333 - R614 991 per annum, (plus benefits)
<u>CENTRE</u>	:	Rahima Moosa Campus (GCON)
<u>REQUIREMENTS</u>	:	PND1 minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registration as a Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Orthopedic Nursing after having obtained the specialist qualification, Registered with SANC as a General Nurse and Midwife, Degree in Nursing Education and Administration, Diploma in Orthopedic Nursing Science. A code 8 drivers' license. Proof of computer literacy is required (Word, PowerPoint, Excel). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.
<u>DUTIES</u>	:	Be able to: Develop curricula and all supporting documents; Plan and manage academic programs; Employing a variety of teaching strategies to reach the required outcomes; Develop clinical tools; Accompany students in clinical areas where they are placed for Work Integrated Learning (WIL); Implement PMDS for postgraduate students where applicable, develop, review and evaluate policies and circulars, implement a variety of clinical assessment strategies to determine student competence; Efficient and effective record – keeping. The officer should keep abreast of current trends in nursing, nursing education and applicable legislation. Be able to utilize electronic technology for effective communication, teaching and learning. Be able to implement appropriate problem-solving strategies. Participate in professional activities. Participate in continuing education and Research activities. Adhere to the Public Service Code of Conduct. Be knowledgeable about current nursing education legislation.
<u>ENQUIRIES</u>	:	Mrs. J. Gassiep Tel No: (011) 247- 3303/ 3300
<u>APPLICATIONS</u>	:	All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department, Private bag x116 Melville 2109
<u>NOTE</u>	:	All applications must be submitted on the new Z 83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include copies of your matric certificate, ID document, driver's licence, proof of computer literacy, current SANC receipt and certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification 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.
<u>CLOSING DATE</u>	:	04 October 2021
<u>POST 33/124</u>	:	<u>LECTURER/STUDENT COUNSELLOR REF NO: LSC/09/2021</u>
<u>SALARY</u>	:	PND1: R383 226 – R444.276 per annum (plus benefits) PND2: R47333 – R614 991 per annum (plus benefits)
<u>CENTRE</u>	:	Rahima Moosa Campus
<u>REQUIREMENTS</u>	:	PND1 minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. PND2 minimum of 14 years appropriate/ recognizable nursing experience after being registered as a Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Registered with the SANC as a General Nurse and Midwife (R.425 programme or have an additional qualification is Psychiatric Nursing), Diploma in any SANC R.212 or R.48 programme, Degree in Nursing Education and Administration. Experience as a Student Counsellor would be an advantage. Applicable Master's degree will be an advantage. A valid Code 8 manual driver's license. Sound communication, counselling, report writing and presentation skills. Proof of computer literacy is required (Ms. Word, PowerPoint and Excel). The ability to work in a team and under pressure.
<u>DUTIES</u>	:	The successful candidate will be responsible for; amongst others, the following specific tasks: Plan, implement and manage the student counselling and support program; Implement life and study skills for students; Assess and refer individual students with personal and social problems; Promotion of general welfare, personal and professional development of students; Support and guidance of Student Representative Council and class representatives; Orientation of newly appointed learners; Conduct classroom presentation to improve academic performance. The Officer will also provide counselling and support to academic and administrative staff in emergencies, assist with the provision of employee wellness services. Plan, implement and manage the provision of the English program, Policy development, review and evaluation. The officer must ensure personal Continuing education in Student Counselling and Nursing Education and participation in professional activities. Participate in continuing education, Research and Community Engagement activities. Adhere to the Public Service Code of Conduct including dress code. Be knowledgeable about current nursing education legislation.
<u>ENQUIRIES</u>	:	Mrs. MS Matlala Tel No: (011) 247- 3304-3300
<u>APPLICATIONS</u>	:	All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department, Private bag x116 Melville, 2109.
<u>NOTE</u>	:	All applications must be submitted on the new Z 83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include copies of your matric certificate, ID document, driver's licence, proof of computer literacy, current SANC receipt and certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification 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.
<u>CLOSING DATE</u>	:	04 October 2021
<u>POST 33/125</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) ACCIDENT AND EMERGENCY REF NO: REFS/006557 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R383 226 - R444 276 per annum, (OSD)
<u>CENTRE</u>	:	Gauteng Dr Yusuf Dadoo Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. A post basic nursing

qualification (Trauma & Emergency Nursing Science) with duration of at least one year, accredited with the SANC in the speciality. A minimum of 4 year appropriate & recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : Provision of quality Clinical Nursing care in area of Speciality within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial. Ability to work Accident and emergency unit within the set standards. Maintain environment that promote patient's rights and maintain the Batho Pele Principles. Prevention and management of serious adverse events. Maintain 6 ministerial priorities. Has an excellent understanding realization of ideal hospital framework? Ability to maintain the professional growth. Participate in the departmental administration duties and be able to lead a shift.

ENQUIRIES : Ms D.S. Ngwenya Tel No: 0111 961 6045
APPLICATIONS : must be submitted to Dr Yusuf Dadoo Hospital, The Human Resource Department, Cnr Memorial and Hospital Road, Krugersdorp 1740 or posted to, Dr Yusuf Dadoo Hospital, Private bag x2006, Krugersdorp, 1740.

NOTE : Applications must be submitted on a new Z83 form (Only New Z83 Will Be Accepted) and it must be completed in full, copy of CV, copies of ident ID (Smart ID card copy must show both sides of the ID card) and qualifications must be attached. Certification should not be more than six (6) months old. Smart ID card copy must show both sides of the ID card. Failure to do so will lead into disqualification. The employer reserves the right to fill or not to fill the post. People with disabilities are encouraged to apply.

CLOSING DATE : 04 October 2021

POST 33/126 : **LECTURER PND 1/2 PROFESSIONAL NURSE: MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: LMN/09/2021 (X2 POSTS)**

SALARY : PND1: R383 226 – R444 276 per annum, (plus benefits)
PND2: R471 333 – R614 991 per annum, (plus benefits)

CENTRE : Rahima Moosa Campus
REQUIREMENTS : **PND1:** minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. **PND2:** minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma/ degree in General nursing and Midwifery (R.425) Degree in Nursing Education and Administration. Diploma in Midwifery and Neonatal nursing Science. Minimum of 2 years appropriate experience in Midwifery and Neonatal Nursing post obtaining the specialist qualification. A code 8 drivers' license. Proof of computer literacy is required (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage. If no Mater's Degree you must have committed to doing it.

DUTIES : Be able to: Develop curricula and all supporting documents; Plan and manage academic programs; Employing a variety of teaching strategies to reach the required outcomes; Develop clinical tools; Accompany students in clinical areas where they are placed for Work Integrated Learning (WIL); Implement PMDS for postgraduate students where applicable, develop, review and evaluate policies and circulars, implement a variety of clinical assessment strategies to determine student competence; Efficient and effective record – keeping. The officer should keep abreast of current trends in nursing, nursing education and applicable legislation. Be able to utilize electronic technology for effective communication, teaching and learning. Be able to implement appropriate problem-solving strategies. Participate in professional activities. Participate in continuing education, Research and Community Engagement activities. Adhere to the Public Service Code of Conduct. Be knowledgeable about current nursing education legislation.

ENQUIRIES : Ms. KE Mashamba Tel No: (011) 247- 3307

APPLICATIONS : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116, Melville, 2109.

NOTE : All applications must be submitted on the new Z 83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include

copies of your matric certificate, ID document, driver's licence, proof of computer literacy, current SANC receipt and certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification 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.

- CLOSING DATE** : 04 October 2021
- POST 33/127** : **LECTURER PND 1/2 PROFESSIONAL NURSE: STUDENT AFFAIRS**
PROFESSIONAL OFFICER REF NO: SAPO/09/2021 (X1 POST)
- SALARY** : PND1: R383 226 – R444 276 per annum, (plus benefits)
PND2: R471 333 – R614 991 per annum, (plus benefits)
- CENTRE REQUIREMENTS** : Rahima Moosa Campus
PND1: minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. **PND2**: minimum of 14 years appropriate/ recognizable nursing experience after being registered as a Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Registered with the SANC as a General Nurse and Midwife, Diploma in any SANC R.212 or R.48 programme, Degree in Nursing Education and Administration. A minimum of 2 years Nursing Education experience. Experience as a Student Affairs Professional Officer would be an advantage. Applicable Master's degree will be an advantage. A code 8 drivers' license. Proof of computer literacy is required (Word, PowerPoint and Excel). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance.
- DUTIES** : Develop and maintain relevant documents for the management of students theoretical and clinical teaching and learning according to legislative requirements. Provide quality, effective, up to date implementation of Student Affairs matters related to recruitment, selection and admission of students. Manage the record keeping of all student matters pertaining to their education and training programmes. Collaborate with all stakeholders and build sound relationships within the college as well as with all stakeholders. Supervise administrative staff. Monitor and evaluate student progress. Communication with the SANC, DHET, CHE and GCON regarding all student matters. Submit relevant documents and statistics. Assist with planning and implementation of graduation. Develop and update student policies/ guides, develop and coordinate block programmes and allocation of classrooms, plan of orientation programmes and implementation thereof, preparation for and management of the processes of formative and summative assessments, preparation of invigilation lists. Knowledgeable regarding current health policies and priorities as well as current issues in Nursing Education. Knowledgeable regarding content of Postgraduate Regulations/Acts and recent developments in the field of Student Affairs. Effective and efficient utilization of technology. Implement appropriate problem-solving strategies. Participate in curriculum development activities Participation in professional activities. Participate in continuing education and Research and Community engagement activities. Adhere to the Public Service Code of Conduct including dress code.
- ENQUIRIES APPLICATIONS** : S. Matlala Tel No: (011) 247- 3320-3300
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
- NOTE** : All applications must be submitted on the new Z 83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include copies of your matric certificate, ID document, driver's licence, proof of computer literacy, current SANC receipt and certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification 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.

CLOSING DATE : 04 October 2021

POST 33/128 : **LECTURER PND 1/2 PROFESSIONAL NURSE: CHILD NURSING SCIENCE REF NO: LCN/09/2021 (X2 POSTS)**

SALARY : PND1: R383 226 – R444 276 per annum, (plus benefits)
PND2: R471 333 – R614 991 per annum, (plus benefits)

CENTRE : Rahima Moosa Campus

REQUIREMENTS : **PND1:** minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. **PND2:** minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma/ degree in General nursing and Midwifery (R.425) Degree in Nursing Education and Administration. Diploma in Child Nursing Science. Minimum of 2 years appropriate experience in Child Nursing post obtaining the specialist qualification. A code 8 drivers' license. Proof of computer literacy is required (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage. If no Master's Degree you must have committed to doing it.

DUTIES : Be able to: Develop curricula and all supporting documents; Plan and manage academic programs; Employ a variety of teaching strategies to reach the required outcomes; Develop clinical tools; Accompany students in clinical areas where they are placed for Work Integrated Learning (WIL); Implement PMDS for postgraduate students where applicable, develop, review and evaluate policies and circulars, implement a variety of clinical assessment strategies to determine student competence; Efficient and effective record – keeping. The officer should keep abreast of current trends in nursing, nursing education and applicable legislation. Be able to utilize electronic technology for effective communication, teaching and learning. Be able to implement appropriate problem-solving strategies. Participate in professional activities. Participate in continuing education, Research and Community engagement activities. Adhere to the Public Service Code of Conduct. Be knowledgeable about current nursing education legislation.

ENQUIRIES : Mrs. ND. Buthelezi Tel No: (011) 247- 3304-3300

APPLICATIONS : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116

NOTE : All applications must be submitted on the new Z 83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include copies of your matric certificate, ID document, driver's licence, proof of computer literacy, current SANC receipt and certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification 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.

CLOSING DATE : 04 October 2021

POST 33/129 : **LECTURER PND 1/2 PROFESSIONAL NURSE: TRAUMA AND EMERGENCY NURSING SCIENCE REF NO: LTE/09/2021**

SALARY : PND1: R383 226 – R444 276 per annum, (plus benefits)
PND2: R471 333 – R614 991 per annum, (plus benefits)

CENTRE : Rahima Moosa Campus

REQUIREMENTS : **PND1:** minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. **PND2:** minimum of 14 years appropriate

and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma/degree in General nursing and Midwifery (R.425) Degree in Nursing Education and Administration. Diploma in Trauma and Emergency Nursing Science. Minimum of 2 years appropriate experience in Trauma and Emergency Nursing post obtaining the specialist qualification. A code 8 drivers' license. Proof of computer literacy is required (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage. If no Master's Degree you must have committed to doing it.

DUTIES : Be able to: Develop curricula and all supporting documents; Plan and manage academic programs; Employ a variety of teaching strategies to reach the required outcomes; Develop clinical tools; Accompany students in clinical areas where they are placed for Work Integrated Learning (WIL); Implement PMDS for postgraduate students where applicable, develop, review and evaluate policies and circulars, implement a variety of clinical assessment strategies to determine student competence; Efficient and effective record – keeping. The officer should keep abreast of current trends in nursing, nursing education and applicable legislation. Be able to utilize electronic technology for effective communication, teaching and learning. Be able to implement appropriate problem-solving strategies. Participate in professional activities. Participate in continuing education, Research and Community Engagement activities. Adhere to the Public Service Code of Conduct. Be knowledgeable about current nursing education legislation.

ENQUIRIES : Mrs. C. Isaacs Tel No: (011) 247- 3300/3306
APPLICATIONS : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road, Gate 4, Coronationville, 2093. Human Resource Department, Private bag x116 Melville 2109

NOTE : All applications must be submitted on the new Z 83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include copies of your matric certificate, ID document, driver's licence, proof of computer literacy, current SANC receipt and certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification 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.

CLOSING DATE : 04 October 2021

POST 33/130 : **LECTURER PND 1/2 PROFESSIONAL NURSE: NEPHROLOGY NURSING SCIENCE REF NO: LNP/09/2021 (X1 POST)**

SALARY : PND1: R383 226 – R444 276 per annum, (plus benefits)

PND2: R471 333 – R614 991 per annum, (plus benefits)

CENTRE : Rahima Moosa Campus

REQUIREMENTS : **PND1:** minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. **PND2:** minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma/degree in General nursing and Midwifery (R.425) Degree in Nursing Education and Administration. Diploma in Nephrology Nursing Science. Minimum of 2 years appropriate experience in Nephrology Nursing post obtaining the specialist qualification. A code 8 drivers' license. Proof of computer literacy is required (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage. If no Master's Degree you must have committed to doing it.

DUTIES : Be able to: Develop curricula and all supporting documents; Plan and manage academic programs; Employing a variety of teaching strategies to reach the required outcomes; Develop clinical tools; Accompany students in clinical

areas where they are placed for Work Integrated Learning (WIL); Implement PMDS for postgraduate students where applicable, develop, review and evaluate policies and circulars, implement a variety of clinical assessment strategies to determine student competence; Efficient and effective record – keeping. The officer should keep abreast of current trends in nursing, nursing education and applicable legislation. Be able to utilize electronic technology for effective communication, teaching and learning. Be able to implement appropriate problem-solving strategies. Participate in professional activities. Participate in continuing education, Research and Community Engagement activities. Adhere to the Public Service Code of Conduct. Be knowledgeable about current nursing education legislation

- ENQUIRIES APPLICATIONS** : Ms. C Isaacs Tel No: (011) 247- 3300
- NOTE** : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag X116, Melville, 2109.
- NOTE** : All applications must be submitted on the new Z 83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include copies of your matric certificate, ID document, driver's licence, proof of computer literacy, current SANC receipt and certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification 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.
- CLOSING DATE** : 04 October 2021
- POST 33/131** : **LECTURER PND 1/2 PROFESSIONAL NURSE: ONCOLOGY NURSING SCIENCE REF NO: ONC/09/2021 (X1 POST)**
- SALARY** : PND1: R383 226 – R444 276 per annum, (plus benefits)
PND2: R471 333 – R614 991 per annum, (plus benefits)
- CENTRE** : Rahima Moosa Campus
- REQUIREMENTS** : **PND1:** minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. **PND2:** minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma/ degree in General nursing and Midwifery (R.425) Degree in Nursing Education and Administration. Diploma in Oncology Nursing Science. Minimum of 2 years appropriate experience in Oncology Nursing post obtaining the specialist qualification. A code 8 drivers' license. Proof of computer literacy is required (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage. If no Master's Degree you must have committed to doing it.
- DUTIES** : Be able to: Develop curriculum and all supporting documents; Plan and manage academic programs; Employing a variety of teaching strategies to reach the required outcomes; Develop clinical tools; Accompany students in clinical areas where they are placed for Work Integrated Learning (WIL); Implement PMDS for postgraduate students where applicable, develop, review and evaluate policies and circulars, implement a variety of clinical assessment strategies to determine student competence; Efficient and effective record – keeping. The officer should keep abreast of current trends in nursing, nursing education and applicable legislation. Be able to utilize electronic technology for effective communication, teaching and learning. Be able to implement appropriate problem-solving strategies. Participate in professional activities. Participate in continuing education, Research and Community Engagement activities. Adhere to the Public Service Code of Conduct. Be knowledgeable about current nursing education legislation.
- ENQUIRIES APPLICATIONS** : Ms. N. Buthelezi - (011) 247- 3304-3300.3304
- ENQUIRIES APPLICATIONS** : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, and Coronationville 2093, Private bag x 116, Melville, 2109

- NOTE** : All applications must be submitted on the new Z 83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include copies of your matric certificate, ID document, driver's licence, proof of computer literacy, current SANC receipt and certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification 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.
- CLOSING DATE** : 04 October 2021
- POST 33/132** : **LECTURER PND 1/2 PROFESSIONAL NURSE: OPHTHALMOLOGY NURSING SCIENCE REF NO: LO/09/2021 (X2 POSTS)**
- SALARY** : PND1: R383 226 – R444 276 per annum, (plus benefits)
PND2: R471 333 – R614 991 per annum, (plus benefits)
- CENTRE** : Rahima Moosa Campus
- REQUIREMENTS** : **PND1:** minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. **PND2:** minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma/ degree in General nursing and Midwifery (R.425) Degree in Nursing Education and Administration. Diploma in Ophthalmology Nursing Science. Minimum of 2 years appropriate experience in Ophthalmology Nursing post obtaining the specialist qualification. A code 8 drivers' license. Proof of computer literacy is required (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage. If no Master's Degree you must have committed to doing it.
- DUTIES** : Be able to: Develop curricula and all supporting documents; Plan and manage academic programs; Employing a variety of teaching strategies to reach the required outcomes; Develop clinical tools; Accompany students in clinical areas where they are placed for Work Integrated Learning (WIL); Implement PMDS for postgraduate students where applicable, develop, review and evaluate policies and circulars, implement a variety of clinical assessment strategies to determine student competence; Efficient and effective record – keeping. The officer should keep abreast of current trends in nursing, nursing education and applicable legislation. Be able to utilize electronic technology for effective communication, teaching and learning. Be able to implement appropriate problem-solving strategies. Participate in professional activities. Participate in continuing education, Research and Community Engagement activities. Adhere to the Public Service Code of Conduct. Be knowledgeable about current nursing education legislation.
- ENQUIRIES** : Mrs. N. Buthelezi Tel No: (011) 247- 3304-3300
- APPLICATIONS** : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville 2093, Private Bag x116, Melville, 2109. Human Resource
- NOTE** : All applications must be submitted on the new Z 83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include copies of your matric certificate, ID document, driver's licence, proof of computer literacy, current SANC receipt and certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification 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.

- CLOSING DATE** : 04 October 2021
- POST 33/133** : **ASSISTANT DIRECTOR: CEO'S OFFICE REF NO: REFS/011987**
Directorate: Office of the CEO
(Re-advertisement)
- SALARY** : R376 596 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Qualifications & Experience: Matric and appropriate 3 years Degree/ National Diploma or equivalent (three year) qualification in secretarial/ office management/public administration/cooperate governance recognised by SAQA. A minimum of 5 to 10 years' experience as a Personal Assistant/Secretary, 3 years of which should be at supervisory. Skills: Excellent organizational skills, ability to multi-task, excellent communication and report writing skills, excellent computer skills in Microsoft packages (MS office 365, Ms Word, Ms Excel, Ms Outlook and PowerPoint). Knowledge: Knowledge of PAIA, Health Act and Public Finance Management Act (PFMA). Maintain confidentiality in the office. Ability to act with tact and discretion using prescripts/policies and circulars as guidelines. Ability to work under pressure following strict processes and procedures, professional etiquette to present the CEO's office. High level of reliability and ethics. Commitment to work beyond the call of duty. Following will be an added advantage: a minimum of 3-5 years' experience in managing the senior Managers office and in the public hospital environment.
- DUTIES** : Provide support to the CEO: Efficient and effective planning of the CEO's daily schedule in such a way that meetings do not clash. Prioritise appointments by ensuring that all urgent and important meetings are scheduled as per the CEO's requirement. Prioritize daily tasks and ensure that duties are completed at a specific time. Compile reports / submission and ensure that the deadline is met. Supervise and training of support staff: Monitor and evaluate the performance of the staff in the office. Manage the human resource aspects related to the staff in the office. Ensure punctuality and staff attendance. Promote skills development, career pathing, manage staff training. Initiate team work and strategic alignment for the unit. Ensuring duly completion of tasks. Leave management by ensuring delivery of service in absence of any staff. Conduct quarterly leave audits. Motivation and mentoring of staff. Ensuring equitable distribution of work. Manage general support services in the office of the CEO: Establish implement and maintain effective processes / procedures for information and documents flow to and from the office. Ensure safekeeping of all documentation in the office. Compliance to the ideal hospital requirements. Undertake line function tasks. Compile memorandum as required. Scrutinize submissions from other directorates and screen for omissions/mistakes/gaps prior to forwarding to the CEO for signature. Request for information to compile reports/submissions and quality check of information before the CEO can sign off. Co-ordinate, follow-up and compile reports of a transverse nature for the CEO. Compile presentations for the CEO.
- ENQUIRIES** : Ms L.P. Mngomezulu Tel No: 011 488 4777 / 072 584 7367
- APPLICATIONS** : Applications should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>
- NOTE** : Applications Should be accompanied by a new Z83 form (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Equivalent qualifications must include SAQA confirmation of three-year study. Candidates are encouraged to be explicitly clear about the experience on the application. Candidates that applied previously are encouraged to re-apply. 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. 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.

CLOSING DATE : 04 October 2021

POST 33/134 : **ASSISTANT DIRECTOR: HUMAN RESOURCE REF NO: MSD2021/09/01**
Directorate: Human Resource

SALARY : R376 596 per annum (Level 09), plus benefits
CENTRE : Medical Supplies Depot
REQUIREMENTS : A National Diploma / Degree in Human Resource Management / Public Administration or appropriate qualification (NQF-level 6/7) with a minimum of 5 - 10 years relevant experience in HR environment (5 years of the above should be as HR Supervisor). Competencies: Extensive knowledge of PERSAL and knowledge of the Public Service Act, Public Finance Management Act, Public Service Regulations, PSCBC resolutions, BCEA, LRA, SDA, OHSA & COIDA and other Human Resource regulatory frameworks. Computer literacy (MS Word, MS Excel and PowerPoint). Good understanding of Collective Bargaining processes and PSCBC resolutions. Skills: Leadership, Planning, Organizing, Problem solving, Presentation and Communication skills (verbal and written) and Financial Management skills. Ability to work under pressure. Ability to build and sustain an effective team. Knowledge and understanding of Human Resource Delegation. Adhere to timelines on projects and good interpersonal relations. Leadership and basic financial management skills. Knowledge of Staff Performance Management System. Ability to work independently. Ability to deal with conflict. Computer skills (MS Office, Excel and PowerPoint). Ability to work in a high volume and highly pressurized environment. Must have a valid driver's license.

DUTIES : Overall management of Human Resources general administration in human resource management division which includes amongst others, service benefits, recruitment & selection, effective management of staff establishment and leave management including incapacity leave management. Interpersonal relations. Lead, plan, organize and control HR resources. Manage HR budget. Implement and interprets policies/directives and guidelines. Implement and maintain a sound quality management system, including applicable legislation, policies, good practice and standard. Manage Recruitment & Selection processes and report accordingly. Provide training, guidance and support to HR staff, line managers and employees. Authorize and quality assure all mandates and transactions related to OSD and non-OSD appointments, transfers, terminations, salary administration and management of conditions of service etc. Manage grading of all staff that is OSD and non-OSD. Advise managers on HR delegation. Manage staff Establishment and post filling. Draw up a post filling plan and liaise with management. Manage payroll. Manage Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR). Provide operational support to all staff and line managers. Manage the Performance Management and Development System (PMDS) of all staff in the institution and staff under supervision. Manage audit queries, comply with the Audit Action Plan and eliminate audit findings. Manage and implement RWOPS / ORW, Declaration of Financial Disclosures / e-Disclosures. Monitor overtime for all staff. Develop and monitor Operational Plans and SOPs related to HR. Attend relevant meetings and trainings. Perform other duties as delegated by the Head of Department.

ENQUIRIES : Mrs G. Mbokazi Tel No: (011) 628-9012
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.

NOTE : A curriculum vitae with a detailed description of duties and the names of two referees, Certified copies of ID and qualification should also be attached (certification should not be more than six months old). Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment. Correspondence will be limited to shortlisted candidates only.

CLOSING DATE : 04 October 2021

POST 33/135 : **DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: REFS/006558 (X1 POST)**
 Directorate: Allied

SALARY : R317 976 - R361 872 per annum, (plus benefits)
CENTRE : Gauteng Dr Yusuf Dadoo Hospital
REQUIREMENTS : B-degree or three years National Diploma in Radiography that allows registration with HPCSA.

DUTIES : To undertake radiographic procedures efficiently, produce diagnostic radiographs and render excellent service delivery in accordance with prescribed competencies whilst adhering to ALARA principles, radiation control measures and medico legal requirements. Provide high standard of patient care, safety and radiation protection measures. Ability to learn the latest technical innovation and health legislation. Advice on bookings and procedures and provide hygienic environment for patients. Report faults in terms of radiology equipment. Participate in continuous personnel development programme.

ENQUIRIES : Mr. JK Mahlangu Tel No: 011 951 6068/69
APPLICATIONS : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

NOTE : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 04 October 2021

POST 33/136 : **ENGINEERING TECHNICIAN GRADE A REF NO: ENGTEC/09/CMJAH2021**
 Directorate: Medical Workshop

SALARY : Grade A: R311 859 per annum
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : National Diploma in Engineering or relevant qualification. Three years post qualification technical (Engineering) experience. Valid driver's license. Compulsory registration with ECSA as an Engineering Technician.

DUTIES : Repairs and maintain all medical equipment, keep electronic records of repairs. Condemning of medical equipment, training of clinical engineering students and training of end user.

ENQUIRIES : Mr. L Van Rensburg Tel No: (011) 488 3127
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email address: Medicalhr.Cmjah@gauteng.gov.za. Please Use The Reference As The 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, ECSA 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 and White Males and females are encouraged to apply.

CLOSING DATE : 04/10/2021

- POST 33/137** : **ADMIN/RISK MANAGEMENT REF NO: PWH/RM/01/21**
Directorate: Administration Department
- SALARY** : R257 508 – R303 339 per annum, (plus benefits)
CENTRE : Pretoria West District Hospital
REQUIREMENTS : Grade 12, with 3 years' experience in Risk management or Degree /Diploma, in Risk Management, Finance or Public Administration. Knowledge of Risk Management Framework, Analytical skills, Internal control skills, Report writing skills, Computer literate and proficient in English. Knowledge and Understanding PFMA, Treasury Regulation, PSR, PSA and SCM prescripts.
- DUTIES** : Ensure the implementation of Enterprise Risk management (ERM), implementation Plan, policy and Strategy, co-ordinate risk management activities among various Structures and provide guidance to management. Provide technical guidance to the Risk management committee on the integration of risk management with Business processes. Facilitate yearly identification and assessment of risk. Compile a risk register. Update the Register on quarterly basis. Compile and submit Auditor general reports monthly. Compile and present risk profiles and ensures Quarterly monitoring and Reporting of Risk mitigation measures. Prepare a quarterly Report on status of risk management in the institution to the departmental Risk Committee. Compile a report on status of internal Controls and consolidated Progress report, on the Implementation controls. Complete and submit the Monthly Incident and emergency Risk report. Coordinate the AG Audit Action Plan Internal administrative performance Indicators monitoring and control.
- ENQUIRIES** : Ms. NL Madiba Tel No: (012) 380 1206
APPLICATIONS : All Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered. Re-advertisement: Those who previously applied are encouraged to apply.
- CLOSING DATE** : 15 October 2021
- POST 33/138** : **FINANCIAL CONTROLLER REF NO: SDHS/2021/09/02 (X1 POST)**
Directorate: Finance
- SALARY** : R257 592 – R303 339 per annum, (plus benefits)
CENTRE : Sedibeng Health District
REQUIREMENTS : Applicants must be in possession of a recognized three-year tertiary qualification in Accounting/Finance with at least 3 years' experience in budget management or Grade12 with 5 years' experience in Finance - at-least 2 years should be experience in budget management. Computer Literacy (MS Word, MS Excel, MS PowerPoint). Must have experience in SAP, SRM, E-invoicing, e-journal and BAS system. Knowledge and understanding of PFMA; Treasury Regulation; Public Service Act. Report Writing skills; interpersonal skills; Communication skills; Ability to maintain confidentially; must be able to plan; organize and Coordinate the activities of the unit; Ability to work under pressure and to handle conflict; Team leadership; Strategic thinking; Be create and innovative.
- DUTIES** : Management of suspense account and misallocation. Provide correct SCOA allocation. Releasing of RLS 01. Compile and update commitment register. Management of Accruals. Clearing of web cycle. Compilation of monthly financial reports. Perform various Expenditure monthly reconciliations. Ensure that suppliers are paid within 30 days. Attend to all supplier's related queries. Assist on preparation and allocating of budget. Training of staff on expenditure related matters. Expenditure management. Supervision and mentoring of staff. Attend to auditors and develop and monitor audit action plan. Effective risk management. Evaluate performance of subordinates quarterly and annually. Perform any other relevant administrative duties delegated by manager.
- ENQUIRIES** : Ms. A. Moisi Tel No: 016 950 6160

- APPLICATIONS** : Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng HS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD
- NOTE** Prospective applicants must please use the New Z83 which is effective as at 01 January 2021 with relevant reference number. Applicants must attach comprehensive curriculum vitae with minimum (3) three references. The CV must have the current and previous employer with position and experience accumulated and respective dates (DD/MM/YY). 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. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, Personnel suitability check, criminal records check, citizenship check as well as a credit/ financial suitability check. People with disabilities are welcome to apply. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department taking into account covid-19 protocols. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs. Applications received after closing date will not be accepted: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to presentation and competency test.
- CLOSING DATE** : 08 October 2021
- POST 33/139** : **LOGISTICS SUPPORT OFFICER: ASSET REF NO: ODI/10/09/2021/01**
- SALARY** : R257 508 - R303 339 per annum, (plus benefits)
- CENTRE** : Odi District Hospital
- REQUIREMENTS** : Grade 12 with a recognised National diploma in Supply Chain Management/ Asset Management/ Logistics Management/ Purchasing Management, Three-five (3-5) years' experience in Supply Chain Management of which 2 years must be under Asset management or Grade 12 with 5 years' experience in Supply Chain Management of which 2 years must be in Asset Management. A driver's licence. Knowledge and understanding of Public Finance Management Act, knowledge and understanding of Asset Management related policies, computer literacy. Knowledge of SAP/SRM and BAS, Treasury Regulations and guidelines. Knowledge and understanding of Human Resource Management policies, procedures and legislations. Public Service and Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of clerical and administrative procedures and systems. Knowledge of departmental policies and procedures. Knowledge of principles and practice of financial accounting. Problem solving and analysis. People and diversity management. Client orientation and customer focus.
- DUTIES** : Monitor and review the capturing of all physical assets in the physical asset register. Monitor and review the allocation of assets-to-assets holders in accordance with relevant policies and procedures. Promote correct implementation of sound asset management practices. Manage asset acquisition, assets operation and maintenance. Manage asset register and asset disposal. Implement policy on transfers and disposal of movable assets. Ensure optimum security of assets. Manage the tracking and recording of assets movement, categorization of assets into fixed or non-fixed assets, reflection of assets on the register and manage and execute annual asset verification. Dispose of economically absolute assets. Monthly submission of asset reconciliation report. Supervise and train staff. Asset with audit queries. Any other duties as delegated by the manager.

- 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 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.
- ENQUIRIES** : Ms M.M.D Dikeme Tel No: 012 725 2437
- CLOSING DATE** : 08 October 2021
- POST 33/140** : **FINANCIAL CONTROLLER REF NO: CHBAH 492 (X1 POST)**
Directorate: Finance (Revenue)
- SALARY** : R257 508 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Grade 12 with 3-5 years' experience within Revenue Department. Computer literacy (Ms Office). Knowledge and experience of the Revenue Collection Management Section, MEDICOM and BAS systems. Knowledge, understanding and interpretation of relevant Acts, Regulations and prescripts (PFMA, Treasury Regulations, Uniform Patient Fee Schedule and Public Service Act etc.). Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within Finance Department. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** : Responsible for billing, debt management, write offs and payment allocation. Billing of subsidized, private and externally funded patients in accordance with UPFS system. Ensure patients are billed correctly and accurately. Follow official procedures according to billing guide documents. Prevent within area of responsibility any under collection of revenue. Understanding and adherence to patient billing policies and procedures. Ensure that all source documents (e.g. bed letters, outpatient visit cards and G111) are collected on time from different points, for billing purposes. Ensure that more bills are generated with minimal reversal of incorrect entries or cancellations. Ensure that authorization is given before any cancellation or adjustment of bills. Allocation of receipts against patient accounts. Debt management and collection of patient fees. Write-off of irrecoverable debt according to procedures. Resolving queries relating to account receivable, patient billing and auditing. Attend to enquires in a professional manner, give guidance, advice and handle information confidentially. Record, organize, control, store and retrieve information and perform administrative functions related to the work in the revenue field. Ensure safekeeping of all documentation in the office, administer the filing system and follow correspondence up. Adhere to departmental business plan in order to meet monthly & annual revenue targets. Comply with the Performance Management and Development System (contracting, mid-year reviews and final assessment). Attend meeting and training as approved by supervisor. Maintain a user-friendly office. Perform any other reasonable tasks.
- ENQUIRIES** : Ms D Hlongwane and Ms TC Mbabama Tel No. (011) 933-8541/8973
- 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

: 04 October 2021

POST 33/141

: **ICT TECHNICIAN REF NO: ICT/09/2021**
Directorate: Management and Support

SALARY

: R257 508 per annum, (plus benefits)

CENTRE

: Rahima Moosa Campus

REQUIREMENTS

: Degree/Diploma in Information Technology (IT) with a minimum of 3 years' experience in the Public Service ICT environment OR a Grade 12 with a minimum of 5 and above years' experience in the Public Service ICT environment. A+ and N+ Certificates or having done it as a subject in a different program, MCSA or MCSE certificate will be advantageous. Knowledge and experience in Desktop, LAN and WAN Support. Knowledge of BAS, PERSAL, SAP, SRM and Microsoft package. Ability to work under pressure. Client orientation and customer focus. Good problem solving and analytical skills. Ability to handle and manage confidential information. Valid driver's license. Proof of computer literacy (MS Word, Excel, and PowerPoint etc.). Good telephone etiquette and excellent computer skills. Good communication (verbal & written), organizational & problem-solving skills. Ability to work under pressure. Sound interpersonal relations and conflict management skills. Understanding of legislative frameworks in Public services.

DUTIES

: Manage and install, configure and upgrade operating systems and software, using standard business and administrative packages. Install, assemble and configure computers, monitors, network infrastructure and peripherals, such as cables and printers. Maintain departmental LAN. Act as a technical resource in assisting users to resolve problems with equipment and data. Analyze and monitor the ICT connectivity environment. Advise on technical changes in the ICT environment. Manage overall ICT systems security and disaster recovery. Liaise between management and users. Anticipate and manage ICT risks e.g. virus threats, power outages, leakage of information, etc. Manage and maintain all ICT equipment at the College. Provide first line technical support and maintain WAN / LAN and desktop for all College users. Minimize service disruption by operating, supporting and maintaining day to day operational issues of the College. Attend to user complaints. Install and update software of all systems. Ensure that all backups are done on monthly basics. Record keeping, provide specifications for IT equipment's. Manage telecommunications / telephone management system. Manage subordinates. Manage employee's performance evaluations (PMDS Attend meetings and submit reports as requested. Participate in activities that will promote the institutional ICT integrity e.g. develop policies to ensure the safe legal usage of all ICT equipment. Adhere to the Code of Conduct.

- ENQUIRIES APPLICATIONS** : Mr. J Machaba Tel No: 011 247 3345/00 / AT Tsoke Tel No: 011 247 3321
 : 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
- NOTE** : State all your competencies, training and knowledge in your C.V. 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.
- CLOSING DATE** : 04 October 2021
- POST 33/142** : **SECRETARY REF NO: SEC/09/2021**
 Directorate: Administration and Support Service
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum, (plus benefits)
 : Rahima Moosa Campus
 : A Grade 12 with a minimum of 1-2 years' experience as a secretary. Qualification in Office administration. `PROOF OF Computer literacy in Microsoft Office suite. Excellent communication and good interpersonal skills. Ability to work independently and under pressure. Business writing skills. Proficiency in all secretarial/ Office administration duties. Have to be a self-driven individual with flexible approach to work duties. Good time management skills and the ability to juggle multiple responsibilities.
- DUTIES** : Making and receiving telephone calls, typing of letters, memos and taking accurate minutes. Managing the diaries of responsible manager(s). Plan and organize meetings. Plan, organize and manage events. Ensure office is equipped with necessary needs and stationery. Manage enquiries. Develop and implement an efficient filing system. Writing reports.
- ENQUIRIES APPLICATIONS** : Mr AT Tsoke Tel No: 011 247 3321
 : 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
- NOTE** : State all your competencies, training and knowledge in your C.V. 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.
- CLOSING DATE** : 04 October 2021
- POST 33/143** : **ASSETS CLERK REF NO: ASC/09/2021**
 Directorate: Supply Chain
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum, (plus benefits)
 : Rahima Moosa Campus
 : Grade 12 with 2 years relevant experience in Assets Management. Degree/National Diploma in logistics/public management/ finance or SCM qualification will be an added Advantage. Proof of Computer Literacy. Knowledge of PFMA, SCM, ASSETS Management POLICY and Treasury Regulations. Experience on Baud and Bas will be an added advantage. Good Communication (verbal & written), organisational and problem solving skills. Good computer skills (MS Word, Excel, etc.). Ability to work under pressure. Valid driver's licence.
- DUTIES** : Control assets within the College. Ensure that all assets of the College are correctly captured on BAUD system. Ensure that all information on BAUD

system is updated every month. Monthly reconciliation of financial data between SAP, BAS and BAUD. Control the movements of assets. Ensure that inventory lists are accurately updated at all times. Ensure that all assets are marked/ bar-coded. Perform periodic physical verification. Participate in preparation of annual financial statements. Ensure that the College has proper control of assets going out of the premises. Regular asset counts and verify results against Asset Register. Manage Asset Registers of the College. Ensure a seamless and well-co-ordinated Asset Register. Adhere to regular asset management reporting requirements by preparing, analyzing and submitting asset management reports, utilising the appropriate system within the Department. Ensure officials are sufficiently trained on asset management systems, processes, procedures and policies. Prepare monthly reconciliation between Asset Register and annual reconciliation of the Register, Annual Financial Statements and Ledger.

ENQUIRIES APPLICATIONS : Ms P Thithi Tel No: 011 247 3316 / AT Tsoke Tel No: 011 247 3321
 : 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

NOTE : State all your competencies, training and knowledge in your C.V. 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.

CLOSING DATE : 04 October 2021

POST 33/144 : **WARD CLERK REF NO: CHBAH 493 (X2 POSTS)**
 Directorate: Surgery & Ophthalmology FBU (Nursing Services)

SALARY CENTRE REQUIREMENTS : R173 703 – R204 612 per annum (Level 05), (plus benefits)
 : Chris Hani Baragwanath Academic Hospital (CHBAH)
 : 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 : Ensure effective reception services. Handle telephone enquiries in the ward. Patient registration (admission, transfer and discharging) and filling of documents. Booking of appointments for patients on the Medicom System. Assist in Compilation of statistics and timeous submission to relevant authority. Render administrative support to the Operational Manager (Ordering, Stock counting, typing and aiding of patient's records) Comply with the Performance Management and Development system contracting quarterly reviews and final assessment.

ENQUIRIES APPLICATIONS : Ms IN Motloung Tel No: (011) 933 8048
 : 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** : 04 October 2021
- POST 33/145** : **MATERIAL RECORDING CLERK REF NO: MSD2021/09/02**
Directorate: Warehouse
- SALARY** : R173 703 per annum (Level 05), plus benefits
CENTRE : Medical Supplies Depot
REQUIREMENTS : Grade 12 or equivalent with 2 years' experience in a Warehouse environment or Grade 12 with relevant Certificate in Supply Chain Management, Logistics, Transport Management or as a qualified Basic Pharmacist Assistant. Computer literacy. Understanding stock management, PFMA and Supply Chain Management will be an added advantage. Good communication skills are essential.
- DUTIES** : Ensure accurate receiving of invoices (data capturing) at the Receiving Department. Completion of Laboratory form (AP1) for the sampling of various batches. Daily recording of all Receiving Vouchers. Compiling of monthly statistics regarding the receiving for the month. Accurate posting of invoices. Daily preparation and submission of invoices for penalties and payments. Management of all documentation at the Receiving Department. Ensure effective communication between the data capturing office and personnel from the various stores. Assist the staff at the Receiving Department with all queries for effective receiving of stock. Communication with Suppliers and Demanders. Ensure compliance with the Pharmacy and related Legislations, SOP's and Policies. Attend meetings within the Warehouse and undergo training when nominated. Be willing to rotate within the Warehouse. Execute all work-related instructions given by the Supervisor.
- ENQUIRIES** : Ms K Dheda Tel No: (011) 628 9183
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees, Certified copies of ID and qualification should also be attached (certification should not be more than six months old). Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment. Correspondence will be limited to shortlisted candidates only.
- CLOSING DATE** : 04 October 2021

- POST 33/146** : **STAFF NURSE GRADE 1 REF NO: REFS/006559 (X7 POSTS)**
Directorate: Nursing
- SALARY** : R171 381 - R192 879 per annum, (plus benefits)
CENTRE : Gauteng Dr Yusuf Dadoo Hospital
REQUIREMENTS : Qualification that allow registration with SANC as a Staff Nurse. Current registration with SANC as a Staff Nurse.
- DUTIES** : Execute nursing care plan for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and maintain hygiene, comfort and re-assurance of patients' administration of oral medication and carry out other procedure according to scope of practice. Supervise and maintain fluid balance, oxygen and sensory promote healing of wounds, fractures and protection of skills. Prepare for and assist with ward specific therapeutic acts performed by registered person. Prepare for and assist with ward specific procedures. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patient, promoting and advocating basic care including awareness and willingness to respond to patients need, requirement and expectation. Knowledge of Batho Pele Principle, Nursing Values and 6 Ministerial Priorities.
- ENQUIRIES** : Ms. DS Ngwenya Tel No: 011 951 6045
APPLICATIONS : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications including matric, SANC registration as a certificate and proof of current registration. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 04 October 2021
- POST 33/147** : **BASIC PHARMACIST ASSISTANT REF NO: MSD2021/09/03**
Directorate: Pre-pack
- SALARY** : R166 689 per annum, (plus benefits)
CENTRE : Medical Supplies Depot
REQUIREMENTS : Grade 12 Certificate and qualification as a Basic Pharmacist Assistant. Registration as a Basic Pharmacist Assistant with the South African pharmacy council and Proof of payment of the annual fee for the current financial year. Knowledge and experience in Warehousing, the Hospital Pharmacy sector as well as computer literacy will be an added advantage.
- DUTIES** : Receiving stock from the warehouse using FIFO and FEFO principle, Batch and expiry date management, packing stock appropriately, receiving bulk pharmaceutical items before re-packaging, re-packaging of bulk pharmaceutical items into patient ready-packs, perform production line clearance and cleaning of the line prior and post packaging. Packaging, weighing, sealing and recording of the shipper pack weights in the masterbatch document, consolidation of the masterbatch document post packaging, ensuring the smooth process flow of the re-packaging process, temperature and humidity monitoring. Ensure that medicine is received, stored, packaged and dispatched as per Pharmacy council regulations. Must be willing to undergo training as per legislation.
- ENQUIRIES** : Ms S Khosa Tel No: (011) 628 9102
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees, Certified copies of ID and qualification should also be attached (certification should not be more than six months old). Smart ID must be

photocopied on both sides and must accompany your application for employment (New Z83 form). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment. Correspondence will be limited to shortlisted candidates only.
04 October 2021

CLOSING DATE

POST 33/148

AUXILIARY WORKER REF NO: MSD2021/08/04 (X10 POSTS)

Directorate: Warehouse

SALARY CENTRE REQUIREMENTS

R145 281 per annum (Level 04), plus benefits
Medical Supplies Depot
Grade 12 certificate or equivalent with Mathematics as a subject. Certificate in Logistics, Transport, Supply Chain Management or any related studies in Warehouse. Computer literacy will be an added advantage.

DUTIES

Receiving stock from suppliers: offloading trucks and moving stock into the appropriate quarantine area, moving of stock to stores and packing stock on correct shelves. Assist with collecting rolltainers and moving them to the dispatch area.

ENQUIRIES APPLICATIONS

Ms K Dheda Tel No: (011) 628 9183
Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at HR Department and sign in the register book.

NOTE

A curriculum vitae with a detailed description of duties and the names of two referees, Certified copies of ID and qualification should also be attached (certification should not be more than six months old). Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment. Correspondence will be limited to shortlisted candidates only.

CLOSING DATE

04 October 2021

POST 33/149

OPERATOR REF NO: REFS/006560 (X1 POST)

Directorate: Nursing

SALARY CENTRE REQUIREMENTS

R122 595 – R206 0612 per annum, (plus benefits)
Gauteng Dr Yusuf Dadoo Hospital
Grade 10, be able to read and write. Good communication skills. Experience in CSSD and theatre will be an added advantage. Be prepared to work under pressure. Shift work compulsory.

DUTIES

able to read infection prevention and control, knowledge of the principle of infection control in the working area and differentiate between a clean and dirty area. Be able to operate autoclaves, operating of instrument washer, packing of theatre packs and linen according to the principles. Dispose waste according to internal policy. Perform any other duties delegated by the supervisor.

ENQUIRIES APPLICATIONS

Ms. TA Montshiwa, Tel No: 011 951 6115
must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

NOTE

Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

CLOSING DATE

04 October 2021

- POST 33/150** : **PROPERTY CARE TAKER REF NO: CHBAH 494 (X1 POST)**
 Directorate: Logistics Department
- SALARY** : R102 534 - 120 780 per annum (Level 02), (Plus Benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Abet Level 4 or equivalent Grade 9. Basic knowledge of the legislative framework and processes related to gardening and pest control. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Must be prepared to work shifts, which includes, fixed, after hours, weekends and public holidays. Knowledge of the Batho Pele Principles. Must be able to work with garden machines. Knowledge/experience in gardening and pest control will be an advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** : Attend to minor maintenance activities in the hospital, e.g. Plumbing blockage i.e. sinks, hand wash basins, bath tubs, Shower taps, toilets, replacement of tap washers, carpentry, road making, glazing and etc. e.g Floods and plumbing. Report on any other activity performed by you given by supervisor. Adhere to any legal instruction that you are given by your immediate supervisor in accordance to your work. Taking daily readings of (Afrox), water, diesel and coal. Assist in taking monthly water and electricity meter readings. Accompany the diesel delivery trucks whenever there are deliveries. Make sure day-to-day maintenance is carried out according to building required standard. Assist in daily walk- about to identify risk/hazard within our hospital, to ensure that defects are attended to. Submit job card to the supervisor. Adhere to OHS prescripts. Report all identified defects. Adhere to code of Conduct within the department/section. The officer will be asked to perform any other duty if needs arises which warrant to assistance Adhere to time lines. Attend meetings and training as approved by the supervisor. Carrying out any lawful and reasonable instruction as instructed by the supervisors. Comply with the Occupational Health and Safety Act. Comply with the rotation roster. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment). Management of personnel performance and review thereof in the sub-division.
- ENQUIRIES** : Mr B. Mokonyane Tel No: (011) 933 9825
- 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** : 04 October 2021
- POST 33/151** : **FOOD SERVICE AID REF NO: REFS/006561 (X1 POST)**
Directorate: Support
- SALARY CENTRE REQUIREMENTS** : R102 534 - R120 780 per annum, (plus benefits)
: Gauteng Dr Yusuf Dadoo Hospital
- DUTIES** : Abet/ equivalent, ability to read and write and be prepared to work under pressure. Must have sound interpersonal relations. Food Service experience will be added advantage.
: perform specific duties regarding receiving, storage, preparation, cooking, dishing up, deliveries and serving of food, snack and beverage to patients. Loading and off-loading of food containers/plates from the food trolley. Operate and care for equipment's and also report broken equipment. Responsible for general neatness and hygiene with regards to cleaning tasks. wear appropriate uniform and protective clothing. Work according to duty roster and leave procedures. Act as a messenger when necessary. Perform all general work related to food service as delegated by the supervisor, expected to work as a team, work shifts and public holidays.
- ENQUIRIES APPLICATIONS** : Ms. PE Mantjane, Tel No: 011 951 6036
: must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 04 October 2021

OFFICE OF THE PREMIER

It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, males of all races are encouraged to apply.

- APPLICATIONS** : Applications may be directed to: The Director: Internal Human Resources Management, Ms Merles Motlhabane, Office of the Premier, 65 Ntemi Piliso Street, Turbine Hall, Johannesburg 2001 or by Email Recruitment.Premier@gauteng.gov.za or online at www.gautengonline.gov.za, (GPG Professional Job Centre) (Please do not send applications to 30 Simmonds street)
- CLOSING DATE** : 04 October 2021
- NOTE** : Applications must be submitted on the new Z83 Form available on www.dpsa.gov.za, accompanied by copies of qualification(s), identity document, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these documents will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have

foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. NOTE: Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Gauteng Office of the Premier reserve the right to utilise practical exercise / test 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). Gauteng Office of the Premier reserves the right to cancel the filling / not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

MANAGEMENT ECHELON

- POST 33/152** : **HEAD OF DEPARTMENT (HOD): GAUTENG DEPARTMENT OF ROADS AND TRANSPORT REF NO: 011844**
(3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R1 978 533 – R2 228 820 per annum, (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Department.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in Public Management, Business Administration or any other relevant field. 8 to 10 years' experience at Senior Managerial level of which 5 years must be at SMS level in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours and travel extensively.
- DUTIES** : Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department; Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management and application of good corporate governance principles. Driving the implementation of the Growing Gauteng Together [GGT] 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and

contributing to the broader strategic environment of Gauteng. Specific focus areas include the following: The Head of Department will be directly accountable to the Member of the Executive Council for the strategic direction, monitoring and evaluation of the performance of the department. Support the Member of the Executive Council in his/her duties as the political head and represent the department at various intergovernmental fora. Overall management of the Departments programmes by aligning all departmental plans with the National Development Plan, National and Provincial Government Strategic Objectives, Transformation, Modernisation and Reindustrialisation [TMR] Programme and Growing Gauteng Together 2030. Development of a modern integrated transport system that provides high quality, accessible, efficient, safe, affordable and environmentally sound transport services. Contribution to the overall achievement of economic growth by investing in the development of road infrastructure systems, thereby improving Gauteng to be a competitive city region. Building the technical capacity of the Department to ensure good governance. Give effect to the Provincial Priorities by implementing all the GPG Apex projects of the Department. Provision of a sustainable transport infrastructure that will improve the quality of life by minimizing environmental hazards. Implement enabling mechanisms to improve service times at the Integrated Transport Customer Service Centres in operationalising the e-smart services. Restructure the Subsidised Road Based Public Transport System to leverage possible commercialisation opportunities. Increase budget spend towards socio-economic development that supports and sustain economically active population which in turn supports the creation of an integrated transport system for citizens of Gauteng.

ENQUIRIES : Ms Sylvia Mtshali Tel No: (011) 355 6280 or Ms Gugulethu Mdhuli Tel No: (011) 355 6178

NOTE : All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive Council within three (3) months upon commencement of duty and will be appointed on 12 calendar months probation. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations.

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS : applications should be submitted through to: <http://professionaljobcentre.gpg.gov.za> website or forwarded to 35 Surrey House, Rissik Street Johannesburg 2000.

FOR ATTENTION : Ms. Vivien Khanye Tel No: 011 355 2606

CLOSING DATE : 04 October 2021

NOTE : Applications should be accompanied by new Z83 form, CV and copies of qualifications, Identity documents and any other relevant documents. Driver's license (where appreciate). Such copies need not be certified when applying for a post. Certified documents will be required from shortlisted candidates. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.

OTHER POSTS

POST 33/153 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/011989**
(12-Months Contract)
Directorate: Financial Accounting

SALARY CENTRE : R733 257 per annum, (all-inclusive package)
Johannesburg

REQUIREMENTS : successful candidate should have a Matric Certificate plus a 3-year tertiary qualification in Financial Management at NQF level 6/ 7. 3 years relevant experience in Financial Accounting at supervisory/management (ASD) level. Knowledge: To manage the sub-directorate, develop, review and implement financial Accounting systems and procedures in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Skills: Good understanding of the principles and best practices application of budget administration cash management, internal control, risk management, PFMA, DORA and Treasury Regulations. Knowledge of Finance, reporting procedures, risk management, internal control and HR matters. Good interpersonal skills. Accuracy, ability to work under pressure and prepared to work irregular hours, ability and willingness to drive. Analytical skills. Problem solving skills.

DUTIES : Process all valid invoices within 30 days. Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Accounting to provide financial administration and accounting services (legers/journals, accounting and reporting (interim and annual financial statements. Compile Section 40 reports and 15/30 day report. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Monitor compliance with financial prescripts. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports.

ENQUIRIES : Ms. Vivien Khanye Tel No: 011 355 2606

POST 33/154 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (ACQUISITIONS) REFS/012003**
(12-Month Contract)
Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R376 596 per annum, (plus 37% lieu of benefits)
Johannesburg

The successful candidate should have Grade 12 certificate plus a relevant three-year tertiary qualification at NQF level 7 as recognized by SAQA. 3-year related supply chain experience at supervisory level. Thorough knowledge and understanding of procurement-related legislation including; Public Finance Management Act; Framework for Supply Chain Management; Framework for Minimum Training and Deployment; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act; Broad Based Black Economic Empowerment Act, State Information Technology Act; Public Service Act; Public Service Regulations, Promotion of Access to Information Act; government procurement systems and processes Understanding and interpretation of applicable systems and Central Supplier Database (CSD). Practical knowledge and experience of managing the three bid committees. This position requires a dynamic individual with practical expertise in supply chain management, strategic sourcing and reporting. Further skills and competency requirements relates to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, communication, people management and empowerment. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within a tight timeframe. A valid driver's license and willingness to travel. Required Skills: Management skills; Analytical thinking; Language proficiency; Report writing skills; Numeracy; Research skills; Organizing and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Decision making; Project management skills; Effective communication; Report writing, Interpersonal relations. Personal Attributes: Innovative; Creative; Resourceful; Energetic; Helpful; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines; Ability to communicate at all levels; People orientated; Trustworthy/Reliable; Assertive; Hard working; Highly motivated; Ability to work independently; Ability to work under stressful situations.

DUTIES : Coordinate (synergise), review and execute the bidding process, provide secretariat services to the Bid Evaluation Committee and Bid Adjudication

Committee (includes obtaining approval. Compile bid documents. Publish tender invitations. Receiving and opening of bid documents. Coordinate, review, and compile the list of prospective providers for quotations. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate, and adjudicate the expressions of interest. Compile a database of approved suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES :

Ms. Vivien Khanye Tel No: 011 355 2606

POST 33/155 :

SUPPLY CHAIN CLERK REF NO: REFS/012005
(12-Month Contract)
Directorate: Supply Chain Management

SALARY :
CENTRE :
REQUIREMENTS :

R173 703 per annum, (plus 37% lieu of benefits)
Johannesburg
The successful candidate should have a Matric Certificate. No experience required. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Skills: Computer Skills. Planning and organization. Good Communication skill. Interpersonal relations. Good verbal and written communication skills. Teamwork. Flexibility.

DUTIES :

Render asset management clerical support: Compile and maintain records (e.g asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support: Update and maintain a supplier (including Contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

ENQUIRIES :

Ms. Vivien Khanye Tel No: 011 355 2606