

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT HEALTH**

ERRATUM: STEVE BIKO ACADEMIC Hospital Kindly take note that the posts of Secretary with Ref No: SBAH 94/2021, Social Auxiliary Worker Grade1 with Ref No: SBAH 95/2021, Cleaning Supervisor with Ref No: SBAH 96/2021 and Operator Photo Copier with Ref No: 97/2021 advised in Public Service Vacancy Circular 32 of 2021 dated 10 September 2021 are withdrawn. We would like to apologies for the inconvenience caused by this. **MAMELODI REGIONAL HOSPITAL** Kindly note that the following post of Deputy Director: Admin and Support Services with Ref No: HRM/2021/40 was advertised in Public Service Vacancy Circular 33 dated 17 September 2021 with the closing Date of the 04th of October 2021, Under requirements: The Minimum number of Seven years' experience as an Administration Officer, of which Three years must be at managerial level preferably in a hospital or health department should be removed. It should be replaced with: The minimum number of Five years' experience at Assistant Director Admin level preferably in a hospital or health department. The closing date will be extended to the 15 October 2021. We would like to apologies for the inconvenience. **ERRATUM: ODI DISTRICT HOSPITAL:** Kindly note that the post of Logistics Support Officer: Asset (X1 Post) ref no: Odi/10/09/2021/01 I advertised in Public Service Vacancy Circular 33 dated 17 September 2021 had an error on requirements and duties. The requirements have been amended as follows: Grade 12 with a recognised National Diploma in Supply Chain Management/Asset Management/ Logistics Management/ Purchasing Management/ Public 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 valid drivers license. 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 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 practices of financial accounting. Problem solving and analysis. People and Diversity Management. Client Orientation and Customer focus. The Duties have been amended as follows: Monitor and review the capturing of all physical assets in the physical asset register. Monitor and review the allocation of asset-to-asset holders in accordance with the relevant policies and procedures. Promote correct implementation of sound asset management practices. Manage assets 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 obsolete assets. Monthly submission of asset reconciliation report. Supervise and train staff. Assist with audit queries. Any other duties as delegated by the manager. (Those who previously applied are encouraged to re-apply. Enquiries: Ms Dikeme M Tel: 012 725 2437. Closing Date: 22 October 2021.

OTHER POSTS

POST 34/188 : **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 495 (X1 POST)**
Directorate: Intensive Care Unit (ICU)

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 Paediatrics. Completion of Registrar time in Paediatrics. Experience in Critical Care in an accredited Intensive Care unit. APLS (PALS), ACLS, ATLS recommended. Proof of current HPCSA registration for April 2021/March 2022. 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 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 Intensive Care. Administrative duties within the Department of Intensive Care Unit. Delivery of clinical services to critically ill paediatric Foster and co-ordinate a multidisciplinary approach to the management of critically paediatric patients. Coordinating logistics and obtaining equipment and pharmaceuticals. 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

: Prof Mathivha Tel No: (011) 933 0270

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

: 15 October 2021

<u>POST 34/189</u>	:	<u>MEDICAL REGISTRAR REF NO: CHBAH 496</u> Directorate: Neurology
<u>SALARY</u>	:	Grade 1: R821 205 per annum, (All-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	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. FCN Part 1, Medical officer work experience in Neurology or Internal Medicine will be an added advantage .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 health care users. Computer Literacy. A valid driver's license. Experience in the public sector would be an advantage.
<u>DUTIES</u>	:	As a Registrar in Neurology, the candidate will be expected to rotate between the Neurology Units at Chris Hani Baragwanath Academic, Charlotte Maxeke Johannesburg Academic and Helen Joseph Hospitals. The candidates will be responsible for the clinical management of neurology patients within any of the Wits affiliated training hospitals. They will be required to perform and teach diagnostic and therapeutic procedures concordant with a registrar's training in this regard. Clinical duties will include managing outpatients at the various OPDs, performing and interpreting neurophysiological studies and reading EEGs. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff.
<u>ENQUIRIES</u>	:	Dr N Soma Tel No: (011) 933 9154/8154
<u>APPLICATIONS</u>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on 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** : 15 October 2021
- POST 34/190** : **MEDICAL OFFICER REF NO: TDHS/A/2021/65 (X1 POST)**
Directorate: Tshwane Health District; Medical Service
- SALARY** : Grade 1: R821 205 – R884 670 per annum
Grade 2: R938 964 – R1 026 693 per annum
Grade 3: R1 089 693 - R1 362 366 per annum
- CENTRE** : Atteridgeville Clinic
- REQUIREMENTS** : MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2021/2022). **Grade 1:** None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Recommendations for the three grades: Experience working in district health services (including in clinics). Experience in general medical practice, mental health care, PHC, including HAST and use of current clinical protocols. Requisite clinical skills include consultation, history taking, examination, clinical assessment, management procedures and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, teamwork ability, good medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service. Competency Profile: Appropriate treatment of PHC cases, including mental health conditions to prevent relapse. Ability to refer patients, make recommendations, provide advice and deliver information in the form of reports to all disciplines in the district mental health team.
- DUTIES** : Ensuring proper referrals between hospitals and clinic and completion of correct referral documents from community to hospital. Following correct procedures for the down referrals of clients. Ability to manage a multidisciplinary team and work together with the MDT (nurses, psychologists, occupational therapists and social workers) for optimal patient's management. Support the provision of PHC services in the Community Health Centers, clinics and District hospitals within the district health services (DHS) by providing optimal acute, chronic, mental health care, MCW&H, mentoring and supervision of health care professionals through integrated approach programmes. Participate in 24hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Give caregivers skills to manage patients optimally. Assist the facility in ensuring that it has adequate and correct medication for service users. Ensure compliance with the Essential Medicine List (EML) including record-keeping principles.
- ENQUIRIES** : Dr SL Phoshoko Tel No: 012 451 9225 / Mr SR Makua Tel No: 078 872 6077 Monday to Friday; during office hours only
- APPLICATIONS** : Documents must be submitted to Tshwane Health District. Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applications should be submitted on the NEW Z83 application form obtainable from <http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf> or Public Service Departments. Compulsory documents to attach are the of: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner; Proof of current registration (2021 / 2022) as a Medical Practitioner with HPCSA + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified

when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates are further advised that interviews may be conducted virtually, via Ms Teams platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities.

- CLOSING DATE** : 15 October 2021 at 15h00
- POST 34/191** : **ASSISTANT DIRECTOR MEDICAL ORTHOTIST AND PROSTHETICS REF NO: REFS/012034**
Directorate: Clinical Support
- SALARY CENTRE REQUIREMENTS** : R517 326 –R574 158 per annum
: Dr George Mukhari Academic Hospital
: National Diploma in Medical Orthotist and Prosthetics. Current registration with the Health Professionals Council of South Africa (HPCSA). A minimum of 5 years' experience after registration with the HPCSA, of which 3 years must be appropriate managerial. Leadership and Management skills. Sound knowledge of Human Resource management, training and development, Labour Relations, Occupational Health and Safety, and Quality Assurance.
- DUTIES** : Overall management of all aspects of Human and Financial Resources of the Orthotics and Prosthetics Department. Rendering of clinical services according to specified standards, protocols and ethical guidelines. Participate in all clinical audits and quality improvement programs. Participate in all relevant internal and external meetings and forums. Deal with all complaints and enquiries. Organize outreach programs to regional hospitals.
- ENQUIRIES APPLICATIONS** : Mrs. S Robberts Tel No: 0762275094 (only use during working hours)
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or Apply online at www.gautengonline.gov.za
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered, Submit copies of qualification ID copy and a CV must be attached(Only shortlisted candidate will submit certified qualification). The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)-Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 15 October 2021, Closing time will be 12h00
- POST 34/192** : **ASSISTANT MANAGER (PNB-4) REF NO: TDHS/A/201/66 (X1 POST)**
District Quality Assurance
- SALARY CENTRE REQUIREMENTS** : R614 991 - R692 166 per annum, (plus benefits)
: Unit Tshwane Health District
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post basic qualification with duration of at least 1 year in Health Care Sciences accredited with the SANC. A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA is as added advantage. Current registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-

year post basic qualification. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Other Skills/Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and health care sciences. Knowledge of the Performance Management and Development System. Knowledge and application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Facilitation and co-ordination skills. Problem solving, planning and organizing skills. Computer literacy and report writing skills. NB!! A practical test relating to key areas of knowledge and skills may form part of the selection process for this position. Correspondence & engagement will only be entered into with shortlisted candidates who meet the requirements.

DUTIES : Overall provision of APP-aligned Total Quality Management services to the District and all its facilities by: Monitoring, investigating, evaluating, recording and reporting on complaints management. Effective clinical & non-clinical risk management by monitoring, investigating, evaluating, recording and reporting on Patients' Safety Incidents. Improve effectiveness of system operations through monitoring and reporting on patients' waiting times Monitor, evaluate, record and report on customer satisfaction by planning & conducting annual surveys on Patient Experience of Care that comply with prescripts. Facilitate conduction of and reporting on Ideal Health Facility Realisation assessments in line with existing and approved legal prescripts provide support to all District entities on matters pertaining to Norms and Standards by Office of Health Standards Compliance Facilitate conduction of and reporting on Clinical Records Audits. Operate and manage relevant data systems Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans Become liaison between the District and all other essential stake-holders. Plan, Implement, Coordinate and Report on the business unit's finances, personnel, and other essential resources.

ENQUIRIES : Mr SR Makua Tel No: 012 451 9121 / 079 872 6077 (Monday to Friday; from 08h00 to 16h00)

APPLICATIONS : Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, PRETORIA 0001, Application Box, First Floor Reception.

NOTE : Applications should be submitted on the NEW Z83 application form obtainable from <http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf> or Public Service Departments. Compulsory documents to attach are the ff: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, Certificate of registration with South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration (2021 / 2022) as a Professional Nurse with SANC + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates who reside within the jurisdiction of the listed facilities will be given priority. Candidates are further advised that interviews may be conducted virtually, via Ms Team's platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities.

CLOSING DATE : 15 October 2021 at 15h00

POST 34/193 : **OPERATIONAL MANAGER: DARK CITY & STANZA CHC SUB DISTRICT 7 PNB-4 REF NO: TDHS/A/2021/67 (X2 POSTS)**
Directorate: Tshwane District Health Services

SALARY CENTRE : R614 991 - R692 166 per annum, (plus benefits)
Tshwane Health District Services: Dark City & Stanza CHC

- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC), with duration of at least 1 year accredited with SANC in terms of government notice no 212 plus A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma). Qualification of a minimum duration of one year in Nursing Administration/Management or in Health Care Services Management obtained from a recognized and registered tertiary institution and similarly, recognized by SAQA. A minimum of 9 years appropriate and recognisable Experience in nursing post registration as a professional nurse, at least 3 years of the period referred to above must be appropriate and recognisable experience in nursing management. Computer literacy in at least (MS Word, Excel, Power-point & Outlook). A Valid Driver's license is essential.
- DUTIES** : Demonstrate knowledge of legislation relevant to health care services. Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients' Rights Charter. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Extensive Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Use of technology to communicate (i.e. analyse data, documents, compile necessary reports, identify gaps and take remedial steps as well as overall Monitoring & Evaluation. Manage 24 hour health facility. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement and sustain Ideal Health Facility Realization programme. Possess computer literacy skills and extensive competency in report writing skills.
- ENQUIRIES** : Dr Moshime- Shabangu Tel No: (012) 4519004
- APPLICATIONS** : Applications must be submitted to Tshwane Health District Services, 3319 Fedure Forum Building, cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box First Floor Reception. A practical test and /or competency assessment where relevant, relating to the key areas of knowledge and skills may form part of the selection process for this position.
- NOTE** : Applications must be submitted on new Z83 (application form), obtainable from any Public Service Department. Copies of all required documents must be attached.
- CLOSING DATE** : 15 October 2021 at 15h00
- POST 34/194** : **OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2021/68 (X1 POST)**
Directorate: Nursing
- SALARY** : R562 800 – R633 432 per annum, (plus benefits)
- CENTRE** : Tshwane Health District – Bophelong Clinic
- REQUIREMENTS** : Matric / Snr Certificate / Grade 12, Valid ID, Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification (Primary Health Care / Nursing Assessment, Diagnosis and Treatment) with duration of at least 1 year accredited with SANC in terms of government notice No. 212 plus a Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA.. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC. 3 years of the period referred to above must be appropriate/recognizable experience in nursing management, should be able to demonstrate knowledge of legislations relevant to health care services, be computer literate and possess a valid & unendorsed driver's license including competency in driving. A practical test relating to key areas of knowledge and skills may form part of the selection process for this position. Correspondence & engagement will only be entered into with shortlisted candidates who meet the requirements.

- DUTIES** : Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele principles and Patient's rights. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Extensive knowledge and application/execution of amongst others, the following legislation: Nursing, Labour, Basic Conditions of Employment & PFMA. Use of technology to communicate (i.e. analyse data, documents, compile necessary reports, identify gaps and take remedial steps as well as overall Monitoring & Evaluation. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement and sustain Ideal Health Facility Realisation programme. Possess computer literacy skills and extensive competency in report writing skills. NB!! Shortlisted Candidates will be assessed for computer competency.
- ENQUIRIES** : Mr SR Makua Tel No: 079 872 6077; Monday to Friday and during office hours only
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applications should be submitted on the NEW Z83 application form obtainable from <http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf> or Public Service Departments. Compulsory documents to attach are the ff: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, Certificate of registration with South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration (2021 / 2022) as a Professional Nurse with SANC + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates who reside within the jurisdiction of the listed facilities will be given priority. Candidates are further advised that interviews may be conducted virtually, via Ms Teams platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities.
- CLOSING DATE** : 15 October 2021 at 15h00
- POST 34/195** : **OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2021/69 (X1 POST)**
Directorate: Nursing
- SALARY** : R562 800 – R633 432 per annum, (plus benefits)
- CENTRE** : Tshwane Health District – Dilopye Clinic (Hammanskraal)
- REQUIREMENTS** : Matric / Snr Certificate / Grade 12, Valid ID, Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification (Primary Health Care / Nursing Assessment, Diagnosis and Treatment)with duration of at least 1 year accredited with SANC in terms of government notice No. 212 plus a Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA.. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC. 3 years of the period referred to above must be appropriate/recognizable experience in nursing management, should be able to demonstrate knowledge of legislations relevant to health care services, be computer literate and possess a valid & unendorsed driver's license including competency in driving. A practical test relating to key areas of knowledge and skills may form part of the selection process for this position. Correspondence & engagement will only be entered into with shortlisted candidates who meet the requirements.

- DUTIES** : Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele principles and Patient's rights. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Extensive knowledge and application/execution of amongst others, the following legislation: Nursing, Labour, Basic Conditions of Employment & PFMA. Use of technology to communicate (i.e. analyse data, documents, compile necessary reports, identify gaps and take remedial steps as well as overall Monitoring & Evaluation. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement and sustain Ideal Health Facility Realisation programme. Possess computer literacy skills and extensive competency in report writing skills. NB!! Shortlisted Candidates will be assessed for computer competency.
- ENQUIRIES** : Mr SR Makua Tel No: 079 872 6077; Monday to Friday and during office hours only
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applications should be submitted on the NEW Z83 application form obtainable from <http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf> or Public Service Departments. Compulsory documents to attach are the ff: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, Certificate of registration with South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration (2021 / 2022) as a Professional Nurse with SANC + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates who reside within the jurisdiction of the listed facilities will be given priority. Candidates are further advised that interviews may be conducted virtually, via Ms Teams platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities.
- CLOSING DATE** : 15 October 2021 at 15h00
- POST 34/196** : **OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2021/70 (X1 POST)**
Directorate: Nursing
- SALARY** : R562 800 – R633 432 per annum, (plus benefits)
- CENTRE** : Tshwane Health District – Skinner Clinic
- REQUIREMENTS** : Matric / Snr Certificate / Grade 12, Valid ID, Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification (Primary Health Care / Nursing Assessment, Diagnosis and Treatment)with duration of at least 1 year accredited with SANC in terms of government notice No. 212 plus a Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management, should be able to demonstrate knowledge of legislations relevant to health care services, be computer literate and possess a valid & unendorsed driver's licence including competency in driving. A practical test relating to key areas of knowledge and skills may form part of the selection process for this position. Correspondence & engagement will only be entered into with candidates who meet the requirements.

- DUTIES** : Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele principles and Patient's rights. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Extensive knowledge and application/execution of amongst others, the following legislation: Nursing, Labour, Basic Conditions of Employment & PFMA. Use of technology to communicate (i.e. analyse data, documents, compile necessary reports, identify gaps and take remedial steps as well as overall Monitoring & Evaluation. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement and sustain Ideal Health Facility Realisation programme. Possess computer literacy skills and extensive competency in report writing skills. NB!! Shortlisted Candidates will be assessed for computer competency.
- ENQUIRIES** : Mr SR Makua Tel No: 079 872 6077; Monday to Friday and during office hours only
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applications should be submitted on the NEW Z83 application form obtainable from <http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf> or Public Service Departments. Compulsory documents to attach are the ff: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, Certificate of registration with South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration (2021 / 2022) as a Professional Nurse with SANC + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates who reside within the jurisdiction of the listed facilities will be given priority. Candidates are further advised that interviews may be conducted virtually, via Ms Team's platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities.
- CLOSING DATE** : 15 October 2021 at 15h00
- POST 34/197** : **OPERATIONAL MANAGER: BRONKHORSTSPRUIT SUB DISTRICT 7 PNB- REF NO: TDHS/A/2021/713 (X1 POST)**
Directorate: District Health Services
- SALARY CENTRE REQUIREMENTS** : R562 800 – R633 432 per annum, (plus benefits)
: Tshwane Health District Services: Bronkhorstspruit Clinic
: Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC), with duration of at least 1 year accredited with SANC in terms government notice no 212 plus A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma). Qualification of a minimum duration of one year in Nursing Administration/Management or in Health Care Services. Management obtained from a recognized and registered tertiary institution and similarly, recognized by SAQA. A minimum of 9 years appropriate and recognisable Experience in nursing post registration as a professional nurse, at least 3 years of the period referred to above must be appropriate and recognisable experience in nursing management. Computer literacy in at least (MS Word, Excel, Power-point & Outlook). A Valid Driver's license is essential.
- DUTIES** : Demonstrate knowledge of legislation relevant to health care services. Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients' Rights Charter.

Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Extensive Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Use of technology to communicate (i.e. analyse data, documents, compile necessary reports, identify gaps and take remedial steps as well as overall Monitoring & Evaluation. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement and sustain Ideal Health Facility Realization programme. Possess computer literacy skills and extensive competency in report writing skills.

- ENQUIRIES** : Dr Moshime- Shabangu Tel No: (012) 4519004
- APPLICATIONS** : Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box First Floor Reception.
- NOTE** : Applications must be submitted on new Z83 (application form), obtainable from any Public Service Department. Copies of all required documents must be attached. A practical test and /or competency assessment where relevant, relating to the key areas of knowledge and skills may form part of the selection process for this position.
- CLOSING DATE** : 15 October 2021 at 15h00
- POST 34/198** : **PN-B2: CLINICAL NURSE PRACTITIONER (PHC); GRADE 2 REF NO: TDHS/A/2021/72 (X5 POSTS)**
Directorate: Nursing
- SALARY** : R471 333 (PN-B2)
R579 696 (PN-B2) per annum, plus benefits
- CENTRE** : Tshwane District Health Services
FF Ribeiro Clinic (X1 Post)
Folang Clinic (X1 Post)
Hercules Clinic (X1 Post)
Suurman Clinic (X1 Post)
- REQUIREMENTS** : Grade 12/Matric. Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. A minimum of 14 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above.
- DUTIES** : Manage and provide clinical comprehensive PHC service in line with the existing legislative prescripts. Provide more complex and advanced comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as shift leader, plan and implement health promotion and prevention activities. Link to the community structures and community-based services. Collect data and submit reports. Provide PHC services to other facilities in Sub-District 2,3 & 4 when needed. Competencies: Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Effective communication with all stakeholders & report writing aptitude. Work as part of the MDT to ensure good nursing care and outcomes. Display uncompromising concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate an understanding of nursing legislation and other related legal frameworks. Competency in processes of the Ideal Health Facility Realisation Programme as well as prescripts of the Office of the Health Standards Compliance (OHSC). Valid & unendorsed driver's license is essential.
- ENQUIRIES** : Mr KC Nemukombame Tel No: 079 529 0375 Ms GM Sethlare Tel No: 082 319 1820 (Monday to Friday; during working hours only)
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applications should be submitted on the NEW Z83 application form obtainable from

<http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf> or Public Service Departments. Compulsory documents to attach are the ff: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, Certificate of registration with South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration (2021 / 2022) as a Professional Nurse with SANC + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates who reside within the jurisdiction of the listed facilities will be given priority. Candidates are further advised that interviews may be conducted virtually, via Ms Teams platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities.

- CLOSING DATE** : 15 October 2021 at 15h00
- POST 34/199** : **OPERATIONAL MANAGER NURSING GENERAL/SPECIALTY REF NO: REFS/WKH/49/2021**
Directorate: Nursing
(Re-Advertisement)
- SALARY** : R444 276 per annum (PN-A5)
R562 800 per annum (PN-B3), plus benefits
- CENTRE REQUIREMENTS** : Weskoppies Hospital
Grade 12. Basic qualification as Professional Nurse according to R425 or equivalent qualification that leads to registration with the South African Nursing Council as a Professional Nurse. Post basic qualification in the specialty psychiatry area recognized in accordance with R212 will be required to be appointed in the specialty stream (PN-B3). Driver's license. A qualification in nursing administration/ management will be a recommendation. A minimum of 7 years' experience as a Professional Nurse. At least 4 years' experience in psychiatric nursing. To be appointed in the specialty stream, a minimum of 9 years' experience as a Professional Nurse is a requirement of which at least 5 years' experience should be in psychiatric nursing after obtaining post basic qualification in psychiatric nursing.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework. Manage effectively the utilization and provision of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Ms. PB Schoonwinkel Tel No: (012) 319 9877
should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
- NOTE** : Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. Applicants do not need to certify their documents, only shortlisted candidates will submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender

and disability. People with disabilities are encouraged to apply. Applicants who have applied previously are more than welcome to re-apply again.

CLOSING DATE

: 15 October 2021

POST 34/200

: **PROFESSIONAL NURSE SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY REF NO: PHOLO 2020/09/01 (X1 POST)**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS

: R444 276 – R500 031 per annum, (plus benefits)
: Pholosong Hospital
: Grade 12. Basic qualification as Professional Nurse according to R425 that leads to registration with the South African Nursing Council as a professional nurse. Post basic qualification in Occupational Health and Safety, accredited by SANC in terms of Government Gazette Notice R212. A minimum of 7 years recognizable experience as a Professional Nurse after registration with SANC. 2-.3 years' experience in providing Occupational Health and Safety services. Experience in Psychiatry environment will be an added advantage. Computer literacy. Knowledge of Public Service Act and Regulations, EHWP Strategic Framework, Employment Equity Act, Occupational Health and Safety Act, as well as PILIR Policy and guidelines. Valid driver's license. Display strong leadership abilities and problem-solving skills. Ability to work independently. Good interpersonal skills.

DUTIES

: Plan, develop and administer protocols and procedures of Occupational Health and Safety. Manage resources to meet the department's Occupational Health objectives. Ensure that the hospital complies with OHS rules to ensure safe working environment by identifying worker and workplace hazards. Establish a referral system for the institution, programme development, expansion, implementation and marketing of OHS services. Education of all employees on preventative measures against occupational hazards. The incumbent will also be responsible to do operational work such as medical surveillance, management of injuries on duty, management of medical emergency for staff and participate in disaster management. Work with HR department and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for OHS, identify training needs and develop programmes.

ENQUIRIES APPLICATIONS

: Ms. M.G. Makgoba Tel No: (011) 812 5162
: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550.

NOTE

: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 18 October 2021

POST 34/201

: **CLINICAL NURSE PRACTITIONER (PHC) REF NO: PHOLO 2020/09/02 (X1 POST)**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS

: R383 226 – R444 276 per annum, (plus benefits)
: Pholosong Hospital
: Diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 5 years

		appropriate/recognizable experience in nursing after registration with SANC as Professional Nurse in General Nursing with a post basic qualification with a duration of at least 1 year in Clinical Assessment and treatment care accredited with SANC. Proof of current registration with SANC as a Professional Nurse. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, etc.
<u>DUTIES</u>	:	Perform Clinical nursing practice in accordance with scope of practice and standards as determined for Primary health care level. Health promotion programs for staff members including vaccinations and health related staff campaigns. Participate in medical surveillance and routine examinations for staff. Consultation for staff with minor ailments and follow up for chronic conditions. Dispensing of medication according to scope of practice and monitor compliance and response to medication. Use specific medical equipment in diagnosing and treating of sick personnel. Referral of personnel to EAP/ EWP and OHS when necessary. Ensure effective and efficient multi-disciplinary relationship with other disciplines. Support Human resources department, including Pilir committee. Compile, analyze and submit data for statistical purpose. Ensure medical equipment is kept safe and serviced according to maintenance plan. Skills: Interpersonal, communication, decision making and problem-solving. Computer skills in basic programs is mandatory.
<u>ENQUIRIES</u>	:	Mr. M.G. Makgoba Tel No: 011 812 5162
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550.
<u>NOTE</u>	:	No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. (Re-Advertisement: those who previously applied are encouraged to apply).
<u>CLOSING DATE</u>	:	18 October 2021
<u>POST 34/202</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1 – GRADE 2 (ADVANCED MIDWIFERY AND NEONATAL) REF NO: EHD2021/10/01</u> Directorate: Primary Health Care
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum, (plus benefits) Grade 2: R471 333 - R579 696 per annum, (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District (ESDR)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Advanced Midwifery and Neonatology Grade 1 : less than 09 years relevant experience as a Specialty Nursing after registration with SANC. Grade 2 : At least 10 years but less than 19 years relevant experience as a Professional Nurse after registration with SANC.
<u>DUTIES</u>	:	Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make

relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards. Knowledge of all relevant mother and child policies, guidelines and protocols. Perform any other duties delegated by Supervisor.

ENQUIRIES APPLICATIONS : Ms J.F Joubert Tel No: (011) 737 - 9746
: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 15 October 2021

POST 34/203 : **PROFESSIONAL NURSE SPECIALTY GRADE 1 – GRADE 2 (ADVANCED MIDWIFERY AND NEONATAL) REF NO: EHD2021/10/02**
Directorate: Primary Health Care

SALARY : Grade 1: R383 226 – R444 276 per annum, (plus benefits)
Grade 2: R471 333 - R579 696 per annum, (plus benefits)

CENTRE REQUIREMENTS : Ekurhuleni Health District (NSDR)
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Advanced Midwifery and Neonatology **Grade 1**: less than 09 years relevant experience as a Specialty Nursing after registration with SANC. **Grade 2**: At least 10 years but less than 19 years relevant experience as a Professional Nurse after registration with SANC.

DUTIES : Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards. Knowledge of all relevant mother and child policies, guidelines and protocols. Perform any other duties delegated by Supervisor.

ENQUIRIES APPLICATIONS : Ms G.S Mateza Tel No: (011) 565 – 5163
: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 15 October 2021

POST 34/204 : **PROFESSIONAL NURSE SPECIALTY GRADE 1 – GRADE 2 (ADVANCED MIDWIFERY AND NEONATAL) REF NO: EHD2021/10/03**
Directorate: Primary Health Care

SALARY : Grade 1: R383 226 – R444 276 per annum, (plus benefits)
Grade 2: R471 333 - R579 696 per annum, (plus benefits)

CENTRE REQUIREMENTS : Ekurhuleni Health District (SSDR)
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Advanced Midwifery and Neonatology **Grade 1:** less than 09 years relevant experience as a Specialty Nursing after registration with SANC. **Grade 2:** At least 10 years but less than 19 years relevant experience as a Professional Nurse after registration with SANC.

DUTIES : Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards. Knowledge of all relevant mother and child policies, guidelines and protocols. Perform any other duties delegated by Supervisor.

ENQUIRIES APPLICATIONS : Ms N.E Ndou Tel No: (011) 878 - 8550
should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 15 October 2021

POST 34/205 : **CLINICAL NURSE PRACTITIONER (PHC) GRADE 1 – GRADE 2 REF NO: EHD2021/10/04**
Directorate: Primary Health Care

SALARY : Grade 1: R383 226 – R444 276 per annum, (plus benefits)
Grade 2: R471 333 - R579 696 per annum, (plus benefits)

CENTRE REQUIREMENTS : Ekurhuleni Health District (ESDR)
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). **Grade 1:** less than 09 years relevant experience as a Clinical Nurse Practitioner after registration with SANC. **Grade 2:** At least 10 years but less than 19 years relevant experience as a Clinical Nurse Practitioner after registration with SANC.

DUTIES : Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards.

ENQUIRIES : Ms J.F Joubert Tel No: (011) 737 - 9746

<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	15 October 2021
<u>POST 34/206</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) GRADE 1 – GRADE 2 REF NO: EHD2021/10/05</u> Directorate: Primary Health Care
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum, (plus benefits) Grade 2: R471 333 - R579 696 per annum, (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District (NSDR)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). Grade 1: less than 09 years relevant experience as a Clinical Nurse Practitioner after registration with SANC. Grade 2: At least 10 years but less than 19 year's relevant experience as a Clinical Nurse Practitioner after registration with SANC.
<u>DUTIES</u>	:	Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards.
<u>ENQUIRIES</u>	:	Ms G.S Mateza Tel No: (011) 565 - 5163
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	15 October 2021
<u>POST 34/207</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) GRADE 1 – GRADE 2 REF NO: EHD2021/10/06</u> Directorate: Primary Health Care
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum, (plus benefits) Grade 2: R471 333 - R579 696 per annum, (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District (SSDR)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional

Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). **Grade 1:** less than 09 years relevant experience as a Clinical Nurse Practitioner after registration with SANC. **Grade 2:** At least 10 years but less than 19 year's relevant experience as a Clinical Nurse Practitioner after registration with SANC.

DUTIES : Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards.

ENQUIRIES APPLICATIONS : Ms N.E Ndou Tel No: (011) 878 - 8550
: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 15 October 2021

POST 34/208 : **CLINICAL NURSE PRACTITIONER REF NO: CCRC/HAST/01/09/2021**
Directorate: Clinical Nursing

SALARY CENTRE REQUIREMENTS : R383 226 per annum, (plus benefits)
: Cullinan Care and Rehabilitation Centre (CCRC)
: Work as part of team in implementation of HIV/AIDS/TB program in Cullinan Care and Rehab Centre (ART Clinic). Familiar with all HIV/AIDS/TB and STI guidelines, policies and protocols, Proof of paid up registration at SANC. Basic computer literacy and good communication skills. Strong leadership, ability to facilitate a cultural diverse work environment: ability to perform under pressure. Knowledgeable in legal and related ethical requirement in public health care sector. Code 8 drivers licence. Able to work independently. Skilled to act according to the Labour Relation Guidelines. Skilled in counselling. To be able to work in the whole HIV/AIDS/STI/TB field including the management of the TB focal.

DUTIES : Participate in planning, implementation, evaluation of nursing program according to nursing standard, legal requirements, policies and regulations within culture diverse environment. To develop and maintain a safe patient care therapeutic environment according to occupational health. Health and Safety requirement, Infection control Prescriptions and implementation of Quality assurance protocols, policies and standard, Maintenance of Management and Control measures in regards with Human Resource, equipment, and all stock items according to protocols Participate in assessment and implementation of PMDS requirements and guidelines. Ensure high level of adherence through support and patient tracking systems. Ensure accurate data capturing system. Creating and promoting a customer friendly environment.

ENQUIRIES APPLICATIONS : Mr. TL Moloi Tel No: 0127347015
: Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.

NOTE : Applications must be submitted on a new approved Z83 form with comprehensive CV, documents to be attached are ID document, Copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not

being considered. If you are not contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personal Suitability Checks (PSC) –Verification (Reference checks-provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verifications, qualifications verification, criminal record checks, credit/financial stability checks and employment verification.

- CLOSING DATE** : 15 October 2021
- POST 34/209** : **PN-B1; CLINICAL NURSE PRACTITIONER (PHC); GRADE 1 REF NO: TDHS/A/2021/73 (X30 POSTS)**
Directorate: Nursing
- SALARY CENTRE** : R383 226 - R444 276 per annum (PN-B1), plus benefits
: Tshwane Health District; Sub-District 2;3 & 4
(Dilopye Clinic (X3 Posts)
FF Ribeiro Clinic (X2 Posts)
Gazankulu Clinic (X1 Post)
Hercules Clinic (X2 Posts)
Jubilee Gateway Clinic (X4 Posts)
Kameeldrift Clinic (X1 Post)
Kekanastad Clinic (X1 Post)
Laudium CHC (X1 Post)
Lotus Gardens Clinic (X1 Post)
Mandisa Shiceka Clinic (X3 Posts)
New -Eersterus Clinic (X1 Post)
Phomolong Clinic (X2 Posts)
Ramotse (X1 Post)
Saulsville Clinic (X1 Post)
Skinner Clinic (X3 Posts)
Suurman Clinic (X2 Posts)
Temba CHC (X1 Post)
- REQUIREMENTS** : Grade 12/Matric. Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. A minimum of 4 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing.
- DUTIES** : Manage and provide clinical comprehensive PHC service in accordance with existing legislative frameworks. Plan and implement health promotion and prevention activities. Link to the community structures and community-based services. Collect data and submit reports. Provide PHC services to other facilities in Sub-District 2,3 & 4 when needed. Competencies: Demonstrate effective communication with patients, supervisors and other Multi-Disciplinary Team (MDT) members, including report writing. Work as part of the MDT to ensure good nursing care and outcomes. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display uncompromising concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Competency in Ideal Health Facility Realisation Programme as well as prescripts of the Office of the Health Standards Compliance (OHSC). Valid & unendorsed driver's licence is essential.
- ENQUIRIES** : Mr KC Nemukombame Tel No: 079 529 0375
Ms GM Sethlare Tel No: 082 319 1820 (Monday to Friday; during working hours only)
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applications should be submitted on the NEW Z83 application form obtainable from
<http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf> or Public Service Departments. Compulsory documents to attach are the ff: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates,

Certificate of registration with South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration (2021/2022) as a Professional Nurse with SANC + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates who reside within the jurisdiction of the listed facilities will be given priority. Candidates are further advised that interviews may be conducted virtually, via Ms Team's platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities.

- CLOSING DATE** : 15 October 2021 at 15h00
- POST 34/210** : **CLINICAL NURSE PRACTITIONER –SCHOOL HEALTH SERVICES REF NO: TDHS/A/2021/74 (X3 POSTS)**
Directorate: Integrated School Health Programme
- SALARY** : R383 226 – R444 276 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : R425 qualification i.e. Degree/Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care. Current registration with SANC as Professional Nurse and Primary Health Care Practitioner and a minimum of 4 years appropriate/recognisable experience after registration as Professional Nurse in General Nursing. Valid driver's License. Other Skills / Requirements: Sound knowledge of the health programmes run at the PHC level. Ability to relieve in different service areas. Driving skills. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem-solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.
- DUTIES** : Provide preventive and promotive services that address the health needs of school going children. Facilitate referrals to health facilities where school children will be attended comprehensively. Support, involve and ensure sustainable co-ordination for school health community and multi-sectoral teams in improving health in school premises. Assisting and educating schools to reach and be accredited as health promoting schools. Mobilise resources and conduct capacity building for the implementation of the Integrated School Health Policy. Monitor and evaluate school health services rendered i.e., collecting and validating school health data and reporting thereof. Conduct HPV, Td, deworming and other campaigns in schools yearly as required by National department of health. Effective utilisation of human resources, materials and physical resources efficiently and effectively. Provide direct and indirect supervision of all staff under his/her supervision.
- ENQUIRIES** : Ms MN Mlangeni Tel No: 012 451 9007
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Copies of all required documents must be attached.
- CLOSING DATE** : 15 October 2021 at 5h00
- POST 34/211** : **CLINICAL NURSE PRACTITIONER REF NO: TDHS/A/2021/75 (X6 POSTS)**
- SALARY** : Grade 1: R383 226 – R444 276 per annum, (plus benefits)
Grade 2: R471 333 - R579 696 per annum, (plus benefits)
CENTRE : Tshwane Health District Services: Sub District 5, 6 & 7
Dark City (X1 Post)
Ubuntu (X1 Post)
Eersterust CHC (X2 Posts)
Holani Clinic (X2 Posts)

- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC), with duration of at least 1 year accredited with SANC in terms of government notice no 212 plus A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma). Relevant Experience as a Clinical Nurse Practitioner after registration with SANC. At least 1 year of the appropriate / recognizable experience after obtaining the 1-year Post Basic Qualification in the relevant specialty. (Clinical Nursing Science, Health Assessment, Treatment and Care). A Valid Driver's license and computer literacy are essential.
- DUTIES** : Demonstrate knowledge of legislation relevant to health care services. Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients' Rights Charter. Participate in implementation of Ideal Clinic, OHSC, occupational Health and Safety policy, complaints /compliments and suggestion guidelines and monitoring of compliance. Implementation of patient safety incidents guidelines, infection prevention and control guidelines/policies. Implementation and monitoring of Health Care Waste compliance. Participation and implementation of quality improvement plans. Render comprehensive Primary health care Services to the patients.
- ENQUIRIES** : Dr Moshime- Shabangu Tel No: (012) 4519004
- APPLICATIONS** : Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box First Floor Reception.
- NOTE** : Applications must be submitted on new Z83 (application form), obtainable from any Public Service Department. Copies of all required documents must be attached. A practical test and /or competency assessment where relevant, relating to the key areas of knowledge and skills may form part of the selection process for this position.
- CLOSING DATE** : 15 October 2021 at 15h00
- POST 34/212** : **NURSE SPECIALITY (ADVANCED MIDWIFE) REF NO: TDHS /A/2021/76 (X1 POST)**
Directorate: Eersterust CHC
- SALARY** : Grade 1: R383 226 – R444 276 per annum, (plus benefits)
Grade 2: R471 333 - R579 696 per annum, (plus benefits)
- CENTRE** : Tshwane Health District Services: Sub District 6
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC), with duration of at least 1 year accredited with SANC in terms of government notice no 212 plus A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma). Relevant Experience as an Advanced Midwife after registration with SANC. At least 1 year of the appropriate / recognizable experience after obtaining the 1-year Post Basic Qualification in the relevant specialty. (Advanced Midwifery). A valid Driver's license and computer literacy are essential
- DUTIES** : Demonstrate knowledge of legislation relevant to health care services. Management of the facility by providing comprehensive Primary Health Care services to the communities, Render 24 hour services at Maternity Unit. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients' Rights Charter. Participate in implementation of Ideal Clinic, OHSC, occupational Health and Safety policy, complaints /compliments and suggestion guidelines and monitoring of compliance. Implementation of patient safety incidents guidelines, infection prevention and control guidelines/policies. Implementation and monitoring of Health Care Waste compliance. Participation and implementation of quality improvement plans. Render comprehensive Primary health care Services to the patients.
- ENQUIRIES** : Dr Moshime- Shabangu Tel No: (012) 4519004
- APPLICATIONS** : Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box First Floor Reception. A practical test and /or competency

- assessment where relevant, relating to the key areas of knowledge and skills may form part of the selection process for this position.
- NOTE** : Applications must be submitted on new Z83 (application form), obtainable from any Public Service Department. Copies of all required documents must be attached.
- CLOSING DATE** : 15 October 2021 at 15h00
- POST 34/213** : **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, copies of ID and qualification should also be attached. Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). Applications received on the old Z83 application form will not be considered. All required information on the application form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Only short-listed candidates will be required to submit certified documents on or before the day of the interview

following communications from Medical Supplies Depot Human Resource. 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** : 15 October 2021
- POST 34/214** : **RADIOGRAPHERS GRADE 1 REF NO: TDHS/A/2021/77 (X4 POSTS)**
Directorate: Nursing
- SALARY** : R317 976 – R361 872 per annum, plus benefits
CENTRE : Tshwane Health District: Sub-District 2; 3 & 4 (Refentse CHC x4)
REQUIREMENTS : Matric/Grade 12 and an appropriate qualification (National Diploma or Bachelor or B Tech in Diagnostic Radiography or similar) that allows registration with Health Professional Council of South Africa as a Diagnostic Radiographer. Current Registration as a Diagnostic Radiographer. Ability to work as a member of a multi-disciplinary team. Ability to use own but acceptable initiatives to advance service delivery innovation(s). Written and verbal communication skills. Accurate and hard working. Shift work in Diagnostic Radiography (24-hour service). Candidates should be computer literate and in possession of valid & unendorsed driver's license.
- DUTIES** : To provide efficient 24 hours fixed and/or mobile radiography services within Sub-District 2 & 3 Facilities. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the health facilities. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Utmost competency in performing quality control procedures. Ensure that the objectives & legislative frameworks of Batho Pele, Patient Rights, Ideal Health Facility + Office of the Health Care Standards are met. Observe and comply to the latter-most with record keeping prescripts.
- ENQUIRIES** : Mr SR Makua Tel No: 079 872 6077 Sr Zitha at 083 288 6946 (Monday to Friday; during working hours only)
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applications should be submitted on the NEW Z83 application form obtainable from <http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf> or Public Service Departments. Compulsory documents to attach are the ff: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, Certificate of registration with South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration (2021/2022) as a Professional Nurse with SANC + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates who reside within the jurisdiction of the listed facilities will be given priority. Candidates are further advised that interviews may be conducted virtually, via Ms Team's platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities.
- CLOSING DATE** : 15 October 2021 at 15h00
- POST 34/215** : **OPTOMETRIST GRADE 1 – GRADE 3 REF NO: EHD2021/10/07**
Directorate: Rehabilitation Services
- SALARY** : Grade 1: R317 976 – R361 872 per annum, (plus benefits)
Grade 2: R372 810 – R426 291 per annum, (plus benefits)
Grade 3: R439 164 – R532 959 per annum, (plus benefits)
- CENTRE** : Ekurhuleni Health District
REQUIREMENTS : Appropriate qualification (degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant

profession as an Optometry. **Grade 1:** Less than 10 years' experience required after registration with the HPCSA as an Optometry in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as an Optometry in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as an Optometry in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Driver's License is essential.

DUTIES : Provision of Eye care Services at PHC levels setting in adherence to scope of practice and health care protocols. Examination, diagnosing and treatment of eye conditions as per Optometry scope of practice. Co-ordinate and ensure the promotion and marketing of Optometry Services in the District and Clinics. Perform record keeping, data collection; assist with budget control and asset management. Exercise safeguarding of all consumables and equipment. Implement and maintain Quality Assurance Audits and National Core Standards and Norms at facility level. Adhere to provincial, District and Clinic policies, procedures, guidelines and regulations. Work closely with multi-disciplinary team members. Collaborate with stakeholders in the Eye care service delivery. Relieve as and when the need arises. Participate in student training, supervision and performance evaluation. Contribute and participate in continuous professional development activities, training colleagues and the multi-disciplinary team members and stakeholders. Participate in research projects of the District and Therapeutic Services. Communicate effectively within the team.

ENQUIRIES : Ms A.E Tshivhase Tel No: (011) 876-1776
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 15 October 2021

POST 34/216 : **PN-A4: GENERAL NURSING GRADE 3 REF NO: TDHS/A/2021/78 (X2 POSTS)**
 Directorate: Nursing

SALARY : R317 271 – R401 922 per annum, plus benefits
CENTRE : Sub-District 3 & 4
 Atteridgeville Clinic (X1 Post)
 Olievenhoutbosch (X1 Post)

REQUIREMENTS : Matric/Grade 12. Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse trained in Midwifery, Psychiatry and community Nursing Science. Current registration with the SANC as a Professional Nurse. Minimum 20-years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC.

DUTIES : Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance Plan targets are met by performing clinical nursing practice in accordance with the scope of practice, nursing standards and quality assurance standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice Work as a team player. Guide and teach or mentor those in a level under you. Able to lead and supervise a team in the unit, knowledgeable in aspects of Ideal Clinic, Management of complaints and Patient's safety Incidents. Willing to attend in-service training. Provide clinical nursing services to other facilities in Sub-

District 3 & 4 when needed. Competencies: Demonstrate effective communication with patients, supervisors and other Multi-Disciplinary Team (MDT) members, including report writing. Work as part of the MDT to ensure good nursing care and outcomes. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display uncompromising concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Competency in Ideal Health Facility Realisation Programme as well as prescripts of the Office of the Health Standards Compliance (OHSC). Valid & unendorsed driver's licence is essential.

- ENQUIRIES** : Mr KC Nemukombame Tel No: 079 529 0375 /Ms GM Setlhare Tel No: 082 319 1820 (Monday to Friday; during working hours only)
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applications should be submitted on the NEW Z83 application form obtainable from <http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf> or Public Service Departments. Compulsory documents to attach are the ff: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, Certificate of registration with South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration (2021 / 2022) as a Professional Nurse with SANC + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates who reside within the jurisdiction of the listed facilities will be given priority. Candidates are further advised that interviews may be conducted virtually, via Ms Teams platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities.
- CLOSING DATE** : 15 October 2021 at 15h00
- POST 34/217** : **CLINICAL TECHNOLOGIST REF NO: PHOLO 2020/09/03 (X1 POST)**
Directorate: Lab and blood services
- SALARY** : R317 976 – R361 872 per annum, (plus benefits)
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : Clinical Technologist: Grade 1. Appropriate recognized Diploma or Degree as a Medical Technologist or Biotechnology registered as a Medical Technologist with the Health Professional Council of South Africa. **Grade 1** none experience after registration with HPCSA as a Medical Technologist. Clinical Technologist **Grade 2**. Appropriate recognized Diploma or Degree as a Medical Technologist or Biotechnology registered as a Medical Technologist with the Health Professional Council of South Africa. A minimum of 10 years relevant experience after registration with HPCSA as a Medical Technologist. Clinical Technologist **Grade 3**. Appropriate recognized Diploma or Degree as a 111 Medical Technologist or Biotechnology registered as a Medical Technologist with the Health Professional Council of South Africa. A minimum of 20 years relevant experience after registration with HPCSA as a Medical Technologist. The following will be an added advantage: Three (3) – Six (6) Years post qualification and experience in a diagnostic laboratory, knowledge of relevant laboratory processes and procedures, assertiveness, good interpersonal skills, basic understanding of finance, general management, communication, analytical and computer skills.
- DUTIES** : Facilitate and support the rational and cost effective usage of laboratory and blood services as well as the point of care machines in the hospital. Improve screening of NHLS and SANBS request forms to avoid discrepancies. Monitor the linking of requests by NHLS and SANBS to relevant cost center. Monitor and intercept tests where insufficient data has been supplied on NHLS request forms. Compile monthly expenditure and utilization reports against allocated NHLS and SANBS budgets. Advise management on ways to maximize use of

NHLS and SANBS services and reduction of unnecessary rejections and wastage of blood products and levies. Support other programs in the hospital during internal and external assessments to comply with National Core Standards, perform laboratory, and blood related duties delegated. Maintain ongoing liaison and communication with the NHLS and SANBS at institutional level. Resolve all lab and blood related complains. Monitor turnaround times of institutional tests.

- ENQUIRIES** : Mr. Dr H. Mlahleki Tel No: (011) 812 5163
- APPLICATIONS** : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 18 October 2021
- POST 34/218** : **PN-A3; GENERAL NURSING; GRADE 2 REF NO: TDHS/A/2021/79 (X1 POST)**
Directorate: Nursing
- SALARY** : R259 134 – R300 414 per annum, plus benefits
- CENTRE** : Sub-District 2;3 & 4 Atteridgeville Clinic
- REQUIREMENTS** : Matric/Grade 12. Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse trained in Midwifery, Psychiatry and community Nursing Science. Current registration with the SANC as a Professional Nurse. Minimum 10-years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC.
- DUTIES** : Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance Plan targets are met by performing clinical nursing practice in accordance with the scope of practice, nursing standards and quality assurance standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice Work as a team player. Guide and teach or mentor those in a level under you. Able to lead and supervise a team in the unit, knowledgeable in aspects of Ideal Clinic, Management of complaints and Patient's safety Incidents. Willing to attend in-service training. Provide clinical nursing services to other facilities in Sub-District 3 when needed. Competencies: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Valid & Unendorsed driver's license is essential.
- ENQUIRIES** : Mr KC Nemukombame Tel No: 079 529 0375 /Ms GM Setlhare Tel No: 082 319 1820 (Monday to Friday; during working hours only)
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applications should be submitted on the NEW Z83 application form obtainable from <http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf> or Public Service

Departments. Compulsory documents to attach are the ff: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, Certificate of registration with South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration (2021 / 2022) as a Professional Nurse with SANC + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates who reside within the jurisdiction of the listed facilities will be given priority. Candidates are further advised that interviews may be conducted virtually, via Ms Teams platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities.

- CLOSING DATE** : 15 October 2021 at 15h00
- POST 34/219** : **ADMINISTRATION OFFICER REF NO: PHOLO 2020/09/04 (X1 POST)**
Directorate: (Patient Affairs)
- SALARY** : R257 508 - R303 339 per annum, (plus benefits)
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : Grade 12 with 5 years practical experience in patient administration or relevant Degree/Diploma with 3 years relevant experience in patient administration. Knowledge of relevant prescripts and legislations governing patient affairs such as PFMA, UPFS and Procedure Manual. Excellent administrative skills. Be computer literate and have communication skills, have thorough PAAB (Patient Administration and Billing) knowledge and necessary skills to manage and supervise co-workers. Ability to work under pressure and be a team player. Good interpersonal skills and reporting skills.
- DUTIES** : Ensure adherence to prescripts and procedures at all times. Monitor the downtime of the section and ensure monthly updating of registers. Ensure that waiting time is always well monitored. Audit of files to ensure to correct classification. Expected to perform Administrative duties such as leave management, staff attendance, staff allocation and performance management. Ensure collection of revenue, correct classification of patients, re-classification 123 of Patients and compliance to UPFS policy. Will be expected to participate in Patient Affairs committees and meetings. To ensure that all patients are admitted, discharged and billed on time. Should ensure that all patient admin registers are updated accordingly. Ensure completion and submission of daily, weekly and monthly statistics and ensure the smooth running of Porters, Mortuary, Switchboard and Medical Records. Responsible for supervision of staff including training, performance management and development, leave management, staff attendance, employee wellness and application of disciplinary procedure.
- ENQUIRIES** : Mr. N.S. Phoko Tel No: 011 812 5170
- APPLICATIONS** : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the

		department. People with disability are encouraged to apply. (Re-Advertisement: those who previously applied are encouraged to apply). 18 October 2021
<u>CLOSING DATE</u>	:	
<u>POST 34/220</u>	:	<u>ADMINISTRATION OFFICER REF NO: PHOLO 2020/09/05 (X1 POST)</u> Directorate: (Patients Affairs Mortuary) Re-Advertisement: those who previously applied are encouraged to apply
<u>SALARY</u>	:	R257 508 - R303 339 per annum, (plus benefits)
<u>CENTRE</u>	:	Pholosong Hospital
<u>REQUIREMENTS</u>	:	Grade 12 with 5 years practical experience in patient administration or relevant Degree/Diploma with 3 years relevant experience in patient administration. Knowledge of relevant prescripts and legislations governing patient affairs such as PFMA, UPFS and Procedure Manual. Excellent administrative skills. Be computer literate and have communication skills, have thorough PAAB (Patient Administration and Billing) knowledge and necessary skills to manage and supervise co-workers. Ability to work under pressure and be a team player. Good interpersonal skills and reporting skills.
<u>DUTIES</u>	:	Supervise and ensure De-Registration and billing of mortuary patients from the PAAB System. Ensure Maintaining of all records relevant to Mortuary. Ensure mortuary register is manually maintained and improve on electronic record keeping. Follow up and review all unknown patients. Track and Trace bodies from entry to exit. Retrieve all relevant patient files for accurate record keeping. Submit daily electronic report to relevant authority for Covid-19 statistics. Ensure mortuary Certificate of Compliance is achieved and renew it when required. Address all enquiries relevant to Occupational Health and Safety issues. Address all mortuary related queries from internal and external parties. Report malfunctioning of fridges. Ensure securing of area. Ensure cleanliness of mortuary area and trays. Supervise and oversee staff attendance. Appraise staff and evaluate performance. Discipline when necessary in line with Acts, Policy and Standards. Ensure adherence to the six quality priorities. Manage correct patient reclassification. Update all unknown patient in the ward. Order necessary stock and stationary for maintaining the mortuary. Oversee the collection and compliance of relevant documents in record keeping for mortuary (BI 1663 etc.). Ensure all records are secure and accounted for.
<u>ENQUIRIES</u>	:	Mr. N.S. Phoko Tel No: 011 812 5170
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550.
<u>NOTE</u>	:	No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	18 October 2021
<u>POST 34/221</u>	:	<u>PN-A2; PROFESSIONAL NURSE GRADE 1 REF NO: TDHS/A/2021/80 (X10 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	R256 905 per annum, plus benefits
<u>CENTRE</u>	:	Tshwane Health District: Sub-District 2;3 & 4 Atteridgeville Clinic (X3 Posts) Bophelong Clinic (X1 Post)

		Danville Clinic (X1 Post)
		FF Ribeiro Clinic (X1 Post)
		Kekana Gardens Clinic (X1 Post)
		Lyttelton Clinic (X1 Post)
		Mandisa Shiceka (X1 Post)
		Skinner Clinic (X1 Post)
<u>REQUIREMENTS</u>	:	Matric/Grade 12. Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse trained in Midwifery, Psychiatry and community Nursing Science. Current registration with the SANC as a Professional Nurse.
<u>DUTIES</u>	:	Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance Plan targets are met by performing clinical nursing practice in accordance with the scope of practice, nursing standards and quality assurance standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice Work as a team player. Guide and teach or mentor those in a level under you. Able to lead and supervise a team in the unit, knowledgeable in aspects of Ideal Clinic, Management of complaints and Patient's safety Incidents. Willing to attend in-service training. Provide clinical nursing services to other facilities in Sub-District 3 when needed. Competencies: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Valid & Unendorsed driver's license is essential.
<u>ENQUIRIES</u>	:	Mr KC Nemukombame Tel No: 079 529 0375 /Ms GM Setlhare Tel No: 082 319 1820 (Monday to Friday; during working hours only)
<u>APPLICATIONS</u>	:	Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
<u>NOTE</u>	:	Applications should be submitted on the NEW Z83 application form obtainable from http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf or Public Service Departments. Compulsory documents to attach are the ff: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, Certificate of registration with South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration (2021 / 2022) as a Professional Nurse with SANC + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates who reside within the jurisdiction of the listed facilities will be given priority. Candidates are further advised that interviews may be conducted virtually, via Ms Team's platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities.
<u>CLOSING DATE</u>	:	15 October 2021 at 15h00
<u>POST 34/222</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (GENERAL) REF NO: EHD2021/10/08</u> Directorate: PHC
<u>SALARY CENTRE REQUIREMENTS</u>	:	R256 905 – R297 825.per annum
	:	Ekurhuleni Health District (ESDR)
	:	Basic R425 qualification (i.e. diploma/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. Grade 1: less than 10 years relevant experience as a Professional Nurse after registration with SANC Driver's license is essential. Current proof of registration with SANC.
<u>DUTIES</u>	:	Order, interpret and evaluate diagnostic tests to identify and assess patients' conditions. Assess and evaluate patients' needs for, and responses to, care rendered. Apply sound nursing judgment in patient care management decisions. Implement physicians' orders, administer medications, start IVs,

		perform as ordered. Draw a Nursing care plan. Collaborate with the nursing team to create a plan of care for all patients.
<u>ENQUIRIES</u>	:	Ms J.F Joubert Tel No (011) 737- 9746
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	15 October 2021
<u>POST 34/223</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (GENERAL) REF NO: EHD2021/10/09</u> Directorate: PHC
<u>SALARY</u>	:	R256 905 – R297 825 per annum
<u>CENTRE</u>	:	Ekurhuleni Health District (NSDR)
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/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. Grade 1 : less than 10 years relevant experience as a Professional Nurse after registration with SANC Driver's license is essential. Current proof of registration with SANC.
<u>DUTIES</u>	:	Order, interpret and evaluate diagnostic tests to identify and assess patients' conditions. Assess and evaluate patients' needs for, and responses to, care rendered. Apply sound nursing judgment in patient care management decisions. Implement physicians' orders, administer medications, start IVs, perform as ordered. Draw a Nursing care plan. Collaborate with the nursing team to create a plan of care for all patients.
<u>ENQUIRIES</u>	:	Ms G.S Mateza Tel No (011)565 - 5163
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	15 October 2021
<u>POST 34/224</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (GENERAL) REF NO: EHD2021/10/10</u> Directorate: PHC
<u>SALARY</u>	:	R256 905 – R297 825 per annum
<u>CENTRE</u>	:	Ekurhuleni Health District (SSDR)
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/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. Grade 1 : less than 10 years relevant experience as a Professional Nurse after registration with SANC Driver's license is essential. Current proof of registration with SANC.

- DUTIES** : Order, interpret and evaluate diagnostic tests to identify and assess patients' conditions. Assess and evaluate patients' needs for, and responses to, care rendered. Apply sound nursing judgment in patient care management decisions. Implement physicians' orders, administer medications, start IVs, perform as ordered. Draw a Nursing care plan. Collaborate with the nursing team to create a plan of care for all patients.
- ENQUIRIES** : Ms N.E Ndou Tel No (011) 878 - 8550
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 15 October 2021
- POST 34/225** : **POST BASIC PHARMACIST ASSISTANTS (REF NO: TDHS/A/2021/81 (X3 POSTS))**
Directorate: Pharmacy
- SALARY** : Grade 1: R196 218 - R221 034 per annum
Grade 2: R227 721 - R241 701 per annum
Grade 3: R246 768 - R282 165 per annum
- CENTRE** : Tshwane Health District: Sub-District 2; 3 & 4
(Bophelong, Suurman & Kekana Gardens Clinics x 1 Each)
- REQUIREMENTS** : Grade 12 or equivalent qualification, appropriate Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post-Basic). Registration with the South African Pharmacy Council (SAPC) as a Post-Basic Pharmacist Assistant. Proof of payment for current annual registration. At least 3 years appropriate experience as Pharmacist Assistant (Post-basic). Candidates should be computer literate and in possession of valid & unendorsed driver's license. A practical test relating to key areas of knowledge and skills may form part of the selection process for this position. Correspondence & engagement will only be entered into with shortlisted candidates who meet the requirements.
- DUTIES** : The incumbent of the post will work under the indirect/direct supervision of a pharmacist within the scope of the following duties: Stock control which includes receiving, issuing, reporting and maintenance of stock (electronic and manual systems). Ensuring proper storage of medicines. Dispensing of medicine, including the receive, read and checking of prescriptions for legality, authenticity and validity. Ensuring appropriate use of medicine. Executing dispensary administrative functions. Participating in pharmacy education programmes. Supporting outreach services in the community. Advice and support patients and other health care professionals regarding pharmaceutical issues. Networking with all relevant stakeholders. Address Pharmaco-vigilance. Other Skills/ Requirements: Own discipline, knowledge of relevant legislation, regulations, policies, implementation and Information management, quality assurance and improvement programmes. Leadership and communication. Problem solving, computer literacy, stress tolerance, self-confidence, objectiveness and empathy. Acquaintance with standard operating procedures and primary healthcare standard treatment guidelines. Work effectively as part of a team. No criminal record or dismissal for misconduct at previous place(s) of work
- ENQUIRIES** : Mr SR Makua Tel No: 079 872 6077 / Ms M Haines Tel No: 071 679 0059 (Monday to Friday; during working hours only)
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applications should be submitted on the NEW Z83 application form obtainable from

<http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf> or Public Service Departments. Compulsory documents to attach are the ff: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, Certificate of registration with South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration (2021 / 2022) as a Professional Nurse with SANC + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates who reside within the jurisdiction of the listed facilities will be given priority. Candidates are further advised that interviews may be conducted virtually, via Ms Team's platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities. NB!! These salary grades are experience-informed

- CLOSING DATE** : 15 October 2021 at 15h00
- POST 34/226** : **CLINICAL ENGINEERING TECHNICIAN ASSISTANT REF NO: PHOLO 2020/09/06 (X1 POST)**
Directorate: Clinical Engineering
- SALARY CENTRE REQUIREMENTS** : R173 703 - R204 612 per annum, (plus benefits)
: Pholosong Hospital
: Grade 12 with N6 Electrical Engineering (Light Current). National Diploma N Diploma/ National Diploma in Electrical Light Current or Clinical Engineering will be an added advantage. Minimum of 1-2 years of experience in Electrical Light Current/ Electronics /Clinical will be an added advantage. Ability to work under pressure and be a team player. Good interpersonal skills and reporting skills.
- DUTIES** : Repair, maintain and control of all medical equipment. Calibration and installation service of all medical equipment. Perform safety inspection functions on all medical equipment to ensure a safe standard of service. Liaise with service providers to ensure quality outcome. Responsible for the day to day functioning of the workshop. Ensure that detailed service maintenance schedules are implemented. Attending to urgent call outs for medical equipment within the hospital. Keep records of all repair, service and movement of medical equipment. Assist with asset verification, condemning and disposal of medical equipment. Make sure that accessories for medical equipment are available in storeroom. Receiving and making sure of functionality of medical equipment from service providers. Execute any lawful instruction by the supervisor or delegated authority.
- ENQUIRIES APPLICATIONS** : Mr. N.S. Phoko Tel No: 011 812 5170
: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 18 October 2021
- POST 34/227** : **MATERIAL RECORDING CLERK REF NO: MSD2021/09/02**
Directorate: Warehouse
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05), plus benefits
: Medical Supplies Depot
: 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 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 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, copies of ID and qualification should also be attached. Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). Applications received on the old Z83 application form will not be considered. All required information on the application form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Only short-listed candidates will be required to submit certified documents on or before the day of the interview following communications from Medical Supplies Depot Human Resource. 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** : 15 October 2021
- POST 34/228** : **ADMINISTRATION CLERK REF NO: TDHS/A/2021/82 (X1 POST)**
Directorate: Admin & Logistics
- SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612 per annum (Level 05)
: Tshwane District Health Services
: Grade 12 Certificate with equivalent qualification and 2 years' experience administrative work. Applicants with prior learning, either by means of experience of alternative courses may also apply. Other Skills / Requirements: Computer Literate, good interpersonal skills, problem solving and analytical skills, ability to work independently and with the team, good organizational skills, good telephone etiquette. Proven ability to communicate effectively (written and verbal) in English
- DUTIES** : Perform administrative duties relating to records, data capturing, filing, archiving, scanning, photocopying and collating of documents. Provide secretariat services in the office such as handling incoming and outgoing calls, preparing meeting packs. Ordering of stationery and other consumables for the office. Write memos, letters and any other documents as requested by the supervisor. Perform all other duties delegated by a Supervisor/Manager.
- ENQUIRIES** : Mr LM Seshoka Tel No: 012 451 9025

- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Copies of all required documents must be attached.
- CLOSING DATE** : 15 October 2021 at 15h00
- POST 34/229** : **REGISTRY CLERK REF NO: TDHS/A/2021/83 (X1 POST)**
Directorate: Admin & Logistics
- SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612 per annum (Level 05)
Tshwane District Health Services
Grade 12 Certificate with equivalent qualification and 2 years' experience administrative work. Applicants with prior learning, either by means of experience of alternative courses may also apply. Other Skills / Requirements: Computer Literate, good interpersonal skills, problem solving and analytical skills, ability to work independently and with the team, good organizational skills, good telephone etiquette. Proven ability to communicate effectively (written and verbal) in English.
- DUTIES** : Perform administrative duties relating to records, data capturing, filing, archiving, scanning, photocopying and collating of documents. Provide secretariat services in the office of Transport such as handling incoming and outgoing calls, preparing meeting packs. Ordering of stationery and other consumables for the office. Write memos, letters and any other documents as requested by the supervisor. Perform all other duties delegated by a Supervisor/Manager.
- ENQUIRIES APPLICATIONS** : Mr LM Seshoka Tel No: 012 451 9025
Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Copies of all required documents must be attached.
- CLOSING DATE** : 15 October 2021
- POST 34/230** : **STAFF NURSE; GRADE 1 REF NO: TDHS/A/2021/84 (X6 POSTS)**
Directorate: Nursing
- SALARY CENTRE** : R171 381 – R192 879 per annum, plus benefits
Sub-District 2; 3 & 4
(Jubilee Gateway Clinic (X1 Post)
Mandisa Shiceka (X1 Post)
Danville Clinic (X1 Post)
Ga-Zankulu Clinic (X1 Post)
New Eersterus (X1 Post)
Skinner Clinic (X1 Post)
- REQUIREMENTS** : Grade 12/Matric. Enrolled Nurse Certificate that allows registration with the South African Nursing Council (SANC) as such. Proof of current registration with the South African Nursing Council as an Enrolled/Staff Nurse.
- DUTIES** : Responsive and accountable stewardship of District Health Services by overseeing it that Annual Performance Plan targets are met by ensure safe, effective and quality-laden clinical nursing practice for patients. Ensure effective implementation of Standard Operating Procedure (SOP) relevant and applicable to PHC. Uphold and maintain the Nursing Standards with regards to PHC patients. Ensure effective communication according to hierarchy. Ensure efficient utilisation of resources. Demonstrate basic understanding of nursing procedures. Demonstrate basic understanding of the legislative framework protocols, policies governing the Public Service. Participate in implementation of Ideal Health Facility realisation. Maintain professional growth /ethical standards and self-development. Execute other duties as shall be so delegated by the Clinical Nurse Practitioner Competencies: Knowledge of nursing care processes and procedures, Knowledge of Quality Assurance, Patients Experience of Care, Patients' Safety, Infection Prevention & Control and other relevant legal frameworks. Good ethical practice and caring attitude. Good communication skills, basic writing skills, ability and good interpersonal skills. Driver's license is essential.

ENQUIRIES : Mr KC Nemukombame Tel No: 079 529 0375
Ms GM SETHHARE Tel No: 082 319 1820 (Monday to Friday; during working hours only)

APPLICATIONS : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lillian Ngoyi Streets, Pretoria, 0002

NOTE : Applications should be submitted on the NEW Z83 application form obtainable from <http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf> or Public Service Departments. Compulsory documents to attach are the ff: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, Certificate of registration with South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration (2021/2022) as a Professional Nurse with SANC + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates who reside within the jurisdiction of the listed facilities will be given priority. Candidates are further advised that interviews may be conducted virtually, via Ms Team's platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities.

CLOSING DATE : 15 October 2021 at 15h00

POST 34/231 : **DENTAL ASSISTANT GRADE 1 REF NO: EHD2021/10/11**
Directorate: Oral Health

SALARY CENTRE REQUIREMENTS : R168 429 – R192 576 per annum, (plus benefits)
: Ekurhuleni Health District
: Grade 12 with Dental Assistant certificate from recognized accredited institutions registration with HPCSA, proof of current registration with the HPCSA. A driver's license will be an added advantage. The person should have good communication skills, good interpersonal relations and an ability to work under pressure. Less than 10 years relevant experience.

DUTIES : The incumbent should have knowledge of dental assisting including infection control, chair side assisting maintaining of equipment, stock control, knowledge of materials and instruments and conducting inventory. The person will work in the dental surgery in clinics, mobiles, correctional services, institutions and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. The person will also be doing relief duties in other clinics, prisons, mobile and institutions. He or she will be assisting the oral hygienist at schools as well as in the clinics. The person will also be rotating within the sub-districts.

ENQUIRIES APPLICATIONS : Mr L.B Mudau Tel No: (011) 876 1759
: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION NOTE : Human Resource Manager
: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 15 October 2021

- POST 34/232** : **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.
- ENQUIRIE APPLICATIONS** : Ms S Khosa Tel No: (011) 628 9102
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, copies of ID and qualification should also be attached. Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). Applications received on the old Z83 application form will not be considered. All required information on the application form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Only short-listed candidates will be required to submit certified documents on or before the day of the interview following communications from Medical Supplies Depot Human Resource. 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** : 15 October 2021
- POST 34/233** : **AUXILIARY WORKER REF NO: MSD2021/08/04 (X10 POSTS)**
Directorate: Warehouse
- SALARY** : R145 281 per annum (Level 04), plus benefits
CENTRE : Medical Supplies Depot
REQUIREMENTS : 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, copies of ID and qualification should also be attached. Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). Applications received on the old Z83 application form will not be considered. All required information on the application form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Only short-listed candidates will be required to submit certified documents on or before the day of the interview

following communications from Medical Supplies Depot Human Resource. 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** : 15 October 2021
- POST 34/234** : **DRIVER REF NO: JUB 26/2021**
Directorate: Health
- SALARY** : R122 595 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : A Grade 12/Senior certificate. A minimum of 1-3 years' experience in driving Valid driver's license with PDP. Knowledge of the procedures to operate a motor vehicle and prescripts for the correct utilization of the motor vehicle .Knowledge of procedures for maintenance of the motor vehicle and geographical location. Good basic computer skills. Driving and sound interpersonal skills. Good organizational, numerical and communication skills. Ability to work under pressure and in terms Ability to pay attention to details.
- DUTIES** : The incumbent will deliver and collect documents daily, provide driving services and manage record keeping of logbook for monitoring and compliance. Collection of food and safety equipment (PPE) Personal Procure Equipment for the hospital also to transport patients to the isolation location. Transport patients to and from referral hospitals. Transport staff to and from areas of need, collect and deliver mails from regional and central office. Collect and deliver equipment's stock, food, medication and other items as instructed. Inspect vehicle and report faults to transport officer, timeously, check level of oil, water, fuel and mileage daily .Promote proper handling, safekeeping and control of vehicles and execute all instructions by the supervisors. Compile log book for every vehicles used .Washing and cleaning of GG vehicles and safe keeping of cleaning equipment .Conduct pre and post inspection of GG vehicles. Adhere to principles stipulated in Government motor transport handbook version 1 of 2019 and perform standby duties (Shifts: day and night, weekends, holidays)
- ENQUIRIES** : Mr V.Sebapu Tel No: (012) 717 9310
APPLICATIONS : Applications must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No.92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Short-listed candidates must be available for interviews at a date and time determined by the Jubilee District Hospital. Candidates will undergo test driving evaluation assessment on the day of the interview. Applications received after the closing date and those who do not comply with the requirements will not be taken into consideration. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification, Reference checks- (Provide at least three, one must be your immediate supervisor), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. If you are contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
- CLOSING DATE** : 15 October 2021 at: 16H00
- POST 34/235** : **MEDICAL OFFICER GRADE 1- GRADE 3 (SESSIONAL) REF NO: EHD2021/10/12**
Directorate: Family Medicine
- SALARY** : Grade 1: R395.00 per hour (session)
Grade 2: R452.00 per hour (session)
Grade 3: R524.00 per hour (session)
- CENTRE** : Ekurhuleni Health District
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a medical officer. Current proof of registration with the HPCSA as a medical practitioner. Basic medical degree

(MBCHB) or equivalent). **Grade 1:** Less than 5 years relevant experience
Grade 2: At least 5 years, but less than 10 years, relevant experience, **Grade 3:** 10 years and more relevant experience. Recommendations: Experience in district health service. Experience in general medical practice: PHC; HAST; EBM and use of current protocols. Excellent clinical skills in terms of consultation; history taking; examination; clinical assessment and management procedures. Good professional attitude; communication skills; ethics in relation to patients/families/community; referrals; consent for treatment; teamwork ability and medical records keeping. Willingness to work/participate in outreach programmes in any PHC facilities within the district health service. Post graduate diploma or relevant medical degree is an advantage.

DUTIES : Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervision of health care professionals through an integrated approach programme. Participate in 24hour PHC services including Medico-legal and EMS. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the training and the CME activities for nurses, intern and community service doctors in the district. Support or participate in the development of district research projects.

ENQUIRIES : Dr. S Agbo Tel No: 011 878 8548
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 15 October 2021

DEPARTMENT OF ROADS AND TRANSPORT

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

CLOSING DATE : 15 October 2021

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

OTHER POSTS

POST 34/236 : **SURVEYOR TECHNICIAN CONTROL GRADE A REF NO: REFS/012032 (X1 POST)**
 (12 Months Contract)
 Branch: Design Services

SALARY : R452 895 per annum, (plus 37% in lieu of benefits)

- CENTRE REQUIREMENTS** : Pretoria: Koedoespoort
 : A Post Graduate Diploma/B.Tech/ Bachelor's Degree in Surveying (NQF Level 7). Compulsory registration with SAGC (former PLATO) as a Geomatics Technologist/ Geomatics Professional (Engineering Survey), A minimum of five years post qualification survey experience or a minimum three years post registration with SAGC. A valid Driver's License. Must demonstrate the following skills: Planning and organizing, verbal and written communication, computer literacy and teamwork.
- DUTIES** : Control and manage the field survey team/s of the Sub-Directorate Survey Services. Give expert advice and guidance on technical survey matters. Maintain own registration to ensure ultimate professional service to the Department. Ensure field survey operational effectiveness. Manage the performance and development of survey personnel regarding field work and all training. Deal with governance issues of the field section of the Survey Services Sub-Directorate.
- ENQUIRIES** : Mr. J P Makhasela Tel No: (012) 310 – 2216 or 083 413 3551
- POST 34/237** : **SURVEYOR TECHNICIAN PRODUCTION GRADE A REF NO: REFS/012031 (X1 POST)**
 (12 Months Contract)
 Branch: Design Services
- SALARY** : R316 530 per annum, (plus 37% in lieu of benefits)
- CENTRE REQUIREMENTS** : Pretoria: Koedoespoort
 : A 3-year National Diploma in Surveying (NQF Level 6). Compulsory registration with SAGC (former PLATO) as a Geomatics Technician (Engineering Survey). A Minimum of 2 years' post qualification survey experience. A Minimum of 2 years' post registration with SAGC. A valid driver's License. Must demonstrate the following skills: Planning and organizing, verbal and written communication, computer literacy and teamwork.
- DUTIES** : Control and manage the field survey team/s of the Sub-Directorate Survey services. Give expert advice and guidance on technical survey matters. Maintain own registration to ensure ultimate professional service to the Department. Maintain field survey operational effectiveness. Manage the performance and development of attached survey personnel regarding field work and all training.
- ENQUIRIES** : Mr. J P Makhasela Tel No: (012) 310 – 2216 or 083 413 3551

PROVINCIAL TREASURY

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



- APPLICATIONS** : Applications must be submitted on a duly New signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on the Following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za
- CLOSING DATE** : 15 October 2021
- NOTE** : Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record,

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

MANAGEMENT ECHELON

- POST 34/238** : **CHIEF DIRECTOR: STRATEGY MANAGEMENT REF NO: GPT/2021/10/1**
Directorate: Strategy Management
- SALARY** : R1 251 183 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
An undergraduate qualification (NQF level 7) as recognised by SAQA. 5 years' experience at Senior Management level. 8 – 10 years' experience in Strategy Management and / or Planning or Consultation environment. Experience in Monitoring and Evaluation.
- DUTIES** : To align all strategic planning efforts of Gauteng Provincial Treasury, facilitate top-down, bottom-ups approach to identify and implement innovations to streamline operations and eliminate redundancies. It further provides a service in the areas of process and quality assurance, knowledge management, strategic innovations and fore-sighting and transformation and change interventions. To manage and coordinate strategic planning. To manage and coordinate the corporate performance monitoring and evaluation. To coordinate policy facilitation, knowledge management and ensure gender, youth, women and people with disabilities (GEYODI) issues are integrated into the departmental programmes. To manage and facilitate the provision of organisational risk and integrity management.
- ENQUIRIES** : Ms. B Mtshizana Tel No: 011 227 9000
- POST 34/239** : **CHIEF DIRECTOR: PROVINCIAL ACCOUNTING SERVICES (PAS) REF NO: GPT/2021/10/2**
Directorate: Financial Governance
- SALARY** : R1 251 183 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
An undergraduate qualification Degree (NQF level 7) as recognised by SAQA in Accounting. A post graduate qualification in the Accounting and knowledge of GPG environment will be an added advantage. 5 years of experience at the Senior Management level. 5 – 10 years of experience in the Financial/Accounting environment. Knowledge and experience of the PFMA, Treasury Regulations and other relevant government prescript. Ability to demonstrate strategic thinking and implementation, problem solving and programme management. Expert skills in computer Ms. Office specifically Excel.
- DUTIES** : Enforce the effective implementation of accounting practices promote and report on the implementation of the accounting standards. Monitor evaluate and report on compliance with accounting related legislative requirements. Provide accounting services support which includes implementation of the new accounting reforms. Enhance and enforce the transparent and effective management of assets and inventory. Prepare accurate consolidated Financial Statements and ensure the tabling thereof in line with the legislation. Develop and implementation systems and processes to: Ensure integrity of financial

data: Improve financial management: and Improve audit outcomes of the departments and entities. Undertake the promulgation of the Provincial Finance Act (unauthorised expenditure) and Provide technical and advisory support to SCOPA. Management of AGSA and audits of the GPG departments and entities.

ENQUIRIES : Ms. B Mtshizana Tel No: 011 227 9000

POST 34/240 : **CHIEF DIRECTOR: CONTRACT MANAGEMENT AND STRATEGIC PROCUREMENT REF NO: GPT/2021/10/3**
Directorate: Provincial Supply Chain Management

SALARY : R1 251 183 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Johannesburg

REQUIREMENTS : An undergraduate qualification Degree (NQF level 7) as recognised by SAQA in Business or Supply Chain Management. 5 years of experience at the Senior Management level. 5 – 10 years of experience as a procurement or supply chain professional. Experience in a Senior Management position, accustomed to leading and managing a business unit. Experience and understanding of the South African marketplace. Knowledge of procurement best practices including sourcing strategies and the different mechanisms for procurement.

DUTIES : To provide procurement related services driven by a customer focus ethos at the right time, the right place and at a demonstrably improved and competitive cost utilizing benchmark processes. The role is further responsible for the management business continuity and the identification and prioritization of potential risks in the respective business unit. Responsible for running a business that procures R3.5 Billion worth of goods and services annually across a variety of commodity areas and a diverse customer base; Responsible for a procurement organisation staffed with approximately 300 procurement officials; Responsible for devising a procurement strategy that optimises the balance between achieving lowest cost purchases and sustainable SMME development; Responsible for managing the relationship between the SSC and the customer (i.e. Line Departments) on procurement matters; and Responsible for a large warehousing operation that maximises centralised stockholding and delivers approximately R1.4 Billion worth of goods to institutions through a shared supply chain.

ENQUIRIES : Ms. B Mtshizana Tel No: 011 227 9000

POST 34/241 : **DIRECTOR: EXECUTIVE SUPPORT REF NO: GPT/2021/10/4**
Directorate: Office of the Head of Department

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

CENTRE : Johannesburg

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. 5 years of experience at a Middle/Senior Management level. 5 or more years of experience in the Strategic Planning, Information Management and Monitoring and or Management field.

DUTIES : Develop, implement and monitor the strategic and business planning framework for the department. Monitor and evaluate all strategic and operational management and programme implementation processes. Develop, coordinate and monitor a service delivery improvement plan (SIP) for the department. Develop, implement and maintain a monitoring and evaluation system for the department. Coordinate and compile reports to relevant stakeholders, i.e the annual report, legislature reports, legislature questions, etc. Interpret and analysis reports. Develop, implement and manage systems to ensure continuous improvement of organisational performance. Develop and implement appropriate knowledge management concept, strategy and systems. Coordinate all cross-cutting issues relating to race, gender, and people with disabilities (internal and external).

ENQUIRIES : Ms. B Mtshizana Tel No: 011 227 9000

POST 34/242 : **DIRECTOR: STRATEGIC SOURCING REF NO: GPT/2021/10/5**
Directorate: Provincial Supply Chain Management

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

- CENTRE REQUIREMENTS** : Johannesburg
 : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Supply Chain Management/Finance. A relevant postgraduate qualification will be an advantage. 5 years of experience at Middle/Senior management level. 5 years or more years' experience in the Supply Chain Management strategic sourcing field.
- DUTIES** : To provide strategic procurement related services to client departments and entities. Assist in the development of sourcing strategies that will assist GPG to strategically procure commodities. Manage and oversee the implementation of strategic sourcing in departments and monitor cost reduction. Identify targeted spend areas; create sourcing teams that will analyze commodities leverage such commodities in order to achieve government socio-economic strategies and objectives. Analysis of spending patterns to assist optimize budget and planning process and enable sourcing practitioners to make better informed decisions. Manage and report on Service Level Agreements with client departments and entities.
- ENQUIRIES** : Ms. B Mtshizana Tel No: 011 227 9000

OTHER POST

- POST 34/243** : **AUDITOR: PERFORMANCE AUDIT REF NO: GPT/2021/10/6 (X18 POSTS)**
 Directorate: Gauteng Audit Services
- SALARY CENTRE REQUIREMENTS** : R316 719 per annum, (plus benefits)
 : Johannesburg
 : A three-year tertiary qualification (NQF Level 6 and above as recognised by SAQA) Diploma/Degree in Internal audit/ Auditing /Accounting.
- DUTIES** : Perform the planning of the audit project. Conduct fieldwork of the audit project. Compile the draft findings for reporting. People and Staff Utilisation.
- ENQUIRIES** : Mr Sihle Hlomuka, Tel No: 011 227 9000

DEPARTMENT OF SOCIAL DEVELOPMENT

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office

- APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr C Maabane, Tel- (011) 227 0060 or posted to- Private Bag X35, Johannesburg, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- FOR ATTENTION** : Mr O Mkhabela. All applicants are also encouraged to number the pages of their CV and the attached documents
- CLOSING DATE** : 15 October 2021
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as copies of all academic qualification(s) including the matric certificate, Identity document and driver's licence (where applicable) and any other relevant documents. Applicants must submit copies of qualification, identity documents and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a

license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment (where applicable). The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GDSD that will be reviewed based on performance expiration. Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Social Development will comply with Health and Safety Regulations.

MANAGEMENT ECHELON

- POST 34/244** : **DIRECTOR: TENDER AND CONTRACT MANAGEMENT REF NO: SD/2021/10/01**
(12 Months Contract)
- SALARY** : R1 057 326 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
- CENTRE REQUIREMENTS** : Johannesburg Head Office
: Three-year qualification in Supply Chain Management or equivalent qualification in Financial Management, equivalent to NQF Level 7. A minimum of 5 years' middle/senior management experience in financial management environment. A valid driver's licence. Attach the Senior Management Services Pre-Entry Certificate. Knowledge: Knowledge and understanding of legislative, Policy and Institutional framework governing Supply Chain Management in the Public Service, knowledge and understanding of tender and contract management legislative framework in the Public Service, knowledge and understanding of Public Financial Management Act (PFMA), knowledge of Department's procedure on tenders and contract administration, Knowledge and understanding of Department of Social Development Services priorities, commitments, policies, procedures, and processes. Knowledge of the Department's Strategic priorities and Service Delivery model. Skills and Competencies: Strategic Management skills, Service Delivery Innovation skills strategic reporting skills, Performance and Self Driven, Facilitation, Honesty and Integrity Problem Solving, People management and Reporting skills.
- DUTIES** : Management of Tender administration of outsourced, adhoc, accommodation leases and transversal services contracts by coordinating and ensuring quality assure specifications for submission to DAC, present the tender specification to DAC, manage and monitor tender advertisement process, manage and monitor duration on all pending tenders, manage conflict resolution under Bid Evaluation Committee Members, present to the DAC. Management of outsourced, adhoc, accommodation leases and transversal services contracts, manage the process of commencement and termination of contracts awarded, ensure all contracts have valid purchase orders, manage the process of contract adjustment, manage and monitor databases of all contracts, establish the supplier's end-users relationship for the contract term, manage and facilitate the creation of SLA, ensure compliance to terms and condition of SLA, liaison with Legal services for legal advice on contracts. Management tender process, present pending tenders report monthly, report on finalised tenders on annual performance plan, report to Provincial Treasury on awarded tenders, prepare responses on audit queries on tender administration. Management on contracts management process by presenting price adjustment reports to DAC and Finance, respond to queries from end-users and suppliers. Document management and enterprise development process and managing document management system for tender and contract administration, management of SMME's and co-operatives process and procedures.
- ENQUIRIES** : Mr C Maabane Tel No: (011) 227 0060