

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: PHOLOSONG HOSPITAL: Kindly note that the following post of Clinical Technologist Ref No: Pholo 2020/09/03 (X1 Post) was advertised in Public Service Vacancy Circular 34 dated 01 October 2021 with the closing Date of the 18th of October 2021, it was advertised without salary notches Grade 1 R317 976 – R361 872 per annum, (plus benefits) Grade 2 R372 810 - R426 291 per annum, (plus benefits Grade 3 R 439 164 - R532 959 The closing date will be extended to the 22 October 2021. We would like to apologies for the inconvenience

OTHER POSTS

- POST 35/68** : **HEAD OF CLINICAL UNIT INTERNAL MEDICINE DEPARTMENT (X1 POST)**
Directorate: Internal Medicine
- SALARY CENTRE REQUIREMENTS** : R1, 728,807 per annum (All Inclusive)
: Thelle Mogoerane Regional Hospital
: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Internal Medicine: Master of Medicine in Internal Medicine (M. Med Internal Medicine) and fellowship of the college of Surgeons of South Africa-FCS (SA). A recognized Diploma or sub-speciality in a branch of Internal Medicine will be an added advantage. A minimum of five (5) completed years of relevant experience after registration with HPCSA as a medical specialist in Internal Medicine is mandatory.
- DUTIES** : Clinical leadership of Thelle Mogoerane Regional Hospital in Internal Medicine Unit or Department implementation of sound values, work ethics, improved patient experience, reduced patient waiting time and active bed management in Internal Medicine unit, Responsible for training and guidance of Medical Officers, Medical interns, Community Service Doctors, under graduate and post graduate students and other health professionals. Ensure compliance to National Core standards and ideal Hospital Standards regarding the Internal Medicine Unit. Ensure accurate and appropriate medical records are maintained in accordance with legal and ethical requirements. Assist in medico-legal reports and attend to relevant legal matters as requested from time to time. Participate in developing the unit operational plans and prepare monthly statistics, quarterly and annual reports. The potential candidate should be highly skilled in performing clinical work and take part in commuted overtime and should manage the recruitment of doctors, sign performance agreements contract with them and monitor them. Conduct mortality, morbidity, academic and patient care meetings. The head of clinical unit is expected to participate in hospital head of departments and internal cluster meetings, collaborate with other hospital sections and promote teamwork. Also should liaise with external cluster and implement efficient sub –cluster outreach services at least once a month to the primary care platform i.e district health clinics and district hospitals.
- ENQUIRIES APPLICATIONS** : Dr B.J Kandamo Tel No: 011 891 7307
: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451
- NOTE** : Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. 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, driver's license. Failure to submit all the requested documents will result in the application not being considered. A Note: Copies Need Not Be Certified When Applying For A Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication

From HR. 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

CLOSING DATE

: 22 October 2021

POST 35/69

: **CLINICAL MANAGER GRADE 1 (X1 POST)**
Directorate: Medical

SALARY

: R1 173 900 – R1 302 849 per annum (All Inclusive)

CENTRE

: Thelle Mogoerane Regional Hospital

REQUIREMENTS

: Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration. A minimum of three (3) years appropriate experience after registration with HPCSA as a Medical Practitioner. Post graduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act and other relevant statutes). Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours.

DUTIES

: Responsible for the leadership and management of the delivery of clinical services to patients referred to Thelle Mogoerane Regional Hospital. Participate actively in administrative duties of the Departments. See to it that quality assurance, including clinical audit, is conducted in the Department in line with Ideal Hospital Framework and lead the department. Serve as the senior member of the hospital executive management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital Executive and General Management with the day to day running of the department. Assist the EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of Thelle Mogoerane Regional Hospital as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Management of personnel performance and review thereof, (Contracting, review and final assessment). Report to the Office of the CEO. Perform any other duties delegated by the supervisor. Ability to work with people.

ENQUIRIES

: Dr B.J Kandamo Tel No: 011 891 7307

APPLICATIONS

: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451

NOTE

: Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. 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, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies Need Not Be Certified When Applying For A Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From Hr. 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

CLOSING DATE

: 22 October 2021

POST 35/70

: **MEDICAL SPECIALIST GRADE 1 REFS NO: SBAH 98/2021**

Directorate: Paediatric Neurologist

SALARY

: Grade 1: R1 106 040 per annum plus benefits

CENTRE

: Steve Biko Academic Hospital

REQUIREMENTS

: Clinical management of paediatric neurology patients as inpatients and outpatients. Communication skills. Registered with the CMSA and involvement in organizing and moderating specialist and sub-specialty examinations. Trained in the management of spasticity with Botox. Experience in the management of patients with deep brain stimulators.

DUTIES

: It will be expected from the successful candidate to work independently as a paediatric neurologist providing expert care for patients with epilepsy, cerebral palsy, dystonia, and related neurological conditions, including neurological emergencies. Training of pregraduate and postgraduate students as well as paediatric neurologist training forms an integrated part of daily duties. The candidate should be familiar with hybrid learning. Experience in MMed supervision is essential. After hour duties in the Department of Paediatrics covering calls and supervision for general paediatrics.

ENQUIRIES

: Prof. I Smuts Tel No: 012 354 5296

APPLICATIONS

: Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE

: 22 October 2021

POST 35/71

: **PRINCIPAL PSYCHOLOGIST GRADE 1: SENIOR LECTURER/ADJUNCT/ASSOCIATE PROFESSOR REF NO: REFS/WKH/50/2021**

Directorate: Psychiatry

SALARY

: R1 025 316. package per annum all inclusive. (Grade of post and remuneration package will be determined by years of experience after registration at HPCSA as a Principal Psychologist according to OSD guidelines.)

CENTRE

: Weskoppies Hospital

EQUIREMENTS

: Master's degree in a Clinical Psychology. Registration with the HPCSA as a Clinical Psychologist. At least 1 conference paper presented. A minimum of 5 years' experience in Clinical Psychologist as an independent psychologist with supervisory and / or managerial experience in a Psychiatric setting. A minimum of 2 years' experience on a managerial level. Knowledge of the Mental Health Care Act and other relevant pieces of legislation, government strategic goals and policies. Evidence of academic experience with scientific journal publications and scientific conference papers delivered. Recommendations: Evidence of course/block coordination, curriculum development/innovation, good teaching evaluation, clear clinical focus area in the teaching, postgraduate teaching and research supervision, doctoral studies qualification.

DUTIES

: The post for principal psychologist is a joint with Weskoppies Hospital/Gauteng and the School of Medicine of the Faculty of Health Science, University of Pretoria. Management of the Clinical Psychologist Unit- Overseeing the daily operations of the unit within the hospital ensuring that government and hospital policies and protocols are upheld and followed. Act as liaison between the Psychologist Unit and hospital management and the University of Pretoria. Administrative duties assigned to post. Draft policies and develop strategic plans required to meet the objectives of the operational plan of the Clinical Psychology unit including budget management and procurement processes for the Unit. Overseeing job performance evaluations of the Psychology Unit staff. Ensure that OWR's is conducted according to the official policies of the

Gauteng Health Department. Training and supervision of intern psychologist and / or community service psychologist. Perform as a clinical psychologist as part of a multi-disciplinary team providing assessment, evaluation and appropriate treatment of Mental health Care Users including attending academic ward rounds, providing psychotherapy and conducting psychometric and medico-legal assessments. Provision of forensic psychology services, including the evaluation of alleged offenders/victims and attending court cases. Academic and clinical work for the Faculty of Health Science at the University of Pretoria including the development and provision of lectures, group-work, research supervision, research and publications as well as community engagement.

ENQUIRIES : Dr. JM Poee Tel No: (012) 319 9719/ Prof. FB Sokudela Tel No: (012) 319 9720

APPLICATIONS : Applications 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. No need to certify documents, only shortlisted candidates must 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

CLOSING DATE : 22 October 2021

POST 35/72 : **DEPUTY MANAGER NURSING (PN-A8) (1 POST)**
Directorate: Nursing

SALARY : R843 618 per annum (All Inclusive)
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Degree / Diploma in General Nursing or basic R425 qualification in nursing that allows registration with South African Nursing Council as a professional nurse and a post-basic qualification in nursing management registered with SANC. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least four (4) years of the period referred to above must be appropriate/recognizable experience at management level. Applicants are expected to submit a certified copy of their current SANC Annual Practicing Certificate. Valid driver's Licence. Good computer skills (MS Word, PowerPoint, Excel, etc.). In-depth knowledge and understanding of the implementation of the National Strategic Direction for Nursing and Midwifery Education and Practice 2020/21 – 2025/26, and Ideal Hospital Realisation and Maintenance Framework Manual. In-depth knowledge and understanding Human Resource Management. Relevant experience in financial management, strategic planning, policy analysis and development. In-depth knowledge and understanding of all health-related acts, regulations, guidelines and other related policies. Good communication skills (verbal and written), leadership skills and change management skills. Ability to work under pressure, sound interpersonal relations, conflict management and supervisory skills

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethics

and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation: (Human, Financial, Physical and Material resources). Provide full-time technical and management support to district and institutions.

- ENQUIRIES APPLICATIONS** : Dr M.M. Malaka Tel No: 011 891 7318.
 : Applications should be submitted to Thelle Mogoerane Regional Hospital through the following email address: TMRH.Vacancies@gauteng.gov.za No hand/post-delivery will be accepted.
- NOTE** : Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. 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, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies Need Not Be Certified When Applying For A Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From HR. 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).
- CLOSING DATE** : 22 October 2021
- POST 35/73** : **MEDICAL REGISTRAR REFS NO: SBAH 99/2021**
 Directorate: Paediatrics
- SALARY CENTRE REQUIREMENTS** : R821 205 per annum plus benefits
 : Steve Biko Academic Hospital
 : MBChB/MBBCH, FCP I. Registration as a Medical Practitioner with the HPCSA. Must have completed community services. Short courses e.g ACLS, ATLS and Life Support strongly recommended. Primaries strong recommendation. After hour's duties is a necessity.
- DUTIES** : Render clinical services, show academic progression, and complete research dissertation within four-year contract. Service deliver: patient care of all-and outpatients in the department as per rotation. Consultations from and all departments of SBAH on registrar level. Supervision of all rotating pre-graduate students, interns and junior colleagues in clinical practice. Rotation to subspecialties and facilities accredited by the University of Pretoria.
- ENQUIRIES APPLICATIONS** : Prof. R Green Tel No: 012 354 5276/77
 : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 22 October 2021
- POST 35/74** : **MEDICAL OFFICER GRADE 1-3 REF NO: MO/PSYCH/ 2021**
 Directorate: Medical
- SALARY CENTRE REQUIREMENTS** : R821,205- R 1,089,693 per annual (inclusive package)
 : Helen Joseph Hospital, Chris Hani Baragwanath Academic Hospital, Tara Hospital, Sterkfontein Hospital, Westrand District, Central Wits, Sedibeng and Ekurhuleni Districts
- REQUIREMENTS** : Appropriate qualification which allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Proof of current

- registration with HPCSA. An interest in psychiatry and experience in psychiatry will be an advantage.
- DUTIES** : Clinical assessment, history taking, mental status examination and physical examination of psychiatry patients, formulation, development and execution of evidence based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping. Prepare referral letters and discharge summaries for all patients. Proper record keeping of all laboratory results. Participation in ward / departmental administrative duties to maintain ward records. Teaching of students. Commitment to highest level of care, ethics, professionalism and punctuality. Expected ability to work within a multi-disciplinary team and to report all conflicts of interest and corruption. Willingness to participate in outreach, academic and research programs at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of Witwatersrand. Medical officers will be expected to perform clinical and overtime duties at any of the Gauteng Department of Health facilities affiliated to the Department of Psychiatry at the University of Witwatersrand.
- ENQUIRIES** : Ms Patience Taba Tel No: 011 214 0612 Patience.Dila@wits.ac.za
Mrs Thabile Morake Tel No: 011 951 8365 Thabile.Morake@gauteng.gov.za
Ms Mixo Ngobeni Tel No: 011 535 3029 Ngobeni.Mixo@gauteng.gov.za
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-addresses Medicalhr.Cmjah@gauteng.gov.za; Patience.Dila@wits.ac.za; TaraHR.Moross@gauteng.gov.za. Please Use The Reference As The Subject Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using email.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender, and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of Qualifications, I.D and HPCSA to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The successful candidate will be expected to work at the following sites: Wits university, HJH, CHBAH, CMJAH, Tara and Sterkfontein.
- CLOSING DATE** : 22 October 2021
- POST 35/75** : **REGISTRAR REF NO: REG/PSYCH/2021**
Directorate: Psychiatry
- SALARY CENTRE** : R821 205.per annum (All-inclusive package)
Tara the H. Moross Centre, Chris Hani Baragwanath Academic Hospital, Helen Joseph Hospital, Sterkfontein Hospital, Central Wits, Sedibeng and Ekurhuleni Districts
- REQUIREMENTS** : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as an Independent Medical Practitioner and proof of current registration. Post qualification, at least 6 months of clinical psychiatry experience in an academically affiliated facility. The following will be an added advantage: FC Psych (Part I).
- DUTIES** : Clinical assessment, history taking, mental status examination and physical examination of psychiatry patients, formulation, development and execution of evidence based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and

management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping. Prepare referral letters and discharge summaries for all patients. Proper record keeping of all laboratory results. Participation in ward / departmental administrative duties to maintain ward records. Commitment to highest level of care, ethics, professionalism and punctuality. Expected ability to work within a multi-disciplinary team and to report all conflicts of interest and corruption. Willingness to participate in outreach, academic and research programs at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of Witwatersrand. Registrars will be expected to perform clinical and overtime duties at any of the Gauteng Department of Health facilities affiliated to the Department of Psychiatry at the University of Witwatersrand. Academically, registrars will attend the Psychiatry teaching programme as per the department of Psychiatry at Wits university, conduct research under supervision, with respect to the attainment of the MMED, train in the various psychotherapy modalities; teach and supervise medical and other undergraduate students as well as medical interns.

- ENQUIRIES** : Ms Patience Taba Tel No: 011 214 0612 / Patience.Dila@wits.ac.za
Mrs Thabile Morake Tel No: 011 951 8365 / Thabile.Morake@gauteng.gov.za
Ms Mixo Ngobeni Tel No: 011 535 3029 / Ngobeni.Mixo@gauteng.gov.za
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-addresses Patience.Dila@wits.ac.za, TaraHR.Moross@gauteng.gov.za. Please Use the Reference As The Subject Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using email.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender, and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of Qualifications, I.D and HPCSA to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The successful candidate will be expected to work at the following sites: Wits university, HJH, CHBAH, CMJAH, Tara and Sterkfontein.
- CLOSING DATE** : 22 October 2021
- POST 35/76** : **DEPUTY DIRECTOR: INFORMATION COMMUNICATION AND TECHNOLOGY REFS NO: SBAH 100/2021**
Directorate: Information Communication and Technology
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum plus benefits
Steve Biko Academic Hospital
An appropriate Advanced National Diploma (NQF 7) or a Degree (NQF 7) in Computer Science or Information Technology. A minimum of ten years' experiences in Information Communication and Technology, at least five years of which is/was at middle management level. Experience in the public services is an added advantage. Project Management; knowledge of the principles, methods, or tools for developing, scheduling, coordinating and managing projects and resources, including monitoring and controlling costs, work and contractor performance. Knowledge of Network support, Desktop support and Telecommunication support. Knowledge of human resources management, resources management, employee support services, documentation, procurement and financial management. Knowledge of transversal system integration, information security management and software copyrighting and

- licensing management. Valid driver's license is compulsory. Willingness to work outside normal working hours.
- DUTIES** : Provide the desktop support and maintenance. Maintain and support application and retain the application catalogue. Perform hardware refresh and maintenance. Maintain the ICT asset register. Manage and monitor the security applications. Provide telecommunication support and maintenance. Contract management and the Service Level Agreement monitoring and maintenance. Maintenance and support the PABX and Mobile cell phone contract. Maintain and support of the telecommunication platform. Perform Information Communication and Technology research, development and projects. Conducting research on latest ICT trends and compiling reports. Monitor and evaluate all projects implemented for the quality. Monitor the technology development and provide advice to the directorate. Initiate innovation projects to improve service delivery. Assist with ICT Governance Management. Acquiring/ Procurement and distribution of WAN and LAN ICT network infrastructure and operations support services. Network management, i.e. planning, designing, and implementation, and active directory user accounts management, ICT infrastructure Performance and Capacity management, ICT Security, Management of ICT network infrastructure Projects and Incident including ICT network infrastructure. Coordinate and assist in administering the installation and maintenance of the ICT infrastructure. Coordinate and assist to administer the provision of ICT server support to the SBAH employees. Monitor and support the availability of the Network inclusive of Wide Area Network, Local Area Network and Wireless network. Update the Network Architecture post projects execution. Responsible for managing of the day-to-day operations of staff to ensure the uninterrupted delivery of systems and services to SBAH. Manage ICT budget.
- ENQUIRIES APPLICATIONS** : Mr. JJ Ngcobo Tel No: 012 354 1661/1843
- : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 22 October 2021
- POST 35/77** : **ASSISTANT MANAGER NURSING: SPECIALTY ONCOLOGY AND PSYCHIATRY REFS NO: SBAH 101/2021**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R614 991 per annum PN-B4 plus benefits
: Steve Biko Academic Hospital
: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in relevant specialty. Degree/diploma in Nursing Management A minimum of 10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after 1-year post basic qualification in Oncology Nursing Science and/or Psychiatry Nursing Science. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level at Public Institution. South African Nursing Council annual practicing certificate. Computer literacy. Valid driver's license. Service certificates compulsory. Strong leadership, good communication and sound interpersonal skills are necessary.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and professional /legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth/ethical standards and development of self and subordinates.
- ENQUIRIES APPLICATIONS** : Ms. AM. Mowayo Tel No: 012 354 1300
: Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve

Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE

: 22 October 2021

POST 35/78

: **ASSISTANT MANAGER NURSING (SPECIALITY MATERNITY) REF NO: TMRH X2 DAY AND NIGHT**
Directorate: Nursing

SALARY

: R614 991 – R692 166. per annum plus benefits

CENTRE

: Thelle Mogoerane Regional Hospital

REQUIREMENTS

: Grade 12 (standard 10). A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and a Midwife. Registration with the SANC as Professional Nurse and a Midwife with proof of current registration. A post basic qualification in advanced midwifery and neonatal nursing registered with the nursing council. A minimum of 10 years' appropriate/ recognisable experience in nursing after registration as Professional Nurse and Midwife with the SANC in General Nursing and Midwifery and 6 years of the experience above must be a relevant experience after obtaining post basic course in advance midwifery and neonatal nursing. Proven 3 years of experience at a management level. Computer literacy. Added advantage will be 5 years' experience working in maternity wards as Operational Manager at a level 2 or 3 hospital. Certificate of service stamped by HR. Current registration with SANC for 2021.

DUTIES

: Monitor and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Manage and monitor the implementation of maternity guidelines for effective patient care. Monitor the provision of quality of data. Provide adequate supervision of service delivery points for effective support. Supervise proper management of patient safety incidents for effective prevention of recurrence. Monitor the adequate planning of resources for patient safety in the units under supervision. Monitor quality report writing from nursing records to reporting to other levels of management. Monitor the effective management of resources from all units under your care. Attend to staff and wellness issues to sustain productivity and initiate team building initiatives for staff motivation, ability to efficiently work within available resources. Skills: Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty.

ENQUIRIES

: Mr. M.T.K. Zondi Tel No: (011) 891 7299

APPLICATIONS

: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451

NOTE

: Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. 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, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies Need Not Be Certified When Applying For A Post. The

Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From HR. 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.

- CLOSING DATE** : 22 October 2021
- POST 35/79** : **OPERATIONAL MANAGER NURSING SPECIALITY (LABOUR WARD HIGH CARE) REF NO: TMRH (X1 POST)**
Directorate: Nursing
- SALARY** : R562 800 – R633 432. per annum plus benefits
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Grade 12 (standard 10). A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and a Midwife. Registration with the SANC as Professional Nurse and a Midwife with proof of current registration. A post basic qualification in advanced midwifery and neonatal nursing registered with the nursing council. A minimum of 9 years' appropriate/ recognisable experience in nursing after registration as Professional Nurse and Midwife with the SANC in General Nursing and Midwifery and 5 years of the experience above must be a relevant experience after registered as an advanced midwife. Computer literacy. Current registration with SANC 2021. Certificate of service signed and stamped by HR. A certificate in critical care may be an added advantage.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate an in-depth understanding and implementation of maternity guidelines, demonstrate knowledge of understanding the importance of producing quality data and accuracy, integrity and data flow times. Develop an in-service education program that address unit skills and competences that are required, demonstrate knowledge of financial, supply chain processes to ensure the availability of working resources, implementation of complain management guidelines to your unit to address service delivery outcomes, staff and team building initiatives, monitor ethics and professional behavior to your staff, understanding of labour relations and HR policies and application thereof, improve multi-disciplinary team approach and maintain health relations with multi-disciplinary team. Skills: Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of National Core Standards targets. Ability to work under pressure and organization of own work.
- ENQUIRIES** : Mr. M.T.K. Zondi Tel No: (011) 891 7299
APPLICATIONS : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451

- NOTE** : Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. 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, driver's license. Failure to submit all the requested documents will result in the application not being considered. Copies Need Not Be Certified When Applying for a Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From Hr. 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
- CLOSING DATE** : 22 October 2021
- POST 35/80** : **OPERATIONAL MANAGER NURSING SPECIALITY (LABOUR ADMISSION WARD) REF NO: TMRH (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R562 800 – R633 432 per annum plus benefits
: Thelle Mogoerane Regional Hospital
: Grade 12 (standard 10). A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and a Midwife. Registration with the SANC as Professional Nurse and a Midwife with proof of current registration. A post basic qualification in advanced midwifery and neonatal nursing registered with the nursing council. A minimum of 9 years' appropriate/ recognisable experience in nursing after registration as Professional Nurse and Midwife with the SANC in General Nursing and Midwifery and 5 years of the experience above must be a relevant experience after registered as an advanced midwife. Computer literacy. Current registration with SANC 2021. Certificate of service signed and stamped by HR. A certificate in critical care may be an added advantage.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate an in-depth understanding and implementation of maternity guidelines, demonstrate knowledge of understanding the importance of producing quality data and accuracy, integrity and data flow times. Develop an in-service education program that address unit skills and competences that are required, demonstrate knowledge of financial, supply chain processes to ensure the availability of working resources, implementation of complain management guidelines to your unit to address service delivery outcomes, staff and team building initiatives, monitor ethics and professional behavior to your staff, understanding of labour relations and HR policies and application thereof, improve multi-disciplinary team approach and maintain health relations with multi-disciplinary team. Skills: Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the

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| | | principles of Batho Pele. Promote achievement of National Core Standards targets. Ability to work under pressure and organization of own work. |
| <u>ENQUIRIES</u> | : | Mr. M.T.K. Zondi Tel No: (011) 891 7299 |
| <u>APPLICATION</u> | : | Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451 |
| <u>NOTE</u> | : | Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. 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, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies Need Not Be Certified When Applying For A Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From HR. 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. |
| <u>CLOSING DATE</u> | : | 22 October 2021 |
| <u>POST 35/81</u> | : | <u>OPERATIONAL MANAGER NURSING SPECIALITY (ADVANCED PSYCHIATRIC NURSING) REF NO: TMRH (X2 POSTS)</u> Directorate: Nursing |
| <u>SALARY</u> | : | R562 800 – R633 432.per annum plus benefits |
| <u>CENTRE</u> | : | Thelle Mogoerane Regional Hospital |
| <u>REQUIREMENTS</u> | : | Grade 12 (standard 10). A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and a Midwife. Registration with the SANC as Professional Nurse and a Midwife with proof of current registration. A post basic qualification in advanced mental health care nursing registered with the nursing council. A minimum of 7 years' appropriate/ recognisable experience in nursing after registration as Professional Nurse and Midwife with the SANC in General Nursing and Midwifery and 3 years of the experience above must be a relevant experience after registered as an advanced psychiatric nurse. Computer literacy. Current registration with SANC 2021. Certificate of service signed and stamped by HR. |
| <u>DUTIES</u> | : | Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ability to apply mental health care legal aspects and interpret the mental health care act for the treatment and management of mental health care users. Demonstrate an in-depth understanding of the management of Mental Health care users as in-patients and the linkage to community psych management to reduce MHCUs readmissions. Understand the 72 hour assessment of the MHCUs. Able to manage own work, time and that of subordinate to ensure proper nursing service in the units. Provision of quality improvement reports from mental health care units, manage human resources grievances and complains, facilitate team building initiatives for the staff to support and promote productivity. Generate reports to MHCRB. Develop and manage therapeutic ward programs for the rehabilitation of MHCUs. Maintain healthy working environment for multi-disciplinary team to work effective and efficiently, effective and efficient data management for your unit. Assist the institution to comply with hospital norms and standards for psychiatric wards Skills: Demonstrate a basic understanding of HR and financial policies and practices. |

Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of National Core Standards targets. Ability to work under pressure and organization of own work.

- ENQUIRIES** : Mr. M.T.K. Zondi Tel No: (011) 891 7299
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451
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- CLOSING DATE** : 22 October 2021
- POST 35/82** : **ASSISTANT MANAGER: QUALITY ASSURANCE REF NO: REFS/TMH/2021/01 (1POST)**
Directorate: Quality Assurance
- SALARY** : R562 800 - R652 437. per annum (all-inclusive package)
- CENTRE** : Tambo Memorial Hospital
- REQUIREMENTS** : Basic R425 (i.e Diploma/Degrees in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum 8 years appropriate/recognizable experience in Nursing as a Professional Nurse after registration with SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate /recognizable experience at Management level. Other skills requirement includes knowledge of application Performance Management and Development System. Knowledge of application the Nursing Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act. Understanding National Norms and Standards, IDEAL Hospital Framework, Batho Pele principles, Patient's Right charter and quality assurance system. Must have good communication and interpersonal skills. Computer literacy, facilitation, and coordination skills. Ability to work under pressure, report writing skills, problem solving, planning and organizing skills. A valid driver's license. Ability to interact with diverse stakeholders. Ability to collect and analyze data and interpret it to improve quality care.
- DUTIES** : Provide overall leadership for quality assurance program in the Hospital towards realization of the strategic goals and objectives. Overall provision of total quality management service by: Overall monitoring, investigating, evaluating, recording and reporting on complaints management. Effective clinical and no- clinical risk management by monitoring, evaluating, recording

and on Patient Safety incidences. Improve effectiveness of system operations through monitoring and reporting on Patient's waiting times. Conduct Patient experience of care surveys and share results with relevant stakeholders. Ensure monthly internal audits are conducted and comply with norms and standards. Facilitate conduction and reporting on Ideal Health Facilitate conduction and reporting on clinical Records Audit. Operate and management of relevant data systems. Monitor development, implementation, and evaluation of quality improvement plans. Perform other delegated functions by supervisor.

- ENQUIRIES APPLICATIONS** : Mr Ndabula Z K O Tel No: 011 898 8317
 : must be hand delivered to Human Resources department, Room no;122, Tambo Memorial Hospital, cnr Plantation and Railway Road, Boksburg. Alternatively, applications can be posted to Tambo Memorial Hospital, private Bag x 02, Boksburg 1460.Attention Human Resource Department.
- NOTE** : Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted. Disabilities person, Whites, Indians and coloured
- CLOSING DATE** : 22. October 2021
- POST 35/83** : **OPERATIONAL MANAGER: TRANSPLANT AND ORTHOPAEDIC HIGH CARE UNIT REFS NO: SBAH 102/2021**
 Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R562 800 per annum (PN-B3) plus benefits
 : Steve Biko Academic Hospital
 : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least one year in Nephrology nursing science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse with south African Nursing council in General Nursing .At least 5 year of the period referred to above must be appropriate recognizable experience after obtaining the one-year post-basic qualification in Nephrology Nursing Science. Diploma/degree in Nursing Management will be an added advantage. Computer literate. Verified proof of experience. Service certificate are compulsory. South African Nursing Council annual practicing certificate. Valid driver's license. Strong leadership, good communication and sound interpersonal skills are necessary
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and professional /legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth/ethical standards and development of self and subordinates.
- ENQUIRIES APPLICATIONS** : Mrs. AM Mowayo Tel No: 012 354 1300
 : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 22 October 2021
- POST 35/84** : **ASSISTANT DIRECTOR DIAGNOSTIC RADIOGRAPHY GRADE 1 REFS NO: SBAH 103/2021**
 Directorate: Diagnostic Radiography Department
- SALARY CENTRE REQUIREMENTS** : R517 326 per annum plus benefits
 : Steve Biko Academic Hospital
 : A recognized National Diploma or Bachelor Degree in Diagnostic Radiography. Qualification that allows for registration with the Health professions Council of

South African (HPCSA). A minimum of ten (10) years 'experience as an independent Radiographer and five (5) experience as a Chief Diagnostic Radiographer in a Government institution. Proof of original registration and current registration with the HPCSA is compulsory. Relevant additional qualifications will be taking in consideration. Computer literacy and associated software programs. Knowledge of PFMA, Public Service legislation, Policies and Procedures. Knowledge of current DoH Guidelines and Policies governing the Health Sector and Radiography profession. Knowledge of legal compliance requirements for the safe of Hazardous substance in all spheres of Radiography and OHS Act. Knowledge of HIM policy, National Core Standards, Quality Assurance .Programme and strategic Management. Knowledge and experience of Supply Chain management processes, Finance Management and Human Resource issues. Excellent time management skills, written and verbal business skills, report writing and presentation, be proactive and initiative in problem solving and decision-making. Must demonstrate honesty, integrity, high work ethic and ability to work independently and in a team. Good interpersonal skills, Strategic planning and leadership skills. Ability to develop the standard of the profession in all spheres related.

DUTIES : Report to the Head of the Radiography department and act on behalf of the HOD when absent. Advisor to the Radiography HOD. Extensive experience in Diagnostic Radiography. Experience in management. Excellent interpersonal and communication skills. Ability to take initiative. Ability to work under pressure. Relevant budgetary duties. Extensive knowledge of Radiology equipment and compiling of specifications for Radiology equipment. Capiling of statistics for the Radiology department. Adhere and ensure compliance with SAHPRA and HPCSA Legislation. Management and problem solving. Manage and monitor performance and development of all staff forms. Compiling and managing the monthly duty roster. Managing the departments leave, overtime and PMDS documents. Assisting QC radiographer were needed. Provision and management of a 24-hour Service Delivery. Partake and Facilitate staff and student development. Ordering of protective gear. Provide operational advice and guidance to the subordinates. High level of responsibility and accountability. Urgent communication and solution pathway when any Radiological equipment malfunctions. Ability and willingness to deal with crisis or disaster even outside of working hours. Display of leadership qualities, teamwork, spirit and reliability.

ENQUIRIES : Mrs. S Van Niekerk Tel No: 012 354 1379
APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 22 October 2021

POST 35/85 : **OPERATIONAL MANAGER GENERAL – HAST REF NO: TMRH (1X POST)**
 Directorate: Nursing

SALARY : R444 276 – R500 031 per annum plus benefits
CENTRE : Thelle Mogoerane Regional Hospitals
REQUIREMENTS : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. Added advantage at least three (3) years of the period referred to above must be appropriate/recognizable experience in a clinical ART and TB services. Current registration with the SANC 2021. Certificate of service signed and stamped by HR. (Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of HIV and TB disease, control, monitoring evaluation, and importance of reporting. nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and

policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Diploma in Administration will be an added advantage as well as NIMART and NIMDRTB. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : Ensure effective management of quality nursing service. Co-ordinate of optimal, holistic specialized nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development mentoring of Operational Managers. Ability and knowledge assess pre-ART and mitigate safe initiation of treatment to minimize complications. Ensure ongoing TB screening, early diagnosis and treatment of TB ability to apply strategies of tracking and tracing the lost to follow up (LTF). Provision of quality Nursing care, assist team members with quality assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, do hospital calls. Maintain, manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively. Improving TB screening statistics for meeting 90/90/90 targets, linkage of hast programs from secondary to primary health care services for efficient and effective treatment of communicable diseases. Provide innovative strategies for condom distribution. Develop inclusive weekly or monthly hast indicators platform to assess hospital targets and quality improvement plans. Attend workshops and training for the hospital to comply with updated HAST guidelines.

ENQUIRIES APPLICATION : Mr. M.T.K. Zondi Tel No: (011) 891 7299
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CLOSING DATE : 22 October 2021

POST 35/86 : **OPERATIONAL MANAGER GENERAL PNA5 REF NO: TMRH- (X1 POST) (FEMALE MEDICAL WARDS)**
 Directorate: Nursing

SALARY CENTRE : R444 276 – R500 031 per annum plus benefits
 : Thelle Mogoerane Regional Hospital

- REQUIREMENTS** : Grade 12 (standard 10). A Basic (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery. Registration with the SANC as Professional Nurse and Midwifery. A minimum of 7 years' appropriate/ recognizable experience after registering as General professional Nurse. Current registration with SANC 2021. Certificate of service signed and stamped by HR.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ability to develop, organize and implement evidence based in-service education for the ward. Ability to implement, supervise and in-service education of nursing staff to scientific nursing process and quality nursing records, implementation of nursing care procedures and standard operating procedures. Implement nursing ethics and DPSA ethics in the workplace. In-service staff on labour policies and ethical labour relations procedures for proper communication and transparency in the workplace ethics to manage own work, time and that of subordinate to ensure proper nursing service in the units. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Skills: Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty.
- ENQUIRIES** : Mr M.T.K. Zondi Tel No: (011) 891 7299
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451
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- CLOSING DATE** : 22 October 2021
- POST 35/87** : **OPERATIONAL MANAGER GENERAL PNA5 REF NO: TMRH- (X2 POSTS) (MALE MEDICAL WARDS AND SURGICAL WARDS)**
Directorate: Nursing
- SALARY** : R444 276 – R500 031 per annum plus benefits
- CENTRE** : Thelle Mogoerane Regional Hospital

- REQUIREMENTS** : Grade 12 (standard 10). A Basic (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse General. A minimum of 7 years' appropriate/ recognizable experience after registering as General professional Nurse. Current registration with SANC 2021. Certificate of service signed and stamped by HR.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ability to develop, organize and implement evidence based in-service education for the ward. Ability to implement, supervise and in-service education of nursing staff to scientific nursing process and quality nursing records, implementation of nursing care procedures and standard operating procedures. Implement nursing ethics and DPSA ethics in the workplace. In-service staff on labour policies and ethical labour relations procedures for proper communication and transparency in the workplace ethics to manage own work, time and that of subordinate to ensure proper nursing service in the units. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Skills: Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty.
- ENQUIRIES** : Mr M.T.K. Zondi Tel No: (011) 891 7299
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451
- NOTE** : Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. 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, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies Need Not Be Certified When Applying For A Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From HR. 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.
- CLOSING DATE** : 22 October 2021
- POST 35/88** : **OPERATIONAL MANAGER GENERAL PNA5 REF NO: TMRH- (X1 POST) (REHAB WARDS)**
Directorate: Nursing
- SALARY** : R444 276 – R500 031 per annum plus benefits
- CENTRE** : Thelle Mogoerane Regional Hospital

- REQUIREMENTS** : Grade 12 (standard 10). A Basic (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse General. A minimum of 7 years' appropriate/ recognizable experience after registering as General professional Nurse. Current registration with SANC 2021. Certificate of service signed and stamped by HR.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ability to develop, organize and implement evidence based in-service education for the ward. Ability to implement, supervise and in-service education of nursing staff to scientific nursing process and quality nursing records, implementation of nursing care procedures and standard operating procedures. Implement nursing ethics and DPSA ethics in the workplace. In-service staff on labour policies and ethical labour relations procedures for proper communication and transparency in the workplace ethics to manage own work, time and that of subordinate to ensure proper nursing service in the units. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Skills: Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty.
- ENQUIRIES** : Mr M.T.K. Zondi Tel No: (011) 891 7299
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. 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, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies Need Not Be Certified When Applying For A Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From HR. 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.
- CLOSING DATE** : 22 October 2021
- POST 35/89** : **OPERATIONAL MANAGER GENERAL PNA5 REF NO: TMRH (X1 POST) (REPRODUCTIVE HEALTH CLINICS)**
Directorate: Nursing
- SALARY** : R444 276 – R500 031 per annum plus benefits
- CENTRE** : Thelle Mogoerane Regional Hospital

- REQUIREMENTS** : Grade 12 (standard 10). A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and a Midwife. Registration with the SANC as Professional Nurse and a Midwife with proof of current registration. A minimum of 7 years' appropriate/ recognisable experience in nursing after registration as Professional Nurse and Midwife with the SANC in General Nursing and Midwifery. A qualification in advanced midwifery or any relevant reproductive health certificate will be an added advantage.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Able to manage own work, time and that of subordinate to ensure proper nursing service in the units. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty.
- ENQUIRIES** : Mr M.T.K. Zondi Tel No: (011) 891 7299
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. 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, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies Need Not Be Certified When Applying For A Post. The Communication From Hr Of The Department Regarding The Requirements For Certified Documents Will Be Limited To Shortlisted Candidates. Therefore Only Shortlisted Candidates For A Post Will Be Required To Submit Certified Documents On Or Before The Day Of The Interview Following Communication From HR. 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
- CLOSING DATE** : 22 October 2021
- POST 35/90** : **CLINICAL PROGRAMME COORDINATOR REF NO: REFS/TMH/2021/03 (1POST)**
- SALARY** : R444 276 - R500 031 per annum (all-inclusive package)
- CENTRE** : Tambo Memorial Hospital
- REQUIREMENTS** : Basic qualification (i.e Diploma/Degree in Nursing) or equivalent qualification that lead to registration as a Professional Nurse accredited by SANC. Minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse in general nursing. A certificate in infection prevention and control. Be able to work as part of the multidisciplinary team. Demonstrate effective communication with patients, supervisors and other clinicals promote

- quality of care as directed by the professional scope practice and standards, norms and respond to it. Maintain customer care principles at all time. Must be computer literate.
- DUTIES** : Basic qualification (i.e Diploma/Degree in Nursing) or equivalent qualification that lead to registration as a Professional Nurse accredited by SANC. Minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse in general nursing. A certificate in infection prevention and control. Be able to work as part of the multidisciplinary team. Demonstrate effective communication with patients, supervisors and other clinicals promote quality of care as directed by the professional scope practice and standards, norms and respond to it. Maintain customer care principles at all time. Must be computer literate.
- ENQUIRIES APPLICATIONS** : Mrs Malekane M Tel No: 011 898 8311
- : Applications must be hand delivered to Human Resources department, Room no; 122, Tambo Memorial Hospital, cnr Plantation and Railway Road, Boksburg. Alternatively, applications can be posted to Tambo Memorial Hospital, private Bag x 02, Boksburg 1460.Attention Human Resource Department.
- NOTE** : Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted. Disabilities person, Whites, Indians and coloured
- CLOSING DATE** : 22.October 2021
- POST 35/91** : **SOCIAL WORKER SUPERVISOR REF NO: REFS/ WKH/51/2021**
Directorate: Social Work Unit
- SALARY** : Grade 1: R384 228 – R445 425.per annum
Grade 2: R472 551 – R714 795. per annum plus benefits
- CENTRE REQUIREMENTS** : Weskoppies Hospital
- : Appropriate Bachelor of Social Work/ equivalent qualification that allows registration with the South African Council for Social Service Profession (SACSSP). Registration with SACSSP as a Social Worker and proof of current registration. A minimum of 07 years of experience of which 02 years must be as a Social Worker in a hospital setting and 3 years' experience must be in Mental Health Care services. Must be computer literate and have a valid driver's license. Knowledge and understanding of more complex human behavior and social systems. Knowledge of Public Service legislation, policies and procedures pertaining to Social Work.
- DUTIES** : Management of Social Work Department. Ensure psychosocial and crisis intervention services are provided. Supervision of Social Workers through educational, supportive and administrative functions that promote efficient and professional social work services. The Supervisor must ensure that supervisees promote and protect the interests of service users. She/he must ensure that supervisees intervene efficiently and effectively, advocate for the empower the vulnerable. The supervisor is expected to comply with performance management and development system (PMDS). The supervisor must be able to promote ethical professional conduct and where necessary implement disciplinary measures to supervisees. She/he should also manage and oversee all psychological reports and correspondence from supervisees. Supervisor must be exposed to management tasks as per delegation. The supervisor must be able to communicate with relevant stake holders. Be an active member of the multi sectoral teams by attending meetings. Conduct and participate in auditing activities as quality standards. Monitor the department's statistics. Supervisor must support teaching, training in accordance with CPD regulations and encourage research activities. Duties will also include general management and administration to the post, Including involvement in hospital and cluster committees
- ENQUIRIES APPLICATIONS** : Ms. GM Makgatho Tel No: (012) 319 9761
- : Applications 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. No need to certify documents, only shortlisted candidates must 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
- CLOSING DATE** : 22 October 2021
- POST 35/92** : **ASSISTANT DIRECTOR: HUMAN RESOURCE REF NO: REFS/TMH/2021/02 (1POST)**
Directorate: Human Resource
- SALARY** : R376 596. per annum (all-inclusive package)
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : An appropriate Degree/National Diploma in Human Resource with minimum 5 years relevant experience in Human Management, 3 years of which should be in Supervisory level or Grade 12 or equivalent with 10 years or more relevant experience in Human Resource Management 3 years of which should be in supervisory level. Extensive knowledge of PERSAL with relevant certificates attached, Knowledge of relevant legislations and policies related to the post advertised, Sound knowledge of Public Service Act, Public Service Regulations Public Finance Management Act, Labour Relations Act, Skills Development Act and other related legislative prescripts. Experience in Management functions will be a pre-requisite coupled with problem solving, communication both verbal and writing skills. Computer literacy (MS Word, Excel and Power Point)
- DUTIES** : Provide Strategic leadership with respect of provisioning of Humane Resource Management and Planning Services. Be responsible for the overall functioning of the Human Resource Directorate including compliance to all HR prescripts. Management of Personnel Information System. HR Budget. Salary Administration. Staff Establishment. Draw up HR plan and ensure the implementation thereof. Recruitment and Selection.
- ENQUIRIES** : Mr Mfolo M K Tel No: 011 898 8316
APPLICATIONS : Applications must be hand delivered to Human Resources department, Room no: 122, Tambo Memorial Hospital, cnr Plantation and Railway Road, Boksburg. Alternatively, applications can be posted to Tambo Memorial Hospital, private Bag x 02, Boksburg 1460.Attention Human Resource Department
- NOTE** : Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted. Whites, Indian and coloureds
- CLOSING DATE** : 22.October 2021
- POST 35/93** : **OCCUPATIONAL THERAPIST GRADE 1/2/3 REF NO: REFS/WKH/53/2021 (X3 POSTS)**
Directorate: Occupational Therapy

- SALARY** : R317 976.per annum all inclusive. plus benefits (Salary will be in line with OSD regulations with regards to years of experience after registration as independent practitioner.)
- CENTRE REQUIREMENTS** : Weskoppies Hospital
Degree in Occupational Therapy. Registration with the Health Professional Council as an Occupational Therapist practitioner, and proof of current registration. An interest in Mental Health.
- DUTIES** : Provide an Occupational Therapy service to adult Mental Health Care Users (Acute, Forensic and or Longer stay MHCU). Follow prescribed OT processes in Mental Health such as assessment/s, planning and execute all patient related administrative tasks according the standards set by Quality Assurance principles. Actively do program planning within the Unit. Do group treatment as planned. Participate in the annual de-institutionalization program. Do general administrative duties. Work effectively in a multi discipline team. Do student training. Participate in the WKH OT department CPD program. Do supervision of OTT/OTA according to PMDS process
- ENQUIRIES APPLICATIONS** : Mrs. H Beetge Tel No: (012) 319 9783
Applications 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. No need to certify documents, only shortlisted candidates must 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 NOTE: Preference will be given to Indian female/male, African female/male and Coloured female/male
- CLOSING DATE** : 22 October 2021
- POST 35/94** : **ADMIN OFFICER REF NO: STDH/00040 (1 OPST)**
Directorate: Admin & Support
- SALARY** : R257 508 – R303 339 per annum plus benefits
- CENTRE** : Sizwe Tropical Disease Hospital
- REQUIREMENTS** : An appropriate 3-year National Diploma/ Degree in Logistics/Public Administration/Public Management/Financial Management plus a minimum of 3 years' actual experience in Transport Management, Registry and cleaning or Matric/Grade 12 with a minimum 5 years' actual experience in Transport, Registry and Cleaning. Knowledge of PFMA, Occupational Health and safety act, Transport Circular no 4 of 2000 and National Archives and records service act 43 of 1996. Computer Literacy. Records management certificate and valid driver's license will be an added advantage.
- DUTIES** : Supervision of staff in Registry, Transport, Cleaning and Linen bank. Transport involves: Ensure Monthly verification and submission of log –sheets, Administer the cost – effective utilization of government owned fleet, supervise the issuing of g-fleet in the hospital, Validate the G-Fleet vehicle asset register. Ensure requisition and approval of g-fleet vehicles in line with Transport Policy Circular No 4 of 2000.Ensure proper maintenance and utilization of vehicles. Registry involves: Supervise the handling of incoming and outgoing correspondence, ensure operation of office machines, render an effective filing and record management service and disposal. Linen bank involves: ensure the

availability of clean linen all the times. Cleaning services involves: ensure the hospital is kept clean all the times, ensure compliance to national core standard/Ideal hospital framework and six quality priorities. Communicate with all stakeholders and adhered to infection control measures. Manage development and performance of staff, develop and implement SOPs. Ensure that resources are in place for service delivery. Compile weekly and monthly reports. Perform any other related duties as assigned by the manager.

- ENQUIRIES APPLICATIONS** : Mr MA Masuluke Tel No: (011) 531 – 4353
- NOTE** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
- NOTE** : To be submitted on a NEW Z83 form, the form must be fully completed and signed, attach copies of qualifications and ID. Do not certify such copies, a detailed Curriculum Vitae (CV) with two or more references must be attached. Applicants must indicate the department for which they are applying for. Incomplete applications and applications received after closing date will not be considered. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 22 October 2021
- POST 35/95** : **PROFESSIONAL NURSE GRADE 1 GENERAL/SPECIALTY STREAM: PSYCHIATRY REF NO: WKH/52/2021 (X12 POSTS)**
Directorate: Nursing
- SALARY** : R256 905 per annum (PN-A2)
R383 226. per annum (PN-B1) plus benefits.
- CENTRE REQUIREMENTS** : Weskoppies Hospital
- DUTIES** : Grade 12. Basic qualification as a professional nurse according to R425 or equivalent qualification that leads to registration with the South African Nursing Council as a professional nurse. Requirements for appointment in the specialty stream: post basic qualification in the specialty area: psychiatry recognized in accordance with R212. A minimum of 4 years' experience as a professional nurse.
- DUTIES** : Provision of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization of resources. Participation in 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
- NOTE** : Applications 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. No need to certify documents, only shortlisted candidates must 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
- CLOSING DATE** : 22 October 2021

POST 35/96 : **DATA CAPTURE CLERK REF NO: EMS/DATA/05/2021 (X3 POSTS)**

SALARY : R173 703 per annum (plus benefits)

CENTRE : Gauteng Emergency Medical Services (COJ DISTRICT)

REQUIREMENTS : Grade 12/ equivalent qualification with 1-2 years relevant experience in EMS Data management and competencies. Knowledge and application of the following prescripts: DMHIS Policy.

DUTIES : Maintenance of all EMS stations, Check and verify patient report forms (PRF) and the Daily input forms sheet before capturing, Report problems found in the Daily input sheet to the Shift Supervisors/ station manager, Capture verified data for Station in web DHIS if a Daily Data Capturing (DDC) site – indicate capturing date and sign, Check for outliers, add comment. Mark record for follow up if applicable, Check for missing data, add comment and mark record for follow up and perform ad hoc duties as assigned by supervisor or District managers.

ENQUIRIES : Mr. RE Sekgobela Tel No: 011 564 2009

APPLICATIONS : Applications with clearly marked reference numbers and certified copies of qualifications with copies of identity documents must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House 1685.

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

CLOSING DATE : 22 October 2021

POST 35/97 : **ICT SUPPORT TECHNICIAN: REF NO: EMS/ICT05/02/2021 (X2 POSTS)**

SALARY : R173 703 per annum (plus benefits)

CENTRE : Gauteng Emergency Medical Services (MIDRAND)

REQUIREMENTS : Grade 12 and NQF level 6 National Diploma as recognized by SAQA in IT, with 2 years' experience in ICT end user support. Training in CompTIA A+, N+ or ITIL version 3 professional certificate will be advantageous. Knowledge of MS Active directory. Knowledge and experience in LAN and WAN support, supporting transversal systems (Persal, BAS, SRM and Microsoft packages) Ability to work under pressure and customer focused. Good problem solving and communications skills. Valid Driver's license.

DUTIES : Provide technical support for all users in the department by ensuring that all computers are installed with standard and approved software, all computers are joined to the organisational domain and installed with anti-virus software. Provide support to call centre technical systems and end users. Attend to incidents logged through the service desk. Perform network troubleshooting and support. Maintain user accounts and computer accounts management. Maintain IT asset audit Compile technical reports for faulty IT equipment. Willingness to work and provide technical support 24/7/365 days including be standby/ overtime as and when required.

ENQUIRIES : Ms. MM Setshedi Tel No: 011 564 2219

APPLICATIONS : Applications must be delivered to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or Posted to P.O Box 8311 Halfway House 1685.

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

CLOSING DATE : 22 October 2021

POST 35/98 : **FOOD SERVICE SUPERVISOR REF NO: CCRC/FSS/02/09/2021**
Directorate: Admin & Support

SALARY : R145 281 per annum (Level 4) (plus benefits)
CENTRE : Cullinan Care & Rehabilitation Centre (CCRC)
REQUIREMENTS : Grade 10 with minimum of 10 years' experience and/or Grade 12 with minimum of 3 years' experience in a hospital or other large scale Food Service environment. An appropriate qualification: National Diploma Food Service or Hospitality Management will be an advantage. Good verbal, writing and communication skills. Have basic numeric and computer skills. Must have the ability to work under pressure and have leadership, decision making, good problem solving and supervisory skills. Must have the ability to discipline staff members under his/her supervision. Must have knowledge in hygiene and safety principles in Food Services. Must have basic Knowledge of normal & therapeutic diets. Must have basic knowledge of Food Service policies, procedures and operations. Must be able to work shifts, weekends and public holidays. Must Accept and perform additional tasks as given to you by Management.

DUTIES : Supervise the preparation (using recipes & following the menu), serving and distributing of meals according to Patient stats. Responsible for key & stock control within the unit e.g. stock ordering, receiving, storage, issuing, updating stock cards & assist with cost control measures. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Ensure proper usage and cleaning of equipment's, crockery and utensils & report faulty equipment's to the manager. Do ward rounds and assist with plate waste studies. Complete work schedules, monitor staff attendance, process leave forms and claim forms. Responsible for PMDS contracting, appraisals and disciplining of staff under your supervision and attend relevant meetings as scheduled.

ENQUIRIES : Portia Phetla Tel No: 012 734 7000/7068
APPLICATION : 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, 100

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 : 22 October 2021

POST 35/99 : **FOOD SERVICE REF NO: ODI/13/09/2021/01**

SALARY : R102 534. per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Grade 10 or Abet level 4 with one year experience working in the food service environment, previous experience in food preparations and diet knowledge in hospital will be an advantage, good communications and interpersonal skills. Motivated and willingness to work under pressure and work shifts, including weekend, night shifts and public holidays. Able to work in a team, motivation as proof of work experience must be attached.

DUTIES : Perform routine task in food service unit and perform the general cleaning task assign to you and maintain hygiene and safety measure in the unit. Carry heavy basket, parking and withdrawing of cook freeze food in the refrigerator. Do preparations, breakfast, cooking, portioning food according to portion control measures, garnish of food, labelling and serving of food according to patient, assist when there is a function, be prepared to relieve in all areas of food service when required.

ENQUIRIES : Ms. Mahlangu TR Tel. No: (012) 725 2472
APPLICATIONS : Applicants must be submit copies of qualifications, identity document and driver's license (where appropriate) and any other relevant documents. Such

copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

- CLOSING DATE** : 22 October 2021
- POST 35/100** : **MESSENGER REF NO: STDH/00041 (1 POST)**
Directorate: Admin & Support
- SALARY CENTRE REQUIREMENTS** : R102 534 – R120 780 per annum plus benefits
: Sizwe Tropical Disease Hospital
: Grade 10. Grade 12 certificate and experience in messaging will be an added advantage. Have organizational skills, Good and written communication skills, client orientation and customer focus. Ability to prioritize.
- DUTIES** : Collect, distribute and circulate correspondence from point A to Point B vice versa. Record and control correspondence register. Ensure that recipients sign on the delivery book/register. Make copies, binding and lamination of documents. Maintain confidential information. Ensure that only official correspondences are distributed, photocopied and laminated. Perform any other related duties as assigned by the manager.
- ENQUIRIES APPLICATIONS** : Mr MA Masuluke Tel No: (011) 531 – 4353
: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
- NOTE** : To be submitted on a NEW Z83 form, the form must be fully completed and signed, attach copies of qualifications and ID. Do not certify such copies, a detailed Curriculum Vitae (CV) with two or more references must be attached. Applicants must indicate the department for which they are applying for. Incomplete applications and applications received after closing date will not be considered. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 22 October 2021

PROVINCIAL ADMINISTRATION: GAUTENG PROVINCIAL TREASURY

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



- APPLICATIONS** : Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on 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** : 22 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.

OTHER POSTS

- POST 35/101** : **ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: GPT/2021/10/11 (6 POSTS)**
Directorate: Gauteng Audit Services
- SALARY CENTRE REQUIREMENTS** : R376 596. per annum (plus benefits)
Johannesburg
A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Internal Auditing. 3 – 5 years' experience in Internal quality assurance. Drivers licence. Knowledge of PFMA Act, Treasury Regulations, DPSA Frameworks and IIA Standards. Good communication skills, computer skills, Financial Management skills, supervisory skills, project management skills and analytical skills.
- DUTIES** : Gather background information, Risk assessment, budget etc; Assist in developing audit objectives and preliminary scope; Plan assigned .projects; Determine the resources required for the project and compile a time budget; Allocate tasks appropriately to subordinates; Review audit programmes; supervise a pool of multi-skilled auditors while on the audit; On the job supervision/mentoring, coaching motivating and training of team; Review working papers compiled by the team members; Liaise with team members at the planning, execution and reporting phases of each review; Compile the draft report for sourcing root cause; Imparting knowledge to colleagues and staff; Prepare weekly progress report to be submitted to Deputy Director; Maintain accurate time records; Monitor time and progress on projects and report to Deputy Director; Ensure that I projects are closed off on teammate once the projects are finalised; Appraise and evaluate the performance of the team members and draw up developmental plans.
- ENQUIRIES** : Ms. Linda Ninzi Tel No: 011 227 9000
- POST 35/102** : **AUDITOR: COMPUTER AUDIT REF NO: GPT/2021/10/12 (5 POSTS)**
Directorate: Gauteng Audit Services
- SALARY CENTRE REQUIREMENTS** : R316 791. per annum (plus benefits)
Johannesburg
A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Auditing. 1 – 2 years' experience in Computer Auditing. Knowledge of Departmental policies and procedures, PFMA Act, Treasury Regulations, DPSA Frameworks, IIA Standards. ISACA Frameworks. Skills in Computer, report writing, planning, communication, project management and analytical.
- DUTIES** : To execute functions relating to conducting computer audit reviews as per the job level. Audit project planning; Audit project execution; Audit project reporting.
- ENQUIRIES** : Mr. Sihle Hlomuka Tel No: 011 227 9000
- POST** : **SENIOR BUYER: STRATEGIC SOURCING REF NO: GPT/2021/10/13**
Directorate: Provincial Supply Chain Management

SALARY : R316 791 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Business Management/Purchasing/Supply Chain Management / Procurement Management. 1 – 2 years' experience in Sourcing as an administrator. At least three years' experience in procurement or supply chain management. Knowledge of procurement best practices including sourcing strategies. Experience and understanding of the South African market.

DUTIES : To provide Sourcing services to the Gauteng Provincial Government. Maintain tender process turnaround time at 87 days or within agreed SLA with the end user (RFP plan must be signed by both the end user and responsible specialist). Manage contract to client satisfaction; Prepare and advertise RFP (specification and RFP templates); Compilation of submission; Obtain 75% satisfaction level from customer service; Increase BBBE preferential procurement spend to achieve set target of 80%. Submission of status report.

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

POST 35/103 : **PRACTITIONER: CONTENT & CATALOGUE REF NO: GPT/2021/10/14 (3 POSTS)**
Directorate: Provincial Supply Chain Management

SALARY : R257 508.per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Public Management/Public Administration/Business Administration / Economic Management / Accounting. 1 – 2 years' experience in catalogue and content management. Experience in warehousing or stock control. Knowledge of customer relationship management. MS Office certificate will be an added advantage.

DUTIES : To create raw material and service number using the eCats and SAP R/3 cataloguing tools and associated processes. The catalogue requirement will be based on new contracts from Strategic Sourcing section, as well as from requests received from Entities. Number of products and services catalogued; Products and services catalogued within SLA; Quality of items catalogued; Ad-hoc projects and task completed.

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

POST 35/104 : **PRACTITIONER: CONTRACT MANAGEMENT REF NO: GPT/2021/10/15**
Directorate: Provincial Supply Chain Management

SALARY : R257 508 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Business Management/Supply Chain Management/Logistics 1 – 2 years' experience in contract management and/or supply chain management administration. Knowledge and experience in using SAP R/3, Supplier Relations Management (SRM) and Customer Relations Management (CRM) is preferred. Knowledge and experience in using Microsoft Office is preferred. Must have a driver's license.

DUTIES : To monitor and evaluate the supplier and the entities, in order to ensure that they comply with the service level agreement and rendering the good quality of service. To provide customer communication, ensuring good quality and on time. Service delivery and site visits. Monitoring of contract values and validity end dates, ensuring implementation of price adjustments. Expediting Supplier Payments to ensure adherence to 30-day payment SLA.

ENQUIRIES : Ms. Linda Ninzi Tel No: 011 227 900

POST 35/105 : **PRACTITIONER: STRATEGIC SOURCING REF NO: GPT/2021/10/16**
Directorate: Provincial Supply Chain Management

SALARY : R257 508 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Logistics / Purchasing/ Procurement / Supply Chain Management. 1 – 2 years' experience in Procurement related administrative working in a tendering environment. Knowledge of government procurement legislation would be

advantageous. Knowledge of customer relationship in a shared services environment. Knowledge of Public Service Act and regulations, Knowledge of accounting principles, practices and concepts. Knowledge of National and GPG Treasury Regulations. Must have skills on BAS/SAP, computer literacy, good communication, ability to work under pressure and problem solving.

DUTIES

: To provide administrative support to the Senior Buyer/ Team leader/ Commodity Manager in the Contract Management unit. Manage the flow of documents and records pertaining to tenders; Monitor and report the progress RFP projects; Assist with the compilations of submission and ensure that the market research report is obtained with relevant information. Assist the Senior Buyer and Assistant Director's to maintain tender process turnaround time of three months. Prepare the advertisement of RFP's

ENQUIRIES

: Ms. Linda Ninzi Tel No: 011 227 9000