

**PROVINCIAL ADMINISTRATION: GAUTENG
GAUTENG DEPARTMENT OF COMMUNITY SAFETY**

Gauteng DCS is an equal opportunity employer and gender sensitive employer and it is its intention to promote representivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources Directives will be taken into consideration.

<u>APPLICATION</u>	:	Applicants must apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	05 July 2019
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

<u>POST 22/87</u>	:	<u>DIRECTOR: POLICY AND LEGAL SERVICES REFS/004151</u> Directorate: Legal Services
<u>SALARY</u>	:	R1 005 063.00 per annum. An all-inclusive remuneration package
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus a Bachelor Degree (NQF Level 7) in Legal/ Law LLB or relevant law qualification. 6-10 years working experience in Legal Services, which include minimum 5 years in middle management. A valid code 8 driver's license. No criminal record or cases pending against you. Knowledge and skills: Relevant Legislations and Public Service Regulations, Relevant Traffic and Safety Legislation and GPG Legislations, Understanding of the political and parliamentary processes, Project Management, Knowledge and information management , knowledge and understanding of the PSP and RSP, Knowledge and understanding of Departmental Strategic priorities and programmes, Intergovernmental and stakeholder relations management, Knowledge of Advertising and promotions, Promotion of Access to information Act (PAIA), Constitution of the Republic of South Africa, Policy Analysis and Development, Diversity Management, and Basic conditions of employment Act (BCEA) , Budgeting Skills, Leadership abilities, Proactive approach, Goal Oriented, Analytical Skills, Strong People skills, Project Management, Diplomacy, Policy development and negotiation, Communication skills, litigation skills (procedures), Public Speaking and relations, Strong people skills, Planning and Organizing Skills, Project Management, Communication skills(written and verbal), Stakeholder relations, Presentation and Facilitation, Negotiation and strategic skills.
<u>DUTIES</u>	:	Manage and ensure an effective provision of professional legal advice, opinions and litigation process. Oversee management of contract, service level agreement and litigation matters, manage legal strategies and ensure

legal compliance. Manage resources (Human, Finance, Equipment, Assets) in the Directorate.

ENQUIRIES : Ms Makgopa Evelyn Tel no: 011 689 3726/3701

GAUTENG DEPARTMENT OF EDUCATION

APPLICATIONS : Head Office (HO) Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001

CLOSING DATE : 05 July 2019

NOTE : Application must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently Updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed). Failure to submit all the requested documents will result in the application not being considered. Candidates will be subjected to Personnel Suitability Checks (PSC), Identity Documentation, Qualification Verification, Fraud Listing, Employment Reference, Criminal record and Security Clearance. Correspondence will be limited to short-listed candidates only. Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 22/88 : **ARCHITECT PRODUCTION GRADE A-C. . REF NO: HO2019/06/01**
Directorate: Infrastructure Planning and Property Management

SALARY : R 618 732.00 – R 939 621.00 per annum (All inclusive package) The Department will determine the salary notch based on years of experience post professional registration

CENTRE : Head Office, Johannesburg

REQUIREMENTS : Bachelor of Architecture. Computer literate. Three years' experience post qualification. Registration with the SACAP as a Professional Architect. Valid Drivers' License.

DUTIES : Develop and maintain infrastructure policies, norms and standards for schools and offices. Provide all architectural inputs and guidance in terms of the planning and design of schools. Contribute to condition assessments and development of maintenance plans. Compile briefing documentation and specifications for the appointment of PSPs. Provide professional inputs to the development of Business Cases, longer term Infrastructure Asset Management Plan, Strategic Briefs and Concept Reports. Provide inputs to the development of the Infrastructure Programme Management Plan. Conduct performance reviews, gateway reviews, end of year evaluations, post project and post occupancy reviews. Update relevant project and reporting systems in terms of infrastructure deliverables. Undertake research.

ENQUIRIES : Ms Lerato Machaka Tel No: (011) 843 6532

POST 22/89 : **ASSISTANT DIRECTOR: SECRETARIAT SUPPORT SERVICES. REF NO: HO2019/06/02**
Directorate: Office of the HOD

SALARY : R 376 596, 00 per annum

CENTRE : Head Office, Johannesburg

REQUIREMENTS : An appropriate recognized three-year National Diploma/ Degree or relevant three-year qualification plus 5 years' relevant experience in office support environment of which 3 years must be on secretariat functions or environment. Completed courses in word processing, spreadsheets and presentations – Preferably in Microsoft Operating System, Word, Excel, PowerPoint presentations will be an advantage. Valid driver's licence. Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations and Batho Pele principles, Skills: Computer literate, Minute taking, Good verbal and written communication, Good inter-personal relations, Problem solving, Presentation, Innovation and creativity, Self-disciplined and able to work under pressure with minimum supervision.

DUTIES : Provide executive secretariat services for meeting initiated by the Office of the HOD. Request and consolidate inputs for year calendar of Branch meetings. Inform various internal and external stakeholders about formal

decision making structures in the Branch. Provide secretariat support services in meetings as per the HOD request. Arrange logistics for internal and external meetings i.e. boardroom, data projector, laptops, tea and lunch etc. Analyse various input documents and consolidate such documents in executive summary reports for consideration. Compile agendas for formal decision making structures in consultation with relevant role players and distribute agendas within required time frames. Ensure that resolutions are followed up and reported thereon to the HOD. Provide an effective and efficient follow up system for the implementation of recommendations and resolutions emanating from meetings. Participate in the facilitation of processes to ensure that all reports and resolutions emanating from management meetings and forums are implemented and provide regular feedback to the HOD. Participate in the development and maintenance of a decision tracking grid. Participate in the implementation and maintenance of effective and efficient administrative systems and procedures within the Office of the HOD. Participate in the development, implementation and maintenance of internal filing system for the Unit in terms of the departmental filing system prescripts by keeping a complete manual and electronic record of meetings (agendas, minutes, attendance register, and hand-out documents). Participate in the provision of administrative support to the Office of the HOD Prepare and provide briefing documentation

ENQUIRIES : Ms Lerato Machaka Tel No: (011) 843 6532

GAUTENG DEPARTMENT OF E-GOVERNMENT

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 : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107/ Private Bag X112, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za.

CLOSING DATE : 5 July 2019

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

POST 22/90 : **DEPUTY DIRECTOR- CORPORATE COMMUNICATIONS – REFS/004128**
Directorate: Corporate Communications

SALARY : R733 257 per annum (all-inclusive remuneration package)

CENTRE : Johannesburg

REQUIREMENTS : Minimum of Matric certificate plus NQF level 6 (National Diploma) in communication. Minimum of 3-5 years working experience at entry level management. Public sector communication experience will be an added advantage.

DUTIES : Manage and promote the e-Government brand and corporate identity. Manage the content and timeous professional production of Imbumba publication in line with e-Government communication strategic imperatives and design standards. Management of the e-Government website and ensure adherence to GPG standards and framework. Manage the production of e-Government digital media including booklets, posters, pamphlets, service

directories and other media to promote the key messages, services and activities of e-Government. Promote and monitor adherence to professional standards and GPG corporate identity and facilitate the necessary capacity building. Source and manage the provision of professional DTP, media design, video and photographic services for e-Government. Develop and implement effective marketing and advertising strategies for business, government departments and citizens. Management of the Subunit of the directorate and ensure that budget allocated is used according to plans and legislature.

ENQUIRIES : Mr. Oscar Baloyi, Tel. No: (011) 689 4648

POST 22/91 : **DEPUTY DIRECTOR: STRATEGY & MEDIA LIAISON – REFS/004130**
Directorate: Strategy & Media Liaison

SALARY : R733 257 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Minimum of Matric certificate plus NQF level 6 (National Diploma) qualification in Communication. Minimum of 3-5 years working experience at entry level management. Public sector communication experience will be an added advantage.

DUTIES : Member of e-Government team that work towards the development and finalization of the e-Government annual report. Develop and implement Business Units communication strategies and programmes. Ensure the e-Government communication system is capacitated, strengthened and integrated at a strategic level with clear policies, procedures and structures. Develop targeted communication strategies on key e-Government priorities, projects, and programmes. Continuously provide strategy advice, support and briefings for Executives. Write Speeches, articles, media statements that are in line with key messages and strategies. Develop and implement three-month rolling calendar that include weekly diaries of e-Government public activities. Ensure that e-Government media relations is strong and media coverage is accurate, balanced and consistent. Ensure that community media is well utilised, media strategies support media diversity, and crises & risks are effectively managed. Conduct an annual media survey. Circulate Media alerts and rapid response system, when needed. Coordinate and manage the creative process of the department which include graphics and DTP. Coordination and implementation of transversal e-Government media liaison system including media statements, news releases, press lists, databases, weekly diary etc. Assist with any other communication projects that may arise from time to time. Develop and implement partnership strategy and programme with the media in general.

ENQUIRIES : Mr. Oscar Baloyi, Tel No: (011) 689 4648

POST 22/92 : **DEPUTY DIRECTOR: SECURITY ARCHITECT – REFS/004138**
Directorate: Information Security
Re-advert. Candidates who applied previously, need to re-apply.

SALARY : R733 257 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a relevant NQF level 6 qualification in IT with 3-5 years' experience in Information Security and Information Security Architecture OR Matric with 8-9 years' experience in Information Security and Information Security Architecture. Industry-recognized security or technical certifications from organisations such as ISACA, ISC2, GIAC, Cisco etc. will be advantageous. Knowledge of security best practices, principles and frameworks (OWASP, SANS, NIST and ISO).

DUTIES : Acquire a complete understanding of the department's technology and information system. Perform vulnerability testing, risk analyses and security assessments. Research security standards, security systems and authentication protocols. Develop requirements for local area networks (LANs), wide area networks (WANs), virtual private networks (VPNs), routers, firewalls, and related network devices. Reviewing current system security measures and recommending and implementing enhancements. Conducting regular system tests and ensuring continuous monitoring of network security. Developing project timelines for ongoing system upgrades. Ensuring all personnel have access to the IT system limited by need and role. Establishing disaster recovery procedures and conducting breach of security

drills. Promptly responding to all security incidents and providing thorough post-event analyses. Experience in designing and implementing an enterprise information security architecture, in reviewing of and incorporating information security controls and capabilities into various architectures and designs in a medium to large sized organization. Experience with presenting information security concepts and ideas in a non-technical business-friendly language appropriate to the target audience. Proven experience integrating security solutions and practices in a Windows environment.

- ENQUIRIES** : Ms. Nonhlanhla Mabuza, Tel No: (011) 689 8511
- POST 22/93** : **ASSISTANT DIRECTOR: ERP DEVELOPMENT (ABAP & BW) – REFS/004146**
Directorate: Business Intelligence
- SALARY CENTRE REQUIREMENTS** : R470 040 per annum (plus benefits)
: Johannesburg
: Matric certificate plus NQF level 6 IT qualification with 2-3 years working experience in Data Warehouse / SAP BW Development including DSO, Cube and BI development or Matric plus 6-7 years' experience in Data Warehouse / SAP BW Development including DSO, Cube and BI development
- DUTIES** : Involved in providing users with the basic application administration. Assist users with general support. Resolve user problems and issues. Develop and apply modifications/enhancements to existing applications. Develop and create code for various applications. Execute application testing, modular testing and peer testing. Involved with the initial user training. Actively monitor various applications and produce the reports. Identification and execution of the necessary reports that need to be generated from various applications.
- ENQUIRIES** : Mr. Themba Psungo, Tel No: (011) 689 6980
- POST 22/94** : **SENIOR ADMIN OFFICER: RELEASE TECHNICIAN – REFS/004145**
Directorate: Change Control
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (plus benefits)
: Johannesburg
: Matric plus National Diploma (NQF 6) with 1-2 years' experience in IT OR Matric plus 5-6 IT experience. Working knowledge in Release Management Process. Controlled software and hardware distribution. Management of the Definitive Hardware Store (DHS) and Administrative and control of the Definitive Software Library (DLS). Knowledge of Patch Management process. Knowledge of ITIL process
- DUTIES** : Ensure that all new releases are tested according to test, requirements and that installation procedures are developed in accordance with the Release Management process. Ensure that all new computer equipment is configured according to the e-Gov standards, ready for deployment. Ensure that all movement of equipment in and out of the definitive hardware store is recorded according to the change request processes. Ensure that all software versions are controlled and monitored. Release Testing and Configuration. Management of the Definitive Hardware Store (DHS) Administration and control of the Definitive Software Library (DSL).
- ENQUIRIES** : Ms. Portia Makotwane, Tel No: (011) 689 8898
- POST 22/95** : **SENIOR FINANCIAL OFFICER – REFS/004147**
Directorate: Financial Accounting
- SALARY CENTRE REQUIREMENTS** : R299 709 per annum (plus benefits)
: Johannesburg
: Matric plus a National Diploma/ Degree in Accounting or Finance related qualification with 1-2 years relevant experience in Finance, OR Matric plus 5-6 years' experience in Finance. Computer literacy, in particular spread sheet applications. Good verbal and written communication and interactive skills. Knowledge of BAS and SAP system will be an added advantage. Knowledge of Treasury Regulations.
- DUTIES** : Creditors Payments – ensure that supplier payments are made within 30 days of receipt of invoice by the department. Funds request accurately after all three amounts from BAS, PERSAL and the opening bank balance have been taken into consideration to avoid unauthorized bank overdraft after every payment run. Verify Invoices from the verifier. Receive invoices on

process director and verify them against the vendor profile. Verify Invoices from the verifier. Display the invoice and check banking details against the given purchase order. Check if Goods Received Voucher has been captured and if it equals the invoice amount. Check if invoice number is not altered before posting. Verify the payment method, that an invoice is not captured as a credit note. Verify the supplier name against the vendor profile. Validate and account for before the execution of the payment run. Sign off the schedule as evidence that all invoices have been inspected and checked against the open items on SAP. Request Funds from Treasury by checking the disbursed amounts on BAS and on Persal also check the PMG bank statement opening balance compile the funds request with all the supporting documentation submit for signatures submit to Treasury and file copy. Prepare monthly 30 Days report calculating the days taken to process the payment from the scanning date from one point of entry to the disbursement date on BAS. Consolidate all invoices that were not paid in the current month to be inclusive in the accruals.

ENQUIRIES : Ms. Sithembile Buthelezi, Tel No: (011) 689 6527

GAUTENG DEPARTMENT OF HEALTH

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

MANAGEMENT ECHELON

POST 22/96 : **MEDICAL SPECIALIST PAEDIATRICS REF NO: LRTMSP103 (1POST)**
Directorate: Medical
Re-Advertisement Applicants Who Previously Applied Are Encouraged To Reapply

SALARY : Grade 1 R 1,106,040.00 – R 1,173,900.00
Grade 2 R 1,264,623.00 – R 1,342,230.00
Grade 3 R 1,467,651.00 – R 1,834,890.00 All-inclusive package

CENTRE REQUIREMENTS : Leratong Hospital
Appropriate qualification that allows registration with HPCSA as a Specialist in Paediatrics (MMED / FCS.SA). Current registration with HPCSA as Specialist Paediatrics. Appropriate knowledge and experience as a Paediatrician. The following will be an added advantage: current certificate in advance Cardiac Life Support (ACLS), Paediatrics advanced Life support (PALS), advanced trauma Life support (ATLS), ECG, BLS, Surgical skills and Neonatal resuscitation course. Good verbal and written communication skills. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Must have at least code 08 driver's license and be computer literate.

DUTIES : Provision of 24-hour Paediatric Service. Manage critically ill patients in Neonatal ICU. Participate in commuted overtime. Supervision and training of Medical Officers, Community Services Medical Officers and Medical Interns. Ensure proper and accurate record keeping as legally and ethically required. Ensure effective outreach to District Hospital in the West Rand. Assist the Clinical Head with administrative responsibilities. Provision of Quality, cost effective service in keeping with Batho Pele Principles. Assist the HOD and ensure that the Department is compliant to National Core Standards and LEAN Management principles. Perform Clinical Audits. Participate in conducting Morbidity and Mortality meetings (M&M)

ENQUIRIES APPLICATION : Dr. RM Phanzu Tel no: (011) 411 3818 / Dr. W Mokae Tel no: (011) 411 3679
Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.

NOTES : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified HPCSA registration certificate and proof of current

registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

CLOSING DATE : 05 July 2019 at 12h00 PM

OTHER POSTS

POST 22/97 : **ASSISTANT PHARMACY MANAGER: PHARMACEUTICAL SERVICES**
REF NO: CHBAH 157 (01 POST)
Directorate: Pharmacy

SALARY : R897 936 - R1 042 095 (per annum)
CENTRE : Chris Hani Baragwanath Hospital (CHBH)
REQUIREMENTS : Degree in B. Pharm. Current registration with the South African Pharmacy Council (SAPC) as a Pharmacist. A minimum of 5 years' experience as a Pharmacist post registration with the South African Pharmacy Council. Project management skills. Computer competency. Team building and leadership skills. A valid driver's license. An in-depth understanding of the National Drug Policy, all pharmacy legislation and the Public Finance Management Act. A qualification in management and previous relevant work experience will be an advantage.

DUTIES : Overall management of the pharmacy, including the satellite pharmacies. Provide financial, budget and expenditure management. Must comply with the provision of the relevant prescribed Acts and the PFMA to the extent applicable to the official. Development and management of relevant Standard Operating Procedures. The effective and efficient operations management (including Medicine supply management, IT and infrastructure and equipment management) Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist in the provision of strategic direction to the pharmacy. Project management. Facilitation of the functioning of the institutional Pharmacy and Therapeutics Committee (PTC). Coordination of training and development of pharmacy personnel; including performance management of staff. Ensure and manage the provision of quality, effective and efficient clinical pharmaceutical services, management role also involves the promotion of public health; compliance with the six quality priorities and the Batho-Pele Principles. Deputise for the Deputy Manager and Manager. Be available for on call after hours. Be involved with continuous improvement projects to address service delivery challenges.

ENQUIRIES : Mrs P Naik (011) 933-8154
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Certifying stamp on documents shouldn't be more than three (3) months. Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application

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

- CLOSING DATE** : 05 July 2019
- POST 22/98** : **MEDICAL OFFICER PAEDIATRICS REF NO: LRT\MED\04 (4 POSTS)**
Directorate: Medical
- SALARY** : Grade 1 R 821,205.00 – R 884,670.00
Grade 2 R 938,964.00 – R 1,026,693.00
Grade 3vR 1,089,693.00 – R 1,326,366.00 All-inclusive package
- CENTRE REQUIREMENTS** : Leratong Hospital
: Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Current registration with HPCSA as Medical Practitioner. The following will be an added advantage: current certificate in Advanced life support (ACLS), Paediatrics advanced Life support (PALS), advanced trauma Life support (ATLS), ECG, BLS, Surgical skills and Neonatal resuscitation course. Good verbal and written communication skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Must have at least code 08 driver's license and be computer literate.
- DUTIES** : Full participation in all activities as required for the post, including patient ward care, outpatient clinics, after hour's duties as per roster as well as academic discussions and research. Participate in commuted overtime. Daily student tutorials. Referrals, bookings and performance of all procedures for correct indications. To ensure maintenance of records for audit purposes. Assist in HR management and 102 developments of maintenance in productivity standards and participation in NCS and LEAN management
- ENQUIRIES APPLICATION** : Dr. RM Phanzu Tel: (011) 411 3818 / Dr. W Mokae Tel: (011) 411 3679
: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
- NOTES** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).
- CLOSING DATE** : 05 July 2019 at 12h00 PM

- POST 22/99** : **MEDICAL REGISTRAR REF NO: HRM 57/2019**
Directorate: Orthopaedics
- SALARY** : R821 205 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Registration with HPCSA as Medical independence practice. Must have passed primary exam of College of Medicine South Africa. Six months experience in orthopaedics will be an added advantage.
- DUTIES** : Clinical care of orthopaedics patients. Teaching of junior medical staff and medical students.
- ENQUIRIES** : Prof. MV Ngcelwane Tel: (012) 354 2851
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 05 July 2019
- POST 22/100** : **DEPUTY DIRECTOR: HUMAN RESOURCEREF: LRT\HRM02 (1 POST)**
Directorate: Human Resource
- SALARY** : R 733,257.00 - R 863,748.00 pa (All inclusive)
CENTRE : Leratong Hospital
REQUIREMENTS : A recognized 3 years bachelor's degree or National Diploma in Human Resource Management with at least 3 Years' experience in Management position at an Assistant Director Level or Grade 12 certificate with 5-10 years' experience in Management position an Assistant Director level. Knowledge of PERSAL system. Hospital Management experience will be an added advantage. Management and leadership skills. Ability to interpret and implement policies, directives and guidelines of the Gauteng Department of Health. Knowledge and understanding of Human Resource legislation, policy, procedure and processes applicable in the Public Service. Good communication, dispute resolution, conflict resolution and negotiation skills. Excellent planning and organizational skills. Ensure proper implementation and compliance to the Public Finance Management Act, 1999. Prepared to work under pressure and in a stressful situation. Must have at least code 08 driver's license and be computer literate.
- DUTIES** : Manage the allocated Human Resource budget for the institution. Analyse and audit PERSAL and Human Resource Department reports. Co-ordinate Human Resource Management functions. Co-ordinate the Administration of Service Benefits and conditions. Co-ordinate Recruitment, Employee Wellness, Occupational Health & Safety, Performance Management, Training & Development and Labour Relations functions. Co-ordinate Human Resource records / information management system. Oversee service delivery improvement plans for all services units within Human Resource and Institutions. Partake in the overall management directorate. Manage operational plan of the unit. Manage performance, training, development and absenteeism of staff. Provide units quarterly and ad-hoc reports. Ensure participation in National Core Standards and LEAN management principles. Ensure proper implementation and compliance to Human Resource policies
- ENQUIRIES** : Mr. G.J Dube (011) 411 3531
APPLICATION : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, KRUGERSDORP, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
- NOTES** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence and proof of computer literacy. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was

unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

- CLOSING DATE** : 05 July 2019 at 12h00 PM
- POST 22/101** : **DEPUTY DIRECTOR: ADMIN REF NO: LRT/ADM/01 (1 POST)**
 Directorate: Cooperate service
 Re-Advertisement Applicants Who Previously Applied Are Encouraged To Reapply
- SALARY CENTRE REQUIREMENTS** : R 733,257.00 - R 863,748.00 pa (All inclusive)
 : Leratong Hospital
 : A recognized 3 years bachelor's degree or National Diploma in Public Management, Public Management and Administration or Public Administration with at least 3 Years' experience in management position at level of an Assistant Director level or Grade 12 certificate with 5-10 years' experience in management position at level of an Assistant Director level. Hospital Management experience will be an added advantage. Management and leadership skills. Ability to interpret and implement policies, directives and guidelines of the Gauteng Department of Health. Excellent verbal and written communication skills with good interpersonal skills. Negotiation, team building, conflict and problem-solving skills. Knowledge and understanding of the Public Finance Management Act, 1999; legislative framework, HR Policies and other relevant statutory prescriptions. Prepared to work under pressure and stressful situations. Must have at least code 08 driver's license and be computer literate.
- DUTIES** : Responsible for overall management of the administration and support departments in hospital cooperate management. Delegation and total quality management. Facilitate and monitor implementation of strategic Plan, Operational Plan and Quarterly Reviews in the institution. Maintain sound financial and budgetary process to ensure the adherence of the Hospital statutory responsibilities in the PFMA. Adherence to procurement, asset and facility management procedures. Comply with Supply Chain Management, provisioning administration and BBBEE requirements. Ensure that systems are in place for the continuous maintenance of the Hospital. Ensure effective utilization of human resources, and corporate governance. Liaise with stakeholders to establish sound hospital/community relationship. Ensure proper record keeping through the utilization of paper based and electronic systems. Ensure information risk management, security and protocols are implemented and adhered to. Ensure participation in National Core Standards and LEAN management principles
- ENQUIRIES APPLICATION** : Mr. G.J Dube (011) 411 3531
 : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
- NOTES** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence and proof of computer literacy. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment

verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

- CLOSING DATE** : 05 July 2019 at 12h00 PM
- POST 22/102** : **OPERATIONAL MANAGER NURSING SPECIALITY UNIT: (1 POST)**
Obstetrics & Gynae
- SALARY** : R 562 800 – R 633 432 per annum
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e Diploma/ Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post- Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant speciality. A minimum of a 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing .At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic critical care (ICU)
- DUTIES** : Manage effectively the utilization of resources, nursing statutes and other relevant legal frameworks such as Nursing Act, National Health Act, OHS Act, Patients' Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act. Good interpersonal relations, good communication (Written and Verbal). Good conflict management, good decision making and problem solving abilities, Computer (Ms Word or Excel. Supervisory and leadership skills.
- ENQUIRIES** : MS KF Mabuza 011 812 5000
- APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID And certificate of qualifications to Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 Or apply online at: www.gautengonline.gov.za
- NOTES** : The institution reserves the right not to fill the post.
- CLOSING DATE** : 05 July 2019
- POST 22/103** : **ASSISTANT DIRECTOR DIETETICS REF NO: LRT\DIET\05 (1 POST)**
Directorate: Human Nutrition
- SALARY** : Grade 1 R 517,326.00 – R 574,158.00
Grade 2 R 591,510.00 – R 656,469.00
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : BSc or B degree in Dietetics. Registration with HPCSA as Dietitian. A minimum of 3 years appropriate experience in the dietetics profession after registration with HPCSA as a dietician. The candidate should have a minimum of 5 years' experience in Management. Managerial skills, supervisory, planning, monitoring, evaluation, organizational and analytical skills. Problem solving skills. Good financial management skills. Excellent written and communication skills. Computer literacy. Knowledge of the public service legislation, policies and procedures. Understanding the importance of effective multi- disciplinary team work. Experience in the management of food service. Ability to work under pressure in a changing environment. Must have at least code 08 driver's license and be computer literate
- DUTIES** : Responsible for implementation of clinical strategies, policies and plans that are in line with strategic objectives of Gauteng Health Department. Develop operational plans and demand plan for Human Nutrition Department in line with set organizational plans. Develop Standard Operating Procedures to attain the formulated goals and objectives of the Department of Health. Plan the budget in line with estimated client requirements and ensure that production capacity, consumables and non- consumable goods, equipment and staff are available to achieve agreed output targets. Maintain and implement human resource plan and ensure effective staff utilization. Ensure that PMDS is implemented across the Human Nutrition Department. Management of Human and Material Resource in line with PFMA. Monitor the close link between the institution and the district in line with the required National and Provincial targets. Monitor the implementation of the risk

- management programme within the hospital. To approve and manage foodservice system applicable to the institution. Ensure adherence to the HPCSA requirements for self- development and development of others. Ensure the Department is compliant to National Core Standards and LEAN management principles
- ENQUIRIES APPLICATION** : Dr. W Mokae Tel no (011) 411 3679
- : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
- NOTES** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, proof of computer literacy, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).
- CLOSING DATE** : 05 July 2019 at 12h00 PM
- POST 22/104** : **CHIEF RADIOGRAPHER REF NO: LRT\RAD\07 (1 POST)**
- SALARY** : Grade 1 R 466,119.00 – R 517,326.00
Grade 2 R 532,959.00 – R 591,510.00
- CENTRE REQUIREMENTS** : Leratong Hospital
- : A three (3) year degree / diploma in Diagnostic Radiography. Current registration with HPCSA as a Diagnostic Radiographer. Minimum of 3 years appropriate experience in Diagnostic Radiography after registration with HPCSA. Excellent time management skills, written and verbal communication skills and report writing skills. Good interpersonal and leadership skills. Quality control and record keeping is essential. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines. Must have at least code 08 driver's license and be computer literate
- DUTIES** : Provide 24 hours quality radiographic service. Supervise subordinates and other support personnel in the department. Compliance with Radiation Control legislation. Ensure the implementation of quality assurance and improvement programs. A working knowledge of departmental equipment and fault reporting. Compliance with the National Patients Right Charter and professional ethics. Promote Batho Pele and Six Key Priorities in execution of all tasks for effective service delivery. Participate in continuous Professional Development as required by HPCSA. Ensure the Department is compliant to National Core Standards and LEAN management principles.
- ENQUIRIES APPLICATION** : Ms M Ratshilumelo Tel no:(011) 411- 3573
- : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 pm (Noon) on the closing date.
- NOTES** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID

copy, certified copies of qualification/s including matric, certified copy drivers licence, proof of computer literacy, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).

- CLOSING DATE** : 05 July 2019 at 12h00 PM
- POST 22/105** : **CHIEF RADIOGRAPHER GRADE 1 REF NO: CHBAH 158**
Directorate: Radiography
- SALARY CENTRE REQUIREMENTS** : R466 119 9 – R517 326 (per annum)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). A minimum of 3 years appropriate experience in the relevant profession after registration with the HPCSA (where applicable). Experience in digital radiography and hands on experience on Radiology Specialities will be an advantage. Knowledge of relevant Public Service regulations, policies, acts and procedures. Ability to work under pressure. Good communication skills (verbal and written) compliance with budgeting, Radiographic Quality assurance, National Core Standards, Health and Safety and Infection Control principles.
- DUTIES** : Manage the entire Radiography Department and associated functions. Participate in providing 24-hour radiographic services in the hospital. Report to the Allied Health Services Manager. Advise the management in Radiographic policy planning and implementation for service improvement. To supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, National Core Standards, Quality Assurance and other Public Service policies and acts. Manage conflict and implement corrective measures and all governing departmental policies. Strategically coordinate and delegate departmental activities and resources of the department to achieve maximum productivity. Manage the workflow in the entire department. Problem Solving, Equipment Maintenance, Health & Safety and PMDS. Must be a team player within the department and institution. Ensure recommended maintenance of the X-Ray equipment. Perform and ensure that prescribed Quality Assurance protocols are adhered to. Perform any ad-hoc duties allocated. Adhere and ensure compliance with Radiation Control Board and HPCSA Legislation
- ENQUIRIES APPLICATIONS** : Ms. NG Tsoeu Tel no: (011) 933- 8434
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

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

- CLOSING DATE** : 05 July 2019
- POST 22/106** : **CHIEF OCCUPATIONAL THERAPIST GRADE 1**
- SALARY** : R466 119 – R 517 326 per annum
CENTRE : Pholosong Hospital
REQUIREMENTS : Minimum educational qualification: BSC in Occupational Therapy/. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist Experience: a minimum of 3 years appropriate experience in occupational therapy after registration with the hpcsa. Inherent requirement of the job: competencies (knowledge/skills): Excellent communication skills, report writing and leadership skills. Good interpersonal, organizational and planning abilities. Sound knowledge of appropriate national and provincial legislation and policies. Knowledge and understanding of evidence-based practice. Clinical experience as an Occupational Therapist in the field of Vocational Rehabilitation (particular focus on work assessment and per forming functional capacity evaluations with sound knowledge of various physical and mental health conditions). Computer literacy.
- DUTIES** : (Key Result Areas/Outputs): Sound management of overall Occupational Therapy service in the Occupational Therapy Department Manage all resources in Occupational Therapy Unit (human, financial, physical and infra structural). Participate in undergraduate Occupational Therapy student training. Provide leadership in strategic, operational management and administration.
- ENQUIRIES** : Mrs C.K. Selepe Tel: 011 812b 5000
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID And certificate of qualifications to Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 Or apply online at: www.gautengonline.gov.za
- CLOSING DATE** : 05 July 2019.
- POST 22/107** : **PNA5 IPC COORDINATOR REF NOKPTH / IPC/06/19**
 Directorate: Nursing Services: Quality Assurance Unit
- SALARY** : R 444 276.00 – R 500 031.00 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 or equivalent NQ5 level/ Basic R425 qualification (i.e. diploma/degree in Nursing or equivalent qualification as a professional nurse. A minimum of 7 years appropriate/recognizable experience in general nursing after registration as a Professional Nurse with SANC Recognized certificate in IPC and IPC coordination experience in a health setting environment. A qualification in Infection Prevention and control will be a requirement. Knowledge of NCS pertaining to Infection control Registration with the South African Nursing Council. Current 2019 SANC receipt. Proof of service record certificate. Computer literacy and driver's license will be added advantage. Good communication skills and ability to work under pressure. Knowledge and in-depth understanding of Infection prevention control Policies and Guidelines. Have a systematic approach to improving Health care infection control.
- DUTIES** : Responsible for the monitoring and assistance with the implementation of Institutional Infection control Prevention and Control. Prevent, control and monitor infections in the health care setting. Develop and monitor the implementation of continuous infection prevention and control education and training. Implement and maintain effective hospital infection surveillance

system in alignment with the infection prevention and control standard operating procedure. Strengthen and maintain internal and external collaboration with relevant stakeholders. Responsible for baseline inspection, audits and surveys maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guideline, practices, standards and procedures to improve quality of service in the Institution. Assist with the implementation of the Hospital quality improvement plan. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice.

**ENQUIRIES
APPLICATIONS**

: Ms M J Mbiza, Tel No: (012) 318 6606
 : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE

: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department

CLOSING DATE

: 5 July 2019

POST 22/108

: **OPERATIONAL MANAGER NURSING MEDICAL WARD (1 POST)**

**SALARY
CENTRE
REQUIREMENTS**

: R 444 276 – R 500 031 per annum
 : Pholosong Hospital
 : A basic qualification accredited with the SANC in terms of Government Notice 425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse
 A minimum of 7 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SA Nursing Council in General Nursing

DUTIES

: Coordination of optimal, holistic nursing care provided within set standards and professional/ legal framework, Manage effectively the supervision and utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ ethical standards and self-development

**ENQUIRIES
APPLICATIONS**

: MS KF Mabuza, Tel No :(011) 812 500
 : Applications must be submitted with a Z83 form, certified copies of ID And certificate of qualifications to Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 Or apply online at: www.gautengonline.gov.za

**NOTES
CLOSING DATE**

: The institution reserves the right not to fill the post.
 : 05 July 2019.

POST 22/109 : **ADMINISTRATIVE OFFICER (SECURITY MANAGER) REF NO: WKH 2019/01**
Directorate: Security management

SALARY : R 376,596.00 per annum (plus benefits)
CENTRE : Weskoppies Hospital
REQUIREMENTS : Grade 12 plus a Diploma or degree in Security Management and Risk Management or equivalent qualifications with at least 5 years extensive experience in the administration of security of which 2 years' experience on a managerial level. Registration with PSIRA Grade B. Knowledge of Legislation that governs the Public Service and security related legislation i.e. Criminal procedure Act; PSIRA Act; Fire-arms Control Act; Control of Access to Public Premises and Vehicles Act; Trespass Act; MISS; Minimum Physical Security Standard; National Core Standard. Good knowledge of CCTV cameras. Valid driver's license. Computer literate. Good interpersonal and communication skills, verbal and written. Prepare to work after hours. No criminal record.

DUTIES : To lead a team of security personnel. Conduct security threats and risk assessments in the Hospital. Identify, investigation and reporting of security breaches internally and to the SAPS. Ensure safety of State property, employees, visitors and patients in the Hospital on a 24-hour basis. Conduct site inspections. Manage and maintain security equipment. Manage the CCTV unit. Where required, conduct security escorting. VIP protection. Conduct search for absconded/ missing patients. Compilation of statements and testify in Court. Assist with the management of access and traffic control. Assist with the management of riots and strikes. Comply with security dress code at all times. Enforcement of security Acts, policies and procedures. Attend meetings and conduct administrative functions. Implement PMDS in the security unit and identify training needs and ensure training and development of personnel.

ENQUIRIES : Ms. E Mosue Tel. No: (012) 319 9795
APPLICATIONS : should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the Application box provided at the security gate. Ensure that you sign your name in the application attendance register

NOTES : Applications should include Z83, CV, certified copies of ID and Qualifications. Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates could be required to perform practical exercises/ tests during the recruitment process.

CLOSING DATE : 5 July 2019

POST 22/110 : **MIDDLE MANAGER: HUMAN RESOURCE REF NO: CHBAH 159 (1 POST)**
Directorate: Human Resource (Training and Development and PMDS)

SALARY : R 376 596 - R454 920 per annum Level 9 (Plus Benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Grade 12 or equivalent qualification and National Diploma/Degree or equivalent qualification with five (5) years' experience in human resource on a supervisory level. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel and Ms PowerPoint). Must have presentation skills. Experience in dealing with public. Ability to communicate well with people at different levels and from diversified backgrounds. Sound verbal and written communication skills. Sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge of the public service regulations, public service act and other relevant human resource legislative framework. Experience in training and development plus performance management and development system (PMDS) are essential requirements for the post.

DUTIES : Support the Deputy Director in the management of the human resource development (HRD) and performance management and development (PMDS). Manage the implementation of the human resource development sub directorate policies, plans and strategy. Develop internal controls, guidelines and procedures on training and development of employees in line with human resource practices, procedures, guidelines and policies. Ensure

the implementation of the Adult Education Training (AET), Internship and Learnership Programmes, Professional Development, Generic Training plus Orientation and Induction Programmes. Continually improve service delivery and administer performance measures through the development and pursuing a systems approach to employee development based upon the Gauteng Department of Health (GDOH) and Hospital's skills gap analysis and Performance Management Development System (PMDS) outcomes. Manage the implementation of PMDS in the institution. Coordinate the compilation of the Hospital's Workplace Skills Plan (WSP), coordinate the Skills Development Committee meetings and manage the monthly, Quarterly and annual training reports. Manage the implementation of grade and pay progression for professional and administrative cadres (OSD and Non-OSD). Attend to audit queries and the implementation of the recommendations thereof. Provide training and support to subordinates. Advise management and the department on human resource practices, procedures, guidelines and policies etc. Be responsible for mentoring and training officials under the sub-section being managed. Do other reasonable adhoc exercises and tasks as and when required to strengthen service delivery in the Hospital. Adhere to timelines. Monitor and evaluate policy development and implementation. Co-ordinate and execute the training and induction on policy strategies related to diverse service delivery initiatives in the hospital. Be willing to undergo continuous training and development. Attend and run meetings and training programmes as approved and delegated by the Head of the sub-directorate. Management of personnel performance and review thereof in the sub-division.

**ENQUIRIES
APPLICATIONS**

: Mr ZP Khanyile (011) 933 8022
 : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Certifying stamp on documents shouldn't be more than three (3) months. Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 05 July 2019

POST 22/111

: **SPEECH THERAPIST / SPEECH THERAPIST AND AUDIOLOGIST: REF NO: TRH 05/ 2019**
 Directorate: Allied

SALARY

: Grade 1: R317 976 per annum (plus benefits)
 Grade 2: R372 810 per annum (plus benefits)
 Grade 3: R439 164 per annum (plus benefits)

**CENTRE
REQUIREMENTS**

: Tshwane Rehabilitation Hospital
 : Tertiary qualification in speech Therapy/Speech Therapy and Audiology.
 Current registration as an independent practitioner with Health Professions

- Council of South Africa. Knowledge related to clinical practice. Relevant experience in the relevant field. Professional competence and knowledge in the application of Clinical theory, practice, ethics in health care, current clinical literature, current protocols as well as current health and policies. Skills in terms of clinical assessment and management of in and out patient. Computer literacy. Ability to work with team, clinical and none clinical staff members, interdisciplinary team approach, and eager to contribute towards the development of Speech Therapy services.
- DUTIES** : Render effective patient centred Speech therapist and Audiology services for in and out patient in adherence to scope of practice and health protocols. To work with colleagues, relieve as and when the need arise, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain quality assurance and National core standards and norms at departmental level. Perform record keeping, data collection, assistant with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of interdisciplinary team members. Participate in mini research projects for the institutions.
- ENQUIRIES APPLICATIONS** : Ms MF Mabokela, Tel: No 012 354 - 6033
: Applications must be send directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
- NOTE** : The Gauteng Department of Health is guided by the principles of Employment Equity, therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. People with disability are encouraged to apply. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South Africa Police Service.
- CLOSING DATE** : 05 July 2019
- POST 22/112** : **OPTOMETRIST REF NO: LRT/OPT/06 (1 POST)**
Directorate: Ophthalmology
- SALARY** : Grade 1 R 317,976.00 – R 361,872.00
Grade 2 R 372,810.00 – R 395,703.00
Grade 3 R 401,640.00 – R 426,291.00
- CENTRE REQUIREMENTS** : Leratong Hospital
: Appropriate qualification that allows registration with HPCSA as an Optometrist. Current registration with HPCSA as an independent Optometrist. Computer literacy is essential. Excellent time management skills, written and verbal communication skills and report writing skills. Good interpersonal skills. Knowledge of guidelines and policies that are governing the Health sector and Optometry profession. Knowledge of optometry procedures. Quality control and record keeping is skills. Ability to work in a team. Ability to work under pressure in a changing environment. To relieve colleagues as the need arises and work closely with other disciplines. Must have at least code 08 driver's license and be computer literate
- DUTIES** : Comprehensive eye examination. Screening of patients with chronic conditions to prevent blindness. Assessment, management, and referrals of ocular conditions. Assessment and treatment of vision problems in children. Ensure ordering and collection of optical assistive devices. Involvement with multidisciplinary teams, primary care monitoring and treatment of patients on ongoing eye conditions. Participate in health promotions and prevention activities with District Health. Compile daily and monthly statistic, monthly reports, quarterly reports and annual reports. Ensure adherence to government policies e.g. National Core Standards, complains management and Patient Rights Charter. Safe keeping and maintenance of equipment according to risk management policy. Perform all other duties delegated by supervisor.
- ENQUIRIES APPLICATION** : Mr G Nsele (011) 411 -3797
: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock street, Chamdor, KRUGERSDORP, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740 Applications should be delivered by 12h00 pm (Noon) on the closing date.

- NOTES** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Applications must be submitted on a Z83 form fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached are certified ID copy, certified copies of qualification/s including matric, certified copy drivers licence, proof of computer literacy, certified HPCSA registration certificate and proof of current registration with HPCSA. Certification should not be older than three months. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Leratong Hospital reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s).
- CLOSING DATE** : 05 July 2019 at 12h00 PM
- POST 22/113** : **ENGINEERING TECHNICIAN GRADEA/ B REF NO: HRM 58/2019**
Directorate: Clinical Engineering
- SALARY** : Grade A R293 652 per annum plus benefits/
Grade B R334 179 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : National Diploma in Engineering or relevant (Clinical Engineering) qualification. Registration with ECSA as an Engineering Technician. Three years post qualification technical (Clinical Engineering) experience or at least 14 years appropriate/ recognizable experience in the Clinical Engineering area after registration with ECSA with relevant experience in the repair and maintenance of medical equipment, a valid driver's license will be advantages, good communication skills (verbal and written), ability to work under pressure, must be available to perform standby and after hour duties, good creative and analytical skills, must be skilled in the use of various hand tools and test equipment such as ECG simulator, defibrillator analyzer, infusion pump analyzer, multi meter, and other resources within clinical engineering, good understanding of Microsoft Office applications such as Word, Excel and Access.
- DUTIES** : Repair and maintain all medical equipment, keep electronic record of repairs and maintenance of equipment, training of clinical engineering students, end users and other staff in the safe use of medical equipment, monitor maintenance contract and report monthly thereon.
- ENQUIRIES** : Mr. K Dahlen Tel: (012) 354 1261
- APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 05 July 2019
- POST 22/114** : **SHIFT LEADER GRADE 3 (8 POSTS) REF NO: OPS/2019/04**
This is a re-advertisement previous applicant need to apply.
- SALARY** : R265 995 – 475 905 per annum
- CENTRE** : Various districts
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. AEA/ECT/CCA with 0-3 years' experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver's license with PDP, Registration certificate and current registration with HPCSA. Computer skills. Knowledge of labor relations and OHS. Incident management and supervisory experience.
- DUTIES** : Provide an ongoing supervisory function in respect of all operational issues in terms of HPCSA and Department policies by ensuring complacence and

report thereon. Implementation of Operational plans, at shift level, manage all resources allocated to the shift in an efficient manner by ensuring control, monitoring use and reporting deviations and deficiencies facilitate ongoing administration and human resource management. Supervisory functions, Responsible for performance management and development system assessment. Assist in management of overtime and leave. Ensure that staff attends to calls timeously. Analysis of trip sheets and patient assessment forms and report discrepancies to the Station Manager. Respond to mass casualty and disaster scenes and provide advice and leadership in such situations. Manage complaints from external and internal sources. Compile reports conduct investigations when require. Ensure compliance with service protocol and procedures. Undertake any other duties as allocated by management.

ENQUIRIES APPLICATIONS : Ms. Peloane B Tel No: (011) 564 2017
 : Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 halfway house 1685 Eligible candidates will be subjected to a medical, practical and theoretical evaluation(s)
CLOSING DATE : 5 July 2019

POST 22/115 : **PROFESSIONAL NURSE (LABOUR WARD) REF NO: TDH05/2019.**
 Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R 256 905.00
 : Tshwane District Hospital
 : Grade 12. Basic R425 or R683 qualification with Midwifery (i.e Degree/Diploma in Nursing that allows registration with South African Nursing Council as a Professional Nurse). A Minimum of 3-5 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in general nursing. 2 years' experience working in labour ward and training on PMTCT, ESMOE, HBB and MBHFI. Proof of current registration with SANC

DUTIES : Provision of high quality nursing care that is holistic and is patient centred. Ensuring that nursing care provided is within the scope of practice of nurses and legal framework. Maintain a professional and ethical practices as well as an enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholder. Participate in management and utilize physical, financial and human resource to fulfil operational and developmental functions in accordance with legislations and policies. Participate in research, training of staff, students, personal development and CPD (Continuing Professional Development). Ensure compliance with six key priorities.

ENQUIRIES APPLICATIONS : Mrs Motlhaga DS: Tel 012-354 7600
 : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.

CLOSING DATE : 05 July 2019

POST 22/116 : **PARAMEDIC GRADE 1 TO GRADE 3 REF NO: OPS/2019/01(POSTS 20)**

SALARY : Grade 1: R254 382 per annum.
 : Grade 2: R318 042 per annum.
 : Grade 3: R392 151 per annum.

CENTRE REQUIREMENTS : Various Gauteng Ems Districts
 : **Grade 1** Successful completion of Critical Care Assistance (CCA) qualification that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic (CCA) and proof of current registration. No experience required after registration with the HPCSA as Paramedic (CCA). **Grade 2** Successful completion of Critical Care Assistance (CCA) qualification or recognised National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic with CCA or National Diploma and proof of current registration. 7 Years' experience required after registration with the HPCSA as Paramedic (CCA) and no experience required after registration with the HPCSA as Paramedic with a National Diploma. **Grade 3** Successful completion of Critical Care Assistance (CCA) qualification or recognised National Diploma that allows registration with the

HPCSA as Paramedic or successful completion of a recognized B Tech degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with the HPCSA as Paramedic (CCA or NDIP) or ECP and proof of current registration. 14 Years' experience required after registration with the HPCSA as Paramedic (CCA), 7 years' experience required after registration with the HPCSA as Paramedic (NDIP) and a registered ECP requires no experience.

DUTIES : Check the allocated vehicle and equipment and complete the checklist. Report all losses, damages, discrepancies, deficiencies to the shift manager. Wash, clean and disinfect the interior/exterior of the vehicle. Treat patients in accordance with relevant ALS protocols, as per HPCSA and transport patients to hospital, from scene and between hospitals in accordance with the relevant protocols. Maintain best clinical practices in accordance with quality standards, including updating oneself with continuous medical education through CPD systems, as required by HPCSA. Change and replenish surgical sundries and medical gases and ensure that expired items are disposed of timeously and/or exchange for fresh stock. Maintain the unit in a clean condition good working order. Respond to opportunities that enhance professional development (e.g. in- service training, attend workshops, forum meetings and update staff accordingly). Use all equipment and government property correctly. Assist in maintaining a clean and tidy base. Complete and submit all appropriate paperwork to the shift senior before the termination of the shift. Hand over the vehicle and equipment to the next shift/Relevant authority fully replenished, clean and in good working order. Abide by the Standing Operational Procedures and other EMS policies. Always maintain accurate and reliable records. Assume responsibility for the security of the vehicle and equipment. Perform Overtime duties in accordance with Emergency Medical Services Policy. Provide In-service training to BLS and ILS staff. Undertake inter-facility transfers on Intensive care units, obstetric ambulances and all other inter-facility ambulances. Undertake any other duties as allocated by a Shift supervisor/Station manager/Sub District manager/ District Manager. Respond to emergency calls within stipulated response times on primary response vehicles and ambulances. Provide emergency medical assistance to clinical staff at primary and secondary institutions throughout the Province. Perform emergency medical care & treatment, at special events and special operations in the Province. Perform duties as per allocated shift roster, i.e. day and night duties.

ENQUIRIES : Mr Errakiah C Tel no: (011) 564- 2053
APPLICATION : Applications must be delivered directly 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 a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months.

CLOSING DATE : 5 July 2019

POST 22/117 : **DATA ADMINISTRATOR REF NO: ADM/2019/01 (1 POST)**

SALARY : R257 508.00 per annum (plus benefits)
CENTRE : Sedibeng
REQUIREMENTS : Grade 12 certificate or equivalent qualification plus five years relevant experience or National Diploma or Equivalent qualification with Health Science/ Maths/Statistics/Computer Science as a major and three years relevant experience, Knowledge and understanding of District Health information Systems will be added as advantage, computer literacy, Analytical, numeracy, coordination and good communication skills and must have driver's licence

DUTIES : Maintenance of EMS databases in all EMS Stations Query data from the quality (timeliness, completeness and validity Produce analysed monthly reports for submission to EMS Head office Identify information needs. Preparation of routine and ad hoc data reports and Capturing of Data on the Web DHIS and Other Systems Assist with preparation of workshops/meetings Perform ad hoc duties as assigned by immediate supervisor or District managers.

ENQUIRIES : R.K Sekgobela Tel no: (011) 564- 2009

- APPLICATION** : Applications must be delivered directly 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 a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months.
- CLOSING DATE** : 05 July 2019
- POST 22/118** : **HUMAN RESOURCES OFFICER REF NO: HR/2019/02 (X1 POST)**
- SALARY** : R257 508 pa
CENTRE : Midrand
REQUIREMENTS : Grade 12 or equivalent with 3-5 years' experience in Human Resource development and PMDS. Persal Certificate. Drivers licence will be an added advantage. Knowledge of the prescripts that govern Human Resource development and management. Presentation and facilitation skills, Computer literacy, Communication Skills (written and verbal) and interpersonal skills.
- DUTIES** : Coordinate and facilitate, training and induction programmes. Liaise with external training providers. Assist to conduct skills development audits. Facilitate needs directed course/workshop. Serve as a secretary during training committee meetings. Assist and advice management and staff on Employment Equity issues. Assist in development training, orientation and induction, and workplace skills plans. Assist with PMDS issues and ensure capturing of PMDS on Persal system. Monitor the development and attendance of experiential learners. Attend training meetings in and outside of the institution. Assist with National Core standards on matters relating to training and development and PMDS. Monitor performance and ensure development of subordinates in the unit. Comply with the performance management and development system (contracting, Quarterly reviews, and final assessment).
- ENQUIRIES** : Ms Z Jezi Tel: (011) 564- 2027
- APPLICATION** : Applications must be delivered directly 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 a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months.
- CLOSING DATE** : 05 July 2019
- POST 22/119** : **EMERGENCY CARE TECHNICIAN GRADE 1 (ECT) REF NO: OPS/2019/05 (33 POSTS)**
- SALARY** : R 183 381.00
CENTRE : Arious Districts
REQUIREMENTS : Grade 12 certificate, Emergency Care Technician Qualifications, current and valid registration with HPCSA as an Emergency Care Technician, valid driver's license code 10 and PDP. Previous experience in emergency care environment will be an added advantage.
- DUTIES** : Responsible for the treatment of patient within the scope of practice of Emergency Care Technician. Transport patients as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services in Gauteng Province. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by the Directorate. Provide quality assurance to Basic Life Support Officers and Intermediate Life Support in the implementation of Clinical governance requirements. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts.
- ENQUIRIES** : Mr Mnisi T Tel no: (011) 564- 2026
- APPLICATION** : Applications must be delivered directly 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 a form Z83, obtained from any public services department or on the website, which must be completed in full. Id

- copy and all qualifications must be certified. Certification must be less than 3 months.
- CLOSING DATE** : 05 July 2019
- POST 22/120** : **DATA CAPTURE X 1 REF NO: STDH/0007**
Directorate: Administration
- SALARY** : R 173 703 – 204 612 per annum plus benefits
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 12 certificate or equivalent qualification. Relevant experience will be an added advantage. Computer certificate, Office organization, General filling and the ability to work accurately under pressure.
- DUTIES** : Carry out general office functions required by the head of the unit. Record movement of documentation in accordance with the guidelines and instructions. Monitor and report on the data submitted using identified checklist. Capture submitted quality data within the set frame. Assist in report writing. Report discrepancies to the relevant units. Make back up of the captured information. Undertake general office management tasks including certain domestic duties which contribute to an efficient and effective office environment. File documentation in a way which is orderly and enable access to information.
- ENQUIRIES** : Ms L Sibeko Tel No: (011) 531- 4340
APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to No.2 Corner Club and Modderfontein Road, Sandringham
- NOTE** : To be submitted on Z83 form, certified copies of qualifications and ID, Curriculum Vitae (CV).
- CLOSING DATE** : 05 July 2019
- POST 22/121** : **EMERGENCY CARE OFFICER GRADE 3 ILS REF NO: OPS/2019/06 (50 POSTS)**
- SALARY** : R169 176.00 Per Annum (Plus Benefits)
CENTRE : Various Districts
REQUIREMENTS : Grade 12, AEA certificate with registration with current HPCSA of Ambulance Emergency Assistant. Previous experience in emergency care environment will be an added advantage. Valid driver's license Code 10 and valid professional driver's (PrDP) permit for transporting patients. Candidates are expected to write an assessment test.
- DUTIES** : Responsible for patients within the scope of practice of intermediate life support. Transporting patients as part of planned Patient transport and inter-facility transfer system under Emergency Medical Service. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties
- ENQUIRIES** : Ms Bodiba V Tel no: (011) 564- 2263
APPLICATION : Applications must be delivered directly 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 a form Z83, obtained from any public services department or on the website, which must be completed in full. Id copy and all qualifications must be certified. Certification must be less than 3 months.
- CLOSING DATE** : 05 July 2019
- POST 22/122** : **NURSING ASSISTANTS GRADE 1 REF NO: CHBAH 160 (28 POSTS)**
Directorate: Nursing Services
- SALARY** : R132 525 – R149 163 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Qualification that allows registration with the South African Nursing Council (SANC) as Nursing Assistant/Enrolled Nursing Assistant. Registration with SANC as Nursing Assistant/Enrolled Nursing Assistant and proof of current

registration. Good communication skills (verbal and written). Ability to planning and organise own work and adhere to official working hours, report writing skills, problem solving and people skills. Sound interpersonal skills are necessary. Knowledge and understanding of Nursing legislation and related legal ethical Nursing practices, National Core Standards and 6 health priorities. Ability to collect and capture daily patient data.

DUTIES : Assist Nursing and Medical staff. Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Identify patient's needs and report promptly. Maintain professional growth/ethical standards and self-development, efficient and effective customer service in line with Batho- Pele Principles and Patients' Rights Charter. Demonstrate basic understanding of nursing procedures, ensure quality nursing care is maintained in the department. Proper record keeping. Escorting of patients to next level of care demonstrate basic understanding of the legislative framework protocols or policies governing the public service. Ensure that the national core standards are maintained and upheld.

ENQUIRIES : Mr. N. B. Mulaudzi (011) 933- 8402/9779
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Certifying stamp on documents shouldn't be more than three (3) months. Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

ENQUIRIES : MS KF Mabuza Tel No: (011) 812 5000
CLOSING DATE : 05 July 2019

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

CLOSING DATE : 05 July 2019

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well

as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). 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. Please use Circular post number as a reference number.

OTHER POST

- POST 22/123** : **DEPUTY DIRECTOR: COMPUTER AUDIT**
 Directorate: Gauteng Audit Services
- SALARY CENTRE REQUIREMENTS** : R 869 007.00 per annum (All-inclusive package)
 : Johannesburg
 : A tertiary qualification (NQF level 7) Degree in IT auditing (A professional qualification e.g. CISA/CISM accreditation would be an added advantage).3 - 5 years of experience at junior managerial level (ASD) in IT audit
- DUTIES** : Provide input into the annual audit plan. Ensure computer audits are properly scoped, planned and executed. Ensure computer audits are appropriately resourced. Monitor the evaluation of the IT control environment at the departments to ensure that the controls are appropriate to address the identified risks. Supervise a pool of multi skilled computer audit staff during the performance of computer audits. Control the day to day progress of computer audit projects. Manage the progress of work undertaken to ensure the audit runs smoothly and that potential problems are identified in a timely manner and alternative plans carried out to ensure that the set deadlines are met. Prepare project plans per audit, ensure adherence thereof; provide explanation of variance. Perform technical review of work done by junior staff to ensure adequate working papers and audit files to substantiate findings and recommendations. Ensure working papers are in compliance with the IT audit methodology. Ensure that ISACA standards are adhered to. Review audit reports, discussing findings with management and following up on issues raised in the reports. Inform the client manager of audit progress and findings. Maintain close relationship with client managers and the other components of GAS. Maintain good client relationships. Maintain close working relationships with external auditors and 3rd parties. Complete client satisfaction survey. Identify opportunities to improve the management and control of resources to ensure efficiency and effectiveness. Provide reasonable assistance to the computer audit manager so that he may fulfil his responsibilities. Comply with departmental administrative requirements and assist junior staff in complying with these requirements as well. Maintaining accurate time records. Evaluate performance for lower level staff to feed into their training and development plan. Provide on the job training for lower level staff and feed into their development plan.
- ENQUIRIES** : Sihle Hlomuka Tel No: (011) 227 9000