

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za/> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House. For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall at Thuso House next to Home Affairs.
- FOR ATTENTION** : Ms Thilivhali Mashau Tel No: (011) 240 3096 – Recruitment
- CLOSING DATE** : 03 Jan 2020, 16h00. No late applications will be considered.
- NOTE** : Applications must be submitted on a Z83, obtainable from any public service department or from website which must be completed in full. Candidates must attach their 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 six 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. It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (For Middle Management posts, women and people with disabilities will be prioritised). To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. People with disabilities are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

OTHER POSTS

- POST 45/68** : **DEPUTY DIRECTOR: PRIMARY ANIMAL HEALTH REF NO: REFS/004842**
Directorate: Animal Health
- SALARY** : R869 007 per annum (all-inclusive salary which can be structured according to an individual needs).
- CENTRE** : Johannesburg (Head Office)
- REQUIREMENTS** : Grade12, plus Grade12, plus a Bachelor's degree (NQF Level 7) as recognized by SAQA in BVMCh/BVSc. Minimum requirement of 5 years working experience in state veterinary services (Regulatory/ clinical and primary animal health care (PAHC)) coupled with people-,project- and financial management experience. Current registration with the South African Veterinary Council (SAVC). A valid driver's licence is required. Competencies: Proven experience in managing Primary Animal Health Care services, veterinary clinical services and the control of controlled and notifiable animal Diseases (Laboratory Diagnostics Techniques, surveillance, implementing control measures, monitoring of effectiveness of control programs, etc). Must demonstrate knowledge and be conversant with Veterinary Legislations/Acts and other relevant legislations/Acts. Reasonable understanding of the provincial, national and regional socio-political and economic environment plus the relationship between these factors and livestock production and health as well as value chains within the sectors. Computer Literate. People, project and financial management, analytical and excellent communication skills. Mentoring & coaching skills. Excellent networking skills.
- DUTIES** : Co-responsible for the setting of the strategic direction on Primary Animal Health matters as well as the seamless, effective and implementation of the PAHC and CCS program within Gauteng Veterinary Services in line with the GPG program of action, GDARD strategic plan, National (DALRD) Veterinary Strategy and the Gauteng Veterinary Services strategic plan. Planning, budgeting, procurement, expenditure tracking, monitoring and reporting on the designated functions of the sub-program as well as control of assets allocated to the subprogram. Responsible for the adequate staffing, supervision, mentoring and the effectiveness of the performance management and development program within the sub-program. Liaise with stakeholders involved with PAHC in South Africa, participates in inter- and intra-governmental fora and reports back on key decisions. Identify training and skills development needs in the directorate. Assists the GDARD Occupational

		Health and Safety officer to implement the OHS related projects within the chief directorate Veterinary Services. Contributes to the overall management and effectiveness of the Gauteng Veterinary Services and GDARD in general, which includes ensuring that the basic values and principles governing public administration in South Africa; professionalism, Batho Pele Principles, ethics and corruption-free public service, as per section 195 (1) of Constitution.
<u>ENQUIRIES</u>	:	Mr. Rassy Rasemsetse Tel No: (011) 240 3083
<u>POST 45/69</u>	:	<u>DEPUTY DIRECTOR: ANIMAL HEALTH REGULATORY REF NO: REFS/004843</u> Directorate: Animal Health
<u>SALARY</u>	:	R869 007 per annum (all-inclusive salary which can be structured according to an individual needs).
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	Grade12, plus a Bachelor's degree (NQF Level 7) as recognised by SAQA in BVMCh/BVSc. Minimum of 5 years working experience in state veterinary services (Regulatory/ clinical and primary animal health care (PAHC). Current registration with the South African Veterinary Council (SAVC). A valid driver's licence. Competencies: Proven experience in managing the Control of controlled and notifiable animal Diseases (Laboratory Diagnostics Techniques, surveillance, implementing control measures, monitoring of effectiveness of control programs, etc). Must demonstrate knowledge and be conversant with Veterinary Legislations/Acts and other relevant legislations/Acts. Reasonable understanding of the provincial, national and regional socio-political and economic environment plus the relationship between these factors and livestock production and health as well as value chains within the sectors. Computer Literate. People, project and financial management, analytical and excellent communication skills. Mentoring & coaching skills. Excellent networking skills.
<u>DUTIES</u>	:	Develop management plans for animal disease control. Ensure implementation of management plans for control of zoonotic diseases. Manage strategies of the animal vaccination for controlled disease. Ensure the coordination of biosecurity risk assessment for economically important animal and zoonotic diseases. Ensure coordination of disease control Schemes, e.g. Brucellosis, TB, and institute the necessary control measures. Ensure disease surveillance services to check prevalence. Consolidate the Consolidate statistics and data information for planning and reporting purposes. Ensure contingency planning and provisioning for animal disease outbreak preparedness. Manage the resources of the facility (financial, human, procurement, assets, facilities, etc). Provide inputs for budget allocation. Compile and submit reports (departmental APP, staff performance, provincial monthly disease reports, e.g. World Organization for Animal Health (OIE), financial, etc). Stakeholder engagement. Develop the operational plan. Ensure compliance with the Public Service prescripts and departmental policies. Provide inputs departmental policies and strategies. Implement quality assurance for all areas of responsibility. HR responsibility including: Supervising subordinates, Development of subordinates, maintain discipline, Plan and prioritise work of subordinates and Performance management.
<u>ENQUIRIES</u>	:	Mr Rassy Rasemsetse Tel No: (011) 240 3083
<u>POST 45/70</u>	:	<u>DEPUTY DIRECTOR: ICT NETWORK INFRASTRUCTURE AND OPERATIONS SUPPORT SERVICES REF NO: REFS/004844</u> Directorate: Information and Communication Technology
<u>SALARY</u>	:	R733 257 per annum (all-inclusive salary which can be structured according to an individual needs).
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 plus a B-Tech or Bachelor's Degree (NQF Level 7) in Information and Communication Technology as recognised by SAQA. A relevant post graduate degree will be an added advantage. 5 years' relevant experience in ICT Network Infrastructure and Operations Support Services environment of which 3 years must be at a Supervisory/Assistant Director level. A valid driver's License.Competencies: Innovative Information Communication Technology (ICT) Infrastructure and Operations Support Services. Strategic leadership, planning and project management. ICT audit management. ICT risk management. Corporate Governance of ICT. Management of finances

(budgeting, controls, reporting). Understanding of ICT network infrastructure and operations support services, knowledge of Public Service and Departmental acts, Strategies, ICT Governance frameworks and policies (e.g. KING, COBIT, ITIL and TOGAF, 4th Industrial Revolution/4IR, HR/ Finance/Procurement regulations), managing SLAs, writing skills, communication, and coordinating skills. Interacting with other sub-programmes, the rest of department on joint work and with other departments or stakeholders on aspects of work and/or issues related to GDARD mandate. Collaboration of Electronic Records Management, Operations and Network Solutions Support Services, Database Management Systems, ICT applications. Admin skills, organising skills, change management, people management and empowerment, ability to manage/chair meetings.

DUTIES

: Management of human resources, financial resources and administrative systems of the sub-programme work. Develop, review and update relevant ICT strategies and policies. Acquiring/Procurement and distribution of WAN and LAN ICT network infrastructure and operations support services. Network management, i.e. planning, designing, implementation, active directory user accounts management, ICT Infrastructure Performance & Capacity management, ICT Security, Management of ICT network infrastructure Projects and Incidents including ICT network infrastructure Maintenance and Repairs, ensuring maximum systems availability of business-critical systems, backup testing, restoration and carrying out satellite/remote offices inspections. Plan and utilize financial and management accounting information in budgeting and decision making of sub-programme according to department and public service policies and guidelines. Ability to plan and utilize financial and management accounting information in budgeting and decision making of the sub-programme according to the department and public service policies and guidelines. Management of sub-programme operations support services to maximize value for customers (internal and external). Contributing to the good governance of the ICT Directorate.

ENQUIRIES

: Mr. Rassy Rasemetse Tel No: (011) 240-3083

POST 45/71

: **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/004845**
 Directorate: Financial Management
 Sub Directorate: Financial Accounting

SALARY CENTRE REQUIREMENTS

: R733 257 per annum (All-inclusive salary package)
 : Johannesburg (Head Office)
 : Grade 12 plus National Diploma (NQF Level 6) / Bachelor's Degree (NQF Level 7) in Financial Management or equivalent tertiary qualification as recognized by SAQA. 5 years' relevant experience in Financial Management of which 3 years must be at a Supervisory/Assistant Director level in Financial Accounting within Public Sector. Knowledge and experience on Basic Accounting System (BAS) and (SAP). Working knowledge of Microsoft Office (Excel & Word). Relevant working experience in a supervisory capacity, Good leadership, organization, conflict management, management and communication skills (verbal and Written). Self-confident and assured in his/her own ability, able to meet commitments and produce results. Willingness to work irregular hours when required. Must have a valid driver's License. Competencies: To manage the sub-directorate, develop, review and implement financial accounting systems and procedures in line with relevant legislation, regulations, frameworks and departmental policies and procedures.

DUTIES

: Manage the financial revenue, expenditure management and accounting sub directorate, Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and Payment to Service Providers within 15 Days and submit reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedures. Undertake revenue, expenditure management and accounting work as required. Revenue management - Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management – Ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Accounting – To provide financial administration and accounting services (legers/journals, accounting and reporting (interim and annual financial statements). Manage the sub-directorate revenue, expenditure management and accounting Maintenance of

discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance. Assist with queries from the Office of the Auditor-General as well as other financial related queries. Drafting all Legislature and other SCOA responses. Mr. Rassy Rasemetse Tel No: (011) 240-3083

ENQUIRIES

POST 45/72

COMMUNITY STATE VETERINARIAN REF NO: REFS/004846
Directorate: Animal Health and Advisory Services

SALARY

R733 257 per annum (all-inclusive salary package which can be structured according to an individual needs).

CENTRE REQUIREMENTS

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Grade 12 plus Bachelor Degree (NQF Level 7) in BVSc or BVMCH qualification as recognised by SAQA. 1-2 years' relevant experience of compulsory community service. Candidates who are about to finish their Compulsory Community Service can also apply. Registration with South African Veterinary Council. Valid Driver's license. Competencies: Computer Literacy. Knowledge and understanding of Veterinary acts (Meat and Animal Health acts and related regulations, certification procedures). Understanding of hygiene systems and disease control schemes. Demonstrable interest in Community and Livestock Farmer Development through the veterinary profession. Good administrative, written and verbal communications skills. Good networking skills.

DUTIES

Running of ambulatory veterinary services including mobile clinical veterinary services in townships and informal settlements (vaccination of pets, treatment, sterilization, etc.) Running of clinical services and Preventative Animal Health support aimed at improvement of Livestock production and management for emerging and small-scale farmers. Development and implementation of educational, technical and business skills transfer and livestock value chain improvement programs for small scale livestock farmers. Conducting educational and awareness activities to targeted communities on veterinary public health matters. Biosecurity: Assist with the conducting of pig and poultry compartment inspections. Participation in disease surveillance programs for controlled diseases and any other livestock disease of importance. Mentorship and Support of newly qualified CCS veterinarians placed in the department. Organizing and participation in departmental veterinary awareness programs. Mentorship and supervisory responsibilities for administrative and para-veterinary professional staff.

ENQUIRIES

Mr. Rassy Rasemetse Tel No: (011) 240 3083

POST 45/73

ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: REFS/004849
Directorate: Environmental Policy, Planning and Coordination
Sub Directorate: Climate Change Mitigation

SALARY

R402 045 per annum (plus benefits)

CENTRE

Johannesburg (Head Office)

REQUIREMENTS

Grade 12 plus Honours Degree (NQF Level 8) in the Natural Sciences/ Environmental Management/Engineering field or an equivalent relevant qualification (i.e. SAQA accredited). A higher qualification will serve as an added advantage. Minimum of 6 years' relevant experience within environmental field (such as climate change mitigation, GHG inventories, etc.). Valid drivers' license. Competencies: Computer Literacy. Understanding of Public Service legislations, regulations and departmental policies. Good communication and writing skills.

DUTIES

Assist in the coordinating climate change initiatives, projects and programmes at a Departmental, Provincial and National Levels. Assist to mainstream climate change in the public and private sectors of Gauteng. Assist in the initiation, management and implementation of some of the projects related to Climate Change mitigation within the Department (including procurement processes). Facilitate Climate Change awareness and capacity building within Gauteng and provide technical advice on climate change mitigation. Contribute

to compilation of reports as required. Control assets allocated to projects. Provide comments on relevant draft documents. Ensure quality control of deliverables. Comply with the Public Service prescripts. Provide inputs into the development of internal standards and guidelines.

ENQUIRIES : Mr Pitso Sekome Tel No: (011) 240 3093

POST 45/74 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: REFS/004850 (X2 POSTS)**

Directorate: Air Quality

SALARY CENTRE REQUIREMENTS : R402 045 per annum (plus benefits)
: Johannesburg (Head Office)
: Grade 12 plus Honours Degree (NQF Level 8) as recognized by SAQA in Chemical Engineering, Natural/ Physical/ Science. Minimum of 6 years' relevant experience within Air Quality Management Field. Valid Drivers' license. Competencies: Computer Literacy. Understanding of Public Service legislations, environmental regulations and departmental policies. Good communication and writing skills.

DUTIES : Participate (including research) in the development of policies, legislation, regulations and guidelines, nationally, provincially and locally. Facilitate the consultative process in the formulation of policies, legislation, guidelines, norms and standards and strategies. Disseminate legislative, technical and policy changes to relevant stakeholders (internal and external). Interpret/ advise stakeholders (internal and external) on policies, legislation, protocols, regulations and guidelines. Comment on and provide conditions for authorisations of NEMA EIA and AEL applications. Advice, review, evaluate and interpret reports, documents and specialist studies. Analyze, evaluate and provide specialist comment on air quality reports when required. Provide specialist inputs into projects identified by District/ Regional staff. Provide information for specific conferences and environmental events. Serve on and render advice to specific project forums and committees with specific reference to air quality management. Promote cooperative governance and capacity building to municipalities and stakeholders in general towards the attainment of sound Air Quality Management practices. Investigate complaints and make recommendations for corrective action in controversial cases where conflicts exist. Institute legal proceedings. Pro-active compliance monitoring by means of site visits. Contribute to compilation of reports as required. Control assets allocated to projects. Provide mentorship, peer review, quality control. Comply with the Public Service prescripts. Provide inputs into the development of internal standards and guidelines.

ENQUIRIES : Ms. Thili Mashau Tel No: (011) 2403096

POST 45/75 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: REFS/004851**

Directorate: Environmental Policy, Planning and Coordination

Sub-Directorate: Legislative Development

SALARY CENTRE REQUIREMENTS : R402 045 per annum (plus benefits)
: Johannesburg (Head Office)
: Grade 12 plus Honours Degree (NQF Level 8) in Natural/ Physical Science/ Chemical Engineering. Minimum of 6 years' relevant experience within environmental Field as recognised by SAQA. Experience in integrated environmental management will serve as an added advantage. Valid drivers' license. Competencies: Computer Literacy, Good communication, writing and networking skills. Ability and competency in developing, interpreting, implementing and reviewing policies, legislations and guidelines. Knowledge of organizing and conducting public participation processes. Knowledge and understanding of applicable relevant National Environmental Management policies, Acts and Legislations, Environmental management instruments, norms or standards and spatial development tools.

DUTIES : Facilitate the use of tools, legislations, guidelines, norms and standards, policies, procedures developed to guide environmental decision making (EMF, SOER/Outlook, and SEA), including Policy accessibility; Ensure that legislations, policies, procedures, systems guidelines and other legislative tools are developed to guide environmental decisions. Initiate the development of policies, guidelines when the environmental trends indicate a need for relevant tools. Report on the indicators in the State of Environment Outlook

Report. Comment on legislations, policies and strategies relevant to the function. Facilitate cooperative governance and promote implementation of environmental policies, guidelines, and tools. Conduct meetings with consultants and authorities as necessary for the development of the tools, guidelines and guidelines to be developed by the Directorate. Attend and participate on multi-disciplinary forums and provide technical guidance to environmental authorities in the development and implementation of environmental policies and tools.

ENQUIRIES : Ms. Thilivhali Mashau Tel No: (011) 240 3096

POST 45/76 : **SENIOR SCIENTIST: COMMUNITY BASED NATURAL RESOURCES MANAGEMENT (CBNRM) PROJECTS REF NO: REFS/004847**
Directorate: Environmental Empowerment Services

SALARY : R316 791 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 plus Bachelor's Degree (NQF Level 7) in the field of Natural Science /Environmental Sciences as recognised by SAQA. Minimum 3 years' working experience in managing Community based waste innovation Projects and Awareness through the Expanded Public Works programme (EPWP). At least 6 months or above Supervisory knowledge and experience. Valid driver's license. Competencies: Excellent writing skills. Computer literacy (MS Word, Excel, Project and PowerPoint) Good communication, negotiation, facilitation, conflict management and supervision skills. Understanding of Public Service legislations, regulations and departmental policies. Technical skills related to general and Organic Waste Management, project management, and contract management. Knowledge of Environmental Policies and Legislation such as NEMBA, NEMWA, Public Finance Management Act.

DUTIES : To develop specialised areas of expertise, to be able to provide advanced technical support and practical information, advice and training (formal and informal) to landowners/users/public, field staff and project participants to maximise their ability to do best practice natural resource management in line with job creation and public employment programmes. To manage Community Based Natural Resources Management Projects in accordance with EPWP principles such projects include but not limited to Waste innovation, Youth Jobs in Waste, Waste Recycling and Re-Use. To conduct monthly site inspections for all projects. To supervise service providers/implementing agents, contractors, contract workers and field staff. To facilitate training and development of project participants. To form partnerships with other stakeholders to develop sustainable environmental management practices & exit strategies for the projects.

ENQUIRIES : Mr. Pitso Sekome Tel No: (011) 240- 3093

POST 45/77 : **SCIENTIFIC TECHNICIAN PRODUCTION GRADE A REF NO: REFS/004852**
Directorate: Research and Technology Development Services

SALARY : R311 859 - R473 574 per annum, plus benefits (offer will be based on appropriate and recognizable experience in line with the OSD requirements)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 plus Bachelor's Degree (NQF Level 7)/National Diploma (NQF Level 6) as recognized by SAQA in Science or relevant qualification. Compulsory registration with the SACNASP as a Certified Natural Scientist. Competencies: Good communication skills (verbal and written) and ethical behaviour. Good Planning, organizing skills. Ability to work independently and under pressure. Valid drivers' license a must.

DUTIES : To provide technical support for research, assessment, evaluation, development, innovation and protection to ensure the sustainability of resources and contribute towards a knowledge economy. Perform administrative and related functions by providing inputs into the budgeting process as required; compile and submit reports as required; provide and consolidate inputs to the technical/ architectural operational plan; develop, implement and maintain databases -related matters.

ENQUIRIES : Ms Margaret Digoro Tel No: (011) 240 3097

<u>POST 45/78</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION – GRADE A-C REF NO: REFS/004853</u> Directorate: Pollution and Waste Management
<u>SALARY</u>	:	R272 739 – R473 574 per annum, plus benefits (offer will be based on appropriate and recognizable experience in line with the OSD requirements).
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg (Head Office) Grade 12 plus Bachelor Degree (NQF Level 7) National Diploma (NQF Level 6) as recognized by SAQA in Environmental Management or Natural Science fields. Valid Driver's License. Competencies: Knowledge of National Environmental Management Act, 1998(Act No 107 of 1998) as amended and National Environmental Management: Waste Act, 2008 (Act No.59 of 2008) as amended. Experience in Waste Management field. A valid driver's license.
<u>DUTIES</u>	:	Review and draft Waste Management License. Provide technical input on EIA applications. Process the registration certificates and authorizations as per Gauteng Waste Information Regulations, 2004 and Gauteng Health Care Waste Management Regulations, 2004. Process registration applications in terms of National Norms and Standards for Storage of General Waste, 2013 and the National Norms and Standards for Sorting, Shredding, Grinding, Crushing, Screening or Baling of General Waste, 2017. Manage waste management stakeholder relations and enquiries. Provide comments to other directorates and on draft regulations and policies. Conduct site visits and prepare site visit reports. Maintain various waste management data-bases. Assist in compliance promotion and contribute to law reform.
<u>ENQUIRIES</u>	:	Mr Elvis Mpateni Tel No: (011) 240 2608
<u>POST 45/79</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION: GRADE A – C REF NO: REFS/004848 (X3 POSTS)</u> Directorate: Air Quality
<u>SALARY</u>	:	R272 739 – R473 574 per annum plus benefits (offer will be based on appropriate and recognizable experience in line with the OSD requirements).
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg (Head Office) Grade 12 plus Bachelor's degree (NQF Level 7)/National Diploma (NQF Level 6) in Chemical Engineering/ Natural or Physical Sciences fields as recognised by SAQA. Valid driver's license. Competencies: Computer Literacy. Knowledge of Legislation (NEMA and others). Good understanding of Gauteng development plans. Understanding of Public Service legislations and regulations and departmental policies. Good communication, writing and Admin skills (registering and tracking documents, filing, etc.) Knowledge of organising meetings. Good filing and document management.
<u>DUTIES</u>	:	Contribute towards the development of legislation, norms and standards, guidelines and Air Quality Management Plans. Assist with the consultation with relevant target groups and stakeholders. Conduct basic research for concept documents. Consult with technical experts (consultants, universities). Assist with facilitating inputs to policy and legislation. Compile comments from stakeholders and prepare documentation for policy instruments and tools. Assist with the implementation of Air Quality related policy instruments. Assist with monitoring, evaluation and reporting on the implementation of Air Quality policy instruments (Local Municipalities, industry e.tc.) Comment on and provide conditions for authorisations of NEMA EIA applications. Advice, review, evaluate and interpret reports, documents and specialist studies. Investigate, analyze, interpret and evaluate air quality reports. Gather information for the provision of environmental comment and advice to the Ministry, other components of the Department and general public. Identify and draft projects proposals for air quality improvement. Provide information for specific conference and environmental events. Provide support in capacity building programmes with municipalities and industry by means of compiling information sheets, brochures, guidelines, presentations, manuals to be used at training and other specific workshops. Assist municipalities with the licensing of listed processes controlled emitters and the licensing of municipalities where applicable (e.g. Steel works, fish meal industries, galvinising plants). Investigate and/ or refer complaints and make recommendations for corrective action. Recommend the institution of legal proceedings. Pro-active compliance monitoring by means of site visits (routine inspections). Contribute to the compilation of reports as required. Control assets allocated to projects. Comply

with the Public Service prescripts. Provide inputs into the development of internal standards and guidelines.

ENQUIRIES : Mr. Elvis Mpateni Tel No: (011) 240 2608

DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 45/80 : **CLINICAL MANAGER GRADE 1 REF NO: CMSMU02/19**
Directorate: Office of the Chief Executive Officer

SALARY : R1 173 900 – R1 302 849 per annum (All Inclusive)
CENTRE : SMU Oral Health Centre

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Dentist. A minimum of 3 years' appropriate experience as a Dentist after registration with HPCSA as a Dentist. 3 years' supervisory experience within the Dental/ in a Hospital will be an added advantage. Computer literate, valid driver's license (Code B/EB) and be willing to work under pressure and stressful situations. Competencies/Knowledge: good communication, leadership, interpersonal and supervisory skills. Competency and skill in clinical domain. Sound planning, negotiating and decision-making skills. Ability to analyse information and solve problems. Proficient in MS package (Word, excel, outlook, power point). Post-graduate Masters Qualification will be an added advantage.

DUTIES : Manage and supervise all clinical and allied oral health services. Ensure the provision of safe, ethical and high-quality patient care and treatment in the hospital. Ensure effective management, implementation and adherence to clinical governance. Conduct patient redress and compile reports for medico-legal cases. Ensure the development and implementation of quality assurance programs in line with the Provincial and National Standards. Assist with the implementation of Ideal Hospital Realisation and Maintenance Framework in the Hospital. Develop, implement, and monitor quality improvement plans (QIP). Perform clinical audits and provide support to other departments/disciplines to ensure effective and comprehensive clinical services respect to patient care and treatment. Implement cost containment measures, analyse budget and ensure effective and efficient use of resources. Monitor commuted overtime and ensure adherence to RWOPS policy. Attend meetings when required to on behalf of CEO.

ENQUIRIES : Prof SJH Hendricks, DEAN & CEO Tel No: (012) 521 4801
APPLICATIONS : Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Applications can be emailed ON or Before the Due Date to iris.makgatho@gauteng.gov.za or pretty.rangoato@gauteng.gov.za) but all original required completed and certified application documents must be submitted within 5 days of closing date.

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

CLOSING DATE : 03 January 2020

POST 45/81 : **MEDICAL OFFICER (OBSTETRICS AND GYNAECOLOGY) REF NO: BGH/2019/DEC 01 (X1 POST)**
Directorate: Medical

SALARY : Grade 2: R938 964 – R1 026 639 per annum (all-inclusive package)
Grade 3: R1 035 831 - R1 295 025 per annum (all-inclusive package)
CENTRE : Bertha Gxowa Hospital

- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. One must be registered and have proof of the current registration with the HPCSA. **Grade 2:** A minimum of 5 years appropriate experience as Medical Officer with the HPCSA is required. **Grade 3:** A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA is required.
- DUTIES** : The incumbent must have experience in obstetrics and Gynaecology, be skilled in obstetrics and gynaecological surgery. Supervise and teach junior doctors in the department. Attend relevant administrative meetings like mortality, near PSI and completing MEDICO legal documents timeously (e.g. death certificates). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Participate in multidisciplinary team to the management of patients. Ensure that administration and record keeping is done in the department. Be willing to participate in commuted overtime and after-hour duties to provide continuous uninterrupted care of patients.
- ENQUIRIES** : Dr. Manning Tel No: (011) 278 7600
- APPLICATIONS** : Applications must be delivered to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.
- NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not older than six months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.
- CLOSING DATE** : 03 January 2020
- POST 45/82** : **DEPUTY DIRECTOR: MENTAL HEALTH (SUBSTANCE ABUSE) REF NO: CO/DD/MH3/123/2019**
Directorate Mental Health
- SALARY** : R733 257 per annum (all-inclusive remuneration package, of which a portion could be structured according to the individual's needs)
- CENTRE** : Central Office, Johannesburg
- REQUIREMENT** : Appropriate Bachelor's degree/National Diploma or equivalent tertiary qualification in health profession; A qualification in Mental Health. A post basic qualification in psychiatry will be an added advantage. Registration with a relevant professional Council. 5 years relevant experience in clinical Mental Health services; Knowledge of the district health services; Management experience in service planning, development and delivery; Knowledge of the Mental Health Care Act no. 17 of 2002, PFMA, Corporate Governance, Administration and Management principles; Good financial Management skills; Ability to communicate verbally and in writing; Computer literacy; Good negotiation, presentation and counselling skills; A valid driver's license.
- DUTIES** : Provide strategic and technical support to District Senior Management on Mental Health services. Assist with the development and implementation of norms and standards for all levels of care, treatment and rehabilitation. Facilitate the development of new policies and guidelines and review existing ones. Monitor the implementation thereof including the Supervisory Manual. Coordinate and facilitate training of generalists and other stakeholders. Support and facilitate establishment of Specialist Teams in all Districts. Support and monitor the down referral of stable chronic service users from secondary level specialist MH clinics to generalist run PHC. Support and monitor the integration process according to the Integration Guidelines of mental health services of all PHCs. Monthly monitoring of all specialist Mental Health services - management of service users, records, clinical, administration and quality assurance. Monthly monitoring of availability of psychotropic drugs according to Circular 21 at the Specialist clinics. Monitor availability and use of equipment and technology. Re-organize district Mental Health service to improve collaboration with other sectors- SAPS, NGO's and community structures through Quarterly Hospital/Community Meetings. Support the establishment of rehabilitation programs- viable support groups in all CHCs and clinics. Review and design an audit tool for District Mental Health services. Conduct at least 20% of scheduled and unscheduled audits in Specialist Mental Health services utilizing a designed audit tool. Conduct support visits to PHC clinics. Support the facilities to identify and conduct research on key mental health issues. Coordinate and facilitate provincial awareness activities according to the

annual Health calendar. Facilitate the procurement and distribution of IEC material in all facilities rendering MH Plan and participate in mental health/illness and intellectual disability awareness campaigns. Develop and implement Communication Strategy. Compile and submit articles/pamphlets/brochures related to calendar activities. Prepare briefing notes for MEC for campaigns. Prepare reports for NDoH plans and activities conducted in the Province. Participate in Provincial Mental Health Multi-sectoral committee. Undertake monthly supervision with Assistant Director and admin staff allocated to support district. Complete and supervise PMDS with the subordinates. Provide in service training to all subordinates.

ENQUIRIES
APPLICATIONS

: Dr C R Sibeko @ (082) 372 0554
: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107.

NOTE

: Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities".

CLOSING DATE

: 03 January 2020

POST 45/83

: **DEPUTY DIRECTOR: MENTAL HEALTH (DHS) REF NO: CO/DD/MH2/122/2019**
Directorate Mental Health

SALARY

: R733 257 per annum, (all-inclusive remuneration package, of which a portion could be structured according to the individual's needs)

CENTRE
REQUIREMENTS

: Central Office, Johannesburg
: Appropriate Bachelor's degree/National Diploma or equivalent tertiary qualification in health profession; A qualification in Mental Health. A post basic qualification in psychiatry will be an added advantage. Registration with a relevant professional Council. 5 years relevant experience in clinical Mental Health services; Knowledge of the district health services; Management experience in service planning, development and delivery; Knowledge of the Mental Health Care Act no. 17 of 2002, PFMA, Corporate Governance, Administration and Management principles; Good financial Management skills; Ability to communicate verbally and in writing; Computer literacy; Good negotiation, presentation and counselling skills; A valid driver's license.

DUTIES

: Facilitate and oversee the development of Operational/Business Plans to give Strategic guidelines by strengthening mental health services and provide leadership in Substance Abuse program and other specialised programs. Develop and implement high level mental health business plan for

strengthening mental health services; develop policies, nursing procedure manuals, norms and standards. Identification of training needs related to mental health and liaises with training facilitator. Facilitate the development of mental health promotion, prevention, rehabilitation strategies at the community mental health clinics, district hospitals and Substance Abuse Treatment Facilities. Monitor compliance with legislation, norms and standards to ensure provision of quality Mental Health Care services based on guidelines and protocols through: Batho Pele, mental health care user rights (MHCA 17 of 2002), complaints' procedure. Improving down referrals of appropriate patients to District, Regional, Clinics, CHCs, community-based centres and NGOs. Ensuring availability of MH EDL drugs at all levels of care. Monitor and evaluate the implementation of quality mental health service delivery (Situational analysis). Facilitating audits based on guidelines and protocols. Monitor compliance with standard of practice and implement corrective measures. Assist in developing information management system to support collection of data from all levels of care and collate it into reports, related to deinstitutionalized patients as reintegrated into the community. Make recommendations to the CEO/ Facility managers on issues of patient care and quality improvement to reduce the backlog of infrastructure, equipment and human resource. Participate in investigation of relevant serious adverse events. Participate in multi – disciplinary quality assurance task groups. Utilise quality assurance and risk management strategies to create and maintain a safe environment for health service delivery. Implement procedures to maintain effective infection control and ensure safe administration of therapeutic milieu. Provide psycho-social rehabilitation and support to mental health care users and families. Facilitate Research to improve service delivery. Facilitate capacity building of all stakeholders rendering MH Services at all levels of care. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care (includes Public-Private Partnership).

ENQUIRIES
APPLICATIONS

: Dr C R Sibeko @ (082) 372 0554
 : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107.

NOTE

: Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities".

CLOSING DATE

: 03 January 2020

<u>POST 45/84</u>	:	<u>DEPUTY DIRECTOR: MENTAL HEALTH (NGO) REF NO: CO/DD/MH1/121/2019</u> Directorate Mental Health
<u>SALARY</u>	:	R733 257 per annum, (all-inclusive remuneration package, of which a portion could be structured according to the individual's needs)
<u>CENTRE REQUIREMENTS</u>	:	Central Office, Johannesburg Appropriate Bachelor's degree/National Diploma or equivalent tertiary qualification in health profession; A qualification in Mental Health. A post basic qualification in psychiatry will be an added advantage. Registration with a relevant professional Council. 5 years relevant experience in clinical Mental Health services; Knowledge of the district health services; Management experience in service planning, development and delivery; Knowledge of the Mental Health Care Act no. 17 of 2002, PFMA, Corporate Governance, Administration and Management principles; Good financial Management skills; Ability to communicate verbally and in writing; Computer literacy; Good negotiation, presentation and counselling skills; A valid driver's license.
<u>DUTIES</u>	:	Facilitate and strengthen establishment of community based Mental Health services to support deinstitutionalization. Coordinate Mental Health services at all levels of care with emphasis on community- based services inclusive of NGOs, CBOs and faith-based organizations (FBOs). Monitor the implementation of the strategic plans. Align individual performance to the strategic objectives of the unit. Report on the strategic frameworks/plans in the area of functional responsibility. Provide technical support to District Senior Management on Mental Health services. Monitor and evaluate NGOs, CBOs and FBOs services and the adherence to service level agreements. Assist with the development and implementation of norms and standards for all levels of care, treatment and rehabilitation. Improve collaboration with other stakeholders e.g. SAPS, NGOs, Hospitals, and community structures through quarterly Hospital/Community/Clinic meetings. Support the establishment & maintenance of rehabilitation programs. Monitor and support the support groups at clinic/community levels. Ensure development of effective and efficient capacity building programs for NGOs, CBOs and FBOs. Facilitate expansion of residential and day care in the province to upscale community mental health services. Support the regular audit processes with the district coordinator's. Prepare a budget plan for NGOs for the new financial year and submission to senior management for signing. Review and revised service level agreements and budgets for NGOs. Monitor and evaluate the expenditure reports of NGOs and utilization of funds on a monthly basis. Monitor the timeous payment process to NGOs on a monthly basis and report subsidy expenditure. Monitor and analyze the financial audit reports submission from NGOs once a year. Prepare annual licenses for all mental health NGOs as stipulated in terms of section 42(2) of the general regulations and chapter Viii of the Mental Health Care Act (No 17 of 2002). Monitor the correct classification of users that are placed at NGOs. Ensure the development and implementation of NGO financial policies, procedures and guidelines. Manage and monitor implementation of the policies and procedures. Advise management and the department on NGO funding strategy, practices, procedures, guidelines and policies and ensure compliance with legislation. Ensure the development and implementation of NGO financial policies, procedures and guidelines.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr C R Sibeko @ (082) 372 0554 The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107.
<u>NOTE</u>	:	Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual

performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities".

- CLOSING DATE** : 03 January 2020
- POST 45/85** : **DEPUTY DIRECTOR: COMMUNICABLE DISEASES, EPIDEMIC PREPAREDNESS RESPONSE AND SURVEILLANCE (NON-OSD) REF NO: CODD/EPRS/12/2019**
Directorate Public Health and Chronic Diseases
- SALARY** : R733 257 per annum (Level 11) (all-inclusive remuneration package, of which a portion could be structured according to the individual's needs).
- CENTRE** : Central Office, Johannesburg
- REQUIREMENTS** : Appropriate Degree/National Diploma in Health Sciences (or equivalent qualification). 5 years relevant experience in communicable disease control and the expanded programme on immunisation. Academic and practical understanding of communicable disease control, surveillance and epidemic preparedness and response systematic approach. Must have worked in a management capacity in the public health field. Willingness to travel long hours throughout the Province. A valid driver's licence. Competencies needed: Excellent communication (written, verbal, presentation and liaison skills. Skills in preparations for national campaigns, management of disease outbreaks and training of staff. Project management skills. Ability to function independently. Proficient in Microsoft office in particular word, and power point. Coordination and negotiation skills. Ability to solve problems. A high level of diligence and commitment in ensuring that all duties are performed within tight timeframes and the outputs are of the required quality. Knowledge of the Batho Pele Principles. An ability to supervise.
- DUTIES** : Manage, prevent and control the occurrence of emerging and re-emerging infectious diseases. Strengthen epidemic preparedness and response, conduct monitoring and evaluation in all districts. Prepare for and conduct campaigns for communicable disease control. Liaise with various directorates, governmental departments, non-governmental organisations and private sector.
- ENQUIRIES** : Mr. Zanoxolo Futshane @ (064) 860 8687
- APPLICATIONS** : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107.
- NOTE** : Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo

full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities".

- CLOSING DATE** : 03 January 2020
- POST 45/86** : **DEPUTY DIRECTOR: VMMC AND CONDOM MANAGEMENT REF NO: CODD/VMMCCM/12/2019**
Directorate HIV, AIDS and STIs
- SALARY** : R733 257 per annum (all-inclusive remuneration package, of which a portion could be structured according to the individual's needs).
- CENTRE** : Central Office, Johannesburg
- REQUIREMENTS** : Appropriate Degree/National Diploma in Health Sciences or Public Health. 5 years working experience within the public, private and/or civil society health systems within South Africa. At least three years' experience in junior or middle management within HIV and AIDS programmes including Voluntary Male Medical Circumcision (VMMC) and Condom management. Prior work experience in South African health sector and strong technical expertise in a public health-related field. Knowledge of HIV prevention programs especially VMMC. Knowledge of the Department of Health district quality improvement and M&E implementation approaches and plans. Proven experience/knowledge working with DHIS and/or other national, routine health information systems required essential requirement. Knowledge of DHIMS Policy, SOP MMC program indicators and Web DHIS. Proficiency in reading, speaking and writing English. High proficiency in MS Office and MS Outlook. Report writing and business writing level proficiency. Proficiency in another local language. Valid driver's license. Willingness to travel extensively.
- DUTIES** : Support overall VMMC program implementation, management and sustainability activities at district level. Maintain professional relationships with all relevant stakeholders. Participate in and provide technical support to strengthen quality assurance, M&E and technical working groups and other relevant VMMC forums. Ensure continuous compliance to QA standards, guidelines and assessment tools with focus on strengthening the roll out of CQI activities and data quality audits. Assist in compiling presentations and co-facilitate structured performance reviews for National, Provincial and District program managers and relevant stakeholders with focus of results achieved against targets, cross-cutting QI gaps/concerns, data management issues/variances. Coordinate quarterly reporting and performance reviews of district Data and Quality Assurance. Work with district relevant stakeholders to ensure that district micro plans, work plans are implemented in line with project work plans. Support VMMC related trainings such as CQI and data quality management. Work with district management staff to ensure availability of MMC registers and all source documents.
- ENQUIRIES** : Ms. Linkey Katane @ (076) 480 1341
- APPLICATIONS** : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107.
- NOTE** : Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a

generic 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities".

- CLOSING DATE** : 03 January 2020
- POST 45/87** : **DEPUTY DIRECTOR: HIV, TB AND STI REF NO: CO/DDHTS/09/2019**
Directorate Employee Health and Wellness
- SALARY** : R733 257 per annum plus benefits
- CENTRE** : Central Office
- REQUIREMENTS** : Appropriated Diploma/Degree in health related- field. Registered with the relevant professional body. 5 years' experience in EAP, OHS and particularly HIV/AIDS field. Experience in strategy formulation and project management is essential. Management qualification is recommended. Understanding of business and organizational dynamics is expected. HIV qualification will an added advantage.
- DUTIES** : Assist in the strategic formulation of Wellness Programme in the Department with particular emphasis on the HIV/AIDS component. Implementation and strengthening of the HIV/AIDS work place programme within a broader Integrated Employee Wellness Framework. Review and develop policy guidelines and protocols related to the functional area. Serve on various committees to further the aims of the broader Employee Wellness Programme. Training on various aspects of HIV/AIDS Workplace. Develop or conceptualize programmes in response to behavioural risk management practices. Management of resources as well as administrative responsibilities.
- ENQUIRIES** : Ms Gail Gemell @ (079) 881 7014
- APPLICATIONS** : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107.
- NOTE** : Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests.

Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities".

- CLOSING DATE** : 03 January 2020
- POST 45/88** : **ASSISTANT MANAGER NURSING: (SPECIALTY) - TRAUMA/CRITICAL CARE ACCIDENT & EMERGENCY REF NO: AM-TMRH-01 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R614 991 – R692 166 per annum plus benefits
: Thelle Mogoerane Regional Hospital
: Grade 12 (Standard 10). A basic R425 qualification (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post basic qualification with a duration of at least one year accredited with the SANC in one of the above mentioned speciality (Trauma/Critical Care). A diploma/degree in Nursing management/Administration is required. A proof of current registration with the SANC as a Professional Nurse and Midwife. Supervisory, problem solving, conflict resolution and interpersonal skills. Good leadership and communication skills. Knowledge of nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies. Ability to plan, organize, lead and co-ordinate quality health services in the department. Demonstrate basic understanding of human resources, disciplinary procedures as well as financial management policies, guidelines and practices. A minimum of ten (10) years Appropriate/recognizable experience after registration with SANC as a Professional Nurse and Midwife. At least four (4) years of the above period should be appropriate recognizable experience in the area of Specialty.
- DUTIES** : Ensure effective management of quality nursing service. Co-ordinate optimal, holistic specialized nursing care provided within the set standards and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards, self-development and mentoring of Operational Managers. Maintain & manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the department and have the ability to deal with conflict. Knowledge of DOH policies, develop SOPs and protocol for the department, ensure that the Regulated Norms and Standards are maintained and upheld. Manage the Human Resource and ensure skilling and quality care. Manage the department efficiently and cost effectively. Coordination of effective training and research.
- ENQUIRIES APPLICATIONS** : Ms. N. Baduza Tel No: (010) 345 0971
: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; and certified copies of ID and qualifications (not older than 3 months). 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: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. 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.

- CLOSING DATE** : 03 January 2020
- POST 45/89** : **ASSISTANT DIRECTOR CLINICAL TECHNOLOGY: GRADE 1 REF NO: HRM 102/2019**
Directorate: Neurophysiology
- SALARY CENTRE REQUIREMENTS** : R517 326 per annum plus benefits
Steve Biko Academic Hospital
- DUTIES** : B-Tech/ degree or higher qualification that allows registration with the HPCSA in the relevant profession. A minimum of 8 years' appropriate experience required after registration with the HPCSA in the relevant profession or must be at least on Grade 2 or chief supervisory post.
Perform and analyze neonatal, pediatric and adult EEGs, evoked potentials, polysomnograms and nerve conduction studies at a tertiary hospital level. Train Registrars and Clinical Technologists in Clinical Neurophysiology. Demonstrate research experience and help students with their research projects. Has knowledge of or interest in intra operative monitoring procedures. Must be able to work as part of a team and supervise/interact with staff members and the public. Improve and update protocols according to international standards. Assist with administrative public duties.
- ENQUIRIES APPLICATIONS** : Dr. B.J Ribeiro Tel No: (012) 354 4652/3940
Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. 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** : 03 January 2019
- POST 45/90** : **PRIMARY HEALTH CARE NURSE PRACTITIONER GRADE 2 (PNB2) REF NO CO/PHCNP/12/2019**
Directorate Integrated Employee Health and Wellness
- SALARY CENTRE REQUIREMENTS** : R471 333 per annum plus benefits
Central Office
- REQUIREMENTS** : Appropriate Diploma/degree in Nursing. Registration with SANC and Indemnity Body or SASOHN. Primary Health Care and Dispensing License is compulsory. Post Basic Diploma in Occupational Health Nursing Science and a Certificate in Audiometry will be an add advantage. A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Knowledge: Primary HealthCare Practices and Family Planning. Knowledge in all relevant OHS Legislation. COIDA processes DoL and Compensation Fund Departments/hospitals goals and performance requirements Management of budget Public Service Regulations Relevant Stakeholders Customer service (Batho Pele Principles) DPSA guidelines on COIDA National Core Standards. Legislative requirements COID Act. Medical Regulations. Nursing Act/ Regulations. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Basic Conditions of Employment Act. Skills: Computer literacy, Change and Strategic management and leadership, Financial. Management, Interpersonal, Problem solving and strong analysis. Strong Report Writing skill and Resilience.
- DUTIES** : Provide Primary Health Care services to the GDOH Head Office employees and to other GPG employees should the need arise. Provide Family Planning services to employees. Provide emergency services for work related injuries

and medical emergencies. Develop protocols for the management of chronic Diseases. Monitor and manage COVID claims. Assist with medical surveillance programme. Develop protocols and SOP's for the effective implementation of PHC and Family Planning. Develop a referral system for PHC. Ensure that the OH Clinic has an Emergency Evacuation Plan. Establish and maintain good relations with OHS Stakeholders and other disciplines within the Health Care Environment. Management of medication (Ordering storage, dispensary, reporting) systems, SOP's etc. Ensure the promotion of healthy lifestyles and prevention by hosting Health Calendar events for employees. Work with other OH and EWP Disciplines in the provision of health services for employees.

- ENQUIRIES** : Ms Rebecca Mokone @ (071) 602 7647
- APPLICATIONS** : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107.
- NOTE** : Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities".
- CLOSING DATE** : 03 January 2020
- POST 45/91** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (MCWH) REF NO: EHD2019/12/02**
Directorate: PHC
- SALARY** : R444 276 – R500 031 per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District (NSDR)
- REQUIREMENTS** : 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/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Computer literacy. Good communication, supervisory and report writing skills. Ability to work independently in a team and under pressure. Good organizational and analytical skills. A valid driver's license. Flexibility Good interpersonal relationship and communication skills with colleagues. Evidence of current registration with SANC. Supervisory experience will be an added advantage.
- DUTIES** : Apply Coordinate implementation of Quality Assurance programmes guidelines, protocols, norms and standards in MCWH. Provide professional and technical support for the provision of quality Maternal and Child Health Services through proper management of the programme. Support facilities in the preparation for accreditation and implementation of MBFI strategy.

		Establish, maintain and participate in inter-professional and multidisciplinary teamwork that promotes effective and efficient health care. Perform all other duties that are delegated by Supervisor/ Manager.
<u>ENQUIRIES</u>	:	Ms M.L Nhleko Tel No: (011)565 5160
<u>APPLICATIONS</u>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
<u>CLOSING DATE</u>	:	07 January 2020
<u>POST 45/92</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (OHS) REF NO: CPC-TMRH-01</u> Directorate: Nursing
<u>SALARY</u>	:	R444 276 – R500 031 per annum plus benefits
<u>CENTRE</u>	:	Thelle Mogoerane Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12 (Standard 10).Diploma in general nursing, midwifery and National Diploma in Occupational Health & Safety. Dispensing licence will be an added advantage. A minimum of 7 years appropriate/recognisable experience in General nursing and midwifery after registration as Professional Nurse and Midwife with the SANC. One year post basic qualification in Occupational Health and Safety. 3 to 5 years' experience in providing Occupational Health and Safety Services. Knowledge/course in an Integrated Employee Health and Wellness programme will be an added advantage. Strong writing and policy development skills. Good verbal and written communication skills. Computer skills. Ability to work under pressure and in changing environment. Ability to work independently with good interpersonal skills. Knowledge of Basic Human Resource Management and Financial Management legal framework. Verified proof of experience in nursing, service certificate to be attached. Proof of South African nursing Council annual practice receipts for 2019. Knowledge and understanding of all Nursing Legislation and Health Act.
<u>DUTIES</u>	:	Plan, develop and administer policies and procedures of Occupational Health and Safety. Manage resources to meet the Department's Occupational Health objectives. Provide Occupational Health and Safety Services to Employees that lead to the promotion, protection and restoration of the Employees' health within a safe working environment. Comply with statutory requirements and departmental policies, procedures and administrative duties. Develop an independent health and safety program in a workplace. Develop disease prevention programs. Perform risk assessment to identify and prevent health care problems, immediate treatment of employees and take remedial steps to ensure safety of employees. Ensure that the hospital complies with OHS rules to ensure safe working environment by identifying worker and workplace hazards. Education of all employees on preventative measures against occupational hazards. Promote healthy living and working conditions. Develop relevant Occupational Health and Safety protocols and SOPs. Establish a referral system for the institution, programme development, expansion, implementation and marketing of OHS Services. The incumbent will also be responsible to do operational work such as medical surveillance, management of injury on duty, management of medical emergency for staff and participate in Disaster Management. Work with HR and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for OHS, identify training needs and develop programmes.
<u>ENQUIRIES</u>	:	Ms. N. Baduza Tel No: (010) 345 0971
<u>APPLICATIONS</u>	:	Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1 st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
<u>NOTE</u>	:	The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; and certified copies of ID and qualifications (not older than 3 months). 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: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. 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.

<u>CLOSING DATE</u>	:	03 January 2020
<u>POST 45/93</u>	:	<u>OPERATIONAL MANAGER (KANGAROO MOTHER CARE UNIT) REF NO: TDH0015/2019</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R444 276 – R500 031 per annum Grade 2: R515 040 - R579 696 per annum
<u>CENTRE REQUIREMENTS</u>	:	Tshwane District Hospital Grade 12. Basic qualification accredited with the South African Nursing Council as a professional nurse in terms of Government Notice R 425 qualification (i.e. degree/diploma in Nursing Science, General, Midwifery, Community Nursing Science and Psychiatric. A minimum of 7 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Diploma/degree in Nursing Management will be an added advantage. Proof of current registration with SANC. 3 years experience working in Kangaroo Mother Care Unit. Certificates of: PMTCT, EPI, IMCI, MSSN, MBFI, HBB/Neonatal resuscitation. Competencies: ability to initiate CPR in neonates while waiting for the doctor, knowledge/skills, good managerial experience, ability to work under pressure, sound interpersonal skills are necessary. Knowledge of legislation, policies and updated KMC guidelines. Computer literacy and valid driver's license.
<u>DUTIES</u>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordination of required nursing care which is compliance with standards set by the service and professional framework. Participate in management and utilize physical, financial and human resources to fulfil operational and developmental functions in accordance with legislation and policies. Ensure that participation in research related activities are evident in the practice. Maintain constructive working relationship with nursing and other stakeholders. Participate in CPD implementation and training. Maintain professional growth/ethical standards and development of self and staff members in the unit. Give on-going training on updated KMC guidelines. Comply with IPC and OHS guidelines. Be in charge of the hospital in the absence of the Senior Managers (after hours and weekends)
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs Motlhaga DS: Tel No: (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.
<u>CLOSING DATE</u>	:	10 January 2020
<u>POST 45/94</u>	:	<u>OPERATIONAL MANAGER (ANTENATAL CLINIC) REF NO: TDH0016/2019</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R444 276 – R500 031 Grade 2: R515 040 - R579 696
<u>CENTRE REQUIREMENTS</u>	:	Tshwane District Hospital Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification Diploma in Advanced Midwifery and Neonatal Nursing Science with duration of at least 3-5 years. Accredited with SANC (General Nursing and Midwifery). Qualification

in Nursing Management will be an added advantage. Proof of current SANC registration (2020). A minimum of Nine(9) years as a Professional Nurse after registration with SANC in General Nursing and (Seven) 7 years' experience working in Antenatal Clinic and Labour ward as a Midwife. Good communication, verbal and written skills. Computer literacy, certificate in ESMOE, MBFI, PMTCT, EPI. Financial and Human Resource Management, Leadership, Organizational, decision making and problem solving skills.

DUTIES : Plan/organise and monitor the objectives of the specialised unit in consultation with followers. Provide a therapeutic environment for staff, patients (pregnant Woman) and the public. Liaise and communicate with the multi-disciplinary team as well as other referral clinics, and participate in conducting Maternal and Morbidity Meeting in the Hospital with all referring Clinics. Delegate duties to and support staff in the execution of patient care delivery. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Assist with relief in patient care office during the week after 16hoo, weekends and Night duty. Maintain professional growth/ethical standards and self-development. Participate in implementation of CPD points. Comply with the Performance Management and Development System. Participation in activities of Ideal Hospital and Patient Safety Incidents report.

ENQUIRIES : Mrs Motlhaga DS: Tel No: (012) 354 7600
APPLICATIONS : 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 : 10 January 2020

POST 45/95 : **ASSISTANT DIRECTOR: COMMUNICABLE DISEASES CONTROL (CDC) SURVEILLANCE OFFICER (NON-OSD) REF NO: CO/ASDCDC/11/2019**
 Directorate Public Health and Chronic Diseases

SALARY : R376 596 per annum (Level 09) (plus benefits)
CENTRE : Central Office
REQUIREMENTS : Appropriate degree/diploma in any health-related field. Registration with the respective professional body. Technical expertise in Public Health epidemiology, disease control and immunization. A course/certificate in Epidemiology will be an advantage. Three (3) years' experience in communicable diseases control surveillance field. Surveillance and Database Management. Knowledge of Communicable Disease conditions included in the official Notifiable Medical Conditions (NMC) List. Expanded Programme on Immunization (EPI) conditions (goals, targets, indicators and criteria with emphasis on Polio (Acute Flaccid Paralysis), Measles, Neonatal Tetanus (NNT) Vaccine Preventable Diseases Outbreaks. Surveillance principles and specific aspects applicable to all communicable diseases. Information management knowledge and experience (data collection, collation, analysis and reporting). Computer skills (MS Word, Excel. PowerPoint Access, Electronic Communication). Qualitative and quantitative work output. Good communication (written and verbal) interpersonal organizational planning and supervisory skills. Ability to work independently and as part of a team. Must be willing to travel and work irregular hours and holidays. A valid driver's licence.

DUTIES : Support, monitor and evaluate all communicable diseases in hospitals, districts and sub districts. Liaise with district, sub district surveillance officers and CDC/ EPI Managers. Co-ordinate Outbreak Response Teams. Assist in preparing the annual provincial reports. Monitoring, evaluation and research. Support progress towards Polio Eradication, Measles Control and Elimination and NNT Elimination against WHO indicators. Participation in monitoring the impact of vaccinations, surveillance and disease trends. Training and Development Capacitate sub districts surveillance officers through training and supportive supervision. Export data weekly to Province and other identified role players. Attend meetings of the Communicable Disease and Outbreak Response Unit at the District and Provincial Office. Provide the necessary support during EPI Vaccine Preventable Disease Outbreaks and Campaigns. Collate and analyze relevant and compile reports.

ENQUIRIES : Mrs Caroline Kesebilwe @ (082) 818 7001
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 45 Commissioner Street (corner Kort Street), Marshalltown, 2107.

NOTE

: Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary documents will be disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic 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 tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment. "The Gauteng Department of Health supports the appointment of persons with disabilities".

CLOSING DATE

: 03 January 2020

POST 45/96

: **PHARMACIST ASSISTANT POST BASIC REF NO: 93 (X2 POSTS)**
Directorate: Pharmacy

SALARY
CENTRE
REQUIREMENTS

: Grade 1: R208 383 – R234 738 per annum (Plus service benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: A qualification that allows registration with SAPC plus a Post-Basic Pharmacist Assistant Registration with the SAPC. Current registration as a Qualified Post Basic Pharmacist Assistant. 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. Ability to work under pressure and to take initiative and in a team. Knowledge of public service legislation, policies and procedures. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES

: Assist with control of stock both ordering, receiving and the distribution of medicines in accordance with the Standard Operating Procedures and applicable legislation. Assist with the compounding, manipulation or preparation of non-sterile or sterile medicines or scheduled substances according to a formula and standard operating procedures approved by the responsible pharmacist; Assist with the manufacturing of non-sterile or sterile medicine or scheduled substances according to a formula and standard operating procedures approved by the responsible pharmacist; The re-packaging of medicines; The distribution and control of stock of Schedule 1 to Schedule 7 medicines or scheduled substances; the ordering of medicines and scheduled substances up to and including Schedule 7 according to instruction of a person authorized in terms of the Medicines and Related Substances Control Act, 101 of 1965, To obtain such medicines or scheduled substances; the reading and preparation of a prescription, the selection, manipulation or compounding of the medicines, the labelling and supply of the medicines in appropriate containers following the interpretation and evaluation of the prescription by a pharmacist; the provision of instructions regarding the correct use of medicines supplied and the provision of information to individuals in order to promote health. Adhere to Good Pharmacy Practice guidelines as published in the rules of the SAPC. Adhere to time lines. Be willing to undergo continuous training and development programmes. Attend meetings and

training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES
APPLICATIONS**

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

: 03 January 2019

POST 45/97

: **ENROLLED NURSE REF NO: ODI/05/12/2019/02 (X3 POSTS)**
Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

: R171 381 per annum
: ODI District Hospital
: Qualifications that allows registration with SANC as Enrolled Nurse. Proof of current registration with SANC required. No experience needed.

DUTIES

: Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practices in accordance with the scope of practice and nursing standards. Promote quality of elementary nursing care as directed by the professional scope of practice and standards. Display a concern for patients, promoting and advocating elementary care including awareness and willingness to respond to patient's needs.

**ENQUIRIES
APPLICATIONS**

: Ms. Ntsie EP Tel No: (012) 725 2312
: Hand delivered is encouraged and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, CEO's office or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

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 recent updated CV as well as certified copies of all qualification/s and ID document (no copies of copies allowed). Certified copies should not be more than three months old. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.

CLOSING DATE

: 10 January 2020

POST 45/98 : **MATERIAL RECORDING CLERK REF NO: ODI/05/12/2019/03 (X1 POST)**
 Directorate: Supply Chain Management

SALARY : R173 703 per annum
CENTRE : ODI District Hospital
REQUIREMENTS : Grade 12 with 3 years' experience in SCM/ Diploma or Degree in Public Management/Logistic and Purchasing Management with 2 years' experience in the field of SCM. Understanding of Public Service Legislative Framework including Treasury regulation PFMA, PPPFA, BBBEE, PAS Manual, Practice notes, Contract Management and Asset Management. SAP R/3 will be an added advantage.

DUTIES : Perform Logistics related clerical services support task. Open and manage all aspects of the VA10, VA11 Tally cards as per PAS Administration System. Compile VA7/VA2 or relevant documents for distribution of goods and services to relevant End-Users in the institution. Expedites any outstanding deliveries. Attend to queries emanating from orders and deliveries. Capture invoices on SRM/SAP R3. Attend to web cycle invoices and to queries relating to outstanding payment. Do follow-up on purchase orders, create and keep proper record of relevant documents/information as per Treasury Regulation for audit purposes. Compile weekly and monthly reports on GRV done. Does theoretical stock report, to partake in bi-annual stock take. Execute all work related instructions as required by the supervisor. N.B. Rotation within the section.

ENQUIRIES : Ms. Moteme OK Tel No: (012) 725 2437
APPLICATIONS : Hand delivered is encouraged and other means of posting delivery to ODI District Hospital, Klipgat road, Mabopane, CEO's office or posted to: ODI District Hospital, Private Bag X509, Mabopane, 0190.

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 recent updated CV as well as certified copies of all qualification/s and ID document (no copies of copies allowed). Certified copies should not be more than three months old. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.

CLOSING DATE : 10 January 2020

POST 45/99 : **ADMIN CLERK RECORD REF NO: ODI/05/12/2019/04 (X1 POST)**
 Directorate: Administration

SALARY : R173 703 per annum
CENTRE : ODI District Hospital
REQUIREMENTS : Minimum Grade 12 (matric) with 2 years' relevant experience in Patient Administration especially in Records. Be able to work under pressure. Experience in a health environment. Knowledge of Batho-Pele Principles, Patient's Rights and Responsibilities, Interpersonal relationship skill and telephone etiquette. Comply with relevant prescripts and regulations.

DUTIES : Filling and retrieval of patient's records and other documents related patient file in all areas. Be preparing to work shifts and assists other section of Patient Administration when requested. Safekeeping and disposal of files and documents in terms of National Archives Act. Storage and Retrieval of documents and files. Daily booking of Patient and tracing of missing files. Correct capturing and completion of downtime register and down time tool. Tracking and checking movement history of patient on the system and register book. Assist SAPS and other stakeholders on the completion of J88, 308 and other forms. Perform all other duties of patient administration as delegated by the supervisor.

ENQUIRIES : Ms. Moeng LM Tel No: (012) 725 2472
APPLICATIONS : Hand delivered is encouraged and other means of posting delivery to ODI District Hospital, Klipgat road, Mabopane, CEO's office or posted to: ODI District Hospital, Private Bag X509, Mabopane, 0190.

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 recent updated CV

as well as certified copies of all qualification/s and ID document (no copies of copies allowed). Certified copies should not be more than three months old. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.

- CLOSING DATE** : 10 January 2020
- POST 45/100** : **NURSING ASSISTANT REF NO: ODI/05/12/2019/01 (X5 POSTS)**
Directorate: Nursing
- SALARY** : R132 525 per annum
CENTRE : ODI District Hospital
REQUIREMENTS : Qualifications that allows registration with SANC as Nursing Assistant. Proof of current registration with SANC required. No experience needed.
- DUTIES** : Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practices in accordance with the scope of practice and nursing standards. Promote quality of elementary nursing care as directed by the professional scope of practice and standards. Display a concern for patients, promoting and advocating elementary care including awareness and willingness to respond to patient's needs.
- ENQUIRIES** : Ms. Ntsie EP Tel No: (012) 725 2312
APPLICATIONS : Hand delivered is encouraged and other means of posting delivery to ODI District Hospital, Klipgat road, Mabopane, CEO's office or posted to: ODI District Hospital, Private Bag X509, Mabopane, 0190.
- 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 recent updated CV as well as certified copies of all qualification/s and ID document (no copies of copies allowed). Certified copies should not be more than three months old. Failure to submit all the requested documents will be results in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been conducted within three months after closing date, please accept that your application was unsuccessful. NB!! The Hospital reserve the right to do background check for any relevant records of a candidate to determine suitability.
- CLOSING DATE** : 10 January 2020
- POST 45/101** : **LAUNDRY WORKER REF NO: TDH0017/2019**
Directorate: Administration and Patient Affairs & Logistics
- SALARY** : R102 534 per annum
CENTRE : Tshwane District Hospital
REQUIREMENTS : Abet or Grade 12 certificate, good verbal, communication and interpersonal skills. Be able to work in a team environment.
- DUTIES** : Distribution and Collection of linen to wards. Sluicing of soiled and bloodied linen. Packing of dirty into laundry bags and loading in the truck to be sent to Masakhane for washing. Offloading and unpacking of clean linen bags from service provider to clean linen bank. Willingness to work more hours and overtime. Perform stock take on quarterly basis. Willingness to go an extra mile when the need arises.
- ENQUIRIES** : Mr. A Shongwe Tel No: (012) 354 7388
APPLICATIONS : 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** : 10 January 2020