

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 16/44** : **HEAD CLINICAL DEPARTMENT MEDICAL (PSYCHIATRY) GRADE 1/
PROFESSOR/ ASSOCIATE PROFESSOR/ ADJUNCT PROFESSOR REF
NO: REFS/005536**
Directorate: Psychiatry
- SALARY
CENTRE
REQUIREMENTS** : R2 161 416 per annum (All-inclusive package)
: Weskoppies Hospital
: Proven registration with the HPCSA as a Specialist Psychiatrist or recognised sub-specialty. Also: A MD, PhD or equivalent academic degree that allows for supervising doctoral-level research. A minimum of 5 years appropriate experience in Psychiatry after registration as a Psychiatrist with the HPCSA. In addition: experience in the management of an academic specialist unit and a recognised research output; experience in teaching, training and supervising research for academic purposes. Evidence of postgraduate completed student supervision. Proven track of accredited publications. The post is a joint appointment (at professional level) between Weskoppies Hospital and the School of Medicine of the University of Pretoria. Recommendations: Adjunct Professor: Associate Professor: Professor: Responsible for academic administration in your capacity as head/ senior of a section/division/ department .Important role in the training of undergraduate and/or postgraduate and/ or scientist education with portfolio or student/ peer evaluation in his/her capacity as any of the following: block chairperson, departmental year-guardian lecturer, coordinator/ head of firm, curriculum development. At least 14 accredited publications; at least 3 postgraduate dissertations supervised (Master's); evidence of being an established researcher; conference papers delivered internationally; 6 years' teaching experience; peer recognition as exceptional in field of clinical expertise. At least 20 accredited publications; at least 7 postgraduate dissertations/theses supervised (master's & PhDs); evidence of being an established researcher; conference papers delivered internationally; 9 years' teaching experience; peer recognition as exceptional in field of clinical expertise.
- DUTIES** : Management: Work as a manager in the Public Service and University of Pretoria. The development and management of specialist psychiatry patient services, personnel performance as well as the budget of the Department of Psychiatry. Manage teaching, training and research in the Department of Psychiatry. Administration: Do administration related to management, clinical service work and research. Clinical service delivery: The evaluation, management and treatment of mental health care users, as well as outreach services where appropriate. Teaching & training: Do teaching and training of undergraduate and postgraduate students, as well as outreach services where appropriate. Research: Supervising and engaging in research where appropriate to the field.
- ENQUIRIES** : Mr. MA Motaung (CEO) Tel No: (012) 319 9799; Prof PM Joubert Tel No: (012) 319 9744
- APPLICATIONS** : Apply on line at www.professionaljobcentre.gpg.gov.za Applications without proof of the necessary documents will be disqualified. Only online applications.
- NOTE** : No S & T claims and resettlement allowance will be paid. Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates could be required to perform practical exercises/tests during the recruitment process. The recommended candidate may be subjected to medical surveillance as required by OHS Act 5/1993.Applications should include Z83, CV, certified copies of ID, Qualifications & registration.
- CLOSING DATE** : 10 July 2020

POST 16/45 : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/005517**
 Directorate: Psychiatry

SALARY : R1 106 040 per annum (all inclusive) (Grade of post and remuneration package will be determined by years of experience after registration at HPCSA as a Medical Specialist according to OSD guidelines)

CENTRE REQUIREMENTS : Weskoppies Hospital
 M MED (PSYCH) or FCPSYCH (SA) or equivalent. Registration with the HPCSA as a Medical Specialist Psychiatrist. Relevant experience in general adult Psychiatry will be a requirement. For joint appointment with the University of Pretoria: proof of at least one publication in a journal approved by the Department of Higher Education.

DUTIES : The post is a joint appointment specialist psychiatrist post with Weskoppies Hospital/Gauteng and the Medical School of the Faculty of Health Sciences of the University of Pretoria. The main tasks of the post will be the management and treatment of general adult psychiatric patients, including the related administrative and medico-legal work. Doing criminal forensic psychiatric observations and testify in a court of law if needed. Training of undergraduate and postgraduate students including medical officers and other health care workers. Supervising registrars in psychiatry. Doing research and supervising research. General management and administration appropriate to the post, including involvement in hospital and medical school committees. The incumbent is expected to become involved in outreach services.

ENQUIRIES APPLICATIONS : Dr. JM Pooe Tel No: (012) 319 9619
 Apply on line at www.professionaljobcentre.gpg.gov.za Applications without proof of the necessary documents will be disqualified. Only online applications. No S & T claims and resettlement allowance will be paid. Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates could be required to perform practical exercises/ tests during the recruitment process. The recommended candidate may be subjected to medical surveillance as required by OHS Act 5/1993. Applications should include Z83, CV, certified copies of ID, Qualifications & registration.

NOTE :

CLOSING DATE : 10 July 2020

POST 16/46 : **MEDICAL SPECIALIST – GRADE 1 – GRADE 3 (MENTAL HEALTH) REF NO: EHD2020/06/05**
 Directorate: Mental Health

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum (all-inclusive remunerative package)
 Grade 2: R1 264 623 – R1 342 230 per annum (all-inclusive remunerative package)
 Grade 3: R1 467 651 - R1 834 890 per annum (all-inclusive remunerative package)

CENTRE REQUIREMENTS : Ekurhuleni District Health
 MBBCh/MBChB plus FC Psych or MMed (Psychiatry). Registration with HPCSA as a Medical Specialist and proof of current registration. Appropriate experience in Clinical psychiatry and Mental Health. **Grade 1:** Less than 5 years relevant experience as Medical Specialists in a normal Specialty. **Grade 2:** At least 5 years, but less than 10 years relevant experience as Medical Specialists in a normal Specialty, **Grade 3:** 10 years and more relevant experience as Medical Specialists in a normal Specialty.

DUTIES : Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the District including assessment, treatment and monitoring of psychiatric patients. Development and implementation of evidence-based clinical protocols and guidelines. Partake in clinical audits. Implement and monitor adherence to national core standard (norms and standards). Rendering of afterhours services including weekends (commuted overtime). Provide outreach to facilities/services in the catchment area including, but not restricted, to participation in the multidisciplinary team discussions of patients in surrounding hospitals' psychiatric wards and provision of mental health care and support to patients in those wards. Completion of relevant medico-legal documents timeously and reduce medical litigation by exercising good clinical ethos. Liaise with referral centers for patients who need further care and

investigations. Training of undergraduate students and other health care professionals. Supervision and training of Psychiatric registrars and medical officers. Represent the University of Wits' Department of Psychiatry in hospital and university committees. Initiate own research and supervision of postgraduate research. Assist the Ekurhuleni Mental Health Care Unit address issues of equity and quality of services in previously disadvantaged areas. Assist the Ekurhuleni Mental Health Care Unit participate in the development of a comprehensive mental health service at all levels of care in the District so as to ensure that mental health services are available and accessible to the community as close to their homes as possible. Adopt and implement the principles of Batho Pele.

ENQUIRIES : Dr K.S Maaroganye Tel No: (011) 876 1717/063 607 3796
APPLICATIONS : Applications should be Email to: Ekurhuleni.Hr@gauteng.gov.za
FOR ATTENTION : Human Resource Manager
NOTE : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 10 July 2020

POST 16/47 : **PRINCIPAL PSYCHOLOGIST GRADE 1/ SENIOR LECTURER/ LECTURER**
REF NO: REFS/005518
 Directorate: Psychology

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

CENTRE : Weskoppies Hospital
REQUIREMENTS : Master's degree in Clinical Psychology. Registration with the HPCSA as a Clinical Psychologist. A minimum of 3 years' experience in Clinical Psychology. Experience working in a Psychiatric setting. Minimum of 2 years' experience on a managerial level. Knowledge of Mental Health Act and other relevant Government acts, strategies and policies. Minimum 3 accredited publication; 3 years of teaching experience, course/block coordinator of students; curriculum development/innovation; good teaching evaluation; clear clinical focus area in teaching. Community engagement recommended.

DUTIES : Management of the Clinical Psychology Unit - overseeing the daily operations of the unit within the hospital ensuring that government and hospital policies and protocols are upheld and followed. Act as liaison between the Psychology Unit and hospital management and the University of Pretoria. Administrative duties assigned to post. Draft policy and develop strategies required to meet the aims set out in the operational plan of the Clinical Psychology unit including budget management and procurement processes for the Unit. Overseeing job performance evaluations of the Psychology Unit staff. Ensure that RWOPS is conducted according to the official policies of the Gauteng Health Department. Supervision of Intern Psychologists. Planning and management of training programmes for Intern Psychologists. Clinical Psychologist as part of a multi-disciplinary team providing assessment, evaluation and appropriate treatment of mental health care users including attending ward rounds, providing psychotherapy and conducting psychometric and medico-legal assessments. Provision of forensic psychology services, including the evaluation of alleged offenders/victims and attending court cases. Academic and clinical work for the Faculty of Health Science at the University of Pretoria including the development and provision of lectures, group-work, research and publications.

ENQUIRIES : Prof. PM Joubert Tel No: (012) 319 9744
APPLICATIONS : Apply on line at www.professionaljobcentre.gpg.gov.za Applications without proof of the necessary documents will be disqualified. Only online applications.

NOTE : No S & T claims and resettlement allowance will be paid. Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting processes. Candidates could be required to perform practical exercises/tests during the recruitment process. The recommended candidate may be subjected to medical surveillance as required by OHS Act 5/1993. Applications should include Z83, CV, certified copies of ID, Qualifications & registration. Note: The post for Principal Psychologist is a joint appointment with Weskoppies Psychiatric Hospital/ Gauteng Department of Health and the Medical School of the Faculty of Health Sciences of the University of Pretoria.

CLOSING DATE : 10 July 2020

POST 16/48 : **PRINCIPAL: EMS TRAINING COLLEGE REF NO: LEBO-PRINCIPAL/2020**

SALARY : R871 590 per annum (All inclusive package)

CENTRE : Lebone College of Emergency Care, Arcadia, Pretoria

REQUIREMENTS : Grade 12 certificate or equivalent qualification. Candidate must be B-TECH Degree in Emergency Medical Care. Candidate must be registered with the HPCSA as Emergency Care Practitioner for a minimum period of three (3) years. Must have three (3) years' experience on Management level. Candidate must have a minimum of three (3) years' experience as an EMS Course Coordinator. A valid and current registration as an Emergency Care Practitioner with the Health Professions Council of South Africa is mandatory. Computer literacy in MS Word, Excel and Power Point is essential. Good interpersonal and management skills. Sound knowledge of financial Management Policies and Labour Relation Prescripts is essential A Valid Code C1 driver's license with PDP is essential.

DUTIES : Responsible for maintaining accreditation status with HPCSA for all Courses offered by the College. This may involve courses at more than one site. Management and quality assurance of District Training centers. Ensuring that all facets of training with the College complies with the relevant legislation, including but not limited to the Hospital Ordinance Act, the Higher Education Qualification Sub-framework, the skills Development Act, the Public Finance Management Act , Supply Chain Management Act, Labour Relation Act. Responsible for the development and implementation of the College Business Plan and Standardized Operational Plan. Efficient management of all College resources including human resource, allocated budget, assets and advice the Director: EMS Operations on matters pertaining to EMS Training. This will involve representation at the Directorate meetings. Manage the overall budget of the College and must provide reports to the Director when required.

ENQUIRIES : Mr K Malebana Tel No: (011) 456 2002/2013

APPLICATIONS : Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be post to Lebone College of Emergency Care, PO Box 26876, Gezina 0031.

CLOSING DATE : 10 July 2020

POST 16/49 : **DEPUTY MANAGER NURSING REF NO: EHD2020/06/06**

Directorate: PHC

SALARY : R843 618 – R949 482 per annum (Inclusive remunerative package)

CENTRE : Ekurhuleni Health District: NSDR

REQUIREMENTS : Basic R425 qualification (i.e. an appropriate Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC as a Professional Nurse Minimum of 9 years appropriate/recognizable experience after registration as Professional nurse with SANC in General Nursing. At least 4 years of the period referred to must be appropriate experience as Assistant Manager Primary Health Care Nursing. Computer Certificate, literacy and Driver's license is essential. A management Qualification is essential. Skills: Presentation and report writing skills, Leadership skills, Planning and organizing skills. Problem solving and communication skills and financial management skills. Ability to work under pressure.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the Sub-district: Establish the strategic direction of the component to ensure alignment with its business plans by participating in the development of the District and sub-district plan. Facilitate and oversee the development of PHC operational/business plans and demand plans to give strategic direction to the division by managing and coordinating the activities of the division. Implement all priority programs in the sub-district. Provide professional, technical and management support for the provision of quality patient care through proper management of Primary Health Care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Conduct staff meetings to disseminate information such as new developments on policies, circulars. Participate and respond to queries and questions from relevant structures with regard to complaints on staff conduct on patients. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to health care. Participate in multi-disciplinary quality assurance task teams at various levels. Develop a good

working relationship within the department and relevant stakeholders. (City of Ekurhuleni & Partners). Participate with members of the health team in decision making pertaining to health care delivery. Participate in the development of DHP and DHER. Ensure facilities are accredited with the Ideal clinic status and national core standards by ensuring that status determination is done at least twice in a year. Human Resource: Analyze staffing needs and develop a plan to meet the needs. Initiate the recruitment and retention of competent personnel. Manage and monitor the implementation of the PMDS. Manage grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Manage the licensing of all staff with relevant professional bodies. Finance: Ensure that budget spending is maximized in line with strategic Objectives. Manage and control material resources and assets.

ENQUIRIES : Mrs E Mashigo Tel No: (011) 876-1814
APPLICATIONS : Applications should be Email to: Ekurhuleni.Hr@gauteng.gov.za
NOTE : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Driving skills will be evaluated.
CLOSING DATE : 10 July 2020

POST 16/50 : **ASSISTANT MANAGER NURSING (NIGHT DUTY) REF NO: ODI/11/06/2020/01**

SALARY : R562 800 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Basic R425 qualification (D4 Diploma/Degree in nursing or equivalent) that allows registration with SANC as a Professional Nurse. Diploma in Midwifery required. Registration with the SANC as a Professional Nurse. Proof of current registration with the SANC Diploma/Degree in nursing administration is an added advantage. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General nursing. At least 2 years of the period referred to above must be appropriate recognizable experience at management level (less 1 year from experience for candidates appointed from outside the public services after complying with registration requirements). Experience as a night supervisor will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act.

DUTIES : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate comprehensive on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e inter-professional, inter-sectoral and multidisciplinary teamwork). Manage, monitor and ensure proper utilization of human, financial and physical resources. Participate in the analysis, formation and implementation of nursing guideline, practices, standards and procedure. Expected to work night duty as a supervisor and assist on day duty where there is a need. Participate in the nursing management team for both day/night. To be part of the nursing management team. Act on behalf of Nursing Service Manager (Day/Night) and all other managers especially on night and after hours. Communication skill is highly expected. Expected to recommend, advice, give in form of report, letters and memos. General and strategic advices, nursing and management support. Maintain professional growth/ethical standards and self -development: SANC, Nurses day involvement, promoting the image of both nursing and hospital.

ENQUIRIES : Ms. EP Ntsie Tel No: (012) 725 2312
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than six months old.

CLOSING DATE : 10 July 2020

POST 16/51 : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT) REF NO: ODI/11/06/2020/02**

SALARY : R562 800 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Basic R425 qualification (D4 Diploma/Degree in nursing or equivalent) and Basic R254 (Diploma in Neonatal Nursing/Advanced Midwifery and Neonatology). R254 post basic nursing qualification in Neonatal Nursing/Advanced Midwifery and Neonatology Diploma with a duration of at least one year accredited with SANC. Qualification in Management and Administration will be an added advantage. Registration with the SANC as a Professional Nurse is a statutory requirement. Current proof of registration with SANC. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience in specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that the clinical nursing practices by the nursing team (area/ facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding of the legislative of HR, labour relations issues, financial and material resources issues. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Display a concern for patients' safety, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery.

DUTIES : Coordinate all clinical and nursing activities as executed by various members of the multidisciplinary team at Unit level. Manage and redress complaints received in the Unit. Conflict management and problem solving in the Unit. Willing to work after hours. Relieve/ act on behalf of the Assistant Manager.

ENQUIRIES : Ms. EP Ntsie Tel No: (012) 725 2312
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recent CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than six months old.

CLOSING DATE : 10 July 2020

POST 16/52 : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1 REF NO: ODI/11/06/2020/03**

SALARY : R383 226 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Basic R425 qualification or equivalent (i.e Diploma/ Degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Diploma in Midwifery as qualification needed. One year post basic qualification in Child nursing science. A minimum of four years appropriate/recognisable experience in nursing after registered as a Professional Nurse with SANC in general nursing. At least one year of the period referred to above must be appropriate experience in the specified specialty after obtaining the one-year post basic qualification in the relevant specialty.

DUTIES : Knowledge of Nursing care procedures and nursing statutes and other relevant legal framework such as: Nursing Act, OHS, Patients' rights charter and Batho Pele Principles. Provision of optimal, holistic specialized nursing care with set standards and within a professional/ legal framework. Effective utilization of resources. Participate in training and research. Provision of support in nursing services. Maintain professional growth/ ethical/ standards and self-development (CPD). Maintain constructive working relations with other stakeholders. Multidisciplinary teamwork. Labour relations principle. Be able to work shift Day/Night. Act on behalf of Operational Manager.

- ENQUIRIES** : Ms. EP Ntsie Tel No: (012) 725 2312
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
- NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than six months old.
- CLOSING DATE** : 10 July 2020
- POST 16/53** : **ASSISTANT DIRECTOR: HAST REF NO: EHD2020/06/07 (X1 POST)**
Directorate: Finance
- SALARY** : R376 596 – R443 601 per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Grade 12 certificate, Accounting as a passed subject, with 5 years' experience at salary level 7, working with Conditional Grants or Financial Management. Diploma or Degree in Financial Management with a minimum of 3 years' experience at salary level 7, working with Conditional Grants or Financial Management. Knowledge of BAS, SAP, SRM and business processes management systems. Knowledge of GRAP and Financial Management processes within the public sector. Computer literacy in Ms Excel, Ms Word and Ms PowerPoint. Sound knowledge of relevant of financial prescripts (PFMA, Treasury Regulations, DoRA and any finance policy). Ability to work in a team and also independently. Good planning, organizing, presentation and communication skills (Verbal and Written). Budget forecasting skills, problem solving, decision making and ability to work effectively and efficiently at all times. Human resource management skills. Internal control and risk management skills.
- DUTIES** : Annual Conditional Grant budget preparation, MTEF forecasting, presentation and submission to key Stakeholders. Oversee the compilation and costing of HAST Business and Operational Plans. Oversee the capturing of the HAST annual Budget on the BAS system. Utilization of correct HAST SCOA allocations. Monthly and quarterly reporting to relevant stakeholders in terms of the PFMA and DoRA. Ensure compliance of Hospitals with the financial prescripts. Ensure that personnel are correctly linked under the HAST programme. Monitor the implementation of Business Plan by the Programme and Hospitals within Ekurhuleni District. Mentor and monitor hospitals on the management of HAST budget and expenditure. Offer support and training on Finance HAST operational activities. Perform scheduled and unscheduled visits to Hospitals to ensure continuity and sustainability in the management of annual HAST allocation. Give finance related support to HAST programme managers and hospitals. Effective and efficient management of transfer payment/ subsidies to contracted NPOs. Mentor and monitor NPOs' spending as per signed MoA for HAST and Mental Health programmes. Analyse the NPOs Annual Financial Statements (AFS) for HAST and Mental Health programmes. Adjudication of NPOs' funding applications as submitted to Gauteng Departments of Health. Management of reconciliations (BAS/ SAP/ Medsas/ Persal, Parking and Accommodation). Manage Human Resource of Finance, including planning and allocation of work, maintenance of discipline and the quality of work delivered by employees.
- ENQUIRIES** : Mr. T. Musi Tel No: (011) 876 – 1700
- APPLICATIONS** : Applications should be Email to: Ekurhuleni.Hr@gauteng.gov.za
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 10 July 2020
- POST 16/54** : **ASSISTANT DIRECTOR: HRM REF NO: EHD2020/06/08**
Directorate: Human Resource Management
- SALARY** : R376 596 - R443 601 per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District: ESDR
- REQUIREMENTS** : Relevant Bachelor's degrees/National Diploma with 5 years' supervisory or grade 12 with 10 years' experience in HRM. Extensive knowledge of PERSAL and HR prescripts. Computer literacy and driver's license is essential. Good

understanding of PSCBC resolutions especially the implementation of OSD. Skills: leadership skills, Planning and organizing skills, Problem solving and communication skills and financial management skills. Ability to work under pressure. Good interpersonal relations.

DUTIES : Lead and manage the ESDR HR unit services. Supervise and empower the HR Staff at the sub district. Provide guidance and support to the staff. Approve and Quality assure all the transactions related to appointments, salary administration, Leave, overtime, terminations, transfer, housing allowance. Management of PILLIR for the sub district. Ensure there is good filing system at the sub district. Management of PMDS, RWOPS and payroll. Develop and implement action plans for all Auditor General Queries. Manage and coordinate the implementation of grade progression. Advice staff on all HR related issues. Manage the Recruitment and Selection for the sub district.

ENQUIRIES : Ms. M Zwane Tel No (011) 876 1766
APPLICATIONS : Applications should be Email to: Ekurhuleni.Hr@gauteng.gov.za
FOR ATTENTION : Human Resource Manager

NOTE : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. The candidate will be indirectly reporting to the Deputy Manager Nursing of the Sub District. No S&T and resettlement allowance will be paid.

CLOSING DATE : 10 July 2020

POST 16/55 : **SPEECH THERAPIST AND AUDIOLOGIST GRADE 1 REF NO: ODI/11/06/2020/04**

SALARY : R317 976 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Appropriate qualification that allows for registration with HPCSA as Speech Therapist and Audiologist. Current registration with HPCSA as Speech Therapist and Audiologist.

DUTIES : Provide effective Speech Therapist plus Audiology services for patient's external stakeholders. In adherence of scope of practice, assessing, diagnosis and treating patients within a multidisciplinary team. Planning and problem solving appropriately. Provide counselling to patients, family and care giving, selecting, issuing and training in the appropriate use of assistive devices.

ENQUIRIES : Dr. R.T Motsepe Tel No: (012) 725 2439
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than six months old.

CLOSING DATE : 10 July 2020

POST 16/56 : **DIAGNOSTIC RADIOGRAPHER- GRADE 1 REF NO: ODI/11/06/2020/05**

SALARY : R317 976 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : National diploma or Degree in Diagnostic Radiographer Qualification. Current registration with HPCSA as an independent diagnostic Radiographer. Grade 1: No experience required after registration with HPCSA in relevant profession. Must have completed community service as per requirements of the professional body. Computer literacy essential. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH guidelines and policies governing the Health sector and Radiography profession.

DUTIES : Diagnostic Radiography in a 24-hour department. To participate in 24-hour roster. To produce x-ray images according to prescribed protocols, radiation control measures and medico-legal requirements. Assist in the training of Community Service Radiographers and students. Assist in the quality assurance of images. Supervise and participate in departmental quality assurance test. Participate and facilitate in CPD as required by the HPCSA. To adhere to Batho Pele principles, National core standards, quality assurance and other public service policies and act. Perform administrative duties

including compiling statistics and performing any other duties as delegated by the supervisor.

ENQUIRIES : Ms. ML Mthombeni Tel No: (012) 725 2429

APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than six months old.

CLOSING DATE : 10 July 2020

POST 16/57 : **HUMAN RESOURCE DEVELOPMENT OFFICER REF NO: ODI/11/06/2020/06**

SALARY : R257 508 per annum (Level 07) (plus benefits)

CENTRE : Odi District Hospital

REQUIREMENTS : A three-year Diploma/Degree in HRM/HRD with 2year's experience in HRM/HRD or related qualification with a minimum of five years' experience in training and development. Knowledge of Skill Development Act, PSA, SKLA, SAQA, NQF, NSDS, EEA, PERSAL knowledge with certificates, good communication skills, facilitation and presentation skills, problem solving and analytical skills, report writing skills and be computer literate.

DUTIES : Coordinate orientation and induction programme. Coordinate skills audit and training needs analysis process. Coordinate, develop and implement the workplace skill plan (WSP) and liaise with training providers. To ensure effective coordination of internal and external training programmes. To ensure effective Human Resource Development Administration such as up to date training database, management of the training budget, compile the quarterly and annual reports. Coordinate the AET programme. Submit the approved WSP/ATR for the organisation. Implement internship and experiential learnership programme. Compile and submit training report to management. Serve as a secretary and advisor during training committee meeting. Monitor implementation of PMDS system. Advice management and staff on new PMDS system. Facilitate the implementation of Employment Equity and perform any other task delegated by the relevant manager.

ENQUIRIES : Mr. LR Sekwele Tel No: (012) 725 2460

APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

NOTE : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than six months old.

CLOSING DATE : 10 July 2020

POST 16/58 : **ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: EHD2020/06/09 (X1 POST)**
Directorate: Corporate Services

SALARY : R257 508 – R303 339 per annum (plus benefits)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Grade 12 certificate with 5 years' experience in Risk management, or Tertiary qualification in Risk Management, Internal Auditing, Public Management or Public Administration with 3 years' functional experience in Risk Management or auditing. Knowledge: Public Sector Risk Management Framework. Driver's license and Computer literacy essential. Written communication skills, assertiveness and presentation capabilities. One (1) years functional experience in Risk Management or auditing. Knowledge: Public Sector Risk Management Framework. The ability to create and manage a risk database. Written communication skills, assertiveness and presentation capabilities.

DUTIES : The incumbent will assist in monitoring and implementation of Risk Management Framework. Develop and maintain a risk and risk incident database including risk registers for the District. Extract risk information and develop risk profiles for the District and graphical reports for integrated

reporting. Assist in Monitoring and evaluate of risk movement and performance action plans trends and warning signals by maintaining key risk indicator registers for line function. Assist with secretariat functions for the risk management Committee. Assist in the marketing and publicity initiatives of the unit on risk awareness, fraud, anti-corruption, and ethics and integrity programmes. Perform all other duties that are delegated by the supervisor/manager.

ENQUIRIES : Ms P. Moraba Tel No (011) 876-1738
APPLICATIONS : Applications should be Email to: Ekurhuleni.Hr@gauteng.gov.za
FOR ATTENTION : Human Resource Manager
NOTE : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.
CLOSING DATE : 10 July 2020

POST 16/59 : **PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) - HPV**
CAMPAIGN REF NO: EHD2020/06/10
 (2 Months Contract)
 Directorate: PHC

SALARY : Grade 1: R256 905 per annum
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. Grade 1: less than 10 years relevant experience as a Professional Nurse after registration with SANC Driver's license is essential. Current proof of registration with SANC.

DUTIES : Provision of Health education to learners and parents about the importance of Immunizations. Conducting health screening of learners according to the integrated School Health Policy. Provision of School Based Immunization (HPV, Tetanus Toxoid) and deworming of learners. Recording and capturing of all the immunized Grade 5 and other learners.

ENQUIRIES : Ms K.R. Monyanyedi Tel No: (011) 876 1810
APPLICATIONS : Applications should be Email to: Ekurhuleni.Hr@gauteng.gov.za
FOR ATTENTION : Human Resource Manager
NOTE : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.
CLOSING DATE : 10 July 2020

POST 16/60 : **SECRETARY TO THE CLINICAL MANAGER REF NO: ODI/11/06/2020/07**

SALARY : R173 703 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Candidate must be in a possession of Grade 12 certificate. Diploma or Degree in secretarial Studies/Office Management/Office Administration and minimum 1 year recognized experience will be an advantage. Computer literacy. Good communication and writing skills with good interpersonal relation. Proficient user of Microsoft office suites and may be subjected to a test. Certificate of Microsoft package will be added advantage. Be reliable, punctual and professional. Be creative and able to use own initiative. Good telephone etiquette. Be able to prioritize and have exceptional attention to detail. Ability to handle variety of task, work under pressure and meet the tight deadlines. Prepared to go extra mile.

DUTIES : Overall management of the office administration function. Provide secretarial/receptionist support serves to the Clinical Manager/Family physicians. Compliance to Batho-Pele and customer care practice. Take minutes during the meetings and compile minute's files. Coordinate logistical arrangements for meetings when required. Consolidate the reports for the Clinical Directorate. Managing the office diary and arranging appointments. Receiving visitors and office management. Assist with relevant procurement of goods and service. Handle and maintain office records. Management of the Clinical Manager's to do list. Photocopying, binding and scanning of the documents.

ENQUIRIES : Dr. RT Motsepe Tel No: (012) 725 2436
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.

- NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than six months old.
- CLOSING DATE** : 10 July 2020
- POST 16/61** : **DATA CAPTURER REF NO: ODI/11/06/2020/08**
- SALARY** : R173 703 per annum (Level 05) (plus benefits)
- CENTRE** : Odi District Hospital
- REQUIREMENTS** : Grade 12/Matric or equivalent with minimum of two years data capturing experience in Health environment. Minimum of six months DHIS data capturing experience. Computer literacy with extensive knowledge and proficiency in Ms Word, Ms Excel, PowerPoint, Outlook and Internet is compulsory. A valid driver's license is compulsory.
- DUTIES** : Administration, monitoring and evaluation of data: Collection, collation and analysis of data. Communicate with and guide data clerks on daily basis. Ensure that mid-night census corresponds with all patients' registers. Daily. Verify submitted data with data sources on daily, weekly and monthly basis. Prepare monthly and quarterly reports. Capturing of quality clients data and management: Capturing data on the computer (Excel Database, Web-DHIS and Easy count). Effective SOP implementation to improve data quality and completeness. Daily filing (storage) of data and information sheets. Prepare and ensure occurrence of Health Information on monthly meetings.
- ENQUIRIES** : Mr. NL Setheni Tel No: (012) 725 2489
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190.
- NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more than six months old. All candidates will be subjected to mandatory competency test. All candidates who previously applied are encouraged to re- apply.
- CLOSING DATE** : 10 July 2020
- POST 16/62** : **PORTER SUPERVISOR REF NO: TRH 4 /2020**
- Directorate: Admin/Support
- Re-Advert: Candidates who previously applied are encouraged to re-apply
- SALARY** : R145 281 per annum (Level 04)
- CENTRE** : Tshwane Rehabilitation Hospital
- REQUIREMENTS** : Grade 12 Certificate with 3 years' experience as a Porter or Grade 10 with more than 5 years' experience as a Porter. Basic computer literacy, Good verbal and written communication skills. Ability to work effectively in a team. Ability to work under pressure. Good communication and interpersonal skills. Meeting deadlines and setting goals. Must be physically fit to handle repetitive work.
- DUTIES** : Supervision of Porter services which includes duty scheduling, leave planning and discipline. Loading and off-loading patients from ambulances and private cars. Regular walk about to assess the state of portering services. Compile statistics for portering services, placing orders for uniforms and also ensure that all porters wear it. Monitor and ensure that oxygen gas cylinders are replaced as needed. Deal with all Porters issues that needs attention. Transporting of patients between various departments within the hospital. Ensure appropriate management of wheelchairs and stretchers. Ensure that all employees under your supervision comply with HR prescripts i.e. leave management, PMDS, Signing of attendance register. Attend meetings and give regular feedback to colleagues. Ensure that support service complies with the national core standard/ ideal hospital tool. Implement and comply with OHS prescripts and infection control in the portering services.
- ENQUIRIES** : Mr G Nkosi Tel No: (012) 354 – 6735
- APPLICATIONS** : Applications must be send directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

NOTE

: No faxed or emailed applications will be considered. 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 qualifications, relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than six (6) months old). 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, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disability are encouraged to apply.

CLOSING DATE

: 10 July 2020